

Church Bylaws

Chapter 1: General Provisions

Article 1. Name and Location: The name of the church is “Highland Korean Presbyterian Church” and is located at 820 South Milwaukee Ave in Vernon Hills, Illinois. (Hereinafter, “Highland Presbyterian Church” is referred to as “church”).

Article 2. Affiliation: This church is affiliated with the Presbyterian Church in America (PCA) and belongs to the Korean Central Presbytery.

Article 3. Basic Law: The internal regulations of this church are based on the denominational constitution of the PCA.

Chapter 2: Church Members

Article 4. The divisions, duties, and rights of members of this church are as follows (BCO 6).

1. Classification: The members of this church are divided into registered members and attending members.
 1. Registered members: Members who have officially registered with this church are classified as follows.
 1. Communicant member – A person who has confessed faith in Jesus Christ, been baptized, and is registered with this church as a member.
 2. Non-communicant members – Those who are registered at this church but have not been baptized and those who have been baptized as infants but have not entered the church. Those who have been baptized as infants become communicant members when they are 13 years old or older. Children of communicant members of this church receive infant baptism before they turn 3 years old and become non-communicant members.
 2. Attending church member: A person who attends the church without registering.
2. Obligations: Obligations include attendance at official worship services, service, donations, and obedience to church discipline.
3. Rights: Communicant members can participate in holy communion, and newly registered church members who have attended for more than 3 months and existing registered church members who have attended for more than 9 months a year and are over 18 years of age have the right to vote and be elected as members of the congregation. Attending church members can

attend congregational meetings but they do not have the right to vote or be elected.

Chapter 3: Ministers

Article 5. This church has the following ministers, and their duties are as follows.

1. Senior Pastor: Preach the gospel of Jesus Christ, administer the sacraments, and is the highest administrative officer of the church.
2. Associate Pastor and Assistant Pastor: Assist the senior pastor, and their duties are determined by the session.
3. Pastor and Evangelist: Assist the pastors, encourage and guide the faith of church members through education, evangelism, visitation, etc., and performs duties determined by the congregation.

Chapter 4: Church Staff

Article 6. Permanent positions: This church has the following permanent positions, and their positions are as follows.

1. Elder: Elders are divided into teaching elders (pastors) and ruling elders (elders). Elders govern the church, teach church members through the Bible, and provide spiritual guidance. Only elders who have a special gift and calling to teach and who have been trained and ordained at a seminary recognized by the General Assembly can serve as teaching elders (pastors). (BCO 8).
2. Ordained Deacon: The position of an ordained deacon is not to rule, but to provide necessary service to a person's spirit and body. Ordained deacons cooperate with the congregation and receive guidance from the congregation (BCO 9).
3. Kwonsa: A female believer chosen by the church to help ministers, visit needy and distressed church members, provide comfort and advice, and strive to edify the church.

Article 7. Temporary positions: This church has the following temporary positions, and their positions are as follows.

1. Deacon Assistant: The session selects and appoints faithful men and women from communicants of this church, and the term of office shall be one year and may be extended. They are to assist the church and congregation and perform volunteer work for the church.

Chapter 5: Ordained Deacons and Kwonsas

Article 8. This church has ordained deacons and kwonsas as follows, and the contents are as follows.

1. Ordained Deacon

1. Qualifications: A person who has served as an unblemished male communicant for more than 5 years and as a deacon assistant for more than 3 years (including 2 years as a deacon assistant at this church), who is trusted by church members and has sincere faith and wisdom and discernment (Must be a person who corresponds to 1 Timothy 3:8-10).
 2. Election: Those who are qualified to be ordained deacons are recommended by the congregation, receive training from the church council for more than three months, and then take the session examination. Among those who pass the session examination, they are elected with the approval of more than 2/3 of the members present at the congregational meeting (BCO 24-1).
 3. Appointment: Appointed within 3 months of being elected.
 4. Duties: Assist clergy and church members in volunteer work for the church, collect donations, and do relief work.
 5. Resignation: If an ordained deacon wishes to resign due to special personal circumstances, he may resign by submitting a resignation letter to the church meeting and receiving approval from the church meeting. If he is subject to the discipline of the session or more than 2/3 of the congregation does not wish to serve, he may be recommended to resign by resolution of the session.
2. Collaborative Ordained Deacon: A man who has served as an ordained deacon in another church and who has been registered with this church for more than 3 months may be appointed to office by the church. He has the duties and authority of an officer member, and after serving flawlessly for more than two years, he is eligible to be elected as an ordained deacon.

3. Kwonsa

1. Qualifications: Must have served as a female communicant for 5 years and as a deacon assistant at this church for more than 3 years, have the trust of church members, and must have sincere faith and wisdom and discernment.
2. Election: Same as the election method for ordained deacons.
3. Appointment: Same as ordained deacon.
4. Duties: Assist pastors and congregation members in volunteer work for the church, visit the needy and distressed church members to provide comfort and advice, and work to build up the church.
5. Resignation: Same as the resignation of an ordained deacon.

4. Cooperating Kwonsa: A woman who has served as a kwonsa in another church and who has been registered with this church for more than three months may be appointed as a kwonsa by the session. They have the duties of a kwonsa, and are eligible to be elected as a serving kwonsa after serving flawlessly for at least two years.

Chapter 6: Elders

Article 9. This church has the following positions of elders, and the contents are as follows.

1. Serving Elder
 1. Qualifications: After 7 years as a male member, a person who has been an ordained deacon for more than 2 years at this church, or a person who has served as a deacon assistant at this church for more than 4 years, has leadership ability, is trusted by church members, and has sincere faith and wisdom. He must be a person with discernment who corresponds to 1 Timothy 3:1-7.
 2. Election: Those who are qualified to become elders are recommended by the congregation, receive training from the session for more than three months, and then take the presbytery examination. Among those who pass the presbytery exam, they are elected with the approval of more than 2/3 of the members present at the congregational meeting. The session decides when and how many elders need to be elected (BCO 24-1).
 3. Appointment: Appointed in consultation with the presbytery within 3 months of being elected.
 4. Duties: Cooperate with the senior pastor and session to gain insight into the church's spiritual relationships and administrative affairs, visit the needy and distressed church members to provide comfort and advice, and serve the church as an example for believers.
 5. Closed: When requesting a leave of absence due to health or personal reasons, the leave may be granted for a certain period of time in consultation with the session.
 6. Resignation: The method of resignation is the same as that of an ordained deacon.
 7. A senior elder is an elder who has served in this church for more than 15 years and can be appointed by a majority vote at the congregation upon retirement.
2. Cooperating Elder: A person who has served as an elder in another church and who has been registered with this church for more than one year may be appointed as an officer by the church. He has the duties and authority of an

official member and is eligible to be elected as a serving elder after serving flawlessly for at least two years.

Chapter 7: Senior Pastor and Associate Pastor

Article 10. This church has a senior pastor and assistant pastor as follows, and the details are as follows.

1. Senior Pastor
 1. Qualifications: Must be a graduate of a regular theological graduate school and ordained as a pastor, have the prescribed qualifications prescribed by the affiliated presbytery, and have faith and virtue corresponding to 1 Timothy 3:1-7 and 1 Timothy 4:6-16.
 2. Appointment: The session recommends a nominating committee and obtains approval from the general assembly. The nominating committee consults closely with the session and presbytery to select candidates, studies them, selects them, and recommends them to the congregation. The congregational meeting makes decisions with the approval of more than 2/3 of the members present (BCO 20).
 3. Delegation: Done within 3 months after approval from the presbytery.
 4. Mission: As specified in Article 5, Paragraph 1.
 5. Resignation: If the senior pastor wishes to resign due to special personal circumstances, he is to submit a resignation letter to the church meeting 90 days prior to the scheduled resignation date. The session approves the resignation, and the pastoral connection is resolved with the approval of more than 2/3 of the congregation. If a member wishes for the pastor to resign, the pastor may resign with the consent of more than 2/3 of the congregation after the church council approves it. The resignation of a pastor must be reported to the presbytery and receive final presbytery approval (BCO 23).
 6. Senior pastor: A pastor who has served in this church for more than 15 years and who has retired from this church is appointed by a majority vote of the total number of voters at a congregational meeting convened by resolution of the session.
2. Associate Pastor (BCO 25-4)
 1. Except for duties (Article 5, Paragraph 1), the matters pertaining to the senior pastor are the same.
 2. Associate pastors are not delegated and become members of the church.

Chapter 8: Retirement of Employees

Article 11. The retirement age of all employees (pastors, elders, deacons, and kwonsas) of this church is at the end of the year in which they turn 70 years old.

Chapter 9: Joint Commission Meeting

Article 12. This church has a Joint Commission Meeting, and its contents are as follows.

1. Composition: Consists of pastors, elders, evangelists, ordained deacons, deacons, and kwonsas. The senior pastor becomes the chairperson, and the secretary, assistant secretary, treasurer, and assistant treasurer can be elected at the commission meeting and appointed by the members of the commission, and committees can be established as needed.
2. Convening: The regular commission meeting meets once every three months, and when there is a request from the senior pastor, the session, or more than 1/3 of the commission members, the chairperson must convene a temporary church meeting, and a quorum is determined by the number of attendees.
3. Work: As an executive body, the commission meeting handles matters delegated by the session, including the following tasks.
 1. Execution of the budget decided by the congregational meeting
 2. Financial budget and settlement report
 3. Handling of relief funds income, expenditures and special offerings
 4. Handling of all matters related to service
4. Enforcement Bylaws: In order to facilitate the performance of business, the commissioners may establish enforcement bylaws with the approval of the session.

Chapter 10: Session

Article 13. This church has a session as follows, and its contents are as follows.

1. Composition: Consists of a senior pastor, associate pastors (if associate pastors are available), and serving elders. In the absence of the senior pastor, the session should follow the PCA BCO. There is a moderator and a secretary. The senior pastor becomes the moderator, and the secretary is appointed from among the serving elders.
2. Convening: In principle, the session shall meet once a month, but must meet at least four times a year on a quarterly basis. When requested by the senior pastor or more than half of the session members, the senior pastor is to convene a special session meeting.
3. Work

1. As the governing body of the church, it oversees all policies for administration and spiritual guidance.
 2. They serve, guide and supervise the church's meetings and activities, including worship and sacraments, education and fellowship, missions and service, and execution of finances and property rights.
 3. Responsible for discipline for the holiness and spiritual purity of members under the protection of the church.
 4. Notifies, appoints, and delegates ruling elders and deacons elected by the church and guides them to do their best in their respective duties, and guides and supervises all organizations under the church to operate effectively for spiritual benefit.
 5. Convene joint meetings as necessary.
4. Record maintenance: Records and preserves session minutes, joint meeting minutes, deaths and other names of registered members, member list, baptism list, etc.

Chapter 11: Congregational Meetings

Article 14. The congregational meeting is the highest organ of this church, and its contents are as follows.

1. Stated congregational meeting:
 1. Convening: Once a year, it is convened in the 3rd week of December every year, and the date, location, agenda, etc. are announced at the church at least one week in advance.
 2. Membership: It is reached based on the number of members present.
 3. Chairman and Secretary: The chairman of the congregational meeting is the chairman of the session, and the secretary of the session is the secretary. If the senior pastor is unable to conduct the proceedings or is absent, the presbytery may appoint a temporary moderator, or the congregational meeting will elect a temporary moderator, and the secretary will be elected from among the members (BCO 25-4).
 4. Resolution: Discuss and decide on audit reports, financial statements, budget deliberation, pastoral reports, instructions from the higher council, and other important church matters. Personnel-related matters, such as employee selection, are decided by secret ballot.
2. Called congregational meeting: When the session or a majority of its members make a written request, the church must convene a called congregational meeting.
3. The congregational meeting deals only with the items proposed at the time of convening notice (BCO 25-2).

Chapter 12: Board of Trustees

Article 15. This church has a board of trustees in accordance with the decisions of the congregation as follows and manages the church's property (including legal deposits).

1. Composition: It consists of up to 7 people, including serving elders, and has a chairman, secretary, and treasurer.
2. Duties: Manage church property and audit church finances according to the decisions of the congregation. The board of trustees operates in accordance with the Board of Trustees Act, and the duties and authority of the board of trustees cannot infringe upon the authority and duties of the congregational meeting and the session.
3. Appointment and term of office: The appointment of directors is determined by recommendation of the session and more than 2/3 of the members present at the congregational meeting. The term of office is 4 years, and the officers are determined by the members of the board of trustees (BCO 25-4).
4. Convocation: The regular board of directors meeting is held every year in the fourth week of November. Called board meetings are convened when necessary at the request of the chairman or 1/3 of the board members.

Chapter 13: Disciplinary Ordinance

Article 16. This church's discipline ordinance complies with the BCO of the PCA.

Chapter 14: Bylaw Amendment

Article 17. When there is a motion by the session or more than 1/2 of the church members to amend these bylaws, the church recommends the bylaw amendment committee members and receives approval from the majority of the congregational meeting. The bylaws amendment committee reviews and decides on amendments to the bylaws and reports them to the session. The church council must notify all members in writing of the amendments two weeks prior to the congregational meeting, and may be amended with the approval of more than 2/3 of the members present at the congregational meeting.

Chapter 15: Church Property

Article 18.

1. The property of this church is operated and managed entirely by the free actions of this church, and its ownership belongs to this church, and the

- general assembly or presbytery to which this church belongs has no ownership whatsoever.
2. All authority over church property, such as sale, transfer, mortgage, ownership acquisition and protection, etc., belongs to the congregational meeting of this church. The board of trustees is the body that executes the decisions of the congregation, and without a resolution of the congregation, no one has the qualifications and authority to execute any property rights, such as sale, transfer, mortgage, acquisition and protection of ownership, of church property.
 3. The property of this church cannot be divided or distributed for the private benefit of a specific person, and must be used for the purpose and benefit of the church.

Supplementary Provisions

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1. Normal regulations: Matters not specified in this bylaw follow the BCO of the PCA and follow the general regulations. Normally, when an authoritative interpretation of an ordinance is necessary, the session decides, and if there is an objection, it is handled by the congregational meeting after receiving advice from the presbytery.
2. Effectiveness of Bylaws: These bylaws take effect on the date of adoption by the congregational meeting. However, matters decided before these bylaws remain valid as long as they do not conflict with these bylaws.

Last Updated

These bylaws were passed at the called congregational meeting on March 7, 2021 (52 votes in favor, 5 votes against).