

Tuckahoe Presbyterian Church

Congregational Rules

I. Relationship to the Presbyterian Church (USA)

The Tuckahoe Presbyterian Church is a congregation of the Presbytery of The James in the Synod of Mid-Atlantic of the Presbyterian Church (USA).

II. Governance of the Congregation (G-1.0103)

The Congregation shall be governed by the Constitution of the Presbyterian Church (USA) which consists of two parts: (1) The *Book of Confessions* and (2) The *Book of Order*.

III. Meetings of the Congregation (G-1.05)

The annual meeting of the Congregation is ordinarily held on the second Sunday of February. At that meeting, the following matters are usually addressed:

- Annual Reports
- Approving changes to pastoral Terms of Call
- Presentation of the church's annual budget

Roberts Rules of Order (Newly Revised) shall be used for parliamentary guidance, except when it is in contradiction to the Constitution. Special meetings of the Congregation may be called by the Session, Presbytery, or 1/4 of the active members on the roll making the request in writing.

IV. Notice of Meetings (G-1.0502)

Proper notice for Congregational Meetings shall be:

- Verbal announcement prior to worship on at least two consecutive Sundays (the meeting may be held following worship on the second Sunday)
- Electronic notification via email on at least two consecutive Fridays prior to the meeting

V. Quorum for the Meeting (G-1.0501)

The quorum for a Congregational meeting shall be ten percent of the active membership of the congregation. Proxy voting is not allowed.

VI. Moderator and Secretary of the Meeting (G-1.0504; 1.0505)

The Moderator of the Congregational Meeting shall be the Installed Pastor or the Teaching Elder so designated by the Presbytery. The Secretary of the Congregational Meeting shall ordinarily be the Clerk of Session. If the Clerk is not able to serve, the Congregation shall elect a Secretary for the particular meeting.

VII. Minutes of the Meeting

Minutes of the Congregational Meeting shall be approved by the Session at its next Stated Meeting.

VIII. The Session (G-1.0503a; 2.0404)

By congregational action, the Session is ordinarily composed of the Installed Pastor(s) and nine Ruling Elders elected by the Congregation, being three staggered classes of three Elders, each elected to a three-year term. A Ruling Elder may serve an aggregate of six years before being required to take one year off Session. In addition, a high school-age youth in the church may also serve on Session and is elected to a one-year term.

IX. The Deacons (G-2.0202; 2.0401)

Deacons shall be organized as a Board, ordinarily composed of sixteen Deacons elected by the Congregation, being two alternating classes of eight Deacons, each serving a two-year term. The Board shall elect its own officers. Deacons are ordinarily elected at a Congregational Meeting called for that purpose in March.

X. Congregation Nominating Committee (G-2.0401)

The Congregation Nominating Committee shall consist of one member of Session, to be appointed by the Session, and one serving Deacon, to be appointed by the Board of Deacons, and the congregation will elect at least three members of the congregation (not serving as officers). Members shall serve one-year terms and may serve up to six consecutive years before being required to take one year's leave from service. The pastor shall serve as a member of the committee *ex officio* and have no vote. The Nominating Committee Members are ordinarily elected at a Congregational Meeting called for that purpose in March.

XI. Amendments to the Congregational Rules

These Rules may be amended by a two-thirds vote of the members present and voting, provided that the proposed changes shall have been distributed at the same time as the call of the meeting at which the changes are voted upon.