

**ST. MARK PRESBYTERIAN CHURCH
OF THE PRESBYTERIAN CHURCH (U.S.A)
BY-LAWS FOR THE CONGREGATION**

Adopted:	October 26, 1997
Revised:	April 22, 2001
Name Corrected:	April 12, 2010
Revised:	January 29, 2017
Revised:	January 30, 2022

1. These by-laws are subordinate to and are intended to adhere to the principles and guidelines of the Constitution of the Presbyterian Church (U.S.A.), Part II, Book of Order.
2. The congregation is made up of all members on the active roll of St. Mark Presbyterian Church, Boerne, Texas. All such members who are present at a congregational meeting are entitled to vote.
3. All administrative responsibilities for the church shall reside in one body, the session. The session shall consist of no less than six (6) elders in active service and the Pastor, who shall serve as moderator. Serving session elders shall be elected by the congregation at a congregational meeting. The session shall be divided into three classes, one class retiring each year. However, each elder shall continue to serve until their successor is duly elected and installed. Ordinarily, elders shall be elected to serve a three year term and may be reelected for one consecutive term. However, the congregation may elect an elder to a shorter term to fill a class vacancy. No elder may serve for more than six (6) consecutive years. There must be a full year intervening before an elder is eligible to be reelected following six years of service. The Session shall elect an active member of the congregation who is also an ordained elder in the Presbyterian Church (USA) to serve as Clerk of the session.
4. The congregation shall hold an Annual Meeting to hear reports from the session with plans for the coming year and conduct such other business as deemed appropriate but limited to those matters enumerated in the Book of Order. During the Annual Meeting the congregation shall review the adequacy of the compensation of the Pastor upon report of the prior review by the session.
5. The Pastor shall serve as moderator of all congregational meetings and the clerk of session shall serve as secretary. Should the pastor or the clerk not be available to attend the meeting, they shall be replaced according to the provisions of the Book of Order. Public notice of the Annual Meeting shall be given on two successive Sundays.
6. The quorum for all congregational meetings shall be one tenth of the members on the active roll.
7. Special Meetings may be called to conduct such business as may be proper for congregational consideration. The business to be transacted shall be limited to items specifically listed in the call for the meeting. Public notice of called meetings shall be given on two successive Sundays. The meeting may be convened following the notice given on the second Sunday.

8. Special Meetings of the congregation shall be called:
 - a. by the session whenever it determines such a meeting is necessary,
 - b. by Mission Presbytery whenever it determines such a meeting is necessary,
 - c. by the session when requested in writing by one fourth of the members on the active roll of St. Mark Presbyterian Church.
9. Motions in congregational meetings shall be decided by simple majority. The Pastor is not a member of the congregation and may not vote in a meeting of the congregation. When there is a tie vote, the Pastor shall put the question a second time. If there is a tie vote again, the motion is lost. Voting by proxy is not allowed.
10. All congregational meetings shall be opened and closed by the moderator with prayer.
11. There shall be a Board of Deacons comprised of no less than 6 members of the congregation in good standing. Deacons are elected at a congregational meeting normally to fill 3-year staggered terms, with approximately one-third of the deacons retiring each year. However, the congregation may elect a deacon to a shorter term to fill a class vacancy. Their ministry is under the supervision and authority of session. The Board of Deacons shall elect their own moderator and other organizational positions as they deem appropriate.
12. The session shall form a Congregational Nominating Committee (CNC) in accordance with the Book of Order. The CNC shall present to the congregation at an Annual Meeting or a Special Meeting nominations of no more than one eligible person for each office of elder, deacon, and CNC member to be filled. Nominations of qualified members for any such office may be made from the floor by any eligible voter during the meetings.
13. The session is responsible for maintaining the incorporation of the church under the Constitution of the Presbyterian Church (U.S.A.) and the laws of the State of Texas. It will ensure that an appropriate set of by-laws is developed for the Corporation. To govern the Corporation, the session may provide for the election of Trustees, consisting of no less than three ruling elders who are on the active roll of St. Mark Presbyterian Church and elected by the congregation in the same manner as serving session elders. To fill expiring Trustee positions each year, the session shall nominate one or more incoming session members to also serve a three year term as a Trustee that expires concurrently with their term on session. The session shall nominate additional members of session to fill any other vacancies on the Board of Trustees, selecting from session members whose term coincides with the remaining term associated with the Trustee vacancy. The session elder responsible for Finance shall not be eligible to also serve as a Trustee. The nominations for Trustees made by the session shall be presented to the congregation and voted on at a Congregational Meeting. Nominations of qualified members (ruling elders in good standing) may also be made from the floor by any eligible voter during the meeting. The charge to the Trustees must be in accordance with the Book of Order.
14. Members on the active roll of St. Mark Presbyterian Church shall be members of the Corporation and shall be eligible to vote at meetings of the Corporation. The by-laws of the Corporation shall also require the Trustees to render to the session a report, at least annually, on the condition of those items under the Trustee's responsibility. The by-laws of the Corporation shall also require an Annual Meeting of the Corporation at which the Trustees shall render a report on the

condition of those items under the Trustee's responsibility to the members of the Corporation.

15. The Corporation and the Trustees shall have the following powers: to receive, hold, encumber, manage and transfer property, real or personal, for the church; to accept and execute deeds of title to such property; to hold and defend title to such property, all subject to the authority of the session and under the provisions of the Constitution of the Presbyterian Church (U.S.A.), provided further that in buying, selling, and mortgaging real property, the Trustees shall act only after the approval of the congregation granted in a duly constituted meeting. The session may charge the Trustees with such additional responsibilities for the supervision of church property as they deem necessary. The powers and duties of the trustees shall not infringe upon the duties of the session or the board of deacons.
16. These by-laws may be amended at any duly constituted meeting of the congregation so long as the proposed changes are published in the church bulletin for four Sundays immediately prior to the scheduled meeting date and in the church newsletter at least 30 days prior to the scheduled meeting date and are made a part of the call for the meeting.