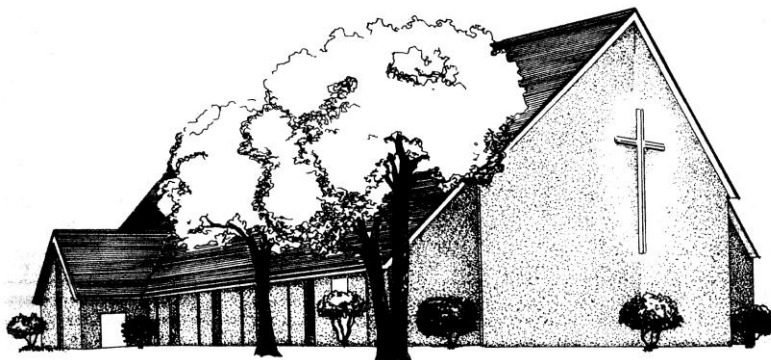


Bylaws



St. Philip Presbyterian Church
Hurst, TX



BYLAWS OF ST. PHILIP PRESBYTERIAN CHURCH

TABLE OF CONTENTS

ARTICLE I. PREAMBLE..... 4

ARTICLE II. MEMBERSHIP 4

 A. *Eligibility for Membership* 4

 B. *Classification of Members* 4

ARTICLE III. OFFICERS 4

 A. *Officers and Duties*..... 4

 1. Moderator of the Session and Congregation..... 4

 2. Vice Moderator of the Session and Congregation 5

 3. **Ruling** elder..... 5

 4. Secretary of the Congregation; Clerk of Session..... 5

 5. Assistant Clerk of Session 5

 6. Treasurer 5

 7. Board of Trustees..... 5

 B. *Terms of Office* 6

 1. Moderator; Vice Moderator; **Ruling** elder 6

 2. Clerk of Session; Assistant Clerk of Session; Treasurer 6

 3. **Ruling** elders Serving on the Session; Trustees 6

 C. *Nomination of Officers; Nominating Committee* 6

 1. Composition; Election; Term..... 6

 2. Duties of the Nominating Committee 6

 D. *Election of Officers* 7

ARTICLE IV. MEETINGS 7

ARTICLE V. THE SESSION..... 7

 A. *Composition*..... 7

 B. *Responsibilities and Powers*..... 7

 C. *Meetings* 8

ARTICLE VI. SESSION COMMITTEES 8

 A. *Purpose*..... 8

 B. *Committee Membership and Leadership*..... 8

 1. Membership and Reporting..... 8

 2. Staff Liaisons 8

 3. Session Liaisons..... 8

 4. Committee Leadership; Terms of Office 8

 C. *Meetings and Quorum*..... 9

 D. *Standing Committees and Subcommittees*..... 9

 1. Administration Committee..... 9

 2. Adult Education Committee 11

 3. Building and Grounds Committee 12

 4. Childhood Education Committee..... 14

 5. Congregational Life Committee 15

 6. **Evangelism Committee**..... 15

 7. Finance and Stewardship Committee..... 16

8. Mission Outreach Committee	17
9. Nurture Committee	18
10. Personnel Committee	19
11. Worship Committee	20
12. Youth and Families Committee	21
<i>E. Special Committees and Task Forces</i>	<i>23</i>
<i>F. Extra-Committee Organizations Subject to Session Oversight</i>	<i>23</i>
1. Presbyterian Women	23
2. Stephen Ministry	23
3. Foundation Funds	23
4. Shane Scholarship Fund	24
ARTICLE VII. PARLIAMENTARY AUTHORITY	24
ARTICLE VIII. AMENDMENT OF BYLAWS	24

BYLAWS OF ST. PHILIP PRESBYTERIAN CHURCH

ARTICLE I. PREAMBLE

St. Philip Presbyterian Church is a particular congregation of the Presbyterian Church (USA), Synod of the Sun, and Grace Presbytery. It is subject to the Constitution of the Presbyterian Church (USA), including the Book of Order. It was incorporated on March 3, 1956, for the support of public worship and for charitable and educational purposes.

ARTICLE II. MEMBERSHIP

A. Eligibility for Membership

St. Philip Presbyterian Church welcomes all persons who respond in trust and obedience to God's grace in Jesus Christ and desire to become part of the membership and ministry of his Church. No persons shall be denied membership because of race, ethnic origin, worldly condition, or any other reason not related to profession of faith (G-5.0000).

B. Classification of Members

The membership of St. Philip Presbyterian Church includes

1. Baptized members: persons who have received the Sacrament of Baptism but who have not made a profession of faith in Jesus Christ as Lord and Savior;
2. Active members: persons who have made a profession of faith in Christ, who have been baptized, who have been received into membership, and who participate in the church's work and worship;
3. Inactive members: persons who have been received into membership who do not participate in the church's work and worship;
4. Other classes established by the Book of Order.

The Session is responsible for reviewing and establishing a member's classification (G-5.0000).

ARTICLE III. OFFICERS

A. Officers and Duties

1. Moderator of the Session and Congregation

The office of Moderator of the Session and the congregation shall be held by the Pastor. The duties of the Pastor shall be those established by the Book of Order and enumerated through a consensus of the Pastor and the Session, through its Personnel Committee (G-7.0000, G-10.0000).

2. Vice Moderator of the Session and Congregation

The office of Vice Moderator of the Session and the congregation shall be held by the Associate Pastor. The duties of the Associate Pastor shall be those established by the Book of Order and enumerated through a consensus of the Associate Pastor and the Session, through its Personnel Committee.

3. Ruling Elder

The office of ruling elder shall be held by an active member of the congregation 1) who should have been an active member for at least two years, 2) who should be a person of faith, dedication, and good judgment, and 3) whose manner of life should be a demonstration of the Christian gospel, within both the church and the world. The primary duty of a ruling elder is to serve on the Session, and additional duties shall be those established by the Book of Order and ~~enumerated~~ those established by the Session (G-6.0000, G-10.00002.03).

4. Secretary of the Congregation; Clerk of Session

The office of Secretary of the congregation shall be held by the Clerk of Session. The office of Clerk of Session shall be held by a ruling elder of the congregation who may or may not be currently serving on the Session. The duties of the Clerk of Session shall be those established by the Book of Order and enumerated by the Session (G-7.0000).

5. Assistant Clerk of Session

The office of Assistant Clerk of Session shall be held by a ruling elder who currently serves on the Session. The duties of the Assistant Clerk are to aid the Clerk of Session and to perform the duties of the Clerk of Session when he or she is absent.

6. Treasurer

The office of Treasurer of the congregation shall be held by a ruling elder of the congregation who does not currently serve on the Session. The duties of the Treasurer shall be those established by the Book of Order and enumerated by the Session, through its Finance and Stewardship Committee (G-10.0000).

7. Board of Trustees

There shall be a board of three Trustees, one elected from each class of ruling elders on the Session, each of whom shall serve for a term of three years. The Trustees shall maintain the corporation of St. Philip Presbyterian Church formed under civil law, as required by the Book of Order (G-7.0000).

B. Terms of Office

1. Moderator; Vice Moderator; Ruling elder

The Pastor shall serve as Moderator from the time he or she is called until the time the relationship between the Pastor and St. Philip Presbyterian Church is dissolved. The Associate Pastor shall serve as Vice Moderator from the time he or she is called until the time the relationship between the Associate Pastor and St. Philip Presbyterian Church is dissolved. A ruling elder shall serve for life or until such time he or she is released from the office by the Session.

2. Clerk of Session; Assistant Clerk of Session; Treasurer

Clerk of Session, Assistant Clerk of Session, and Treasurer shall serve for the term of one year.

3. Ruling elders serving on the Session; Trustees

Ruling elders serving on the Session and Trustees shall serve for the term of three years, with the exception of the ruling elder nominated under paragraph C(2)(b) below, who shall serve for the term of one year. A ruling elder or trustee elected to fill an unexpired term on the Session shall serve for the unexpired term of the vacated office. Upon serving a three year term, a ruling elder or trustee is ineligible for one year to serve on the Session (G-14.0000).

C. Nomination of Officers; Nominating Committee

1. Composition; Election; Term

The committee shall consist of 1) one ruling elder currently serving on the Session, who shall be nominated by the Session, and who shall serve as moderator of the Nominating Committee, 2) one additional ruling elder, who may or may not be currently serving on the Session, nominated by the Session, and 3) four active members of the congregation, nominated by the previous year's outgoing class of ruling elders serving on the Session. The Pastor and Associate Pastor shall serve as ex-officio members without vote. The Nominating Committee shall be elected by the congregation at the annual meeting, and shall serve for one year. No member of the Nominating Committee shall serve more than three consecutive terms (G-14.0223).

2. Duties of the Nominating Committee

- a. In early fall of each year, the Nominating Committee shall nominate ~~six~~ four active members of the congregation as ruling elders to fill the upcoming vacancies on the Session. One of the nominees shall also be nominated for the office of Trustee.

- b. In early fall of each year, the Nominating Committee, upon recommendation of the Youth and Families Committee, shall nominate one active member of the congregation who is a sophomore or junior in high school, as ruling elder to fill the upcoming vacancy on the Session.
- c. The Nominating Committee shall nominate active members of the congregation to fill vacancies on the Session and other positions required by the congregation, Session, and Book of Order. Members of the Nominating Committee are not eligible to be named as nominees for ruling elder. Spouses of members of the Nominating Committee should not be eligible to be named as nominees for ruling elder.

D. Election of Officers

1. In early fall of each year, a congregational meeting for the election of ruling elders and trustees to serve on the Session shall be called according to the procedure established by the Book of Order. The Nominating Committee shall present its nominations for ruling elders and trustees to the congregation. Nominations from the floor shall be in order, and shall be added to the slate of nominees presented by the Nominating Committee.
2. In January of each year, the Session shall elect the Clerk of Session, Assistant Clerk of Session, and Treasurer.

ARTICLE IV. MEETINGS

In January of each year, the congregation shall hold an annual meeting, and may hold other meetings as necessary. Public notice of the meeting shall be given on two successive Sundays. The meeting may be convened following the notice given on the second Sunday. The quorum of a meeting of the congregation shall be not less than one tenth of the members. The Pastor and Associate Pastor may not vote in the meeting of the congregation (G-7.0000).

ARTICLE V. THE SESSION

A. Composition

The Session shall be composed of the Pastor, the Associate Pastor, and ~~nineteen~~ fifteen ruling elders elected by the congregation through the election process described in Article III Section D above.

B. Responsibilities and Powers

The Session is responsible for the mission and government of the congregation and has the responsibilities and powers established by the Book of Order. The Session shall delegate its duties to the standing committees and subcommittees described in Article VI below.

C. Meetings

The Session should hold monthly stated meetings, the time and date of which shall be determined by the Session and regularly publicized. Special meetings of the Session may be called by the Moderator or through the procedure established by the Book of Order. A quorum of the Session shall be the Moderator or other presiding officer, and one third of the ruling elders, but no fewer than two. Exception is made for meetings called for the reception and dismissal of members, when a quorum shall be the Moderator or other presiding officer and two members of the Session (G-10.0000).

ARTICLE VI. SESSION COMMITTEES

A. Purpose

The Session shall appoint committees to study and recommend appropriate action and to carry out directions or decisions already made by the Session. The Session shall assign responsibilities for approved ministries and programs to one of its standing committees, except as provided in Section D below. Committees shall make full reports to the Session, and their recommendations shall require action by the Session.

B. Committee Membership and Leadership

1. Membership and Reporting

All active members of the congregation are eligible to serve on committees and subcommittees. The Moderator and Vice Moderator of Session shall serve as ex-officio members of all committees and subcommittees. Prior to March 1st of each year, each committee and subcommittee shall provide the Clerk of Session with a full and accurate roster of membership.

2. Staff Liaisons

Church Staff shall be assigned by the Pastor, as head of staff, as Liaisons to the standing committees.

3. Session Liaisons

Ruling elders serving on the Session shall be assigned by the Session as Liaisons to the standing committees, with the exception of the ruling elder elected under Article III Section C(2)(b) above, who shall be assigned as Session Liaison to the Youth Council.

4. Committee Leadership; Terms of Office

- a. Each committee shall have a chair, elected by the committee and confirmed by the Session. All committee members are eligible to be chair of the committee.
Should a vacancy in the committee chair arise, the Session Liaison assigned to the

committee shall be responsible for recruiting a chair or serving as chair if no committee member is able or willing to serve. Each committee may elect a secretary.

- b. Each subcommittee shall have a chair, and all subcommittee members are eligible to be chair of the subcommittee. Each subcommittee shall have at least one member who is a member of the standing committee to which the subcommittee reports. Each subcommittee may elect a secretary.
- c. Committee and subcommittee chairs shall serve a term of one year. Upon serving three consecutive terms, an individual is not eligible to serve as chair of the committee for one year.

C. Meetings and Quorum

Standing committees should hold monthly stated meetings, the time and date of which shall be determined by the committee and regularly publicized. Subcommittees should meet monthly. Quorum for meetings of standing committees and subcommittees shall be a majority of the members of the committee.

D. Standing Committees and Subcommittees

1. Administration Committee

a. Composition

The Administration Committee shall be composed of at least one Staff Liaison, at least one Session Liaison, and other active members of the congregation.

b. Duties and Responsibilities

- i. Support the church's ministries and programs through efficient operation of the church office;
- ii. Assist the Session and Clerk of Session in fulfilling duties assigned by the Book of Order and higher governing bodies of the PC(USA), including any involvement in judicial process;
- iii. Support the work of the Board of Trustees;
- iv. Develop budget recommendations for the work of the committee.

c. Subcommittees

i. Communication Subcommittee

The Communication Subcommittee shall be composed of active members of the congregation. Its duties and responsibilities include the following:

- a) Provide guidance on content of the church's means of communication, including the newsletter, bulletin announcements, emails, indoor and outdoor signage, and website;
- b) Develop budget recommendations for the work of the subcommittee.

ii. Polity Subcommittee

The Polity Subcommittee shall be composed of the Clerk of Session and other active members of the congregation. Its duties and responsibilities include the following:

- a) Ensure compliance with the bylaws, procedures, and policies of higher governing bodies of the PC(USA);
- b) Provide regular review and maintenance of the bylaws, procedures, and policies, and report amendments and additions at least annually to the Session;
- c) Assist the Pastor in educating current and future members of the Session;
- d) Facilitate the active relationship and participation of the Session and congregation in matters that relate to the higher governing bodies of the PC(USA);
- e) Assist the Clerk of Session in keeping an accurate roll of the membership of the church, and granting certificates of transfer to other churches;
- f) Develop budget recommendations for the work of the subcommittee.

iii. Technology Subcommittee

The Technology Subcommittee shall be composed of active members of the congregation. Its duties and responsibilities include the following:

- a) Maintain the technology adopted by the Session, including computers, software, office equipment, indoor and outdoor signage, and the website;
- b) Develop budget recommendations for the work of the subcommittee.

2. Adult Education Committee

a. Composition

The Adult Education Committee shall be composed of at least one Staff Liaison, at least one Session Liaison, and active members of the congregation.

b. Duties and Responsibilities

- i. Provide for the growth of the adult members of the congregation and for their equipment for ministry through study of Scripture, church history, theology, mission, service, spiritual formation, and evangelism;
- ii. Plan and implement operation of the church school and other educational programs of the church for adults college-age and older, including coordination of the committee calendar with the church calendar;
- iii. Structure adult church school classes to accommodate diverse learning styles and educational needs;
- iv. Oversee adult curriculum choices for submission to the Session for approval;
- v. Secure and train effective and appropriate educational leadership for adult school classes;
- vi. Provide the Session with the information and materials required to facilitate long-range planning for adult education ministry;
- vii. Plan and implement, with other committees as appropriate, special educational events such as seminars, workshops, and combined adult-class gatherings;
- viii. Develop budget recommendations for the work of the committee.

c. Library and Resource Subcommittee

The Library and Resource Subcommittee shall be composed of active members of the congregation. Its duties and responsibilities include the following:

- i. Procure resource material through the acquisition of books, periodicals, and multimedia and computer technology;
- ii. Provide resource materials for circulation to the members of the congregation and for use in church school classes and other educational programs of the church;
- iii. Plan and implement special programs to promote the library and Christian education;
- iv. Develop budget recommendations for the work of the subcommittee.

3. Building and Grounds Committee

a. Composition

The Building and Grounds Committee shall be composed of at least one Staff Liaison, at least one Session Liaison, and other active members of the congregation.

b. Duties and Responsibilities

- i. Develop policies regarding building use;
- ii. Coordinate, with the Director of Administration, implementation of and compliance with the building use policy;
- iii. Develop and enforce policies governing access to and security of the church campus, including distribution of keys, disclosure of building access codes, and coordination of individuals to open and close the building, in a way that acknowledges both the need for Christian hospitality and the dangers of secular society;
- iv. Provide the Session with the information and materials required to facilitate long-range planning and capital improvements;
- v. Coordinate, with the appropriate committee and staff, the repair or disposal of unserviceable and/or obsolete equipment;
- vi. Manage, with the Administration Committee, the business relationships with vendors necessary to maintain the church campus;
- vii. Review property and liability insurance coverage for accuracy and adequacy;

- viii. Maintain a current inventory of all equipment and property housed in the building, campus, and grounds;
- ix. Maintain the church building, through communication with the Building Response Team and church members, so that immediate and foreseeable issues are resolved in a timely manner;
- x. Maintain the church campus, including lawns, landscaping, outbuildings, and any necessary church equipment;
- xi. Develop budget recommendations for the work of the committee.

c. Subcommittees

i. Building Response Team

The Building Response Team shall be composed of active members of the congregation. Its duties and responsibilities include the following:

- a) Resolve small and/or immediate issues with the church building and campus;
- b) Assist the Building and Grounds Committee regarding long-range planning for building maintenance and capital improvements;
- c) Develop budget recommendations for the work of the subcommittee.

ii. Decorations and Donations Subcommittee

The Decorations and Donations Subcommittee shall be composed of active members of the congregation. Its duties and responsibilities include the following:

- a) Facilitate a comprehensive decorating scheme for the church building;
- b) Oversee, with the appropriate standing committees, all building decorations, including seasonal decorations;
- c) Evaluate the condition of and, with the appropriate standing committee, approve receipt of furniture and decorations offered to the church;
- d) Develop budget recommendations for the work of the subcommittee.

4. Childhood Education Committee

a. Composition

The Childhood Education Committee shall be composed of at least one Staff Liaison, at least one Session Liaison, and active members of the congregation.

b. Duties and Responsibilities

- i. Provide for the growth of the children of the congregation and their families and for their equipment for ministry through study of Scripture, church history, theology, mission, service, spiritual formation, and evangelism;
- ii. Plan and implement operation of the church school and other educational programs of the church for children and their families, including coordination of the committee calendar with the church calendar;
- iii. Structure church school classes for children to accommodate diverse learning styles and educational needs;
- iv. Oversee curriculum choices for children's church school classes for submission to the Session for approval;
- v. Secure and train effective and appropriate educational leadership for children's church school classes;
- vi. Secure and train effective and appropriate adult sponsorship for children's fellowship events;
- vii. Uphold and administer the Policy for the Protection of our Children and Youth;
- viii. Oversee, but not directly administer, the church's weekday preschool/parents' day out program;
- ix. Plan and implement, with other committees as appropriate, special events that encourage fellowship among children and families;
- x. Plan and implement Vacation Bible School;
- xi. Provide resources to support parents in nurturing their children in a Christian environment;

- xii. Supervise and support the operation of the church nursery, including advising the Personnel Committee regarding paid nursery workers and recruiting sufficient volunteers to comply with the Policy for the Protection of our Children and Youth;
- xiii. Provide the Session with the information and materials required to facilitate long-range planning for Childhood Education ministry;
- xiv. Develop budget recommendations for the work of the committee.

5. Congregational Life Committee

a. Composition

The Congregational Life Committee shall be composed of at least one Staff Liaison, at least one Session Liaison, and other active members of the congregation.

b. Duties and Responsibilities

- i. Provide for the growth of members of the congregation and for their equipment for ministry through sharing in fellowship and mutual support;
- ii. Plan and implement special events for church-wide participation;
- iii. Oversee, but not directly administer, all small groups, both formal and informal;
- iv. Coordinate, with the Director of Administration, use of the church kitchen;
- v. Oversee operation of the church kitchen;
- vi. Develop budget recommendations for the work of the committee.

6. Evangelism Committee

a. Composition

The Evangelism Committee shall be composed of at least one Staff Liaison, at least one Session Liaison, and other active members of the congregation.

b. Duties and Responsibilities

- i. Provide opportunities for members of the congregation to learn to articulate their faith;

- ii. Reach out to those in our community who do not have a church home;
- iii. Develop and implement, in cooperation with the Communication Subcommittee, marketing strategies to make the church more attractive to those who do not have a church home;
- iv. Develop budget recommendations for the work of the committee.

78. Finance and Stewardship Committee

a. Composition

The Finance and Stewardship Committee shall be composed of the Treasurer, at least one Staff Liaison, at least one Session Liaison, and other active members of the congregation.

b. Duties and Responsibilities

- i. Challenge the people of God with the privilege of responsible Christian stewardship of money and time and talents, through the annual pledge drive and other stewardship opportunities during the year;
- ii. Develop effective ways for encouraging and gathering the offerings of the people;
- iii. Ensure, with other committees as appropriate, that all offerings are distributed to the recipients for whom they were contributed;
- iv. Establish the annual church budget for Session approval, determining the distribution of the church's financial resources;
- v. Provide full information to the congregation of its decisions regarding all areas of stewardship;
- vi. Ensure that minimum standards for financial procedures are observed, including periodic comparison of the budget to actual expenditures and review of church investments;
- vii. Establish the church purchasing policy for Session approval, and ensure compliance with its provisions;
- viii. Develop budget recommendations for the work of the committee.

c. Subcommittees

i. Stewardship Team

The Stewardship Team shall be composed of active members of the congregation. Its duties and responsibilities include the following:

- a) Plan, staff, and implement the annual pledge drive;
- b) Develop budget recommendations for the work of the subcommittee.

ii. Gift Covenant Subcommittee

The Gift Covenant Subcommittee shall be composed of active members of the congregation. Its duties and responsibilities include the following:

- a) Administer the Gift Covenant program, both financial and non-financial;
- b) Develop budget recommendations for the work of the subcommittee.

89. Mission Outreach Committee

a. Composition

The Mission Outreach Committee shall be composed of at least one Staff Liaison, at least one Session Liaison, and other active members of the congregation.

b. Duties and Responsibilities

- i. Lead the congregation in the global mission of the Church;
- ii. Provide for the growth of members of the congregation and for their equipment for ministry through corporate and individual opportunities for witness and service in the world;
- iii. Lead the congregation in local ministries of personal and social healing and reconciliation, including sponsoring drives for donations and supporting selected institutions and agencies;
- iv. Lead the congregation to discover what God is doing in the world and His plan for change, renewal, and reformation, including considering current social issues, studying the General Assembly's Social Witness Policy, and recommending action to the Session;

- v. Facilitate ecumenical relationships beneficial to the life and mission of the church;
- vi. Develop budget recommendations for the work of the committee.

910. Nurture Committee

a. Composition

The Nurture Committee shall be composed of at least one Staff Liaison, at least one Session Liaison, and other active members of the congregation.

b. Duties and Responsibilities

- i. Provide for growth of members of the congregation and for their equipment for ministry through personal and pastoral care and mutual support;
- ii. Encourage participation in church activities, recognize inactivity as soon as possible, and take remedial action;
- ~~iii. Reach out to those in our community who do not have a church home;~~
- iv. Oversee, but not directly administer, the Parish Nurse program;
- v. Develop budget recommendations for the work of the committee.

c. ~~Subcommittees~~

~~i.~~ Pastoral Care Team

The Pastoral Care Team shall be composed of active members of the congregation. Its duties and responsibilities include the following:

- i. Extend care and concern to those with emotional crises, including bereavement, loss of employment, and changes in family status;
- ii. Extend care and concern to those with special needs and/or health or hospital crises;
- iii. Develop budget recommendations for the work of the subcommittee.

~~ii. Evangelism Subcommittee~~

~~The Evangelism Subcommittee shall be composed of active members of the congregation. Its duties and responsibilities include the following:~~

- ~~a) Provide opportunities for members of the congregation to learn to articulate their faith;~~
- ~~b) Reach out to those in our community who do not have a church home;~~
- ~~c) Facilitate the full participation of visitors in the life of the church;~~
- ~~d) Develop and implement, in cooperation with the Communication Subcommittee, marketing strategies to make the church more attractive to those who do not have a church home;~~
- e) Develop budget recommendations for the work of the subcommittee.

~~10~~11. Personnel Committee

a. Composition

The Personnel Committee shall be composed of one at least one Staff Liaison, at least one Session Liaison, and up to four additional active members of the congregation confirmed by the Session, not to exceed six committee members.

b. Duties and Responsibilities

- i. Provide for the administration of employment, with concern for equal employment opportunity and fair employment practices;
- ii. Recommend to the Session the hiring of non-installed staff;
- iii. Develop and enforce policies governing employment;
- iv. Develop and maintain staff job descriptions;
- v. Review staff compensation at least annually;
- vi. Coordinate annual staff performance reviews;
- vii. Provide a Liaison to the Administration Committee;
- viii. Develop budget recommendations for the work of the committee.

~~11~~12. Worship Committee

a. Composition

The Worship Committee shall be composed of at least one Staff Liaison, at least one Session Liaison, and active members of the congregation.

b. Duties and Responsibilities

- i. Provide for the worship of the people of God through preaching of the Word and sharing of the Sacraments;
- ii. Assist the Pastor and Associate Pastor in developing appropriate liturgies;
- iii. Oversee the music program;
- iv. Coordinate special services, including weddings, funerals, and seasonal events;
- v. Obtain pulpit supply when necessary;
- vi. Oversee recruitment of lay worship assistants, including
 - a) persons to serve as ushers, acolytes, and liturgists,
 - b) persons to prepare and serve Communion elements, including the Communion Guild,
 - c) persons to prepare the Sanctuary for worship,
 - d) coordinators for each area of responsibility;
- vii. Oversee use of worship accoutrements, including flowers, bulletins, banners and paraments;
- viii. Develop budget recommendations for the work of the committee.

c. Alternative Worship Subcommittee

The Alternative Worship Subcommittee shall be composed of active members of the congregation. Its duties and responsibilities include:

- i. Provide for the worship of the people of God through preaching of the Word and sharing of the Sacraments at the alternative worship service;

- ii. Develop budget recommendations for the work of the subcommittee.

~~12~~13. Youth and Families Committee

a. Composition

The Youth and Families Committee shall be composed of at least one Staff Liaison, at least one Session Liaison, and active members of the congregation.

b. Duties and Responsibilities

The Youth and Families Committee shall provide for the growth of the youth of the congregation and for their involvement and integration in the life of the whole church, in the areas of:

i. Education

- a) Plan and implement operation of the church school and other educational programs of the church for youth;
- b) Structure youth church school classes and confirmation classes to accommodate diverse learning styles and educational needs;
- c) Oversee youth church school class and confirmation class curriculum choices for submission to the Session for approval;
- d) Secure and train effective and appropriate educational leadership for youth church school classes and confirmation classes;
- e) Plan and implement the Confirmation Class.

ii. Fellowship and Support

- a) Approve and facilitate youth fellowship events such as conferences and retreats, including recruitment of necessary adult support;
- b) Secure and train effective and appropriate adult sponsorship for youth fellowship events;
- c) Facilitate support of the youth and their families in a way that acknowledges their unique attributes and needs.

iii. Leadership

- a) Encourage the youth to form a lifelong relationship with the Church, including the possibility of a career as a church professional;
- b) Select participants or nominees for Mo Ranch TLC, Triennium, and other limited-attendance youth programs.

iv. Management

- a) Uphold and administer the Policy for the Protection of our Children and Youth;
- b) Provide the Session with the information and materials required to facilitate long-range planning for ministry to youth;
- c) Oversee the Youth Council;
- d) Recommend to the Nominating Committee, with input from Youth Council, a candidate for the ruling elder elected under Article III, Section C(2)(b) above;
- e) Oversee youth fundraising choices for submission to the Session for approval;
- f) Develop budget recommendations for the work of the committee.

c. Youth Council

i. Composition

The Youth Council shall be composed of at least one Staff Liaison, the Session ruling elder elected under Article III Section C(2)(b) above, and up to seven additional youth approved by Youth and Families Committee. The additional youth members should represent each grade. The ruling elder elected under Article III Section C(2)(b) shall serve as chair of and Session Liaison to the Youth Council.

ii. Duties and Responsibilities

- a) Plan and implement youth fellowship events, as approved by Youth and Families Committee;

- b) Recommend to Youth and Families Committee, with input from the Youth Group, candidates for the ruling elder elected under Article III Section C(2)(b) above;
- c) Provide for the involvement and integration of the youth in the life of the whole church through planning and implementing events for church-wide participation;
- d) Facilitate the warm and sincere inclusion of every youth through open communication and loving response to group interpersonal issues, in a way that acknowledges the unique needs and attributes of youth.

E. Special Committees and Task Forces

The Session may create any necessary committees or task forces to execute responsibilities that fall outside the duties of the standing committees. The Session should delegate supervision of the work of such committees or task forces to a standing committee or subcommittee, which shall provide support, review and control.

F. Extra-Committee Organizations Subject to Session Oversight

1. Presbyterian Women

Presbyterian Women exists to offer women in the church meaningful ways to live out their faith in the midst of a caring community of women, and is a mission entity in the PC(USA). When Presbyterian Women was established in its current form in 1988, the General Assembly affirmed the independence and responsibility of Presbyterian Women to make its own decisions concerning leadership, program, and budget; thus Presbyterian Women is directly subject to the Session, and not to any standing committee. The St. Philip Presbyterian Church chapter of Presbyterian Women is organized and governed by its bylaws. The Presbyterian Women Coordinating Team shall annually designate liaisons to the Session and its committees.

2. Stephen Ministry

Stephen Ministry exists to organize and train laypeople in the congregation to provide one-to-one Christian care to people in and around the congregation. Stephen Ministry requires a level of confidentiality which precludes direct supervision by any standing committee. Stephen Ministry is administered by the Stephen Leaders, who shall annually designate a liaison to the Nurture Committee.

3. Foundation Funds

Foundation Funds exists to offer an extra dimension of stewardship to the congregation that does not diminish the continuing, regular giving of members. At its establishment,

the Session resolved that Foundation Funds would be directly subject to the Session, and not to any standing committee. The administration and government of Foundation Funds is set forth in its bylaws. The governing body of Foundation Funds shall annually designate a liaison to the Finance and Stewardship Committee.

4. Shane Scholarship Fund

The Shane Scholarship Fund exists to provide monies for children and youth attending camps, conferences, and events sponsored by St. Philip Presbyterian Church and/or the PC(USA). At its establishment, the Session resolved that the Shane Scholarship Fund would be directly subject to the Session, and not to any standing committee. The Shane Scholarship Fund is administered according to the Shane Scholarship Committee guidelines. The Shane Scholarship Committee shall annually designate a liaison to the Session.

ARTICLE VII. PARLIAMENTARY AUTHORITY

All meetings of the congregation and Session shall be conducted in accordance with the most recent edition of *Roberts Rules of Order*, except as provided by the Book of Order (G-7.0000).

ARTICLE VIII. AMENDMENT OF BYLAWS

These bylaws may be amended at any meeting of the congregation by a two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting.