

BYLAWS
Westminster Presbyterian Church
2701 Cameron Mills Road
Alexandria, Virginia 22302

ARTICLE I
NAME

The name of this church shall be Westminster Presbyterian Church. Westminster Church is a member of the Presbyterian Church (U.S.A.).

ARTICLE II
PURPOSE

The purpose of Westminster Presbyterian Church is to proclaim the Gospel of the salvation of humankind; to shelter, nurture and provide spiritual fellowship for the children of God; to maintain divine worship; to celebrate the Sacraments; to preserve the truth; to promote social righteousness; and to exhibit the Kingdom of God to the world.

ARTICLE III
CONGREGATION

The Congregation is made up of all members on the active roll. A faithful member shall accept Christ as Lord and Savior and shall be involved responsibly in the ministry of Westminster Church.

ARTICLE IV
OFFICERS

Section 1. Church Officers and Officials.

The officers of Westminster Church are:

- twenty-four elected elders
- one or two elected youth elders
- Twenty-seven elected Deacons
- Moderator who will be the Pastor (See Book of Order, G-10.0103)

Other officials include:

- Treasurer and Assistant Treasurer
- A Clerk and Vice Clerk
- Three Trustees of the Westminster Presbyterian Church of Alexandria, Inc. (the "Corporation")
- Twelve Directors of Westminster Foundation

Section 2. Elections by Session

- (a) The Session at its first stated meeting after the election and installation of a new class of Elders shall elect:
 - a Clerk and Vice Clerk (See Article V, Section 2)
 - a Treasurer and Assistant Treasurer who shall have been nominated by the Administration and Finance Committee
- (b) At its stated fall meeting, the Session shall elect:
 - Directors of the Westminster Foundation Board
- (c) Session shall nominate Elders as representatives to the Presbytery, Synod, and General Assembly as required.

Section 3. Annual Elections by the Congregation

- (a) During the Fourth Quarter of the Calendar Year:
 - a class of Elders
 - a class of Deacons
 - a Trustee
 - four members of Nominating Committee at-large
- (b) At a meeting called by the Session:
 - one or two Youth Elders

Section 4. Nominating Committee

- (a) Nominations. The Nominating Committee shall nominate:
 - a class of Elders
 - one or two Youth Elders
 - a class of Deacons
 - a Trustee of the “Corporation”
 - four members of the Nominating Committee at large
 - The congregation shall be informed of the names of the members currently serving on the nominating committee and given the opportunity to suggest nominees at least ten weeks prior to the election. The committee shall make its report and publish it at least two weeks prior to the election.
- (b) Composition of Nominating Committee. The church nominating committee shall consist of two Elders designated by the Session at least one of whom will be currently serving on the session, one member designated by and from the Board of Deacons and at least four members elected by the congregation at large, none of whom may be in active service in the Session nor in the Board of Deacons. The Pastor or Associate Pastor shall be a member of the committee serving ex-officio and without a vote. The names of the church officer nominating committee shall be published in church publications.
- (c) Moderator of the Committee. In accordance with church law, the committee members designated by and currently serving on the Session will be named by the Session to serve as Moderator of the Committee.
- (d) Election to Nominating Committee for One-Year Term. The at-large members of the church officer nominating committee shall be elected annually in accordance with Book of Order G-14.0202b and serve for a renewable term of one year. No member shall serve more than two years consecutively.
- (e) Consent. In all elections the consent to be nominated and an indication of a willingness to serve if elected must be secured in advance from each nominee.
- (f) Limitations on Nominees. No committee member or his or her immediate family (husband, wife, son, daughter, father or mother) shall be eligible for nomination to the office of Elder or Deacon. All other active members shall be eligible for office.
- (g) Number of Nominees. The committee shall nominate the number of nominees equal to those to be elected.— (See Section 6 of this Article).
- (h) Election of Officers. On a Sunday in the fourth quarter of the calendar year a congregational meeting shall be called - for the purpose of electing Elders, Deacons, and four at-large members of the Nominating Committee. Youth Elders will be elected to terms as provided in Section 6.
- (i) Nominations from Floor. Nominations from the floor must be allowed.

- (j) Majority. A majority of all voters present and voting shall be required to elect. If more than one ballot is required for election, subsequent balloting will be held the following week.
- (k) Vacancies. The decision whether to fill vacancies will be made by that board on which the vacancies occur. Vacancies will be filled by election at a special congregational meeting called for that purpose, or in conjunction with the regularly scheduled election of officers in the fourth quarter of the calendar year.

Section 5. Elders (except Youth Elders) and Deacons shall be elected for a term of three years except when filling a vacancy.

Section 6. There shall be one or two Youth Elders elected to the Session who shall be chosen from high school students who are members of the congregation. Youth Elders shall be elected to terms of at least one, and preferably two years each. The terms shall be staggered to the extent feasible. Youth Elders shall be elected in a special election to be held **at** a meeting called by the Session, and ordained and installed as soon thereafter as feasible. Youth Elders so elected shall be in addition to the other serving Elders, but all other aspects of the qualification, nomination and election, and duties of service of the Youth Elders shall be as provided in the Book of Order. Youth Elders shall have all the privileges and duties of serving Elders, but shall not be required to chair or serve on a regular committee of the Session.

Section 7. Extensive officer training shall be held prior to ordination and installation of newly elected officers.

Section 8. Ordination and installation of officers (except Youth Elders) shall be on a Sunday in the first quarter of the calendar year. Youth Elders shall be ordained and installed as provided in Section 6 above.

Section 9. Termination of each class of officers shall be the Sunday the newly elected class is ordained and installed.

ARTICLE V SESSION

Section 1. The Session of Westminster Church shall consist of the Pastor, Associate Pastors, the elected Elders and elected Youth Elders in active service. [see Article IV, Section 3] All members of the Session, including the Pastors, are entitled to vote.

Section 2. The Session shall elect a Clerk and Vice Clerk immediately following the ordination and installation of officers.

- (a) The Clerk and Vice Clerk of the Session shall serve for a period of one year.
- (b) A vacancy in either office shall be filled by election at a regular or special meeting.

Section 3. The regular monthly meeting of the Session shall be held on the fourth Wednesday of each month, unless otherwise ordered by the Moderator. Special meetings may be called by the moderator. In addition, the moderator shall call a special meeting of the session when requested to do so in writing by two members of the session. Session shall meet when directed to do so by the National Capital Presbytery.

Section 4. Standing committees of the Session shall be Administration and Finance, Building and Grounds, Christian Education, Communications, Congregational Life, Local Mission, National and International Mission, New Member and Assimilation, Personnel, Stewardship, and Worship and Music. Attached to the bylaws are the charges for these committees.

The Moderator of the Session shall appoint the chairperson and vice chairperson of each committee, except the Congregational Life committee which shall have one chairperson and two vice-chairs. In addition, one elder serving on the session shall chair the Nominating Committee. The chairpersons of the standing committees shall be serving Elders. Such other committees may be proposed by the Moderator as deemed necessary to carry on the work of Westminster Church.

Section 5. A staff liaison shall be designated for each committee. The Pastor and Associate Pastors shall be ex-officio members of all committees.

Section 6. Membership on all committees shall terminate at noon on the day of ordination and installation of officers.

Section 7. There shall be a Coordinating Committee of the Session, composed of the chairpersons of the committees, the Clerk of Session and the Moderator. The Coordinating Committee shall meet when necessary upon the call of the Moderator for the following purposes: for consultation and coordination; to devise omnibus motions for approval of the Session; and to assist the Moderator in setting agendas for meetings of the Session.

Section 9. The duties of the Session shall be in accordance with the Book of Order, G-10.0000, and the Job Descriptions for Elders and Youth Elders as approved by the Session.

Section 10. The quorum of the Session shall be the Moderator and one-third of the serving elders. In accordance with the book of order, the quorum for the session when receiving new members will be the moderator and two serving elders.

Article VI BOARD OF DEACONS

Section 1. The Board of Deacons shall consist of elected Deacons in active service. The Pastor and Associate Pastors shall serve as advisory members. [see Article IV, Section 3]

Section 2. The Board of Deacons shall elect a Moderator and a Secretary from among its members.

- (a) Election of a Moderator and a Secretary shall follow the ordination and installation of officers.
- (b) A vacancy in office shall be filled by election at a regular or special meeting.

Section 3. The Board shall meet at least quarterly or when directed to meet by the Session. There shall be an annual joint meeting with the Session for the purpose of planning and coordination.

Section 4. The primary task of the Board is to minister to the pastoral needs of the church. In this capacity, the Board is responsible to work with the Director of Seniors' Ministries to provide transportation for seniors and persons with disabilities, make regular visits to the homebound,

maintain a sick room supply closet, sponsor recreational programs for senior members of the congregation, and carry out other activities as assigned by the Session.

Section 5. The quorum of the Board of Deacons shall be one-third of serving Deacons.

ARTICLE VII TRUSTEES

Section 1. Trustees shall be nominated by the Church Nominating Committee pursuant to Article IV, Section 4, above.

Section 2. Trustees shall serve for terms of three years, with the term of one of them expiring each year. Trustees may also be elected for shorter terms to fill vacancies. No Trustee shall be elected for a term of more than three years, nor shall a Trustee serve for consecutive terms, either full or partial, aggregating more than six years. A Trustee having served for a total of six years shall be ineligible for reelection as Trustee for a period of at least one year.

Section 3. Trustees shall be members of the Congregation, residents of Virginia, of legal age, highly qualified individuals of maturity and sound judgment, with experience in business management.

Section 4. Trustee nominees may be reported with the church officer nominees and the annual meeting of the "Corporation" may be called in the announcement of the Congregational meeting to elect officers.

Section 5. Immediately following the annual Congregation meeting to elect officers as provided in Article IV, Section 4(h) above, a meeting of the Congregation as the membership of Westminster Presbyterian Church of Alexandria, Inc. shall be convened for the purpose of electing Trustees and transacting other business as appropriate.

ARTICLE VIII MEETINGS OF THE CONGREGATION

Section 1. The congregation shall hold an annual meeting for the purpose of electing Elders, Deacons, four members of the Nominating Committee, and transacting other business as appropriate. A meeting shall be held for the purpose of electing one or two Youth Elders.

Section 2. The congregation shall hold an annual meeting in the first quarter of the calendar year for the purpose of approving the revised terms of call for the Pastor and Associate Pastor(s), for receiving the Annual Report of the Session, and, if necessary, conducting other business as appropriate.

Section 3. Those entitled to vote shall be the active members of the church in attendance. In all disputes about membership status and the right to vote, the clerk of session's list of the active membership shall be determinative.

Section 4. The Pastor or Associate Pastor shall be the Moderator of all meetings of the congregation.

Section 5. The Clerk or Vice Clerk of the Session shall be secretary of meetings of the congregation. If the Clerk or Vice Clerk is unable to serve, the congregation shall elect a secretary.

Section 6. Special meetings may be called by the Session, by the Presbytery, or by the Session when petitioned in writing by one-fourth of the members on the active roll of the church. Public notice of the meeting shall be given on two successive Sundays. Except when the purpose of the meeting is to elect a Pastor Nominating Committee or to hear the recommendation of the Pastor Nominating Committee. In those situations, notice will be given ten days in advance, which shall include two successive Sundays.

Section 7. One-tenth of the active members of the church shall constitute a quorum.

ARTICLE IX PROCEDURAL RULES

Section 1. The order of precedence for procedural rules shall be as follows:

- The Constitution of the Presbyterian Church (USA), Part II, Book of Order
- The Bylaws, Westminster Presbyterian Church
- Robert's Rules of Order, the most recent edition

Section 2. Except for rules set forth in Section 1, no other procedural rules adopted by a Session shall be binding upon or control the actions of subsequent Sessions.

ARTICLE X AMENDMENT OF BYLAWS

These bylaws may be amended at a stated meeting of the Session by a two-thirds vote, provided that the amendment has been submitted to the Session in writing. Written notice of the proposed amendment must be provided to the members of the Session at least two weeks prior to the stated meeting.

Originally adopted by the Congregation April 24, 1988.

Amended by the Session March 17, 1993

Amended by the Session August 24, 1994.

Amended by the Session October 28, 1998.

Amended by the Session February 23, 2000

Amended by the Session January 27, 2002

Amended by the Session April 23, 2003

Amended by the Session January 28, 2004

Amended by the Session September 25, 2006

Amended by the Session, November 29, 2006

Larry Hayward, Moderator

Kathy Harkness, Clerk

ATTACHMENT: CHARGES TO SESSION COMMITTEES

Section 1. The ADMINISTRATION AND FINANCE Committee shall develop procedures for proper handling of church funds and supervise the work of all persons involved therein; nominate, annually, a church treasurer and assistant treasurer to be elected by the Session; prepare the annual budget; monitor income, expenditures and bequests; conduct not less than annually an audit of the financial records of the church; develop a long-range financial plan; oversee computer systems and equipment; oversee church transportation needs and usage; and insure adequate insurance coverage.

Section 2. The BUILDING AND GROUNDS Committee shall be responsible to oversee the maintenance of the physical plant, equipment and ground, and recommend improvements.

Section 3. The CHRISTIAN EDUCATION Committee shall be responsible for the Christian nurture of the congregation; provide for formal Christian instruction for all age groups through the Church School program and special events; recruit and train teachers and provide them with support and recognition; provide oversight and coordination with youth ministries; and be responsible for the church library. The Christian education committee shall oversee the session's responsibility for youth confirmation process and content with implementation and leadership support from the senior pastor and director of youth ministries. The Weekday Preschool is responsible to the Session through the Christian Education Committee.

Section 4. The COMMUNICATIONS Committee shall monitor the publicity of church events; encourage groups within the church to publicize events under their sponsorship; see that all church display spaces are kept up-to-date; maintain the church web site; and supervise the preparation of the Annual Report.

Section 5. The CONGREGATIONAL LIFE Committee, working together with the Board of Deacons, shall be responsible for involving all the members at Westminster in the life, work, and worship of the Church. The Committee shall serve as a liaison between the Session and, singles programs, seniors ministries, The Presbyterian Women, The Men of Westminster, sponsored Scouting organizations, and any other organization referred to it by the Pastor; serve as a liaison between the church staff; and develop ways to enhance the church's sense of community by planning and implementing special activities for the entire church family.

Section 6. The LOCAL MISSION Committee shall identify and publicize needs of the community to the congregation; provide liaison between community agencies and the congregation; direct the work of church volunteers to community agencies and publicize the work done by church members; and recommend budgetary support.

Section 7. The NATIONAL AND INTERNATIONAL MISSION Committee shall be responsible to keep the congregation informed of the National and International mission of the church; and provide liaison with and recommend budgetary support for same.

Section 8. The NEW MEMBER AND ASSIMILATION Committee shall oversee the church's outreach to visitors, conduct membership classes, provide initial liaison between new members and the church, and be responsible for integrating and assimilating new members into the life of the church.

Section 9. The PERSONNEL Committee shall oversee all personnel employed by the church; meet annually with each staff member for performance evaluation; be available to staff for support with work-related problems; oversee job descriptions and make annual salary recommendations to the Administration and Finance Committee.

Section 10. The STEWARDSHIP Committee shall plan and conduct annual pledge drive and implement any special fund drives; secure new member pledges; and encourage membership to give of their time, talents and material possessions to the work of Christ.

Section 11 The WORSHIP AND MUSIC Committee shall be responsible for all aspects of church worship including the order of service, special services, guest ministers, music, ushers and their training, preparation of the communion elements and arrangements for their distribution, and coordination of decoration of the Sanctuary and Chapel; develop policies concerning funerals, memorial services and weddings; administer the Westminster Concert Series; and coordinate any changes to Sanctuary and Chapel with the Buildings and Grounds Committee for all aspects of Christian worship as described in the book of order.