

## **Kirk in the Hills**

### **Bylaws of the Congregation Ecclesiastical**

#### **1. Relation to the Presbyterian Church (U.S.A.)**

Kirk in the Hills is a congregation of the Presbytery of Detroit in the Synod of the Covenant of the Presbyterian Church (U.S.A.).

#### **2. Governance**

Kirk in the Hills is governed in accordance with the Constitution of the Presbyterian Church (U.S.A.). These bylaws contain references to applicable sections of the Constitution. Terms defined in the Constitution have the same meaning when used in these bylaws.

#### **3. Incorporation**

In accordance with the laws of the State of Michigan, the congregation has caused a corporation to be formed as set forth in the articles of incorporation of Kirk in the Hills, as amended. To the extent authorized by Michigan law and the Constitution, the corporation is governed by the trustees, subject to the authority of the session. (G-4.0101) The congregation holds separate ecclesiastical and corporation meetings for business appropriate to each meeting. (G-1.0503; G-4.0102)

#### **4. Congregational Meetings**

The congregation holds an annual meeting on a Sunday, as the session may designate, in January of each year. (G-1.0501) The congregation holds special meetings as necessary when called by the session, by the presbytery, or by the session when requested in writing by one fourth of the active members on the roll of the congregation. (G-1.0501; G-1.0502)

#### **5. Quorum for Congregational Meetings**

A quorum of a congregational meeting is the moderator, the secretary and not less than seventy-five of the active members on the roll of the congregation. (G-1.0501)

#### **6. Notice of Congregational Meetings**

Notice of a congregational meeting is given at least ten days before the meeting. Notice is given in an electronic mail sent to members and posted on the website. Notice is announced during worship on at least two successive Sundays before the meeting, one of which may include the Sunday of the meeting. (G-1.0502)

#### **7. Business Transacted at Congregational Meetings**

Business transacted at congregational meetings is limited to: (a) electing elders and deacons; (b) calling a pastor, co-pastor, or associate pastor; (c) changing existing pastoral relationships, by such means as reviewing the adequacy of and approving changes to the terms of call of the pastor or pastors, or requesting, consenting to, or declining to consent to dissolution; (d) requesting the presbytery to grant an exemption relating to terms of service of elders or deacons as permitted in section G-2.0404 of the Constitution; (e) electing members at large to serve on the congregational nominating committee; (f) electing or dissolving a pastor nominating committee; and (g) approving a plan for the creation of a joint congregational witness or amending or dissolving the joint congregational witness (G-5.05) and (h) adopting or amending these bylaws. (G-1.05; G-2.04; G-1.0503; G-2.0401; G-2.0802; G-2.0901) As required by Michigan law, the

congregation meeting as the corporation elects trustees and transacts business relating to buying, mortgaging, or selling real property. (G-1.0503)

## **8. Parliamentary Procedure**

Congregational meetings are conducted in accordance with the most recent edition of Roberts Rules of Order Newly Revised-except when they contradict the Constitution, PCUSA Book of Order. (G-3.0105)

## **9. Congregational Nominating Committee**

The congregational (church officer) nominating committee consists of two elders currently serving on session (one of whom is chairperson), one deacon, one trustee, one member of Women of the Kirk (or successor group), one member of Men of the Kirk (or successor group), and three members at large elected by the congregation. (G-2.0401) The congregational nominating committee may not nominate for church office (elder, trustee or deacon) a person whose spouse or member of the same household will concurrently serve as a church officer (elder, trustee or deacon).

## **10. Elders**

The congregation elects fifteen elders divided into three equal classes, one class of whom is elected each year at the annual meeting for a three-year term. (For the year 2023 there will be seventeen elders with the new class elected having five elders. For the year 2024 there will be sixteen elders with the new class elected having five elders) An elder may serve for no more than six consecutive years, which may include one three-year term and a partial term of less than three years. An elder having served at least one three-year term is not eligible for reelection to the session for a period of at least one year. In addition, at each annual meeting, the congregation elects one youth elder for a one-year term, to have all privileges and responsibilities of an elder. (G-2.0404)

## **11. Deacons**

The congregation elects twenty-four deacons divided into three equal classes, one class of whom is elected each year at the annual meeting for a three-year term. (For the year 2023 there will be twenty-eight deacons with the new class elected having eight deacons. For the year 2024 there will be twenty-six deacons with the new class elected having eight deacons.) A deacon may serve for no more than six consecutive years, which may include one three-year term and a partial term of less than three years. A deacon having served at least one three-year term is not eligible for reelection to the board of deacons for a period of at least one year. In addition, at each annual meeting, the congregation elects two youth deacons for a one-year term, to have all privileges and responsibilities of a deacon. (G-2.0404)

## **12. Vacancies**

Vacancies on the session or the board of deacons may be filled by election at the annual meeting or at a special meeting of the congregation, as the session may determine. (G-1.0503)

## **13. Telephonic and Video Meetings**

Congregational, Session, Trustees, Deacon and committee meetings may be conducted by means of conference telephone, video conference or similar communications equipment if all persons participating in a meeting can hear each other. Participation in such a meeting constitutes presence in person at the meeting.

## **14. Operating Manual**

The session has adopted, and from time to time may amend, an operating manual that describes policies and practices of Kirk in the Hills, and of the session, the board of trustees and the board of deacons, and their committees. (G-3.0106)

## **15. Adoption and Amendments**

These bylaws are adopted and may be amended by a two-thirds vote of the active members present at a congregational meeting.

Adopted: January 9, 2022