STANDING RULES

of

THE REFORMED CHURCH OF BRONXVILLE

BRONXVILLE, NEW YORK

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ARTICLE I

Meetings of Consistory

1. Consistory is the main decision-making body of the Church.

2. The Senior Minister of the Church shall be the President of Consistory and shall preside at all meetings thereof. In the absence of the President, the Vice President shall preside, and if both the President and Vice President shall be absent, Consistory shall elect one of the Elders or another Called Minister to be President *pro tem* who shall preside.

3. A majority of Consistory shall be a quorum for the transaction of business. Called Ministers are voting members of Consistory.

4. The Vice President of Consistory, in consultation with the President, shall prepare the agenda for the meeting. Such agenda items may include, but need not be limited to, agenda items transmitted to Consistory by the Councils and Committees.

5. Unless otherwise fixed at a previous meeting, the stated meetings of Consistory shall be held every other month, in the months of October, February, April and June, on the second Tuesday of the month, in the evening. The meeting shall include scripture and shall be opened and closed by prayer. At the June meeting, both incoming and outgoing Elders and Deacons shall attend, and shall be eligible to vote at said meeting. All incoming and outgoing Elders and Deacons may vote on matters put before them at the June meeting, including matters that required a first reading – provided that the incoming members have been presented with the relevant materials prior to the meeting.

6. Consistory is responsible, with the Program Staff, for setting the strategic direction of the Church, and the Strategic Plan. Consistory either decides on matters directly or, as designated herein: receives recommendations from the Councils and Committees and votes to accept/reject those recommendations; or as set forth in paragraph 12 of this section, *infra*, designates its decision-making authority to the Councils and Committees. All proposals that are of strategic importance to the Church, including adoption of any Strategic Plan, and proposals that involve spending amounts greater than what is approved in the Annual Operating Budget, involve spending that is not funded by the Annual Operating Budget, or relate to the changing of an established custom or practice of the Church, must be approved by the Consistory. Additionally, those proposals that relate to the changing of an established custom or practice of the Church require two readings at Consistory in successive meetings.

7. The President or the Vice President shall open the meeting at the time called, or as soon thereafter as a quorum shall appear. The presiding officer shall direct the proceedings, maintain order and dignity, confine the members to the question, issue or motion before them, and prevent interruption. When a motion on matters

relating to the everyday business of the Church, including the annual budget, is presented and seconded, the presiding officer shall invite reasonable discussion. When the members are prepared to vote, the presiding officer shall call for yeas, nays and abstentions, and declare the decision by the hearing of the yeas and nays, unless any member shall express a doubt of the decision, in which case a count shall be taken by a show of hands.

8. No established custom of the Church, nor any of the Standing Rules of the Church, shall be altered or repealed, nor any new Standing Rules adopted, unless notice stating the action proposed shall be given at either a meeting of Consistory previous to that at which such action shall be considered, or by email a week prior to the vote. Such action shall be taken only by a vote of two-thirds, plus one, of all the members of Consistory; however, in the case of a declared local, state or national emergency, the President may temporarily suspend or institute those changes that he or she, in consultation with the Executive Committee, deems necessary to ensure the safety and security of the Congregation, staff and/or Church.

(a) The decision as to whether the subject or proposed action shall be designated "an established custom of the Church" shall be made by the presiding officer of Consistory in consultation with the Vice President and shall be announced at the stated meeting.

(b) A member who is notified of a proposed action by email or presence at the meeting of Consistory at which such action is announced is eligible to vote by written proxy at the subsequent meeting when the vote shall be taken respecting a Standing Rule or established custom of the Church. Members not present at the meeting at which such action is announced may vote at the meeting when the vote shall be taken.

(c) The vote will be taken by a show of hands.

9. At the discretion of the President and Vice President, or where it is not possible for Consistory to meet, either in person or virtually, an email vote may be called. An email vote may be taken by Consistory only on matters that do not involve either changes to an established custom or practice of the Church or a capital expenditure outside of the annual operating budget.

10. At the discretion of the respective Chairs of the Councils or Committees, business of said Councils and Committees may be conducted at a meeting or, in the alternative, by email. Also at the discretion of the respective Chairs of the Councils or Committees, or where it is not possible for said Council or Committee to meet, either in person or virtually, an email vote may be called.

11. Where possible, reports of Consistory, Council and Committees that do not call for action on the part of Consistory should be transmitted and distributed by email, rather than given at a meeting.

12. To the extent proposals – other than those that relate to the changing of an established custom or practice of the Church – fall within the specific purview of one of the Councils or Committees of the Church as defined in Articles VIII and IX, *infra*, Consistory delegates its authority to decide those proposals to the Councils and Committees. The Councils and Committees will report such decisions directly to Consistory, except for the Personnel Committee, which will report such decisions to the Executive Committee or Consistory, as set forth in Article IX, section B. Where four or more members of Consistory move to bring a proposal or decisions by a Council or Committee before Consistory for further review, Consistory will review and make a final determination on the proposal or decision. The Chair of a Council or Committee may also choose to bring any proposal to Consistory for approval.

13. Before the conclusion of each meeting of Consistory, Consistory may enter into Executive Session, first with the Senior Minister, and subsequently, after excusing the Senior Minister.

14. Personnel matters may be handled in confidential executive session.

15. By a majority vote, Consistory may refer any matter to the Executive Committee for review and decision.

16. Annually, Consistory shall request the Treasurer and Chief Operating Officer prepare a draft Budget for the coming year, incorporating consultation with the Council and Committee Chairs and the Chief Operating Officer. Such draft Budget shall be presented to and reviewed by Consistory, and, if necessary, revised by Consistory after consultation with the Treasurer and the Chief Operating Officer.

17. Annually, Consistory shall ensure that an audit or review is conducted.

18. Annually, Consistory shall request the Chair of the Stewardship Committee prepare a draft stewardship goal for the coming year, incorporating consultation with the Senior Minister, Treasurer and Chief Operating Officer. Such draft stewardship goal shall be presented to and reviewed by Consistory, and, if necessary, revised by Consistory after consultation with the Chair of the Stewardship Committee and Senior Minister.

19. As needed, Consistory shall request the Chair of the Buildings and Grounds Committee prepare a draft capital expenditure proposal, incorporating consultation with the Chief Operating Officer. Any such draft capital expenditure proposal

shall be presented to and reviewed by Consistory, and, if necessary, revised by Consistory after consultation with the Chair of the Buildings and Grounds Committee and the Chief Operating Officer.

20. Special meetings of Consistory may be called by the President or, in the President's absence, the Vice President, when deemed by the Vice President necessary. Special meetings of Consistory may also be called by three members of Consistory when deemed by them to be necessary. The Congregation shall be notified of special meetings.

21. Church members may attend Consistory meetings as observers but shall not be heard without the permission of the presiding officer of Consistory.

22. Members of Consistory are required to make every effort to attend Consistory meetings in person at the Church. Phone and video conferencing will be provided, whenever possible, to allow members to attend electronically when members cannot be present at the Church and when meetings at the Church are not advisable. A member is eligible to vote: (a) if he or she is present at a Consistory meeting at the Church when a vote is taken; (b) if he or she is attending a Consistory meeting electronically and can hear the other members and be heard by the other members; (c) as provided in Section 8(b) *supra*; and, (d) by email when the President or a group of three Consistory members calls for an email vote on a matter that does not involve a change to the Standing Rules or an established custom of the Church.

23. Consistory shall cause a Committee to be formed in January 2027 and every third January thereafter, which Committee shall be charged with the duty to review the Standing Rules and make recommendations for changes, if any, to Consistory. The President, after consultation with the Chair of the Board of Elders and the Chair of the Board of Deacons, shall nominate members of the Committee for consideration by Consistory.

24. When not in conflict with these Standing Rules, business shall be conducted in accordance with *Robert's Rules of Order*.

ARTICLE II

Elders, Deacons, Officers and Ex-Officio Youth Members of Consistory

A. Elders and Deacons

1. There shall be twelve Deacons and nine Elders, whenever possible. The Deacons and Elders, together with the Senior Minister and other Called Ministers, shall constitute Consistory, every member of which shall have one vote and count toward the making of a quorum. The Senior Minister and other Called Ministers shall not be voting members of the Board of Deacons or the Board of Elders, nor shall their presence at a meeting of the Board of Deacons or the Board of Elders count toward a quorum thereof. The offices of Deacon and Elder shall be divided into three classes

of three each for the Elders and three classes of four each for the Deacons, whenever possible. Each class of Deacons and Elders shall be elected for a term not to exceed three years commencing at the adjournment of the stated June Consistory meeting in the year of election. When possible, a majority of members of Consistory shall have served at least one prior term (of at least twelve months). Members nominated to Consistory for the first time shall join as Deacons. Members nominated to Consistory who have already previously served on Consistory may be Deacons or Elders, with consideration given to the particular gifts and interests of the nominees, and how they align with the roles of Deacons and Elders.

2. At the expiration of any term which has been of at least twelve-months duration, a Deacon or an Elder shall not again be eligible for service to either office until one year has elapsed. In determining eligibility for election to a term of office, service as an Elder or as a Deacon for a term of office of less than twelve months shall be disregarded.

3. After election, Elders and Deacons shall be ordained and installed prior to the June Consistory meeting.

4. Whenever any vacancy of a remaining term exceeding twelve months occurs in an office of Elder or of Deacon through any cause other than expiration of a term, the Nominating Committee shall designate a replacement who shall then be presented to the Congregation according to the procedures of Article IX, Section C. Consistory may elect Elders and Deacons selected by the Nominating Committee to fill vacancies for terms of fewer than twelve months.

5. The officers of Consistory, all of whom shall be members of Consistory, shall be: the President, a Vice President (who shall be an Elder), a Treasurer and a Clerk of Consistory. The Vice President shall be nominated by the President or by an Elder and elected to a two-year term by Consistory. The Clerk of Consistory shall be nominated by the President and appointed by Consistory to a two-year term. The Treasurer shall be appointed by the President to a two-year term. The terms of the Vice President and Treasurer may be extended by one year by a vote of Consistory. The Clerk may serve successive terms.

6. Church staff members, other than the Senior Minister and any other Called Ministers, shall not be eligible for service on Consistory or on the Nominating Committee. Family members of staff members may serve on Consistory and the Nominating Committee. Called Ministers and members of the professional staff may participate in Nominating Committee deliberations if invited to do so by the Committee. Family members may not serve on Consistory at the same time.

7. Should a Consistory member become a regular part-time or salaried member of the Church staff, such member's term on Consistory shall immediately end and a replacement shall be determined in accordance with Article IX, section C. By approval of Consistory, a member of Consistory who joins the staff in a

position that is expected to be temporary can be placed on leave from his or her Consistory position for the balance of the term and return to such position to complete the term when the staff position ends.

8. Upon commencement of a new term on Consistory, Elders and Deacons shall participate in orientation, which will be led by the Senior Minister, Vice President and Treasurer.

B. Board of Deacons

1. The Deacons shall constitute a Board of Deacons. All actions of the Board of Deacons shall be taken by a majority of the Deacons present at a meeting at which there is a quorum. The Board of Deacons shall elect a Chair. The Chair of the Board of Deacons may not be the Chair of the Personnel Committee, nor the Treasurer of Consistory. The President of Consistory shall nominate, and each Deacon may elect to nominate, a candidate for Chair from among the Deacons. If more than one candidate is nominated, the Board of Deacons shall vote and the election will be determined by simple majority. The Chair of the Board of Deacons, or, in the absence of the Chair of the Board of Deacons, his or her nominee, shall act as presiding officer at meetings. The Chair of the Board of Deacons shall transmit the minutes of the meeting of the Board of Deacons to Consistory one week or more before the next Consistory meeting.

2. According to the Book of Church Order, "Deacons are set apart for a ministry of mercy, service, and outreach. The Deacons give particular attention and care to the whole benevolence program of the Church. They have charge of all gifts contributed for the benefit of the poor and distribute them with discretion. They visit and comfort those in material need and perform such other duties as Consistory may assign them."

3. The Board of Deacons shall be responsible for encouraging congregational engagement in the life of the Church outside of worship through volunteering, particularly by engaging the Congregation in the work of the Councils. The Board of Deacons shall be responsible for the Deacon's Fund: ensuring it is funded through special offerings; ensuring that the Congregation understands its purpose and availability; and receiving reports on the distribution of funds from the President, although the identity of any recipient may remain confidential, at the discretion of the President. The Board of Deacons shall also work with the Mission Council to identify the recipient(s) of the Christmas and other special offerings. The Board of Deacons will support and participate in the work of the Congregational Life and Care Council. Unless, upon motion of the presiding officer adopted by a majority of those present, it has been determined to be appropriate to meet in confidential executive session, Church members may attend Board of Deacons meetings as observers, but shall not be heard without the permission of the presiding officer of the meeting.

4. The Board of Deacons shall meet as needed, at least once per program year, as determined by the Senior Minister, Vice President and Chair of the Board of Deacons, to undertake those actions set forth in paragraphs two and three of this section. Four Deacons other than the Chair may call a special meeting of the Board.

5. At the invitation of the Chair of the Board of Deacons, the Senior Minister, or another Minister nominated by the Senior Minister, may attend meetings of the Board of Deacons in an advisory capacity.

C. Board of Elders

1. The Elders shall constitute a Board of Elders. All actions of the Board of Elders shall be taken by a majority of the Elders. The Vice President of Consistory shall serve as Chair of the Board of Elders. The Chair of the Board of Elders, or, in the absence of the Chair of the Board of Elders, his or her nominee, shall act as presiding officer at meetings. The Chair of the Board of Elders shall transmit the minutes of each meeting of the Board of Elders to Consistory one week or more before the next Consistory meeting.

2. According to the Book of Church Order, "Elders, together with the installed minister/s serving under a call, are to have supervision of the Church entrusted to them. They are set apart for a ministry of watchful and responsible care for all matters relating to the welfare and good order of the Church. They are to study God's Word, to oversee the household of faith, to encourage spiritual growth, to maintain loving discipline, and to provide for the proclamation of the gospel and the celebration of the sacraments. They have oversight over the conduct of the members of the Congregation and seek to bring that conduct into conformity with the Word of God, thereby empowering all members to live out their Christian vocation in the world."

3. The Board of Elders shall be responsible for matters of governance of the Church – initiating and leading conversations regarding organization, best policies and practices, and adherence to the Book of Church Order. The Board of Elders shall regularly review the Standing Rules, review the nominating process, and address any matters of governance that shall arise. The Board of Elders are responsible for the membership of the Church, for maintaining accurate rolls, and accepting new members. The Board of Elders shall encourage the spiritual growth of the Congregation and shall engage in the faith milestones in the life of the Church by assisting in administering with the sacraments of Baptism and Communion, the Ordination and Installation of new Deacons and Elders, Confirmation, and the About Baptism and Communion Program. The Board of Elders shall also review Congregation personnel misconduct, in accordance with the Book of Church Order. Unless, upon motion of the presiding officer adopted by a majority of those present, it has been determined to be appropriate to meet in confidential executive session, Church members may attend Board of Elders meetings as observers, but shall not be heard without the permission of the presiding officer of the meeting.

4. The Board of Elders shall meet as needed, at least once per program year, as determined by the Senior Minister and the Vice President, to undertake those actions set forth in paragraphs two and three of this section. Four Elders other than the Chair may call a special meeting of the Board.

5. The Senior Minister, or another Minister nominated by the Senior Minister, shall attend meetings of the Board of Elders in an advisory capacity. If the Treasurer is not an Elder, the Treasurer shall attend the meetings of the Board of Elders by invitation. The Chief Operating Officer will attend meetings of the Board of Elders by invitation, as will as other members of Consistory on occasion.

6. In accordance with the Book of Church Order, the Board of Elders shall seek to determine whether any members of the Congregation are in need of spiritual care and to encourage the faithful use of the means of grace by all members, including worship attendance and participation in the sacraments. Issues of spiritual care may be considered confidential at the discretion of the Chair.

7. Members of the Board of Elders must be designated to serve as delegates to Classis, and may be chosen from the entire body of Elders, including those members of Great Consistory.

D. Ex-Officio Youth Members

1. The President, in consultation with the Youth and Family Minister, may annually select one or two high school students who are members of the Church to participate in stated meetings of Consistory. They shall have privilege of the floor but no vote. They may participate in special meetings of Consistory and other Consistory functions at the discretion of the President, but shall not be present during any confidential executive session.

2. The Ex-Officio Youth Members shall have been confirmed at The Reformed Church or another church. They may be family members of Consistory members.

3. An Ex-Officio Youth Member shall serve a one-year term, which may be extended to two years at the discretion of the President.

ARTICLE III

President

1. The Senior Minister shall be the President of Consistory (the "President") and the presiding officer of the Church, and shall have the discretion to approve the employment of professional staff. If there is no Senior Minister, Consistory shall elect a Called Minister as President, who shall fulfill the duties of the office as defined in the Book of Church Order.

2. In selecting and appointing Chairs for Consistory Councils and Committees, as well as considering any major changes in worship, educational programs, church operations or policies generally affecting the Congregation, the Senior Minister is encouraged to consult Consistory members for advice and counsel.

3. The President, or his or her designee for this purpose, shall notify each person elected to an office or appointed to a Council of Consistory of election or appointment and shall inform all officers and Council Chairs of any action of Consistory affecting their respective duties. The President shall notify the Chairs of each Council of Consistory of the names of Consistory members composing such Council and of the business committed thereto.

4. The President, or the Clerk of Consistory, shall send or cause to be sent all notices required to be given to the members of Consistory.

5. The President may appoint a Recorder, who need not be a member of Consistory, to attend all meetings of Consistory and of the Congregation to take Minutes of the proceedings. The Recorder must provide all Minutes to the Clerk of Consistory. At the request of a member of the Church, the Clerk of Consistory shall give a copy of Minutes of such meetings to the member so requesting.

6. All acts of Consistory that are required to be executed in writing shall be signed by the President. In the President's absence, such acts shall be signed by the Vice President, and countersigned by the Clerk of Consistory or Treasurer.

ARTICLE IV

Vice President of Consistory

1. The Vice President of Consistory shall be an Elder and the senior lay officer of the Church, and have previously served at least one prior term on Consistory. The Vice President of Consistory shall serve as Chair of the Board of Elders and the Executive Committee and, if there is no Senior Minister, shall have the powers and fulfill the administrative duties assigned to the Senior Minister, at which time Consistory shall elect another member to serve temporarily as the Chair of the Board of Elders and Executive Committee. Alternatively, if there is no Senior Minister, Consistory may elect another Called Minister to have the powers and fulfill the administrative duties assigned to the Senior Minister, as set forth in Article III, section 1, *supra*.

2. The Vice President of Consistory shall serve for no more than two consecutive years, which may be extended by one year by a vote of Consistory. If at the expiration of such term or the occurrence of a vacancy in the office of Vice President there is no Senior Minister then serving, one or more Elders may nominate an Elder as Vice President to be elected by Consistory. No Elder shall be eligible to serve again as

Vice President of Consistory until such Elder has not served in that position for at least three years.

3. The President of Consistory shall nominate a candidate for Vice President of Consistory from among the Elders. Any Consistory member may nominate a different Elder to be Vice President. If there is more than one nominee, the Vice President of Consistory will be elected by a simple majority vote of Consistory. In the case of a tie vote, the President's nominee shall be elected Vice President.

4. The Vice President of Consistory shall be a member of the Personnel Committee, but may not serve as the Chair.

5. The Vice President of Consistory may not serve concurrently as the Treasurer.

6. The Vice President of Consistory can serve as an ex-officio member on any committee on an ad hoc basis.

ARTICLE V

Clerk of Consistory

1. Consistory shall annually elect one of its members as Clerk of Consistory. The Clerk, or the Clerk's designee, shall attend all meetings of Consistory and of the Congregation, and preserve the minutes of each meeting in suitable records. The Clerk shall have charge of and be responsible for the safekeeping of the original: records of those proceedings; records of the baptisms, marriages and members of the Church; all other books, papers and materials committed to the Clerk's charge; and the seal of the Church. The Clerk shall not permit any of the aforementioned original documents, records or seal to be removed from the Church premises except on an order of Consistory or the President or Vice President of Consistory, but it shall nevertheless be the Clerk's duty to deliver to members of Councils and Committees, to the Treasurer, and to delegates of the Church to the Classis and Synods, such books, papers and materials as may be necessary for the discharge of their respective duties, taking a receipt for the same.

2. The Clerk, or the Clerk's designee, shall keep records in which the Clerk shall register or cause to be registered the names of all members of the Church as they shall be admitted, with the dates of their admission, and the names of all members transferred to other churches, and the dates of their transfer. When a certificate of transfer from another church has attached to it a blank form for the acknowledgment of the receipt of such certificate, the Clerk, or the Clerk's designee, shall complete or cause to be completed the blank and return it to such church without delay. The Clerk, or the Clerk's designee, shall from time to time enter or cause to be entered in the records of the Church death of members, so far as the same shall come to the Clerk's knowledge, and the date of each such death.

ARTICLE VI

Treasurer

1. The Treasurer shall be a Consistory member, appointed by the President for a renewable one-year term.

2. The Treasurer shall be responsible for maintaining a financial overview of the church, and ensuring that proper financial records and procedures are maintained.

3. At the meetings of Consistory, the Treasurer, or by designation, the Chief Operating Officer or Bookkeeper, shall present the interim financial statements and cash and investment account balances as of the prior month end. Not later than the Consistory meeting in April of each year, the Treasurer, or by designation, the Chief Operating Officer or Bookkeeper, shall present the internally prepared unaudited financial statements prepared in accordance with generally accepted accounting principles for the previous year ending December 31. The Treasurer, if not an Elder, shall attend the meetings of the Board of Elders by invitation. The Treasurer shall be responsible for overseeing the annual audit or review of the Church's financial statements and the implementation of any recommendations from the independent audit firm.

4. When requested by the President, the Treasurer shall be responsible for overseeing preparation of the Annual Budget. The Budget shall be prepared by the President and the Chief Operating Officer, working closely with the respective Council and Committee Chairs. The Treasurer shall present the Budget to Consistory at a meeting that allows for the adoption of the Budget no later than the end of the first quarter of the fiscal year for which it is to apply or as soon as possible thereafter. In the event an Annual Budget is not adopted in accordance with the Standing Rules at such time, the Treasurer, if authorized by Consistory, may authorize expenditures, up to the amounts, if any, provided for in the prior year Budget for the same type of expenditures, pending such adoption.

5. An Assistant Treasurer of Consistory, who must be a member of Consistory, may be appointed to assist in the performance of the Treasurer's duties.

6. The Treasurer shall oversee the publication of a yearly annual report that shall be available for review by all Church members. The Treasurer, or by delegation, the Chief Operating Officer or Bookkeeper, shall present reports on the financial condition of the Church at the Congregational Meeting of the Church.

7. The Treasurer may not serve as the Chair of the Personnel Committee, nor the Chair of the Board of Deacons.

ARTICLE VII

Councils and Committees

1. Consistory shall be organized into Councils and Committees. Each Council shall carry out its own duties and responsibilities, which shall be subject to the approval of Consistory as set forth in Article I, Section 12. Matters of procedure and items of concern not otherwise designated to a Council or Committee shall be referred to Consistory and assigned to an appropriate Council or Committee. Consistory Councils and Committee affiliations, together with such staff resources as the President shall designate, are:

WORSHIP COUNCIL:
Worship services, Communion, Flowers, Laity Sunday, Music, Ushers, Memorials

EDUCATION COUNCIL:
Adult Education, Church School, Confirmation Class, Nursery School, Children's Ministries, Church Library, Summer Story Hour

CONGREGATIONAL LIFE AND CARE COUNCIL:
Congregational Life, Fellowship, Hospitality, Membership. Pastoral and other care and support for persons challenged by circumstances.

MISSION COUNCIL:
Design intergenerational outreach programs in neighboring communities and overseas; engage congregants in service; extend grants to mission partners and RCA missionaries; provide disaster relief response.

YOUTH AND FAMILY COUNCIL:
Middle School events, High School events, Confirmation Class and Youth Outreach

2. **Council/Committee Definitions**

Committees

Search Committees are to be established by the Senior Minister, or in the absence of a Senior Minister, by the President of Consistory or the Vice President of Consistory. *Other*

Committees are to be established, as needed, by the Senior Minister or by Council Chairs for their respective areas of responsibility. The role of each Committee, including a Search Committee, is to investigate, research, and advise upon the single subject assigned to the Committee and to bring information and recommendations to Consistory or the Council that handles that subject. A Committee (other than the Nominating Committee, specifically discussed herein) is a group that: plans, makes recommendations and carries out a specific function; is appointed by the President, a Council or Consistory; and, acts on direction of or with approval of an appropriate authority. At least once a program year, the President and Vice President of Consistory shall invite each Committee to report to Consistory.

Councils
Councils are established to manage a variety of topics assigned to them in the Standing Rules. They oversee the work of the Church in those categories and report thereon to Consistory, if and when requested. Councils make budget recommendations to the Chief Operating Officer when the Annual Budget is being prepared. Councils have the authority to spend the non-payroll money assigned to their Council in an approved Annual Operating Budget, and have responsibility for operating within the budgeted amounts.

3. **Authority** Consistory shall delegate responsibility for carrying out decisions to each Council and Committee as set forth in Article I, Section 12, *supra*.

4. **Council/Committee Meetings/Minutes** The stated meetings of a Council shall be held, at a minimum, every other month, in the months of September, November, January, and March, on the second Tuesday of the month, in the evening. Committees may meet at the discretion of the Chair. Council and Committee reports shall be made in writing and shall be submitted to a person designated by the President of Consistory for distribution to Consistory one week or more prior to the next Consistory meeting. Staff members working closely with particular Councils shall, if possible, attend Council meetings.

5. **Council Chairs** Each Council Chair shall be a member of Consistory and shall be selected by the President, in consultation with the Vice President. The Chair of a Council shall serve a two-year term, which may be extended by one year by a vote of Consistory.

6. **Committee Chairs** Committee Chairs may be a member of Consistory or a member of the Church with expertise in the particular area of the Committee, at the discretion of the President, and shall be selected by the President, in consultation with the Vice President.

7. **Council Membership** Both Elders and Deacons can serve on any given Council. Church members may serve on Councils, first having been given an opportunity to express their preferences, and shall be nominated to a Council by the President and Chair of the Council. Each Council Chair, in consultation with the President, shall secure sufficient members to perform the work of that Council. There is no requirement that Consistory members serving on a Council exceed in number the non-

Consistory members serving on a Council. Staff may be invited by the Chair of the Council to attend any Council meeting at any time and may be assigned by the President to a Council or Committee as resource person.

8. **Committee Membership** A majority of voting Committee members shall be Church Members. Non-Church members shall be eligible to serve on Consistory Committees but shall have no vote, unless as the time of appointment to the Consistory Committee, Consistory designates such Non-Member as a voting member of such Committee. A majority of each Committee shall form a quorum for the transaction of business.

ARTICLE VIII

Council Responsibilities

A. WORSHIP COUNCIL

1. The purpose of the Worship Council shall be to assist and advise the professional staff and Called Ministers regarding worship experiences and opportunities for the Church family.

2. It shall be responsible for advising the professional staff and Called Ministers as to, and, where applicable, providing volunteers to assist with:

(a) The order of worship during the Sunday morning services.

(b) Worship services for special services, such as Christmas, Thanksgiving and Pentecost.

(c) Policies for weddings, funerals and other services of worship.

(d) Maintenance of all sanctuary and chapel fixtures and appointments.

(e) Memorial gifts.

(f) Communion services, preparation of the elements, training of Elders and Deacons in serving communion and, in cooperation with Called Ministers, providing communion to members confined to home.

(g) Opportunities for innovative worship experiences.

(h) Tools to aid individuals and families in the habits of worship and Bible reading.

(i) Musical aspects of the Church's program, including all the Church choirs.

(j) Special music programs during the year, *e.g.*, at Christmas and Easter.

2. The Worship Council shall also:

(a) Provide and train ushers for all services of worship and for supervision of the offering.

(b) Plan and implement Laity Sunday.

B. EDUCATION COUNCIL

1. The purpose of the Education Council shall be to help people learn to live together and for others in response to God's love in Christ; to facilitate personal growth and development of faith in an enriched, loving community; and, to assist all of the Councils, when requested, to plan learning opportunities related to the work of the Council.

2. It shall be responsible for:

(a) Enlisting, training and supervising leaders in the religious education of the Congregation, including ongoing implementation and periodic review of Safe Church policies.

(b) Alerting teachers, planners and advisors of conferences, workshops and training opportunities.

(c) Encouraging, with the Worship Council, the children of the Church, to help them feel a part of the life and worship of the Congregation. To provide for children's learning experiences, recreation and/or skilled care when parents are in Church activities. To provide opportunities for parents to grow in their role of teachers and examples in the home.

(d) Developing curriculum and overseeing the Confirmation Class led by clergy and parent leaders.

(e) Developing curriculum, exploring new and innovative approaches, and providing resources for the Church School.

(f) Planning special educational opportunities such as: forums after worship services; educational experiences in homes; retreats; intergenerational studies; studies designed for particular groups.

(g) Overseeing the library activities.

(h) Overseeing and developing the audio/visual resources and equipment for educational use.

(i) Promoting an ongoing relationship between the arts and religion.

(j) Maintaining oversight of The Reformed Church Nursery School, and assuring that policies and practices are consistent with the Reformed Church of Bronxville.

C. CONGREGATIONAL LIFE AND CARE COUNCIL

1. The purpose of the Congregational Life and Care Council shall be to create an understanding, caring, supportive fellowship where people share their needs, discover and use their talents, and are enabled to feel a part of a growing Christian community, and to develop programs that provide care, concern, prayer, and support for families and individuals at various stages, places, and circumstances of life. This Council will seek to nurture the lives of the membership through congregational care, and will also seek to bring others into this ministry.

2. It shall be responsible for:

(a) Assisting the clergy and the Member Engagement Coordinator in enlisting new members through a program of community outreach toward all those who may be prospective members of the Church.

(b) Receiving and assimilating new members to bring them fully into the life of the Church.

(c) With other Councils, as appropriate, seeking to provide fellowship opportunities and volunteer support for the Church family.

(d) Arranging programs for the nurture and fellowship for the members of the Congregation.

(e) Providing support for the hospitalized and homebound.

(f) Arranging programs for the nurture of members of the Congregation.

(g) Such other functions relating to the foregoing as Consistory shall determine to be appropriate.

D. MISSION COUNCIL

1. The purpose of the Mission Council shall be to serve as the Church's main link with the Ministry of Witness and Outreach of the Reformed Church in America and with the ecumenical programs of witness and outreach beyond the Reformed Church's immediate environs.

2. It shall be responsible for:

(a) Directing and overseeing all ministries of outreach to local, national and international mission partners.

(b) Educating the Congregation regarding the mission of the Reformed Church in America and its broader ecumenical involvements through the National Council of Churches, the World Council of Churches, and the World Alliance of Reformed Churches.

(c) Maintaining the ties between the Reformed Church of Bronxville and missionaries in the field, particularly those sponsored by the Reformed Church of Bronxville.

(d) Designing a program to enlist and encourage volunteers in the various opportunities for mission both within the Congregation and the larger community.

(e) Making annual recommendations regarding the granting of outreach funds and promoting special offerings such as but not limited to the targeted Christmas Eve offering.

E. YOUTH AND FAMILY COUNCIL

1. The purpose of the Youth and Family Council shall be to provide effective programs of instruction, nurture, fellowship, growth, and outreach for the middle school, high school, and upper elementary youth of the Church and the community. It shall provide and exercise oversight over all such procedures and resources as may be deemed appropriate to the Church's youth program and ministry. The Council shall seek to strengthen the bonds of post-Confirmation youth with the family of faith, the Church.

2. It shall be responsible for:

(a) Encouraging and increasing youth involvement in the whole life of the Church through outreach, education, worship and governance.

(b) Planning regular mission experiences, including opportunities outside of Bronxville, New York and the United States.

(c) Organizing, creating and developing numerous Church-related social events that would be of interest to the youth of the Congregation and community.

(d) Devising policies governing programs and activities for youth of the Congregation and community.

(e) Recruiting, training and supervising leadership for youth programs.

(f) Reviewing the effectiveness and adequacy of current programs for youth in order to provide programs and activities to meet the needs of youth.

(g) Coordinating all youth programs in the Congregation as to their timing, utilization of facilities and resources, and objectives.

(h) Selecting, reviewing and adapting any youth curriculum.

(i) Reporting to Consistory concerning the youth program.

(j) Working with youth to plan for study and activity that involves them in evangelism, work projects, social action, denominational programs, community ministry, and the life of the Congregation on a decision-making level.

(k) Planning special opportunities such as: forums after worship services; educational and fellowship experiences in homes; retreats; intergenerational studies and dialogues; and special studies.

ARTICLE IX

Committee Responsibilities

A. EXECUTIVE COMMITTEE

1. The Executive Committee shall provide the following functions: to undertake those actions – including deciding staff personnel matters (through the Personnel Committee), reviewing legal matters, handling alleged misconduct, and providing crisis management – that would normally be discussed in an executive session of a meeting of a Board of Directors; to support, as requested, the Chief Operating Officer of the Church, and carry out the responsibilities of that position should it be vacant; and, to provide legal advice or arrange for legal advice from outside counsel. The Executive Committee shall oversee the decisions of the Personnel Committee, and have final authority over a recommendation for termination from the Personnel Committee. To the extent its power to act is not otherwise provided by its authority to undertake those actions usually performed in executive session, the Executive Committee is also empowered to act where urgency is required (including, but not limited to, those situations articulated in Article I, section 8, *supra*).

2. The Chair of the Executive Committee shall report the activities of the Committee to Consistory. The Chair of the Executive Committee shall be the Vice President of Consistory, or, in the absence of the Vice President, the Chair of the Board of Deacons.

3. The Executive Committee shall meet as needed, at a time and place at the discretion of the President, in consultation with the Vice President, or at the request of Consistory.

4. The Executive Committee shall consist of the President, Vice President, Treasurer, Chair of the Board of Deacons, Chair of the Personnel Committee, and two members of Consistory appointed by the President and Vice President. The Chair of the Executive Committee may invite guests, such as an Associate Minister or legal advisor, to participate in Committee discussions and provide advice. Any guest must maintain confidentiality as directed by the Committee.

B. PERSONNEL COMMITTEE

1. The Personnel Committee shall provide advice to Consistory, including any search committees, with respect to the employment of the professional staff and Called Ministers. The professional staff includes all employees of the church engaged in the church's ministry programs as well as the Chief Operating Officer and Director of the Nursery School.

2. The Personnel Committee in its discretion shall set the compensation and benefits of the professional staff and Called Ministers, after considering the advice of the Chief Operating Officer.

3. The Personnel Committee may recommend the termination of employment of members of the professional staff to the Executive Committee. The employment relationship of Called Ministers shall be subject to the Book of Church Order.

4. The Personnel Committee shall initiate and oversee the annual staff review process, as detailed in the Personnel Policy. The Vice President of Consistory and Chair of the Personnel Committee shall conduct the review of the Senior Minister.

5. Deliberations of personnel matters shall be final, strictly confidential, and not reported to Consistory, although decisions regarding personnel may be reported to Consistory at the discretion of the Executive Committee. Personnel spending is determined by the Personnel Committee after considering the advice of the Chief Operating Officer.

6. The Chair of the Personnel Committee shall report the activities of the Personnel Committee to the Executive Committee.

7. The Chair of the Personnel Committee shall be appointed by the President in consultation with the Vice President. The Chair shall serve for no more than three consecutive years. The Chair may not be the President, Vice President, or Treasurer of Consistory, or the Chair of the Board of Deacons. The Chair shall serve on the Executive Committee.

8. The Personnel Committee shall meet as needed, at a time and place at the discretion of the Chair.

9. The Personnel Committee shall consist of the Chair of the Personnel Committee; the Vice President; at least one member of Consistory; when possible, a human resources professional; and other persons appointed by the President. In consideration of the sensitive nature of the work of the Committee, no term limits apply to membership thereon, other than the Chairs.

C. NOMINATING COMMITTEE

1. The purpose of the Nominating Committee shall be to annually review eligible candidates for the available positions in the offices of Deacon and Elder, per the process described herein, and recommend a slate to Consistory; continually build and maintain a pipeline of potential candidates to serve as Deacons and Elders; and work with program staff and Council Chairs to involve potential candidates in the work of the Councils and Committees.

2. A Nominating Committee Chair shall be appointed by the President and Vice President of Consistory to a two-year term. It is preferred, but not necessary, that the Nominating Committee Chair has served at least one prior term on Consistory. It is preferred, but not necessary, that the Nominating Committee Chair has served previously on the Nominating Committee.

3. At the October Consistory meeting, at least three Consistory members will be asked to volunteer to serve on the Committee for a one-year term. At least two of those shall have served on Consistory for at least one prior year.

4. The President and Vice President of Consistory, with input from other Called Ministers and program staff, shall identify at least four church members who are not current Consistory members to serve as members of the Nominating Committee for a one-year term.

5. The names of the members of the Nominating Committee shall be presented to the Congregation in the Bulletin and other communication channels as determined by the Vice President, along with a request for names of members to be considered for nomination to the offices of Deacon and Elder.

6. When the Nominating Committee has finalized a slate of nominees who have agreed to serve as Deacons and Elders if elected, the slate shall be presented in the Bulletin for three successive Sundays concluding no later than March 1, after which the slate will be presented to the Congregation for approval at a Congregational Meeting.

7. The Nominating Committee shall also prepare a slate of persons recommended to serve on the various Councils and Committees of the Church.

D. STEWARDSHIP COMMITTEE

1. The purpose of the Stewardship Committee shall be to generate giving in all forms, and express gratitude, to members of the Church family consistent with the Church's mission and Strategic Plan. It shall be responsible for:

(a) Developing an overall plan for church giving, including the annual stewardship campaign, memorial giving and endowment giving, and on a regular basis review the most effective ways of giving. Working with the Chief Operating Officer and the Communications Committee on how to communicate with the Congregation about the campaign.

(b) Implementing and managing the stewardship campaign and coordinating with the other Councils and Committees any specific or one-time funding campaigns, including

capital campaigns, and facilitating a clear message to the Congregation about our use of resources.

(c) Assembling and overseeing a team of stewards who will reach out to individual members on a year-round basis.

(d) Providing stewardship education for the Congregation as necessary, and working with all Councils, ministers and staff, as appropriate, to foster and maintain a sense of giving as a spiritual mandate year-round.

(e) Coordinate with the Chief Operating Officer and appropriate administrative staff members to maintain a giving database; prepare and distribute timely and accurate reports to all givers; and coordinate appropriate acknowledgements of gifts.

2. There will be a Chair of the Committee, and co-Chairs of the Stewardship Committee as needed, and they shall regularly report the activities of the Committee to Consistory.

3. The Committee, with the Senior Minister and in consultation with the Treasurer and Chief Operating Officer, will recommend an annual campaign goal to be presented to and approved by Consistory.

E. BUILDINGS AND GROUNDS COMMITTEE

1. The Buildings and Grounds Committee shall provide the following functions: Overseeing Buildings and Grounds.

2. The Chair of the Buildings and Grounds Committee shall report the activities of the Committee to Consistory.

3. The Buildings and Grounds Committee shall meet as needed, at a time and place at the discretion of the Chair.

F. COMMUNICATIONS COMMITTEE

1. The Communications Committee shall provide the following functions: overseeing the Communications Department, and all marketing, social media, and promotional materials of the Church as well as sermon and worship recordings.

2. The Chair of the Communications Committee shall report the activities of the Committee to Consistory.

3. The Communications Committee shall meet as needed, at a time and place at the discretion of the Chair.

G. INVESTMENT COMMITTEE

1. The Investment Committee shall provide the following functions: Overseeing endowments and investments.

2. The Chair of the Investment Committee shall report the activities of the Committee to Consistory, and shall present at a meeting of Consistory at least once a year, upon the invitation of Consistory.

3. The Investment Committee shall meet as needed, at a time and place at the discretion of the Chair.

H. ARCHIVES COMMITTEE

1. The Archives Committee shall maintain the archives and Church history.

2. The Chair of the Archives Committee shall report the activities of the Committee to Consistory.

3. The Archives Committee shall meet as needed, at a time and place at the discretion of the Chair.

ARTICLE X

Financial Rules

1. No expenditures in excess of those contained in the Budget shall be authorized or made without the approval of Consistory.

2. No payment shall be authorized, and no debt shall be contracted by any Council or Committee in excess of the amount appropriated to its use in the Annual Budget, unless such payment or debt be specially authorized by the Board of Elders or by Consistory.

3. All unexpended balances of sums appropriated for a definite period shall lapse at the end of such period, unless Consistory specifies otherwise.

4. The several Councils and Committees receiving appropriations in the Annual Budget shall annually at a time designated by the Treasurer present in writing itemized statements of estimated receipts and expenditures of such Councils and Committees for the ensuing fiscal year (i.e., operating budgets). The Chairs of the

several Councils and Committees shall be entitled to be heard by Consistory with respect to the statements so presented.

5. After the Budget has been approved by Consistory, a Congregational Meeting shall be called to provide an opportunity for members of the Congregation to ask questions or to offer comments regarding the approved Budget. Copies of the approved Budget will be available at the Congregational Meeting or by request to the Church office. Comments regarding the Budget will be considered at the next Consistory meeting.

6. The Executive Committee shall annually select a certified public accounting firm which shall, in January of each year, or as soon thereafter as practicable, examine and report to Consistory with respect to all accounts of the Treasurer and Chief Operating Officer for the preceding calendar year.

ARTICLE XI

Miscellaneous

1. After they shall be of no further use to the body or officer to which they relate, all minute books, books of account, books of record of any kind as they become filled, and other papers (except the deeds and other documents relating to the property of the Church, which shall be in charge of the Treasurer), shall be deposited with the Clerk of Consistory or the Clerk's designee, to be properly labeled and safely kept among the archives of the Church or destroyed.

2. The fiscal (audit) year shall be the calendar year but in all other respects the Church year shall begin at the adjournment of the stated June Consistory meeting, and end at the adjournment of the stated June Consistory meeting in the following year.

3. To the fullest extent permitted by applicable law, as such law may be amended and supplemented, the Church shall indemnify any persons made, or threatened to be made, a party to an action or proceeding – whether civil or criminal, including an action by or on behalf of the Church – by reason of the fact that such persons or such person's testator or intestate was a member of Consistory, or served the Church in any capacity at the Church's or Nursery School's request, against judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees, actually and necessarily incurred as a result of such action or proceeding, or any appeal therefrom, so long as such member of Consistory or other authorized person acted in good faith, and for a purpose that such person reasonably believed to be in the best interests of the Church or Nursery School, excluding, however, any conduct undertaken by such persons that was unlawful at the time the action was taken. The indemnification provided for herein shall not be deemed exclusive of any other rights to which any such person may be entitled under any resolution of Consistory, agreement, insurance policy or otherwise.

4. When a person working within the Church – either as an employee or in a volunteer capacity, including Called Ministers, staff, and church school teachers – is presented with reasonable cause to suspect that a child coming before them in their professional or official capacity at the Church is an abused or maltreated child, or when they have reasonable cause to suspect that a child is an abused or maltreated child where the parent, guardian, custodian or other person legally responsible for such child comes before them in their professional or official capacity at the Church and states from personal knowledge facts, conditions or circumstances which, if correct, would render the child an abused or maltreated child, such person working within the Church shall report the relevant facts and information to the Director of the Nursery School or other mandated reporter the President designates, who shall report the concerns to the New York Statewide Central Register of Child Abuse and Maltreatment. The person must also report such information to the President.

5. The Standing Rules of the Church shall be deemed in all respects subject to the Book of Church Order of The Reformed Church in America and to the extent that such Standing Rules may at any time be inconsistent with the provisions of such Book of Church Order, the latter shall prevail.