

**THE CLASSIS OF SCHENECTADY  
OF THE  
REFORMED CHURCH IN AMERICA  
BY-LAWS**

**I. Classis Defined**

- I.1. The Classis of Schenectady is an assembly and judicatory of the Reformed Church in America. These By Laws are supplemental to the *Constitution* of the Reformed Church in America, as defined in the Preamble to the *Book of Church Order*.
- I.2. The Classis of Schenectady is a religious organization organized in 1826, and incorporated under the laws of the State of New York. Articles of Incorporation were filed in the Schenectady County Clerk's Office on October 14, 1890. Appendix A is the text of these articles
- I.3. Appendix B lists the churches of classis in their official order according to the date of their founding.
- I.4. The Classis of Schenectady celebrates the wide diversity of people within its bounds. As such, the classis does not discriminate against its candidates, members and delegates on the basis of gender identity or expression, sexual orientation, age, race, color, national or ethnic origin, or disability nor does it prevent consistories and congregations from holding differing views on matters of same-sex marriage and affirmation of LGBTQ+ persons.
- I.5. If individual members of classis find that their consciences, as illumined by Scripture, would not permit them to participate in the licensure, ordination or installation of LGBTQ+ persons as Ministers of the Word and Sacrament, they shall not be required to participate in decisions or actions contrary to their consciences, but may not obstruct the classis in fulfilling its responsibility to arrange for the care, ordination, and installation of LGBTQ+ candidates and ministers by means mutually agreed on by such persons and the classis.

## **II. Responsibilities of the Classis**

II.1. In addition to the responsibilities and duties that derive from the *Constitution*, classis shall support the ministries of its churches as it determines necessary and appropriate.

## **III. Sessions of Classis**

III.1. Stated sessions shall ordinarily be on the fourth Tuesdays of February, May and October.

III.2. Special sessions may be called in accordance with the *Constitution*. No business other than the business stated on the notice shall be conducted at special sessions.

III.3. Stated and Special Sessions of Classis may be held virtually (by phone, e-mail, fax, or electronic platform), in accordance with the provisions set forth by the current edition of Robert's Rules of Order, and at the discretion of the President. The requirements for a quorum shall be the same as for an in-person meeting. At least one Stated Session per year shall be held in person, to fulfil the requirements of an Annual Meeting.

## **IV. Officers of Classis and Elections**

IV.1. The officers of classis are the President, Vice President, Stated Clerk and Treasurer. The offices of Stated Clerk and Treasurer may be filled by one person.

(a) If an officer of classis is not a voting delegate according to the *Constitution*, he or she may not vote at a stated or special session of classis, except that any officer acting as President may vote to break a tied vote.

(b) The Stated Clerk shall be compensated as determined by classis.

(c) The Treasurer shall be compensated as determined by classis.

IV.2. Election of officers shall be undertaken as follows:

- (a) All enrolled ministers and all elders of classis churches are eligible for election, except for those who are under discipline. In addition, all confessing members of classis churches are eligible for election to the Office of Treasurer.
- (b) Elections will be held at the May stated session of classis, or, if there is a vacancy.
- (c) The Executive Committee shall be charged with soliciting names of possible candidates and present recommendations to the classis at the may Stated Session, except as provided for the office of president as listed below.
- (d) If the President is completing a first term, they shall be the sole nominated candidate for office of President. If the President is completing a second term or does not wish to be reelected to a second term, the Vice President shall be the sole nominated candidate for the office of President. If the Vice President does not wish to be nominated for the office of President, the Executive Committee shall solicit candidates and shall then provide a single candidate nomination for the office of President.
- (e) An affirmative vote of the majority of the enrolled ministers and elder delegates present shall be required to elect an officer. If the vote is not affirmative, nominations may be received from the floor. If more than one nomination is present, the nominee who receives a plurality of the votes shall then be presented as a single-slate candidate. The classis shall then vote on this single candidate, with an affirmative vote of the majority of the enrolled ministers and elder delegates present required to elect the nominee.

IV.3. Terms of office are as follows:

- (a) The terms of office for President and Vice President are one year. The President and Vice President may be reelected to a second consecutive term, but not to a third consecutive term.
- (b) The terms of office for Stated Clerk and Treasurer are three years.

- (c) Terms of office begin at the close of the electing meeting.

IV.4. Vacancies will be filled as follows:

- (a) The Vice President shall become the President if the office of the President is vacant.
- (b) Vacancies in the offices of Vice President, Stated Clerk or Treasurer shall be filled for the un-expired term by election as described above in Section 4.02(c) at the next stated session, or at a special session called for that purpose.
- (c) The Executive Committee may appoint a person to fill the role of Stated Clerk or Treasurer pro tempore if the position becomes vacant between sessions

IV.5. The President shall, in addition to the duties set forth in *The Constitution*:

- (a) Appoint the following with the advice of the Executive Committee:
  - Members of the permanent committees of classis, except those of the Church Oversight and Supervision Committee.
  - Chairpersons of the permanent committees of classis.
  - Members and chairpersons of the special committees of classis.
- (b) Preside at ordinations and installations.
- (c) Present a State of Religion in Schenectady Classis report at the stated May session. The President shall consider the annual consistorial reports when preparing this report.

IV.6. The Vice President shall:

- (a) Assume the duties of the President if the President is absent.

IV.7. The Stated Clerk shall, in addition to those duties set forth in the *Constitution*, and those required by the General Synod, the General Synod Council, and those required by the Regional Synod of Albany:

- (a) Assume the duties of the President if the President and Vice President are both absent, or if these offices are vacant.

- (b) Keep a faithful record of classis actions and serve as the steward of classis records.
- (c) Keep an up-to-date roster of permanent and special committee members, their terms of office, and advise the Executive Committee when those terms are expiring.
- (d) Provide for effective communications within the classis, with other classes, and with the regional and general synods.
- (e) Appoint delegates to the synods in an organized and timely fashion according to the following:
  - Those who are named as delegates shall have been present at at least one classis meeting in the year preceding their appointment.
  - Elder delegates will be appointed upon nomination from their consistories in rotation based on the official order of the churches, Appendix B. Consistories that decline the privilege of making such a nomination, or consistories that fail to make a nomination by the Stated Clerk's deadline will be moved to the bottom of the rotation. Consistories whose appointed elder is not able to attend may nominate another for appointment.
  - Minister delegates and their alternates will be appointed in rotation according to the date they last attended the synod in question, except that no minister will be appointed who has not been a member of classis for at least 18 months at the time of the deadline for appointment. A minister who for any reason declines appointment will be treated as if he or she attended the synod, and will have his or her name moved to the bottom of the rotation.
  - The Stated Clerk will inform the classis at the February stated session of the current year's and following year's appointments.
- (h) Distribute at the February stated session a roster of the classis officers, minister and elder delegates, and committee members.

IV.8. The Treasurer shall:

- (a) Receive and deposit money paid to classis.
- (b) Distribute money as directed by classis.
- (c) Notify the churches of any assessments the classis may assign and set a schedule for receiving the payments.
- (d) Prepare draft income and expense budgets for the Executive Committee.
- (e) Prepare a financial report for each stated session of classis or as directed by the Executive Committee.
- (f) Advise the Executive Committee whenever a church becomes delinquent in paying any of its assessments.

**V. Transaction of Business**

V.1. The following, in order of priority, guide classis in its transaction of business:

- (a) *The Constitution of the Reformed Church in America*
- (b) These by-laws
- (c) The current edition of *Robert's Rules of Order*

V.2. Classis shall approve or amend the agenda presented by the Executive Committee at the start of each session. Following such approval, changes to the agenda must be approved by a two-thirds majority.

V.3. All enrolled ministers and elder delegates shall have privilege of voice and of vote.

V.4. All preaching elders, associates in ministry, students under care, licensed candidates, and retired ministers shall have privilege of voice, but not of vote.

V.5. Invited guests and all others present may be granted the privilege of the floor with a vote of 2/3 of the classis members present.

V.6. Any enrolled minister, consistory, or elder delegate may bring business before the classis in the form of an overture. All overtures shall automatically be reviewed by the Overtures and Judicial Business Committee of classis who shall present recommendations in response to the overtures.

V.7. All overtures must be received by the Stated Clerk no later than two weeks prior to the Stated Session at which the overture may be considered. .

## **VI. Executive Committee of Classis**

VI.1. The membership of the Executive Committee of classis will consist of the:

- (a) President of the classis
- (b) Vice President of the classis
- (c) Stated Clerk of the classis
- (d) Treasurer of the classis
- (e) Chairperson of each of the permanent committees of the classis as defined by these bylaws.
- (f) Immediate Past President of the classis.

VI.2. Officers:

The officers of the Executive Committees shall be: chairperson, vice-chairperson, and secretary

- (a) The Immediate Past President of the classis shall be chairperson of the Executive Committee
- (b) The Vice President of the classis shall be vice-chairperson of the Executive committee and assume the duties of the chairperson if the chairperson is absent
- (c) The Stated Clerk of the classes shall be the secretary of the Executive Committee and keep a faithful record of the business of the Executive Committee.

VI.3. Transaction of Business

- (a) The Executive Committee shall act on behalf of classis between stated sessions, unless otherwise required by the *Constitution* or these by laws.
- (b) The Executive Committee shall not originate any business before it, but only that which is within its defined roles as stated in these bylaws.

- (c) The Executive Committee may consider business addressed to it by means of electronic communication (phone, email, fax). The quorum required for consideration of such business shall be by a majority of the seated membership for the Executive Committee and at least 48 hours shall be given to respond to such business following support given to the motion. The consideration of this business must be within the defined role of the Executive Committee.

#### VI.4. Duties of the Executive Committee

- (a) Consider and act upon any other business referred to it by the Classis, and to bring recommendations to the Classis for action if appropriate.
- (b) Advise the President on appointments to the permanent and special committees of classis.
- (c) Advise the President on appointments of chairpersons for the permanent and special committees of classis.
- (d) Report or refer the actions of the regional or general synods, or other bodies as appropriate, to the classis or to the appropriate permanent or special committee for action or advice.
- (e) Ensure all ministers, preaching elders, commissioned pastors, and student pastors have completed a background check pursuant to policies noted in Appendix C.
- (f) Solicit nominations and present a single-slate of candidates for officers.
- (g) Approve or deny grant requests from consistories and submit to appropriate assemblies as required.
- (h) Approve or deny requests of ministers to transfer into the classis by other assemblies, including acting to approve or deny contracts and calls presented by consistories regarding said ministers when such requests come between stated Sessions of classis.

## **VII. Committees of Classis**

VII.1. The permanent committees of the classis are the:



- (a) Ministry Oversight Committee: Commissioning, Certification, Licensure, and Ordination
- (b) Church Oversight and Supervision Committee
- (c) Overtures and Judicial Business Committee

#### VII.2. The duties of the permanent committees:

- (a) To act on behalf of, and with the authority of the Classis, pursuant to their specific areas of responsibility as defined by these by-laws.
- (b) The permanent committees are also responsible for any other matters assigned to them by classis.
- (c) Each committee shall meet at least annually, unless otherwise defined by these by-laws. Each committee shall keep minutes that accurately reflect the business of the committee. These minutes shall be submitted to the Executive Committee for review upon request.
- (d) Each committee shall present a written report to the classis at each stated session and to the Executive Committee as requested. Committees are empowered to bring recommendations to the Classis for action.

#### VII.3. Membership and Terms of Office

- (a) The members of the permanent committees are those active confessing members of classis churches or enrolled ministers appointed by the President, except that membership on the Church Oversight and Supervision Committee is limited to elders or enrolled ministers.
- (b) The terms of office for permanent committee members are three years, except that the terms of office for members of the Church Oversight and Supervision Committee are three years or longer. Permanent committee members may be appointed to consecutive terms.

#### VII.4. Special Committees

- (a) Classis or its Executive Committee may direct the President to form a special committee for any purpose.

- (b) Special committees are temporary. Upon forming a special committee, classis will clearly define the specific task or tasks given to the committee as well as the terms of office of those appointed to serve on it.

#### VII.5. Chairpersons

- (a) Chairpersons of the permanent and special committees are appointed by the President. Chairpersons will be elders or enrolled ministers.
- (b) Chairpersons will always have the privilege of the floor at stated or special sessions of classis, but will vote only if eligible as defined in the *Constitution*.

### **VIII. Ministry Oversight Committee: Commissioning, Certification, Licensure, and Ordination**

#### VIII.1. Membership

- (a) The Ministry Oversight Committee shall consist of 5-7 members.
- (b) At least one member shall be an elder.
- (c) The terms of office shall be 3 year terms. These may be renewed and/or be staggered to allow for continuation of leadership.

#### VIII.2. The duties of the Ministry Oversight Committee are to:

- (a) Assist classis in fulfilling the requirements of the Book of Church Order regarding the supervision of Candidates for Ministry.
  - Certificates of Fitness for Ministry
  - Supervision of Licensure and Ordination
- (b) Assist classis in fulfilling the requirements of the Book of Church Order regarding the supervision of Preaching Elders, Commissioned Pastors, and Associates in Ministry.
  - Commissioning and supervision of Preaching Elders.
  - Commissioning and supervision of Commissioned Pastors.
  - Certification and supervision of Associates in Ministry

### **IX. Church Oversight and Supervision Committee**

### IX.1.Membership

- (a) The committee will consist of a chairperson appointed by the president, and members suitable to the need for supervision of congregations, who are appointed by the committee.
- (b) The stated clerk of classis shall serve *ex-officio* as one of the members.
- (c) The term of office of the Chairperson shall be renewable in 3 year increments. The number of active supervision teams will be based on need, as determined by events.
- (d) The term of office of the members of the committee other than the chairperson shall be from time of appointment by the committee until such time that supervision is no longer needed.
- (e) Should no other members be presently appointed, the membership shall consist of the chairperson and the stated clerk, serving *ex-officio*.

### IX.2.The duties of the Church Oversight and Supervision Committee are to:

- (a) Assist classis in fulfilling the requirements of the Book of Church Order Chapter 1, Part 2, Article 7 regarding the Superintendence of the Churches.
- (b) Appoint a minister from Classis to supervise the dissolution of a pastoral relationship.
- (c) Appoint a minister to serve as the supervisor of all proceedings of the consistory of a church without an installed senior minister, as pursuant to the *Book of Church Order*.
- (d) Advise the supervisors assisting consistories without an installed pastor in contracting for interim pastoral services.
- (e) Advise the Classis Executive Committee, via the Classis Clerk, when a consistory seeks to enter into a contract for pastoral services.
- (f) Oversee supervisory teams who attend consistory and Search Committee meetings of churches without an installed pastor.
- (g) The committee may also, in its discretion, appoint an elder to assist in supervision of churches without installed ministers. This elder shall serve as a member of the Church Oversight and Supervision Committee,

but whose presence shall not indicate a duly constituted consistory if a Minister of Word and Sacrament is not present.

- (h) The committee may, from time to time, adopt additional policies and procedures for the supervision of churches without installed ministers, as provided for in these bylaws. These policies shall apply to all churches under supervision, as well as to the supervisors serving those churches.

### IX.3.Duties of a Supervisor

- (a) The supervisor shall be a Minister of Word and Sacrament who is appointed by the Church Oversight and Supervision Committee. The supervisor shall serve from the time of appointment until either;
  - The installation of a Minister of Word and Sacrament
  - The commissioning of a Minister of Word and Sacrament to serve under contract
  - Other such times as determined by the committee
- (b) The supervisor shall attend all consistory meetings and Board of Elders meetings, given proper notice by the consistory or Board of Elders, and may also attend consistory committee meeting as appropriate.
- (c) The supervisor may preside over meeting os the Consistory if requested to do so by the Consistory.
- (d) The supervisor shall submit a written report to the Church Oversight and Supervision Committee at least every other mont. These written reports shall be summarized and presented to the Classis at its stated sessions.
- (e) The supervisor shall be enumerated pursuant to classis policy adopted at a stated session, unless otherwise approved by the committee.
- (f) The elder appointed to assist in supervision shall hold these same duties, expect that the elder appointed to assist in supervision may n to preside over meetings of the consistory and whose presence shall not constitute a duly constituted consistory if a Minister of Word and Sacrament is not present.

## X. Overtures and Judicial Business Committee

## X.1.Membership

- (a) The Overtures and Judicial Business Committee shall consist of no less than four members and no more than eight members.
- (b) At least two members of the committee shall be women.
- (c) The terms of office shall be 3 year terms. These may be renewed and/or be staggered to allow for continuation of leadership.
- (d) The stated clerk of the classis shall serve *ex-officio* as one of the counted members.
- (e) The committee shall meet at least once a year, with the meeting occurring before the classis meeting in which voting on proposed changes to the *Constitution* of the Reformed Church in America take place, and shall also meet as necessary.

## X.2.The duties of the Overtures and Judicial Business Committee are:

- (a) Review proposed changes to the *Constitution* of the Reformed Church in America and to offer advice on whether or not to approve the proposed changes.
- (b) Review all overtures and correspondences coming from consistories or classis members and offer recommendations in regards to their content.
- (c) Recommend overtures that the classis may send to the regional synod or General Synod.
- (d) Serve as the committee designated by the Book of Church Order, Chapter 2, Part 1, Article 4, Section 4, “to determine whether there is sufficient merit to the charge to warrant further consideration,” whenever a charge is filed by an individual or committee.
- (e) Review, from time to time, the bylaws of the Reverend Schenectady Classis to ensure they are up to date.

## **XI. Policies of Classis**

### XI.1.Policies of Classis

- (a) Each permanent committee will develop detailed, written policies pursuant to their areas of responsibility, and present them to classis for approval as necessary or as directed.
- (b) The above policies will be appended to these by-laws as Appendix C. Policies may be changed by a simple majority of classis at any stated session or at a special session called for that purpose.

## **XII. Amending the By-Laws**

XII.1. These by-laws may be amended at any stated session by a two-thirds vote of the voting delegates present, provided that a majority of voting delegates approved the amendment at a prior stated session or special session called for that purpose.

XII.2. Appendix B may be changed by the Stated Clerk whenever it is necessary due to the organization or closing of a church.

## **Appendix A**

### **Articles of Incorporation**

**State of New York**  
**Schenectady County**

We C P Ditmars, A C Lewell, Lauren Vanderveer, Norman F Nickerson, Robert Doig, T H Reeves citizens of and residents within the State of New York whose names are herewith annexed do hereby certify that we have associated together for Missionary, Mission and Sunday School purposes and for the furtherance of the religious opinion of the Reformed Church in America (formerly known as the Reformed Protestant Dutch Church in America), that the Corporate name of the incorporation shall be “The Classis of Schenectady of the Reformed Church in America,” and of that name this society shall be known in law.

That the said society shall be under the management of five trustees, one of whom shall be elected annually on the 3<sup>rd</sup> Tuesday of September of each year to serve for the term of five years.

That the following are the names of the trustees who will manage its concerns for the first year:

Thomas H Reeves to serve for 5 years

James J Marlette to serve for 4 years

Simon H Vedder to serve for 3 years

Abram Van Vranken to serve for 2 years

George C Stanford to serve for 1 year

We do further certify that the place of business or principal office of said association shall be in the County of Schenectady, NY.

In witness whereof we have presented our hands and seals this 14<sup>th</sup> day of September, 1890.

**Appendix B**  
**The Churches of Schenectady Classis in their Official Order**

The official order of the churches of Schenectady Classis is by their date of organization.

<u>Church</u>	<u>Date of Organization</u>
1. First Reformed Church of Schenectady	1680
2. Niskayuna Reformed Church	1750
3. Helderberg Reformed Church	1767
4. Old Saratoga Reformed Church	1770
5. First Reformed Church of Rotterdam	1784
6. Amity Reformed Church	1802
7. First Reformed Church of West Glenville	1813
8. Fort Miller Reformed Church	1817
9. First Reformed Church of Scotia	1818
10. Bacon Hill Reformed Church	1820
11. Second Reformed Church of Rotterdam	1823
12. Fort Plain Reformed Church	1831
13. Lisha's Kill Reformed Church	1852
14. Sprakers Reformed Church	1858
15. Bellevue Reformed Church	1893
16. Altamont Reformed Church	1896
17. Lynnwood Reformed Church	1956
18. Christ Community Reformed Church	1966



## **APPENDIX C**

### **The Reverend Classis of Schenectady Background Check Policy**

The Reformed Church in America is a fellowship of congregations called by God and empowered by the Holy Spirit to be the very presence of Jesus Christ in the world. Our shared task is to equip congregations for ministry—a thousand churches in a million ways doing one thing—following Christ in mission, in a lost and broken world so loved by God.

In response to the Book of Church Order mandates regarding the supervision of enrolled ministers, commissioned preaching elders, and commissioned pastors (BCO 1, II, 2; 16; 17, 2; 4; 1) the Reverend Classis of Schenectady holds the following policy regarding required background checks (which may include a criminal history check, Sex Offender Registry Database(s), and or statement(s) of conviction) for all enrolled ministers within the classis, as well as all ministers, preaching elders and commissioned pastors serving classis churches. The Reverend Classis of Schenectady shall not approve calls or contracts from any consistory or governing body for any person who has not had a background check.

Background Check means, at a minimum, the process of gathering and reviewing criminal history records and sexual offender registry records, churches may decide to conduct further background research.

Criminal History Check means the process of gathering and reviewing criminal history records or information furnished by a criminal justice agency or third party vendor in the business of obtaining and providing criminal history records relating to an individual's criminal convictions. A criminal history record does not include an individual's conviction records that have been sealed by court order. Criminal records include in-state, out-of-state and international criminal history, including misdemeanor and felony convictions.

The Executive Committee of the Reverend Classis of Schenectady is solely authorized to conduct and oversee the Background Check process necessitated pursuant to this Policy on behalf of The Classis of Schenectady. The Classis may work with law enforcement or contract with outside agencies in executing any of the obligations set forth in this Policy. The Executive Committee of the Reverend Classis of Schenectady is responsible for making decisions regarding what type of Background Check is appropriate, and for making recommendations regarding the reception or retention of enrolled ministers within the classis, as well as all ministers, preaching elders and commissioned pastors serving classis churches. If the Executive Committee determines that an individual does

not pass a background check, the Executive Committee shall not approve the call/ commission/license. No further information shall be disclosed.

The Executive Committee of Classis may elect to perform Background checks on all current installed ministers along with preaching elders and associates in ministries. Currently the Reverend Classis of Schenectady does not have any commissioned pastors within its boundaries; however the same shall be applied to commissioned pastors should any are received into the Classis Boundaries.

The Reverend Classis of Schenectady may use but is not limited to the following companies that offer background checks:

- Secure Search
- LexisNexis Screening Solutions
- Safe Hiring Solutions
- Protect My Ministry

All background checks shall be kept on file by the Stated Clerk of the classis. The results of the background check shall not be shared outside of the Executive Committee and the individual who was background checked.