



MANUAL OF PROCEDURE

SECOND PRESBYTERY

ASSOCIATE REFORMED PRESBYTERIAN CHURCH

Revised 2012

Amended October 2013

“Nothing tends more to the advantage and well-being of the church, than sound standards of doctrine, worship, and government; because, as they are a strong bulwark against contrary errors and opinions, so they tend to preserve truth in its purity, and the professors of it in unity and harmony among themselves.”

**Ebenezer Erskine
James Fisher**

(From the preface of the first edition of Fisher’s Catechism, February 1753)

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Chapter One

Name

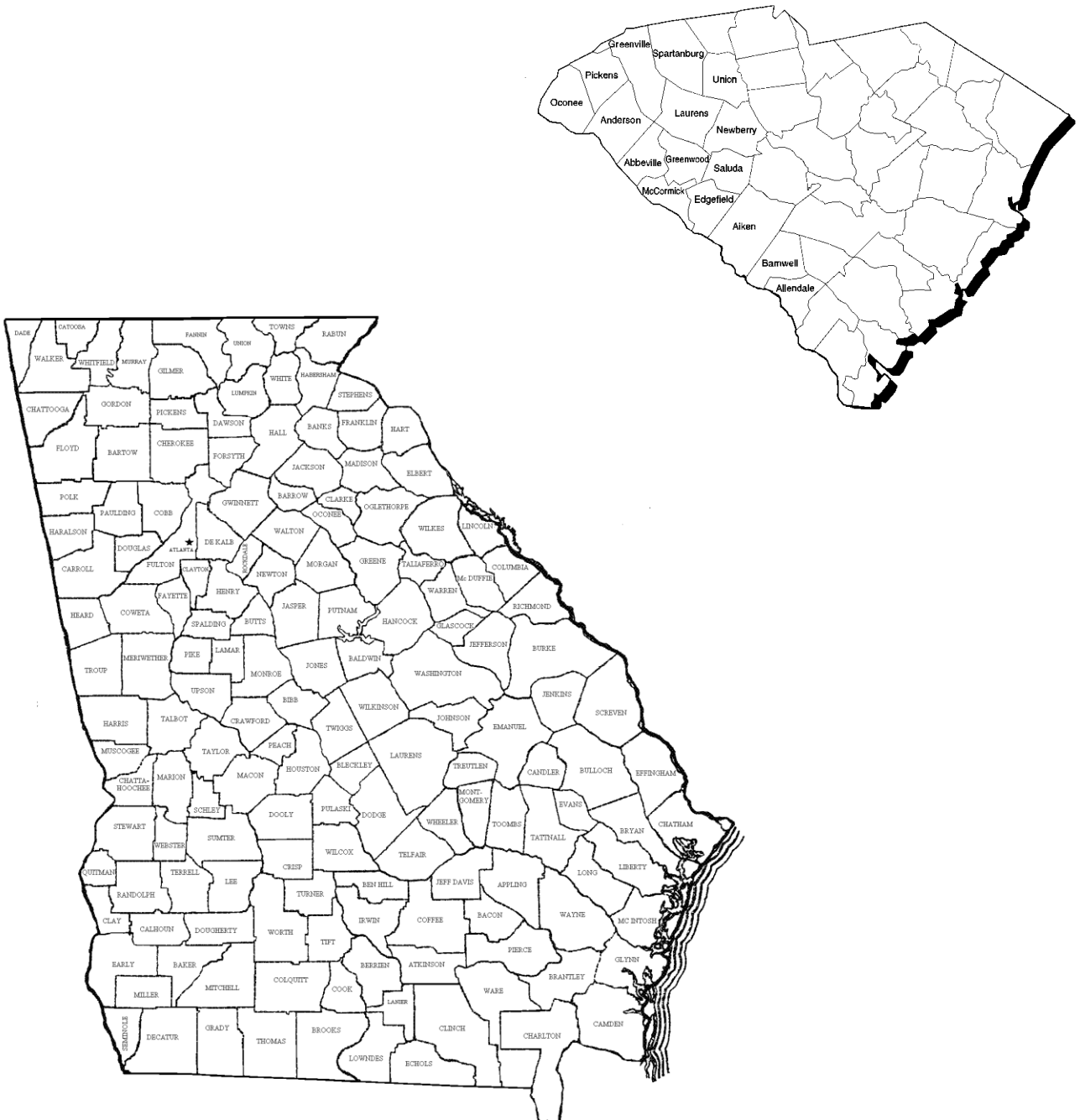
Second Presbytery of the Associate Reformed Presbyterian Church.



Chapter Two

Boundaries

Boundaries. The boundaries of Second Presbytery, as established by General Synod, June 1982, shall comprise the State of Georgia and the South Carolina counties of Abbeville, Aiken, Allendale, Anderson, Barnwell, Edgefield, Greenville, Greenwood, Laurens, McCormick, Newberry, Laurens, Oconee, Pickens, Saluda, Spartanburg, and Union.



Chapter Three

Purpose, Authority, and Responsibility

NOTE: When the Revised Form of Government takes effect, we will comply with items in chapters 3 and 4.

A. Purpose and Authority. “The court of the Church next higher than the session is the Presbytery, which has the oversight of a group of congregations within a specific geographical area. It is the essential court of the Presbyterian system in administering its general order, the higher courts being constituted simply by a wider application of the general principles of the Presbytery. The precedent for this court is found in the example of the Apostolic church. The name is scriptural, derived from the Greek of the New Testament.”

(Form of Government, XII.A)

B. Primary Responsibility. “The Presbytery shall have as its primary responsibility the initiation, planning, organization, and administration of programs designed to enable it to carry on the mission of God in Christ's Church by word and deed in the Presbytery and also in the local congregations, the General Synod, and the whole world.”

(Form of Government, XII.B.1)

Chapter Four

Function and Funding

A. Duties Toward Its Constituencies. The *Form of Government*, XII. 2. a-r, assigns to all Presbyteries under its jurisdiction the following duties toward its constituencies:

1. To enforce the lawful injunctions of the higher courts.
2. To receive, hear, resolve, and decide references, appeals, and complaints according to constitutional procedures, including questions of doctrine or discipline.
3. To advise and to assume original jurisdiction for adjudication on matters from church sessions where their authority cannot be exercised.
4. To review and approve or censure the records of sessions and to require their correction, to redress anything contrary to order, and to take effectual care for the observance of the Constitution of the Church.
5. To unite, divide, organize, dissolve, receive, dismiss, and transfer congregations.
6. To hold, dispose, and apply the properties of dissolved congregations at its discretion.
7. To approve or disapprove the buying, selling, mortgaging, or leasing of any real property by a congregation over which the Presbytery may have control or jurisdiction.
8. To inquire into the condition of the congregations under its care, correcting and advising in any matter, and taking special oversight of congregations without pastors by appointing moderators of sessions, supplying preaching, and providing other ordinances of worship for these congregations.
9. To receive under its care students of theology as candidates for the ministry.
10. To examine and approve candidates for the ministry.
11. To ordain, install, receive, dismiss, remove, and try ministers of the Gospel, requiring ministers to devote themselves diligently to their sacred calling and censuring the delinquent.
12. To examine and approve calls and changes in terms of calls.
13. To establish the pastoral relation and to dissolve it at the request of one or both of the parties or at its own discretion.
14. To direct the labors of ministers who have no pastoral charge.
15. To establish and direct mission work within its bounds.
16. To institute and superintend the agencies necessary for its work and to concert measures for the enlargement of the Church within its bounds.
17. To consider and pass upon all proposed measures referred to it by the General Synod which would change the established order of doctrine and government of the Church.
18. To propose to the General Synod such measures as may be of common advantage to the whole Church.
19. In general, to take whatever action may be necessary for the spiritual welfare of the congregations under its care and for the extension of the Kingdom of Christ.

B. Duties Toward the General Synod. The *Form of Government*, XII. 3. a-c, assigns to all Presbyteries under its jurisdiction the following duties toward the General Synod:

1. To keep full and accurate records of its proceedings and submit annually such records to the General Synod for inspection and review.
2. To report annually its proceedings to the General Synod with details in reference to
 - a. Students of theology received.
 - b. Ordinations, installations, and dissolutions of pastoral relations.
 - c. Formations, organizations, dissolutions, unions, and divisions of congregations, and the receiving and transferring of congregations within the General Synod.
 - d. Ordination and receiving of ruling elders.
 - e. Deaths of ministers, ruling elders, and deacons.
 - f. Through the Annual Statistical Report of its churches, the receiving, dismissing, and death of members and, as may be determined by the General Synod from time to time, organizational membership and summary financial information.
 - g. Condition and progress of work within its bounds.
 - h. In general, all of the important business that has been transacted and changes that have taken place during the year.
3. To issue a certificate of standing to a minister upon valid application. Such certificate shall not be valid for more than one year.

C. Funding of the Presbytery. The Presbytery shall have a General Fund from which disbursements shall be made for the operation of its programs and ministries.

Chapter Five

Membership

- A. Membership of Second Presbytery.** The membership of Second Presbytery shall consist of all the ministers and at least one (1) ruling elder from each congregation within the geographical jurisdiction of the Presbytery.
- B. Voice and Vote.** When Second Presbytery is in session, only ministers on the roll of the Presbytery, ruling elders who have been duly certified as delegates in accordance with the *Manual of Procedure*, D., and the officers of Presbytery shall have voice and vote.
- C. Licentiates** shall be given voice but not vote on the floor of Presbytery.
- D. Selection and Certification of Delegates.** Delegates to meetings of Second Presbytery shall be selected and certified in the following manner:
1. The session of each church shall select from among its active members the elder delegate(s) to represent its congregation.
 - a. Every congregation in the Presbytery shall be represented by one (1) ruling elder, and every congregation whose active communicant membership exceeds four hundred (400) in number shall be represented by two (2) ruling elders and shall be entitled to one (1) additional ruling elder for each additional four hundred (400) active communicants (*Form of Government*, XII.C.2).
 - b. The session shall select an alternate delegate who shall serve as the congregation's representative in the absence of the elder delegate.
 2. Each delegate or alternate delegate shall, when registering for a stated meeting of the Presbytery, present to the stated clerk his credentials and inscribe his name on the roll.
 - a. Elder delegates and alternates certified for a stated meeting shall represent their congregations at all called meetings occurring before the next stated meeting or until their session chooses their replacement.
 - b. Elder delegates not properly certified may be granted voice and vote by a majority vote of the Presbytery.
- E. Excuses.** If ministers, licentiates, students of theology, and elder delegates and alternates need to be excused from a stated meeting of the Presbytery, they shall submit to the stated clerk in writing their reasons for requesting to be excused.
1. Written requests will normally be sent to the stated clerk before the stated meeting or placed in his hands at the meeting.
 2. A grace period of two weeks following the stated meeting is allowed for emergency excuses.

3. Without excuse by proper notification, the absence shall be recorded as unexcused.
4. After unexcused absences at three (3) consecutive stated meetings, the Committee on the Minister and His Work (with regards to Ministers) or the Committee on Candidates and Credentials (with regard to students and Licentiates) will inquire into the matter and admonish the absentee. After six (6) consecutive unexcused absences from the three (3) annual stated meetings, they will be recommended for removal from the roll of Presbytery by the Clerk.

F. Responsibilities to the Presbytery and the General Synod. Responsible affiliation with Second Presbytery entails the following:

1. Ministers, licentiates, students of theology, and certified delegates are required to attend the stated meetings of Presbytery and the annual meeting of the General Synod.
2. Sessions are required to choose and send delegates to meetings of the Presbytery and the General Synod, file accurate reports in a timely way with the stated clerk, pay Presbytery fees and assessments, and pay regularly into Synod's retirement fund.
3. Sessions are expected to support and to encourage their members to participate in programs sponsored by the Presbytery and the General Synod.
4. All ministers and ruling elders in the Presbytery and all members of congregations should, to the extent of their abilities and time, accept nominations and elections to Presbytery and Synod boards, commissions, and standing committees.
5. All members of Second Presbytery, as defined in 5.01, should adhere to the tenets, principles, and procedures set forth in the *Standards of the Associate Reformed Presbyterian Church* and the *Manual of Procedure of Second Presbytery*; support financially and with prayer, time, and effort all programs and activities sponsored by the Presbytery; and promote the unity, peace, purity, and prosperity of the Presbytery.

Chapter Six

Organization and Meetings

- A. Organization.** To carry out its purpose, the Presbytery shall have three (3) stated meetings each calendar year and as many called meetings as necessary.
- B. Meetings.** Stated meetings shall be the Spring Meeting, held on the second Tuesday of March; the Summer Meeting, held on the first day of the annual meeting of the General Synod; and the Fall Meeting, held on the second Tuesday of October.

NOTES:

- Normally, students of theology and candidates for licensure shall be scheduled to preach and be examined for licensure/ordination during a stated meeting.
- The afternoon session of a stated meeting shall begin with prayer.

1. Procedure for the Spring Meeting

- a) Quorum established
- b) Meeting constituted with prayer by the moderator
- c) Correction and approval of minutes from the previous meeting
- d) Sermon (See note above.)
- e) Unfinished business
- f) Moderator-elect takes office
- g) Appointment and confirmation of the vice moderator
- h) Appointment of moderator's committees
- i) New business
- j) Committee reports
 - 1) Standing Committees
 - 2) Moderator's Committees
- k) Announcement for the place of the summer meeting.
- l) Singing of Psalm 133
- m) Benediction

2. Procedure for the Summer Meeting

- a) Quorum established
- b) Meeting constituted with prayer by the moderator
- c) Correction and approval of previous minutes from the previous meeting.
- d) Unfinished business
- e) Committee reports
 - 1) Standing Committees
 - 2) Moderator's Committees
- f) New business
- g) Announcement of the place for the fall meeting
- h) Singing of Psalm 133
- i) Benediction

3. Procedure for the Fall Meeting

- a) Quorum established
- b) Meeting constituted with prayer by the moderator
- c) Sacrament of the Lord's Supper
- d) Correction and approval of minutes from the previous meeting.
- e) Unfinished business
- f) Appointment of moderator's committees
- g) New business
- h) Committee reports
 - 1) Standing Committees
 - 2) Moderator's Committees
- i) Election of the moderator-elect
- j) Announcement of the place for the spring meeting
- k) Singing of Psalm 133
- l) Benediction

C. Called Meetings. If any matter arises which requires attention between stated meetings, the moderator or, in case of his inability or unavailability, the vice moderator has the authority to call a meeting of the Presbytery and shall always do so at the request of three (3) members of the Presbytery from at least two (2) congregations.

Procedure for Called Meetings

- a) Meeting constituted with prayer by the moderator
- b) Quorum determined
- c) Business as stated in the notice
- d) Benediction

NOTES:

- Only the business specified in the notice for the called meeting shall be considered. Any other business presented shall be declared out of order.
- The minutes of called meetings will be presented for approval at the next stated meeting of the court.

D. Notice for Meetings. For stated meetings, a notice of at least four (4) weeks shall be given to all members of the Presbytery and shall specify the time and place. For called meetings, a notice of at least one (1) week shall be given and shall specify the purpose of the meeting.

E. Quorum for Meetings. The quorum for a stated meeting shall be one third of the ministers of the Presbytery and the duly appointed elder delegates from one third of the churches. For a called meeting, the quorum shall be two (2) ministers and the duly elected elders from at least two (2) congregations.

F. Motions. Motions, substitute motions, and amendments to motions must be presented to the stated clerk in writing prior to a vote on the motion.

G. Memorials. Memorials may be submitted to the court by a Session or an individual of Presbytery. All Memorials must: have a subject heading, be correctly formatted, be signed, and dated and in the possession of the Clerk in time to be included in the packet being distributed to the members of the court. A Memorial that does not meet the above requirements will be returned to the originator. A Memorial must be in the packet in order for it to be considered by the court. Correctly formatted Memorials received too late for distribution will be held until the next stated meeting of the Presbytery.

Appendix A

Minority Reports

According to Roberts Rules of Order, there are certain principles that must be followed with regard to the submission and consideration of minority reports.

1. The minority report must be clearly distinguished from the majority report of the committee or commission.
2. It is customary to allow presentation of minority views after the presentation of the majority report, but if there is objection to hearing the minority report a majority vote of the body is needed. The motion to hear the minority report is not debatable.
3. If presented, the minority report is read for information. It can only be acted upon if a motion is passed to substitute the minority report for that of the majority.
4. Multiple minority reports may be presented.

Chapter Seven

Officers

Officers of Presbytery. The Presbytery shall have these officers: moderator, vice moderator, stated clerk, reading clerk, treasurer, and parliamentarian. All ministers and ruling elders are eligible to serve in these offices. The offices of Stated Clerk, Reading Clerk, Treasurer, and Parliamentarian will be staggered. (The Executive Committee will establish the initial rotation.)

Moderator

- A. Selection of Moderator.** The moderator shall automatically be a member of the court over which he is elected to preside. He shall be nominated from the floor at the Fall Meeting and elected by the court at that meeting; he shall begin his duties at the Spring Meeting. (In recent years, the Presbytery has alternated between a minister and ruling elder for the office of moderator.)
- B. Term of Moderator.** The moderator shall serve a one-year term beginning after old business at the Spring Meeting of Presbytery and ending after old business at the following Spring Meeting.
- C. Duties of Moderator.** The duties of the moderator include, but are not limited to, the following:
 - 1. Moderate all meetings of the Presbytery.

2. Chair the Executive Committee.
3. Appoint ecclesiastical commissions.
4. Appoint members of ad hoc committees.
5. Appoint Moderator's Committees.
6. Deliver, or have another deliver, a sermon or appropriate address unless the Committee on the Candidates and Credentials has scheduled a student of theology to preach.
7. Serve as an ex-officio member on each of Presbytery's standing committees, ad hoc committees, and ecclesiastical commissions.
8. Approve information sent out by the Stated Clerk in his efforts to be a central source of information for churches, committees, and individuals.

Vice Moderator

- A. Selection of Vice Moderator.** The vice moderator shall be nominated by the moderator at the Spring Meeting and elected by the Presbytery for a term of one (1) year. He shall automatically be a member of the court.
- B. Term of Vice Moderator.** The vice moderator shall serve a one-year term beginning after old business at the Spring Meeting and ending after old business at the following Spring Meeting.
- C. Duties of Vice Moderator.**
 1. Preside in the absence of, or at the request of, the moderator.
 2. Assist the moderator in his official duties.

Stated Clerk

- A. Selection of Stated Clerk.** The stated clerk shall be nominated by the Committee on Nominations in the Spring Meeting and elected by the Presbytery. He is a member of the court.
- B. Term of Stated Clerk.** The stated clerk shall serve a four-year term beginning on July 1 and ending on June 30 after four (4) years of service. He may succeed himself.
- C. Duties of the Stated Clerk.**
 1. Maintain a current roll (name, address, telephone number, and e-mail) of the following:
 - a. Ministers
 - b. Licentiates
 - c. Students of theology
 - d. Officers and board, committee and commission members
 - e. Other groups as needed

2. Acquire and forward to the clerk of the session of a new church or mission in the Presbytery an Employee Identification Number (EIN) and a church ID number.
3. Maintain an accurate, up-to-date list of the churches and missions of the Presbytery.
4. Notify the ARP Center of changes in the status of members and charges of the Presbytery.
5. Provide the official roll of Second Presbytery for the annual meeting of the General Synod.
6. Serve as the secretary of the Executive Committee for preparing the agenda for stated meetings of Presbytery.
7. Receive reports and prepare and distribute packets consistent with the agenda at least two weeks in advance of stated meetings.
8. Send out notices of the stated meetings at least four (4) weeks prior to the meeting.
9. Send out notices of called meetings at least one (1) week prior to the meeting.
10. Constitute the roll at each stated meeting and declare a quorum.
11. Receive and record all documents coming before the court.
12. Take accurate minutes of the meetings.
13. Announce any unfinished business to come before the stated meetings of Presbytery.
14. Preside at the election of a temporary moderator in the absence of the moderator and the vice moderator.
15. Prepare and distribute the minutes of the stated and called meetings of Presbytery to the following:
 - a. Ministers, licentiates, and students of theology on the roll of Presbytery
 - b. Clerks of sessions and elder delegates
 - c. President of Second Presbytery
 - d. Stated clerks of the other Associate Reformed Presbyterian presbyteries
 - e. ARP Center (One Cleveland Street, Greenville, South Carolina 29601)
16. Preserve official records and papers of the Presbytery.
17. Sign all official/legal papers of and for the Presbytery.
18. Handle all official communications on behalf of the Presbytery.
19. Prepare the annual report for the General Synod.
20. Issue authorized certificates of ordination and licensure as well as letters of transfer.
21. Serve as a central source of information for churches, committees, and individuals and distribute upon the approval of the Moderator.
22. Keep an up-to-date calendar of Synod and Presbytery events.
23. Prepare and distribute, at the direction of the Presbytery or the Executive Committee, announcements, bulletins, and newsletters.
24. Inform all officers and committee members of their election, end of service, and, when necessary, their dismissal.
25. Maintain an updated, amended copy of the *Manual of Procedure of Second Presbytery*.
26. Send to ministers, clerks of session, students of theology, and licentiates amended sections of the *Manual of Procedure of Second Presbytery*.
27. Consult and seek the advice the Principal Clerk of General Synod in the event that he (the Stated Clerk) has any questions about procedural matters.
28. Arrange for an interim Clerk when he is unable to attend a meeting.

D. Expenses of the Stated Clerk. The expenses of the stated clerk shall be included in the Presbytery's budget.

Reading Clerk

A. Selection of Reading Clerk. The reading clerk shall be nominated by the Committee on Nominations at the Spring Meeting and elected at that meeting. The reading clerk is a member of the court.

B. Term of Reading Clerk. The reading clerk shall serve a four-year term beginning on July 1 and ending on June 30 after four (4) years of service. He may succeed himself.

C. Duties of the Reading Clerk.

1. Read to the Presbytery all reports, papers, or communications to be considered by the Presbytery.
2. Assist the stated clerk.
3. Call the roll when necessary.

Treasurer

A. Selection of Treasurer. The treasurer shall be nominated by the Committee on Nominations at the Spring Meeting and elected at that meeting. The treasurer is a member of the court. If the treasurer is unable to fulfill his duties, the chairman of the Stewardship Committee shall act as treasurer until a new treasurer is found.

B. Term of Treasurer. The treasurer shall serve a four-year term beginning on July 1 and ending on June 30 after four (4) years of service. He may succeed himself.

C. Duties of Treasurer. The duties of the treasurer include, but are not limited to, the following:

1. Serve as the custodian of the Presbytery's funds.
2. Dispense funds authorized by Presbytery.
3. Give a financial report at the Spring and Fall Meetings.
4. Present his books to the Committee on Stewardship for an annual review.
5. Prepare, prior to September 1 of each year, a statement listing each congregation's per capita assessment. (See **NOTE** below.)
6. Serve as an advisor for the Committee on Stewardship and the Trustees of Presbytery.

NOTE: In determining the per capita assessment for each congregation, the treasurer shall use the amount set for the Operating Fund by Presbytery at its fall Meeting and the previous *Minutes of the General Synod* to ascertain congregational membership. In the absence of a congregational report in the previous *Minutes of the General Synod*, he shall use the next most recent *Minutes* in which the figure occurs.

Parliamentarian

A. Selection of Parliamentarian. The parliamentarian shall be nominated by the Committee on Nominations and elected by the Presbytery in the Spring Meeting. The parliamentarian is a member of the court.

B. Term of Parliamentarian. The parliamentarian shall serve a four-year term beginning on July 1 and ending on June 30 after four (4) years of service. He may succeed himself.

C. Duties of Parliamentarian.

1. Advise on all parliamentary procedures or questions referred to him during a meeting of Presbytery.
2. Serve as Presbytery's parliamentary consultant.

Chapter Eight

Organizational Structure

A. Presbytery shall have the following Boards, Committees, Liaisons, and Trustees

1. Board of Directors, A. R. Presbyterian Home, Inc.
2. Committee on Accountability and Support
3. Committee on Candidates and Credentials
4. Committee on Christian Education
5. Committee on Church Extension
6. Committee on the Minister and His Work
7. Committee on Nominations
8. Committee on Stewardship
9. Liaison to Covenant Way
10. Liaison to World Witness
11. Executive Committee
12. Trustees of Presbytery

B. Eligibility for Service on Boards and Standing Committees or as Liaisons and Trustees.

Only those persons who are listed as ministers on the official roll of the Presbytery or who are members in good and regular standing of an Associate Reformed Presbyterian Church in Second Presbytery shall be nominated and elected to serve on all committees, except as noted in this *Manual of Procedure*

C. Election for Membership. Members and chairpersons shall be nominated by the Committee on Nominations and elected at the Spring Meeting of Presbytery. Regular terms of service are four (4) years beginning on July 1 following the election and running through the 30th of June of the year of completion of the term.

The Presbytery shall, with the exception of the Executive Committee, elect all members in the authorities and responsibilities of the board or committee of boards and standing committees.

The Committee on Nominations shall nominate individuals from as wide a diversity of congregations as possible in line with this *Manual of Procedure*.

All members have voice and vote.

Each may have advisory members as specified in the authorities and responsibilities of the board or standing committee. (Advisory members have voice but no vote.)

D. Officers. Each shall have a chairperson and other officers as necessary. The Nominating Committee shall nominate the chairperson from the members who have at least two (2) years of service remaining.

E. Meetings. Each standing committee shall meet as prescribed in the *Manual of Procedure*.

The chairperson is empowered to summon the membership to a called meeting by giving a one-week notice and stating the purpose for the meeting.

- F. Attendance.** Upon accepting a nomination for committee membership, the nominee declares to the Presbytery that he will attend all meetings of the committee unless he has a valid excuse for his absence. A member who is absent from two (2) consecutive regular committee meetings is to be replaced unless he presents a valid excuse. Should the excuse not be accepted or should no excuse be offered, the committee shall request the Stated Clerk to send a letter of dismissal to the former member and to advise the Committee on Nominations to present to the Presbytery at the next meeting (stated or called) a nominee to finish out the term of service.

Chapter Nine

A. R. Presbyterian Home, Inc., Board of Directors

- A. Background.** In 1977, Catawba, First, and Second Presbyteries participated in a joint effort to seek assistance in developing a ministry to the senior citizens of our denomination as well as to others and to apply to the U. S. Department of Housing and Urban Development (HUD) for a project for that purpose. HUD awarded a project to the combined tri-Presbytery committee for a one hundred-unit building, which was constructed in Gastonia, North Carolina. In 1985, HUD awarded to Second Presbytery a project for fifty-six (56) units, with three (3) being for the handicapped. The current structure was built in 1986 at 250 Hudson Barksdale Boulevard, Spartanburg, South Carolina. In 2006, HUD allowed the loan to be refinanced. A new community room was constructed with the savings from the loan restructure.
- B. Purpose.** The stated purpose of the Board of Directors of the A. R. Presbyterian Home, Inc., is to act on behalf of Second Presbytery as owners of the A.R. Presbyterian Home. The Manor exists to provide elderly persons with housing and related facilities and services which will contribute to their health, security, happiness, usefulness, and general well-being. This is accomplished with the cooperation of a management company (Westminster Company) and HUD.
- C. Name.** To be in compliance with the rules and regulations of HUD, this standing committee shall be known as the Board of Directors, A. R. Presbyterian Home, Inc., DBA: Harry C. White Manor.
- D. Membership of the Board.** The membership of the board shall be six (6) directors nominated by the Committee on Nominations and elected by the Presbytery in the Spring Meeting. One (1) of the directors shall be nominated by the Committee on Nominations and elected by the Presbytery to be the chairperson. The moderator, the stated clerk, and any person with the desired expertise may be invited to serve as advisory members.
- E. Term of Service.** All directors shall serve a four-year term and must take a sabbatical of at least one (1) year before being reelected. Directors shall be nominated and elected at the Spring Meeting. Their terms shall begin on July 1 following election and end on June 30 after four (4) years of service.
- F. Duty of the Board of Directors.** The primary responsibility of the Board of Directors is to provide oversight of a management company for the A. R. Presbyterian Home and to work with HUD, as needed, on behalf of the owners, Second Presbytery. The Board is to report to the Presbytery at the Spring and Fall Meetings of Presbytery.
- G. Officers.** The Board of Directors shall have the following officers:
1. **Chairperson.** The Chairperson shall give notice on behalf of the board and perform all

the other duties normally assigned to a chairperson. The Chairperson shall prepare a report on the A. R. Presbyterian Home, Inc., for the Spring and Fall Meetings of Presbytery.

2. **Vice Chairperson.** The vice chairperson shall be elected by the directors from their number to serve a one-year term, shall be eligible for reelection for subsequent terms, and shall preside in the absence of the chairperson and succeed to the chairmanship in the event that the chairperson is unable or unwilling to serve.
3. **Secretary.** The Secretary shall be elected by the directors from their number to serve a one-year term and shall be eligible for reelection.
4. **Property Site Manager.** The property site manager works for and is an employee of the management company. The Board has no oversight of the work of the site manager. The site manager is requested to submit to the Board at least yearly the use of the discretionary funds provided by Second Presbytery and of contributions.

H. Meetings. The Board of Directors shall meet semiannually at a time and place agreed to by the board. The chairperson may call a special meeting of the board, giving a notice of at least one (1) week and stating the purpose of the meeting.

1. **Quorum.** A quorum shall consist of four (4) committee members with voice and vote.
2. **Budget Requests.** Budget requests must be made annually to the Committee on Stewardship on or before September 1 of each year. The request must be in writing and signed by the chairperson or his designee.
3. **Reports.** The directors shall make a report at the Spring and Fall Meetings of the Presbytery. A copy of the report, ready to be printed, must be delivered to the Stated Clerk on or before February 20 and September 15 each year for inclusion in the stated meetings' packets. Additional reports may be submitted at called meetings. Such additional reports shall be delivered, ready for printing, to the stated clerk at least two (2) weeks prior to the stated meeting.
4. **Committee Expenses.** Board members will not be reimbursed for any expense. All allocations from Second Presbytery to the A.R. Presbyterian Home go directly to the discretionary fund of the site manager.

Chapter Ten

Committee on Christian Education

A. Membership. The membership shall consist of six (6) members. Members shall be nominated by the Committee on Nominations and elected in the Spring Meeting of Presbytery. The Committee on Nominations shall nominate one of the committee members to serve a minimum term of two (2) years as chairperson, and shall, so far as possible, cause the membership to be divided equally between ministers and laypersons. Ex-officio members of this committee shall be the Director of Senior High Work, the Director of Middle School/Junior High Work, and the moderator of Presbytery.

B. Term of Office. Members shall be elected to serve a term of four (4) years and must take a sabbatical of one (1) year before being reelected. Their term shall begin on July 1 following election and shall end on June 30 after four (4) years of service.

C. Duties.

1. Develop and promote the Christian education work of the Presbytery, both current activities and long range planning.
2. Provide assistance to congregations and groups of congregations.
 - a. Compile annually a list of activities from congregations in Presbytery.
 - b. Circulate to the churches ideas of possible ideas or activities.
3. Keep before Presbytery the continual need for young people to commit themselves to the work of the Gospel ministry.
4. Inform the congregations of the work of Christian Education Ministries, the General Synod's Christian Education agency.
5. Report its work and plans to Presbytery at the Spring and Fall Stated Meetings
6. Plan, promote, and provide conferences and/or retreats for the children and youth of the Presbytery.
7. Promote, plan, and provide workshops or training for the adults of the Presbytery. This may be done in coordination with CEM and/or other Presbyteries.
8. Promote lay-centered Bible study in congregations of the Presbytery through such programs home as Bible studies, family devotions, Church School, and Small Group ministries.

NOTE: The session of each congregation shall approve all literature and materials used in its programs.

9. Promote conferences, retreats, and workshops sponsored by the General Synod.
10. Create and maintain a list of responsibilities and expectations for all youth directors.

D. Officers. The chairperson is the presiding officer. The committee members shall elect a vice chairperson and a secretary from the committee. The vice chairperson shall preside in the absence of the chairperson and shall perform other such duties as assigned by the chairperson. The secretary shall take, publish, and preserve the minutes of each committee meeting and shall send a copy of the committee's report to the stated clerk of Presbytery for

inclusion in the packets for the stated meetings.

- E. Meetings.** The committee shall meet at least semi-annually at times and places chosen by the chairperson. The chairperson may summon the members to called meetings by giving members a one-week notice and informing them of the purpose for each meeting.
- F. Quorum.** A quorum shall consist of three (3) committee members with voice and vote.
- G. Attendance by Committee Members.** By accepting a nomination to serve on the committee, the nominees declare to the Presbytery that they will attend all meetings of the committee unless they have a valid excuse for any absences. Members of a standing committee who are absent from two (2) consecutive regular meetings are to be replaced unless they present a valid excuse. Should the excuse not be accepted or should no excuse be offered, the committee shall request the Stated Clerk to send a letter of dismissal to the former member and to advise the Committee on Nominations to place the name of a candidate in nomination for that vacancy at the next meeting of Presbytery, stated or called, to complete the term.
- I. Reports.** The committee shall make a written report to each Fall and Spring Meeting of the Presbytery. A copy of the report, ready for printing, must be delivered to the stated clerk on or before February 20 and September 15 each year for inclusion in the packets for the stated meetings.
- J. Budget Requests.** The annual budget request must be made to the Committee on Stewardship on or before September 1 each year. The request must be in writing and signed by the chairperson or chairperson's designee.
- K. Committee Expenses.** Committee members may be reimbursed for their committee expenses within the committee's budget allocation. When requesting reimbursement, the member must use the voucher at the end of Chapter 17.

Chapter Eleven

Committee on Church Extension

- A. Membership.** The membership shall consist of four (4) ministers with (4) ruling elders for a total of eight (8) members. Members shall be nominated by the Committee on Nominations and elected at the Spring Meeting of Presbytery. The Committee on Nominations shall nominate one of the eight (8) members to serve as chairman. The moderator and the chairperson of Second Presbytery's Women's Ministries Witness and Outreach shall serve as ex-officio members.
- B. Term of Office.** Members shall be elected to serve a four-year term and must remain off the committee for one (1) year before being eligible for reelection. Members shall be nominated and elected at Spring Meetings. The term for committee members shall begin on July 1 following election and end on June 30 after four (4) years of service.
- C. Duties.** The duties of the Committee on Church Extension shall be as follows:
1. Stimulate the spirit of evangelism and church development within the boundaries of Presbytery.
 2. Promote and implement within the Presbytery church extension programs approved by the Presbytery and the General Synod.
 3. Inform the Presbytery and Synod's Board of Outreach North America of any new fields of special opportunity and, as necessary, direct surveys and confer with consultants and the Board of Outreach North America concerning the opening of those fields.
 4. Consult and cooperate with Synod's Board of Outreach North America in the organizing of new missions, the purchase of property, and the erection of buildings.
 5. Conduct, as necessary, with the approval of Presbytery, fund raising drives for the organization of missions, the purchase of land, or the erection of buildings for missions.
 6. Engage the involvement of local churches with Mission Churches and report to the Presbytery such involvement.
 7. Report its work and recommendations to the Presbytery at each stated meetings.
 8. Present to the Presbytery for approval any recommendations to carry out the following:
 - a. Establish new missions [see Appendix A].
 - b. Discontinue a mission.
 - c. Provide information to the Presbytery when an organized church is being considered for mission status [see Appendix B].
 - d. Recommend to the Trustees the purchase or renting of property for missions.
 - e. Erect buildings or make other capital improvements to property of missions or organized churches.

NOTE: An attorney must submit contracts obligating the Presbytery for review before being presented to the Presbytery.

9. Present to Presbytery for approval any requests to Synod's Board of Outreach North America for financial assistance in the forms of supplements, grants, or loans, either for missions or funded congregations or for loans to non-funded congregations.

10. Maintain up-to-date information on all church extension undertakings in the Presbytery, noting present and future needs and considering the local ability to meet those needs while always encouraging the missions in the goal of self-support.
11. Screen and/or meet with interested groups or congregations that express interest in becoming affiliated with Second Presbytery of the Associate Reformed Presbyterian Church and, when appropriate, provide the Presbytery with relevant information and recommendations.
12. Appoint elders for provisional sessions for missions to serve a two-year term; they may serve consecutive terms. Duties of the provisional session include the following:
 - a. Serve communion at least quarterly.
 - b. Be responsible for receiving and dismissing members.
 - c. Oversee the worship and life of the mission.
 - d. Appoint and work with a local treasurer for the management of the finances of the mission.
 - e. The mission developer shall serve as moderator of the provisional session.
13. Oversee the work of the mission and the mission developer by the following:
 - a. Approving mission strategies and goals.
 - b. Holding regular meetings.
 - c. Receiving timely reports.
 - d. Praying regularly for the mission developer and the work.

D. Officers and Duties. The chairman is the presiding officer. There shall be a vice chairman who shall be selected from the committee by the committee. He shall preside in the absence of the chairman and perform other such duties as assigned by the chairman. There shall be a secretary who shall be selected from the committee by the committee. He shall take and preserve the minutes and records of each meeting and shall send to the stated clerk a copy of the committee's reports to Presbytery and pass the minutes and reports on to his successor. The vice chairman and secretary shall serve one-year terms in their respective offices.

E. Meetings. The Committee shall meet at least semi-annually at a time and place selected by the chairman. The chairman may summon the members to a called meeting by giving a one-week notice and informing the members of the purpose of the meeting.

F. Quorum. A quorum shall consist of four (4) of the elected committee members.

G. Attendance by Committee Members. Upon accepting a nomination for committee membership, the nominee declares to the Presbytery that he will attend all meetings of the committee unless he has a valid excuse for his absence. A member of a standing committee who is absent from two (2) consecutive regular committee meetings is to be replaced unless he presents a valid excuse. Should the excuse not be accepted or should no excuse be offered, the committee shall request the stated clerk to send a letter of dismissal to the former member and to advise the Committee on Nominations to place the name of a candidate in nomination for that vacancy at the next meeting of Presbytery, stated or called, to complete the term.

- H. Reports.** The committee is to make a report at each Fall and Spring Meeting of the Presbytery. A copy of the report, ready for printing, shall be delivered to the stated clerk on or before February 20 and September 15 each year for inclusion in the stated meetings packets. Additional reports may be submitted at called meetings.
- I. Budget Requests.** Budget requests are to be made annually to the Committee on Stewardship on or before September 1 each year. The request must be in writing and signed by the chairman.
- J. Committee Expenses.** Committee members may be reimbursed for their committee expenses within the committee's budget allocation. When requesting reimbursement, the member must use the voucher at the end of Chapter 17.

Appendix A

Responsibilities to a Mission

The mission typically has several groups and individuals involved in its life. They include the core group, the mission developer, the provisional session, the Committee on Church Extension, the Director of Outreach North America, and established local ARP churches. The following guidelines seek to define the relationship between these individuals and groups and establish the boundaries of authority and functions.

Committee on Church Extension

The oversight of a mission belongs to the Presbytery, which exercises its responsibility through its Committee on Church Extension. The committee recommends to Presbytery new mission work and church developers. The committee shall report regularly to the Presbytery on the progress of all mission work, consider and recommend expenditures, give an overview of involvement of local ARP churches, and evaluate regularly the performance of the mission developer. Funding through Outreach North America is screened by the committee and submitted to the Presbytery for its approval. The committee shall have oversight of the mission strategy for growth and development, the leasing or acquisition of property, the budget, and the employment of staff. In exercising such oversight, the committee shall work with the mission developer and the provisional session.

Provisional Session

The Committee on Church Extension shall appoint a provisional session for a mission. Provisional elders need to be as active as possible in the life and worship of the mission. To avoid any conflict of interest, a member of the Committee on Church Extension shall not normally serve on the provisional session of a mission. When a provisional session has been appointed, it shall be the responsibility of the chairman of the Committee on Church Extension, or his designee, to meet with the session and review the lines of authority set forth in this document.

Generally, the responsibilities of a provisional session are the same as those of any session; however, actions of the provisional session are subject to review by the Committee on Church Extension. If there is a serious conflict between the provisional session and the Committee on Church Extension in implementing the mission statement and the strategy for the development of the mission, the Committee on Church Extension shall refer the matter to Presbytery for resolution.

Specifically, the provisional session is responsible for the well-being of the congregation, which includes the maintenance of regular worship services where the Word of God is preached; the observance of the sacraments; the care of the sick, the elderly, and the needy; the preservation of mission property; and the management of finances. A budget shall be developed by the provisional session in concert with the mission developer and submitted for approval to the Committee on Church Extension. All major expenditures on church property shall first be cleared with the Committee on Church Extension. Mission property may not be leased, purchased, or sold without the consent of the Presbytery. Members of the provisional session must not impose upon the mission or the mission developer patterns of church life which exist in their own congregations.

The provisional session should have observers at meetings of Presbytery, but they do not have vote.

Sessional records of missions are to be submitted annually to the Committee on Accountability and Support for review.

Mission Developer

The mission developer is under the direct supervision of the Committee on Church Extension. Working with that committee, he shall develop the mission statement, core values, target group, and strategy for the development of the mission. In implementing his plans and programs, the mission developer shall work with the core group, the Presbytery committee, the provisional session, and local established ARP congregations.

The Committee on Church Extension, in consultation with the provisional session and the leaders of the core group, shall evaluate the performance of the mission developer and the progress of the mission and report its evaluation to the Presbytery and, when appropriate, to Outreach North America. The mission developer's reports shall become a part of the committee's report.

The mission developer is also accountable to the provisional session for the use of his time, talent, and other resources. He is to preside over the stated and called meetings of the provisional session and work in partnership with the session to implement the programs of the mission.

Appendix B

Procedure for Changing an Organized Church to Mission Status

The Form of Government of the Associate Reformed Presbyterian Church provides that a Presbytery has the power to “unite, divide, organize, dissolve, receive, dismiss, and transfer congregations” (XII.B.2.e). Historically, this power has been understood as the Presbytery having absolute authority over congregations within its boundaries. Implied in this authority is the right of a Presbytery to change an organized church to a mission if the Presbytery believes such action is “for the spiritual welfare of the congregations under its care and for the extension of the Kingdom of Christ” (XII.B.2.s).

The following guidelines are set forth to guarantee that due process is honored when an organized church is being considered for change to mission status.

1. Presbytery shall refer the proposal to the Committee on Church Extension for its study and recommendation.
2. The Committee on Church Extension shall include with its recommendation information about the following:
 - a. Membership and attendance trends
 - b. Adequacy of officer leadership
 - c. Financial conditions
 - d. An assessment of the pastoral relationship
 - e. Potential for growth and service
 - 1) The committee shall consult with the Committee on the Minister and His Work, the pastor, the session, and the congregation of the church before submitting its report.
 - 2) Only a church with potential for growth may be changed to mission status. If there is little or no potential for growth, Presbytery may opt to relocate the church as a mission, to unite it with another church, or to dissolve it.
3. The committee shall include in its report to Presbytery an account of the facts along with its rationale.
4. The committee shall share its report to Presbytery with the church prior to the meeting when the matter is to be considered.
5. When the report of the committee is presented to Presbytery, the moderator of the provisional session and the clerk of session from the church under consideration shall be given opportunity to voice their opinions concerning the proposed change.
6. If Presbytery changes the church to mission status, the moderator or his designee shall meet with the congregation at the earliest possible time and report Presbytery’s action and provide an explanation for the action.
7. The moderator of Presbytery shall appoint a provisional session, taking into account the recommendations of the Committee on Church Extension.

8. The Committee on Church Extension shall oversee the operation of the mission and shall work closely with the provisional session and the mission developer to revitalize and return the mission to an organized church as soon as possible.
9. If the mission does not demonstrate adequate revitalization after a reasonable time, the Committee on Church Extension shall recommend to the Presbytery a course of action: conditional continuation, relocation, or closure.

Appendix C

Procedure for Receiving a Non-English Speaking Congregation

1. In a written document in English, the leadership of the congregation must explain why they desire to unite with an English-speaking denomination and clearly enumerate the steps they will take to assimilate into the English-speaking and American culture of Second Presbytery.
2. The pastor of such a congregation must either be clearly fluent in English or have achieved a minimum score of 80 out of 120 on the TOEFL examination with a score of 25 out of 30 on the “Speaking Section” of the TOEFL.
3. The elders of such a congregation must demonstrate sufficient fluency in English so as to be able to send elder representatives to the meetings of Presbytery and Synod and to serve on committees and boards of Presbytery and General Synod when requested.
4. All communication from such a congregation to Second Presbytery must be in English, including the minutes of session.
5. The officer leadership of such a congregation must comply fully with the Associate Reformed Presbyterian Form of Government and the Manual of Procedure of Second Presbytery.
6. As required by General Synod, the congregation MUST pay for the pastor’s participation in General Synod’s retirement program.
7. The congregation MUST pay for the Pastor’s participation in General Synod’s health insurance program or its equivalent, unless the Pastor’s health insurance is through his wife’s health insurance program.
8. The congregation must financially support both Second Presbytery’s assessment and General Synod’s Denominational Ministry Fund.
9. The congregation must be self-supporting, or else submit to the general guidelines regarding missions, as set forth in the Form of Government, Chapter II, B & C, Chapter IX, and Second Presbytery’s Manual of Procedure.

Chapter Twelve

Executive Committee

- A. Membership.** The committee membership shall consist of the moderator, vice moderator, moderator-elect, the stated clerk, treasurer, parliamentarian, mission's liaison, and the chairman of each of Presbytery's boards and standing committees.
- B. Duties.** The Executive Committee shall
1. Plan the Spring, Summer, and Fall Meetings of the Presbytery.
 - a. The committee, in conference with the host church, shall prepare the agenda for the Spring and Fall Meetings.
 - b. The moderator and the stated clerk shall prepare the agenda for the Summer Meeting.
 2. Hear all allegations of improper procedure by Synod, the Presbytery, its churches and members; direct the allegations to the responsible individual(s); receive reports of actions taken; and make related reports and recommendations to the Presbytery concerning their disposition.
- C. Officers.** The moderator shall serve as chairman, and the stated clerk shall serve as secretary.
- D. Meetings.** The committee shall meet semiannually on or before the third Tuesday of February and September at a time and place selected by the moderator. The moderator or, in his inability to do so, the vice moderator may summon the members to a called meeting by giving a notice of one week and the purpose of the meeting.
- E. Attendance by Committee Members.** Upon accepting a nomination for committee membership, the nominee declares to the Presbytery that he will attend all meetings of the committee unless he has a valid excuse for his absence. A member of a standing committee who is absent from two (2) consecutive regular committee meetings is to be replaced unless he presents a valid excuse. Should the excuse not be accepted or should no excuse be offered, the committee shall request the stated clerk to send a letter of dismissal to the former member and to advise the Committee on Nominations to place the name of a candidate in nomination for that vacancy at the next meeting of Presbytery, stated or called, to complete the term.
- F. Reports.** The committee shall make a report at the Spring and Fall Meetings of Presbytery. A copy of the report, ready for printing, shall be delivered to the stated clerk on or before February 20 and September 15 for inclusion in the stated meeting packets. Additional reports may be submitted when necessary.
- G. Budget Requests.** Budget requests must be made annually to the Committee on Stewardship on or before September 1 each year. The request must be in writing and signed by the moderator.

H. Committee Expenses. Committee members may be reimbursed for their committee expenses within the committee's budget allocation. When requesting reimbursement, the member must use the voucher at the end of Chapter 17.

Chapter Thirteen

Committee on the Minister and His Work

- A. Membership.** Membership shall consist of three (3) teaching elders and three (3) ruling elders. Members shall be nominated by the Committee on Nominations and elected at the Spring Meeting. The moderator and the chairman of Candidates and Credentials are ex-officio members. The stated clerk and individuals with particular expertise may be invited by the committee to serve as advisory members.
- B. Term of Office.** Members shall be elected to serve a term of four (4) years and must take a sabbatical of one (1) year before being eligible for reelection. Their terms shall begin on July 1 following election and end on June 30 after four (4) years of service.
- C. Duties.**
1. Review every call and every request for a call of a minister to serve in an ecclesiastical role within or outside the boundaries of Second Presbytery. [See Appendix A.]
 2. Consult with a congregation's nominating committee regarding pastoral evaluations and calls.
 3. Present each call and request for a call to the Presbytery along with a report and recommendations for action.
 4. Arrange for the ordination and installation of ministers. The Presbytery, in consultation with the candidate for ordination, may choose to ordain and/or install at a stated or called meeting of Presbytery at a time and place agreeable to the parties concerned.
 - a. The Committee will request that a Commission be appointed for the purpose of ordaining and/or installing the minister.
 - b. The Commission will be composed of at least two (2) ministers and two (2) ruling elders (from separate congregations) from the Presbytery.
 - c. The Commission will be formed in consultation with the candidate and the committee.
 5. Submit for approval at the Spring Meeting of Presbytery any reduction in the terms of a call resulting from the annual review (*Form of Government*, X.E.17).
 6. Encourage the regular attendance of ministers by reviewing the attendance records of stated meetings of Presbytery. After unexcused absences at three (3) consecutive stated meetings the Committee on the Minister and His Work (with regards to Ministers) or the Committee on Candidates and Credentials (with regard to students and Licentiates) will inquire into the matter and admonish the absentee. Six (6) consecutive unexcused absences from the three annual stated meetings they will be removed from the roll of Presbytery by recommendation of the Clerk at the next stated meeting.
 7. Maintain a list of individuals who may serve as occasional and stated supplies.
 8. Approve, provide, and supervise stated and occasional supplies for vacant pulpits.
 - a. "An occasional supply may be a minister, a student of theology, or a layman ..."
(*Form of Government*, X.E.5). Occasional supplies shall be approved by the session.

- b. The term of a stated supply, which shall be a minister, shall be for no more than twelve months and may be renewed. No formal call is required (*Form of Government*, X.E.4).
 - c. When a congregation is between ministers, or when the minister is unable to perform his duties, the committee shall provide its approved list of occasional and stated supplies from which the session may choose. Except in an emergency, the Presbytery must approve other options.
9. Review annually and report on the status of those laboring outside the bounds of Presbytery.
 10. Recommend, with the knowledge of the parties concerned, the dissolution of pastoral relationships.
 11. Recommend, with the knowledge of the parties concerned, the dissolution of congregations.
 12. Investigate, mediate, and bring to conclusion matters referred to it or brought to its attention (e.g., matters involving ministers, sessions, diaconates, church employees, and members of congregations).
 - a. The Committee on the Minister and His Work may be appointed to act as an ecclesiastical commission or ask the Presbytery to appoint an ecclesiastical commission to inquire into such matters, to act in order to resolve them, and to report its findings and actions to the Presbytery at a stated meeting (*Form of Government*, XIV.B).
 - b. The Presbytery may amend or reverse the commission's action.

The position of the Presbytery on Sexual Harassment is found in Appendix K.

- D. Officers.** The Committee on Nominations shall nominate the chairman. The Committee on the Minister and his Work shall elect from its membership a vice-chairman and a secretary, both of whom shall serve a one (1) year term and are eligible for reelection.
- E. Meetings.** The committee shall meet at least semi-annually on dates chosen by the chairman. The chairman may summon the members to a called meeting, giving a one-week notice and informing the members of the purpose of the meeting. The Committee on the Minister and His Work and the Committee on Candidates and Credentials shall, when necessary, work in tandem and shall, by mutual consent, meet jointly with each committee having its quorum. Particular care shall be taken by both committees to ensure that students of theology meet all requirements for ordination as they prepare to accept calls.
- F. Quorum.** A quorum shall consist of three (3) committee members.
- G. Reports.** The committee shall report at each Spring and Fall Meeting of the Presbytery. A copy of these reports, ready to print, shall be delivered to the stated clerk on or before February 20 and September 15 for inclusion in the stated meeting packets. Additional reports may be submitted at called meetings and shall be delivered in writing to the stated clerk.

- H. Budget Requests.** A budget request must be made annually to the Committee on Stewardship on or before September 1. It must be in writing and signed by the chairman.
- I. Committee Expenses.** Committee members may be reimbursed for their committee expenses within the committee's budget allocation. When requesting reimbursement, the member must use the voucher at the end of Chapter 17.

Appendix A

Description and Qualifications of a Minister

(From the *Form of Government*, X.A)

1. A minister is a man who is called by God in the Lord Jesus Christ, the King and Head of the Church, to a special ministry of the word. Only those who give evidence of being called and qualified by the Lord Jesus Christ shall be set apart by the Church to this ministry.
2. It rests primarily with the individual to determine whether he has been called as a minister. Yet as Christ fits His servants for this ministry, he must also evince the necessary qualifications for this work.
3. The qualifications of a minister consist of such gifts as fit him for service as a teacher and leader in this ministry and of such character and reputation as will continue honor to this office.
 - a. *Spiritual Maturity.* A minister must be mature in his faith, with absolute certainty of his own saving relationship with the Lord Jesus Christ.
 - b. *Belief.* A minister must accept the doctrines, government and worship of the Associate Reformed Presbyterian Church as agreeable to and founded upon the Word of God.
 - c. *Knowledge.* A minister must give evidence of his knowledge of the Holy Scriptures; the doctrines, government, and worship of our Church; and the duties of a minister.
 - d. *Compassion.* A minister must serve as Jesus Christ, Who came "not to be ministered unto, but to minister."
 - e. *Personality.* A minister must be one who will attract persons to Christ and His Church.
 - f. *Intelligence.* A minister must be capable of meeting the education requirements essential for ordination.
 - g. *Education.* A minister must present evidence of having obtained a baccalaureate degree or its equivalent from an accredited four-year college or university, as well as evidence of a theological education embracing three years of satisfactory work in the seminary of this denomination or in a seminary approved by the Presbytery. The educational requirements may be waived only in extraordinary cases, and such waiver shall require consent of three-fourths of the members of Presbytery present at a meeting, prior to which the Presbytery shall have been informed in writing of the circumstances, which require the application of this extraordinary case waiver. (Amendment No. 27 effective June 9, 1998)
Addendum by Second Presbytery: Licensure. No call can be moderated for a man who has not been regularly ordained or examined and approved by the Presbytery for ordination.
4. The Scriptures acknowledge no degrees of rank or dignity among ministers, they being equal in office and authority. The names of pastor, teacher, bishop, and presbyter are used simply to set forth different duties and responsibilities.

5. The office of minister includes the office and authority of ruling elder. For this reason the minister is sometimes referred to as a teaching elder.

Appendix B

Procedure for Dissolution of a Pastoral Relationship

Dissolution of a Pastoral Relationship: Synod's Procedures. In the dissolution of a pastoral relationship, the procedures set forth in the *Form of Government*, X.F, shall be followed. The procedures are as follows:

1. The dissolution of the pastoral relationship shall be by action of the Presbytery. Such action may be initiated by the pastor, the congregation, or the Presbytery.
2. When a pastor wishes to be released from his pastoral charge, he shall first inform the session in writing of his wishes. The session shall then call a congregational meeting to act upon this request. He shall then present the same request in writing to the Presbytery. The action of the congregation shall be presented in writing to the Presbytery. [*Amendment No. 13, effective June 13, 1989*]
3. When the congregation concurs in this request, the Presbytery may dissolve the pastoral relationship.
4. If the congregation does not concur in this request, it shall submit its reasons in writing to the Presbytery. The Presbytery shall give careful consideration to all such reasons and take whatever action is in the best interests of the church and the pastor.
5. If the session desires the dissolution of the pastoral relationship, it must first call a congregational meeting and notify the congregation of its desires; and then the congregation, if concurring with the session, shall proceed according to paragraph six below. [*Amendment No. 13, effective June 13, 1989*]
6. If the congregation desires the dissolution of the pastoral relationship, it shall first notify the pastor by written request and then make the same written request to the Presbytery. The Presbytery shall then take whatever action is in the best interests of the church and its pastor. [*Amendment No. 13 effective June 13, 1989*]
7. The Presbytery has authority, acting on good information, to dissolve a pastoral relationship without formal application from either party, if in its judgment the welfare of the congregation so requires. [*Amendment No. 13, effective June 13, 1989*]
8. The Presbytery may request an installed pastor to take up the work in another field of labor, but cannot require him to do so. Any pastor so requested shall give prayerful consideration to such a request for an indication of the will of God. [*Amendment No. 13, effective June 13, 1989*]

Dissolution of a Pastoral Relationship: Presbytery's Procedures. The following procedures are intended to be supportive of the procedures prescribed by the General Synod:

1. Upon receipt of the pastor's written request to be released from his pastoral charge, the session shall take no vote upon that request, but shall call a congregational meeting to act upon it as soon as practicable.
2. Requests and reports relating to the dissolution of a pastoral relationship are to be forwarded immediately to the Committee on the Minister and His Work.

Appendix C

Procedure for Securing a Pastor for a Congregation

A. Synod's Requirements.

The requirements of Synod for the securing of a pastor for a congregation as found in the *Form of Government*, X.E, shall be followed. The provisions of this appendix were adopted by the Presbytery to provide more detailed guidance. The material in this appendix applies to associate pastors as well as pastors.

B. The Role of the Congregation.

1. Electing a Nominating Committee. The congregation shall elect a nominating committee (also known as a pulpit committee) to develop a list of prospective nominees, evaluating their qualifications, ascertaining their interest, and, after approval by the Committee on the Minister and His Work, presenting to the congregation the name of a nominee for pastor of the congregation.

This committee should be a representative group, including one or more members of the session as well as other members of the congregation. It is recommended that the chairman of the nominating committee be a member of the session. The session shall present to the congregation for approval a list of nominees for membership on the nominating committee, but nominations from the floor shall also be invited. Members of the nominating committee shall be elected in a duly called congregational meeting. The congregational chairman shall preside over this congregational meeting.

2. Acting upon the Report of the Nominating Committee. When the nominating committee is ready to report, it shall submit to a congregational meeting, convened for the election and call of a pastor, the name of its nominee for approval or rejection. This meeting shall be presided over by the moderator of the session appointed by the Presbytery, who shall be responsible for having a call properly drafted (*Form of Government*, X.E.7).

C. The Role of the Nominating Committee.

1. Consulting with the Committee on the Minister and His Work. The nominating committee is encouraged to consult with the Presbytery's Committee on the Minister and His Work at the outset in order to verify procedure and collect names of prospective candidates.
2. Presentation of the Nominating Committee's Report at a Congregational Meeting. The nominating committee, having determined that the man being considered fulfills the desired qualifications, shall proceed in the following manner with the call:
 - a. The nominating committee, having secured permission from the candidate to submit his name, shall request the session to call a congregational meeting for the purpose of hearing and acting upon the report of the nominating committee. Notice of this meeting shall be made in accordance with requirements of the *Form of Government*, X.E.7.
 - 1) It is to be noted that permission to submit a man's name, while done with the expectation that he will accept a call if the action of the congregation is favorable, is binding neither on the prospective pastor to accept the call nor on the congregation to extend the call. It is simply permission to allow his name to be considered.

- 2) It is strongly advised that the name of only one person at a time be submitted to the congregation for consideration.
- b. The nominating committee shall make its report and give all pertinent data which they have concerning the prospective pastor and his qualifications at the duly called congregational meeting. The nominating committee shall announce the name of the nominee with a recommendation that the congregation elect him. The results of the congregational vote shall be communicated immediately to the nominee, and, in light of the vote of the congregation, the nominee will indicate if he is agreeable for the congregation to proceed with arrangements Presbytery (See *Form of Government*, X.E.8).
- c. At the congregational meeting, the nominating committee shall report on the proposed terms of the call as tentatively agreed upon between the nominating committee and the prospective pastor. The report and the formal call, moderated by an Associate Reformed Presbyterian minister appointed by the Presbytery, shall include and specify the following terms, without which the Presbytery shall not approve the call (Choose either a or b).
 - 1) When a manse is provided
 - a) Pay a minimum base salary of \$20,000 annually.
 - b) Provide the pastor with free use of a manse with utilities and insurance, commonly called "tenant homeowners," in an amount not less than \$40,000 or an amount equal to the actual replacement value of the pastor's owned contents.
 - 2) When a housing allowance is provided, it shall be a minimum compensation package of \$28,000. This represents a total of \$20,000 base salary plus \$8000 housing allowance which is 40% of the base salary, Synod's designated value of a manse. In addition, \$1,200 in other allowances shall be provided.
 - 3) Pay into the Associate Reformed Presbyterian Retirement Plan Fund as prescribed by the General Synod.
 - 4) Pay 100% of Synod's life, health, and dental insurance for the pastor and his family.
 - 5) This package may be divided to the best advantage of the pastor.
 - 6) In setting a minimum salary for a pastor serving a church or churches in the bounds of Second Presbytery, the Presbytery does not intend to prohibit a pastor from serving under some unusual circumstance. The Committee on the Minister and His Work shall consider extenuating circumstances in its recommendation to the Presbytery (i.e., the pastor may be permitted to teach school or to hold some other secular job or receive earnings from a personal income). Thus, part of the minimum requirement for salary might be supplied by other sources if deemed necessary.
 - 7) In addition to the items listed above in 3.a and 3.b, these items shall be included in the call:
 - a. The congregation will bear the reasonable expense of moving the pastor to the community.
 - b. The pastor shall have an annual vacation of at least one (1) month.
 - c. Any other benefits shall be specified. These may include but are not limited to the following: education, book allowance, leave for evangelistic or other church-related meetings, personal leave, or payment of one-half of Social Security premiums.

- d. A statement that there will be an annual review of the terms of the pastor's compensation and other terms of employment by the congregation shall be included.
 - e. What provisions, if any, the congregation shall make in the event of the pastor's death or disability shall be included.
3. Request for Moderation of a Call. If a congregation votes to extend a call, the nominating committee shall request the Committee on the Minister and His Work to arrange for the moderation of the call. The minister who moderates the call shall inform the Committee on the Minister and His Work after the fact.
 4. Transmittal of the Official Call to the Presbytery. Following the congregational meeting where the report from the nominating committee is made for the moderation of a call, unless the congregation elects another commissioner for this purpose, the chairman of the nominating committee shall serve as the commissioner to transmit the call to the Committee on the Minister and His Work. It is highly desirable that the call be transmitted to that committee as soon as acted upon rather than delayed until its next meeting. The commissioners will represent the congregation before the Committee and Presbytery if required in the prosecution of the call. The Committee shall transmit a copy of the official call to the stated clerk for the Presbytery's permanent files.
 - a. The work of the nominating committee ordinarily shall be considered finished after the call has been approved by the Presbytery and accepted by the pastor-elect.
 - b. The arrangements for the pastor's moving to the field shall be the responsibility of the session or its delegate.

D. The Role of the Session.

1. Calling of Other Congregational Meetings. The session shall call the following congregational meetings:
 - a. The session shall call a congregational meeting when requested to do so by the nominating committee to hear a report or to acquire instructions from the congregation.
 - b. The congregational chairman or an Associate Reformed Presbyterian minister appointed by the moderator of the Presbytery shall moderate this meeting.
 - c. The session shall call a congregational meeting when requested by the nominating committee for the purpose of electing and calling a pastor. An Associate Reformed Presbyterian Pastor appointed by the moderator of Second Presbytery shall moderate this meeting. The minister who moderates this meeting shall review the call to ensure that it is has been properly drafted.
2. After the election of a pastor, the call shall be signed, first by the elders and deacons, then by the other church members.

E. The Role of the Presbytery's Committee on the Minister and His Work.

1. Counseling and Advising the Nominating Committee of the Congregation. The Committee on the Minister and His Work shall counsel with and advise the nominating committee of the congregation concerning prospects for a pastoral call, whenever the nominating committee requests such assistance.
2. Review of Pastoral Calls and Recommendations to the Presbytery. The Committee on the Minister and His Work shall review pastoral calls and make recommendations to

the Presbytery in accordance with the procedure set forth in the *Manual of Procedure of Second Presbytery*. In fulfilling this function, the committee shall take into account the qualifications and requirements stipulated in Appendix A.3. Further, the committee is to observe the following rules:

- a. A call to a minister transferring from another Presbytery of this denomination shall not be presented to the pastor-elect until the stated clerk of Second Presbytery has received an official letter of transfer and the pastor-elect has been formally received as a member of Second Presbytery.
- b. A call to a minister transferring from another denomination shall not be presented to the pastor-elect until he furnishes evidence of having educational qualifications equal to those required of ministers trained under the care of the Presbyteries of the Associate Reformed Presbyterian Church, unless this requirement is waived under the "Extraordinary Clause" (Appendix A.3.g.). Further, the call to a pastor-elect from another denomination shall not be presented to him until he has been received as a member of the Presbytery. Ministers from other denominations applying for membership shall be required to present references and official testimonies of good standing and Christian character.
- c. No pastor-elect shall move to the field to which he has been called until the call has been properly processed and found to be in order by the Presbytery and is presented to and accepted by the pastor-elect.

F. The Role of the Presbytery.

1. Arranging With the Session for the Moderation of a Call. Upon request of the session, the moderator of Presbytery shall appoint an Associate Reformed Presbyterian minister to preach at a worship service and then moderate the call of a pastor at the duly called congregational meeting. The expense of this minister shall be borne by the congregation.
2. Review of the Call by the Committee on the Minister and His Work. Each ecclesiastical call shall be submitted to the Committee on the Minister and His Work for review and recommendation to the Presbytery.
3. Forwarding of Call to the Pastor-Elect. If the Presbytery approves the call, it shall transmit it to the pastor-elect and so advise the congregation which submitted the call. If the Presbytery declines to approve the call, it shall notify each party in writing, giving the reasons for the disapproval.
4. Arranging for the Installation of the Pastor. The moderator shall appoint a commission to install each pastor within the Presbytery's jurisdiction. To this end, the moderator of the Presbytery shall consult with the session of the church and the pastor-elect about the time and place, the program, and the participants in the installation.
5. Installation of the Pastor. The moderator of Presbytery shall appoint a commission chairman to conduct the installation of the pastor. The commission shall be composed of ministers and laymen, one of whom shall preach, another of whom shall charge the pastor, and another of whom shall charge the congregation. (See "Procedures for Ordination and Installation of a Pastor" below.)

Appendix D

Appointment of a Moderator of the Session for Congregations without a Pastor

1. When to Appoint. The Committee on the Minister and His Work shall appoint a moderator for the session of a congregation upon the resignation of the pastor, the death of the pastor, or when the pulpit is declared vacant.
2. Notification. The minister who declares the pulpit vacant shall immediately notify the moderator of Presbytery when the pulpit is vacant.
3. Appointment of a Sessional Moderator. The Minister and His Work Committee, in consultation with the session, shall appoint from the roll of the Presbytery an Associate Reformed Presbyterian minister, preferably from a nearby church, to serve as the moderator of that session. The Committee shall inform the minister, the church, and the stated clerk of Presbytery of the appointment.
4. Authority of the Moderator. The moderator shall exercise the authorities granted to Sessional moderators by the *Form of Government*, XI.C.
5. Term of the Moderator. The moderator of a session of a congregation is appointed to serve until the next meeting of the Presbytery. The Presbytery may authorize him to serve until the next stated meeting, when he may be confirmed to serve as moderator for a period of one year and be eligible for reappointment.
6. Termination of the Service of a Moderator. The term of the moderator shall end upon the installation of a pastor for the congregation, at the discretion of the Presbytery, or by the resignation of the moderator.

Appendix E

Procedure for Supplying a Vacant Pulpit

1. Pulpit Supply. When a pulpit becomes vacant or a pastor becomes incapacitated and unable to perform his pastoral duties, the session should move to secure a supply pastor to fill the pulpit temporarily and to meet the pastoral needs of the congregation
2. Qualifications for a Supply Pastor. In order to be a supply pastor within the bounds of Second Presbytery, the person must be an ordained minister of the Associate Reformed Presbyterian Church, a licentiate of Second Presbytery, a student of theology under the care of Second Presbytery, or a minister in good and regular standing in another evangelical denomination.
3. Types and Terms of Supply Pastors. The General Synod recognizes two (2) categories of supply pastor. They are *Stated Supply* and *Occasional Supply*.
 - a. Stated Supply. A stated supply shall be, as specified by Second Presbytery, a minister who is sought by the session to perform the functions of a pastor in a congregation. The relationship shall be established by permission of the Presbytery only after it has given careful consideration to the qualifications of the individual and to all other factors involved. The term of a stated supply shall be for no more than twelve (12) months and may be renewed. The congregation shall issue no formal call (*Form of Government*, X.E.4).
 - b. Occasional Supply. An occasional supply may be a minister, a student of theology, or a layman secured by the session to conduct services during periods

when a congregation is without a pastor or when its pastor is unable to perform his duties. The session shall not secure any person as occasional supply, except in an emergency, without the approval of Presbytery or the installed pastor. The Presbytery shall keep a list of those who are available for immediate service as occasional supplies, including ministers, students of theology, and laymen who give evidence of outstanding ability as Christian leaders (*Form of Government*, X.E.5).

NOTE: Contact the Clerk of Presbytery or the Chairman of the Minister and His Work Committee for advice.

NOTE: The congregation shall issue no formal call for an occasional supply pastor.

4. Appointment of a Supply Pastor. The session shall submit the name and data of the person sought to be the supply pastor, stated or occasional, to the Committee on the Minister and His Work for review and recommendation to the Presbytery. The committee is authorized by the Presbytery to appoint supply pastors until the next meeting of the Presbytery, at which time the Presbytery shall act on the committee's recommendation.
5. Compensation for a Supply Pastor. It shall be the duty of the session of the congregation to make all financial arrangements for the compensation and expenses of the supply pastor.
6. Ending the Term of a Supply Pastor. The term of a supply pastor shall end upon of the supply pastor or the session, or by mutual agreement.

Appendix F

Procedures for Orientation

1. Authority. The authority for the ordination and installation of a pastor is found in the *Form of Government*, X.D.
2. Procedures for Ordination. The following procedures for ordination shall be followed:
 - a. When a candidate has been approved for ordination, the Presbytery may take steps for his ordination.
 - b. Requirements for ordination, in addition to academic standards, shall consist of the following:
 - 1) A review of the candidate's personal religious experience.
 - 2) An examination of his knowledge of the English Bible.
 - 3) An examination of his knowledge of theology and doctrinal positions. He shall present a brief written statement of his Christian beliefs.
 - 4) An examination of his knowledge of the history and government of the Church, and the determination of his approval of the form of government, discipline, and worship of the Associate Reformed Presbyterian Church.
 - 5) A sermon manuscript from which he shall preach before Presbytery and which shall be subject to constructive criticism by the Presbytery. The Committee on the Minister and His Work shall supply three (3) texts or approve the text for the sermon.

- 6) A call either to a congregation or to another approved ministerial labor.
- c. The Presbytery shall strive for uniformity in their examination for ordination and shall not omit any of these requirements for ordination.
- c. If a minority of one-fourth (1/4) or more of the members of the Presbytery present disapprove a candidate's examination, the Presbytery shall require a further examination in writing on questions proposed by the Presbytery. The questions and answers shall become a part of the official records of the Presbytery.
- d. When a Presbytery has approved a candidate's examination and is furnished evidence of a candidate's call, the Presbytery shall appoint a time and a place for the ordination of the candidate. The ordination will be held during a meeting of the Presbytery, stated or called, or in the church of which the candidate is to be pastor.
- e. On the day appointed, the Presbytery shall convene, and a minister shall preach an appropriate sermon. The presiding officer shall review all that the Presbytery and candidate have done in preparation of this ordination. He shall stress the nature and importance of ordination and shall impress upon the congregation the solemnity of the occasion.
- f. The presiding officer shall then propose to the candidate the following Formula of Questions for Ordination:

Formula of Questions for Ordination

- 1) Do you believe in one God – Father, Son and Holy Spirit – and do you confess anew the Lord Jesus Christ as your Savior and Lord, and acknowledge Him Head over all things to the Church, which is his Body?
- 2) Do you affirm your belief in the Holy Scriptures of the Old and New Testaments to be the Word of the Living God, the only perfect rule of faith and practice, to which nothing is to be added and from which nothing is to be taken at any time or upon any pretext.
- 3) Do you accept the doctrines of the Associate Reformed Presbyterian Church contained in the Westminster Confession of Faith and Catechisms, as founded on the Word of God and as the expression of your own faith, and do you resolve to adhere thereto?
- 4) Do you accept the government, discipline, and worship of the Associate Reformed Presbyterian Church as agreeable to and founded on the Word of God?
- 5) Do you promise to submit in the spirit of love to the authority of the Presbytery in subordination to the General Synod and to promote the unity, peace, purity, and prosperity of the Church?
- 6) Do you sincerely resolve to fulfill your responsibilities in your home life and in all your relations with your fellowman, following after righteousness, faith, and love?
- 7) Do you accept and enter upon your ministry with a desire to glorify God and to be instrumental in strengthening His Church?
- 8) Do you promise to preach the gospel in its purity and simplicity, declaring the whole counsel of God, and to perform all your official duties with zeal and

faithfulness, seeking the salvation of sinners? (*Form of Government*, X.D.2.g.1-8).

- g. The candidate, having answered these questions in the affirmative, shall kneel and be ordained by the laying on of the hands of the Presbytery and by prayer. After the ordination prayer, the members of the Presbytery shall take him by the hand saying, “We give you the right hand of fellowship to take part in this ministry with us” (*Form of Government*, X.D.2.h).
 - h. If the ordination is not in connection with his installation as pastor, the presiding officer shall declare the candidate set apart to the ministry, emphasizing the importance, the difficulties, and the excellence of the ministry which he now enters.
 - i. The newly ordained minister shall be given a Certificate of Ordination signed by the stated clerk. A full report of the ordination service shall be recorded in the minutes of the Presbytery, and a copy forwarded to the congregation of which he was formerly a member so that his name may be removed from the membership roll.
2. Procedure for Installation.
- a. A minister shall be a member of the Presbytery having jurisdiction over the congregation of which he is to be pastor and shall have a valid call properly executed by the Presbytery before he shall be eligible for installation.
 - b. Presbytery or a commission of Presbytery shall conduct the installation.
 - a. A minister may be installed as the pastor or associate pastor of one or more congregations. The procedure for installation of pastors shall be adapted for associate pastors.
 - b. When the installation service is being held in connection with his ordination, the pastor-elect shall give affirmative answer to the Formula Questions for Ordination, after which he shall give affirmative answer to the installation questions.
 - c. When the pastor-elect has been previously ordained, he shall renew his ordination vows by giving affirmative answers to the full Formula of Questions for Ordination, after which he shall answer the following questions:

Formula of Questions for Installation

- 1) Do you accept the office of pastor of this congregation, and do you promise to perform faithfully all the duties of this office, public and private, to the best of your ability, as you are led by the Holy Spirit?
 - 2) Do you make these promises in the presence of Him to Whom you must ultimately give an account? (*Form of Government*, X.D.3.e.1-2).
- f. When affirmative answers have been given to these questions, the following question shall then be addressed to the congregation:
- “Do you, the members of this congregation, now acknowledge and receive _____ as your pastor, and do you promise to give him all the honor, obedience, encouragement, cooperation, and support in the spirit of love to which this office entitles him and as you promised him in the call?” (*Form of Government*, X.D.3.f).

- g. When the members of the congregation have signified their affirmative answer to this question by standing, the presiding officer shall say, “In the name of the Lord Jesus Christ, the great King and Head of the Church, I now declare _____ duly (ordained and) (installed) as pastor of this congregation” (*Form of Government*, X.D.3.g).
 - h. The pastor and congregation shall then be addressed by those appointed or invited by the Presbytery as to their respective duties in the solemn relation into which they have now entered. Following the benediction, the members of the congregation shall come forward and give him the right hand of fellowship, indicating their acceptance of him as their pastor.
 - i. The installation service of ministers in other approved ministries shall be carried out in the same manner as that of a pastor.
 - j. The Presbytery may refuse to install a minister. If so, he shall be informed of the reasons, and he or the congregation who has called him may appeal the decision of the Presbytery to the General Synod.
3. The Ordination and Installation Services.
- a. It shall be the responsibility of the Presbytery to conduct the ordination and installation services.
 - b. The ordination and installation service shall be a worship service.
 - c. The ordination and installation service shall be done in a meeting of the Presbytery. A commission of the Presbytery appointed by the moderator shall conduct the ordination and/or installation service. When appointing the participants for these services, the moderator will consult with the pastor-elect and the session of the congregation issuing the call in order to determine the participants and the order of the worship.
 - d. The personnel conducting the ordination and/or installation service shall include the following:
 - 1) The moderator of Second Presbytery or his designee who shall preside and propound the questions.
 - 2) An ordained minister who shall preach the sermon.
 - 3) A minister or ruling elder who shall charge the pastor.
 - 4) A minister or ruling elder who shall charge the congregation.
 - 5) The chairman of the commission, who shall preserve a record of the occasion and report the particulars to the Presbytery through the Committee on the Minister and His Work.
 - 6) Other personnel as appropriate.

Appendix G

Procedure for a Mission to Become a Church

1. Membership Requirements. When a mission has a membership sufficient to support its pastor, meet its financial obligations, and carry on its ministry, it may petition the Presbytery through the Committee on Church Extension to be organized as a church. The Committee on Church Extension may initiate the petition to organize the mission as a church.

2. Role of the Committee on Church Extension. Upon receipt of the petition to organize, the Committee shall review the history of the mission to determine if the time is appropriate to organize it into a church. The review by the committee shall include, but not be limited to, verification of the mission's membership, leadership (a minister, ruling elders, and deacons), plan of stewardship, mission statement, and permanent site location. The committee may, at its discretion, make recommendations to the Presbytery for organizing the mission into a church.
3. Role of the Presbytery. Upon receipt of the Committee on Church Extension's recommendations to organize the mission into a church, the Presbytery, at its discretion, may accept the recommendation.
4. Organizational Service. In consultation with the mission developer and the provisional session of the mission, the moderator shall set a date, hour, and order of worship for the organizational service in the mission's facilities. This organizational service shall be a worship service. The moderator shall appoint a commission to conduct the organizational service. The commission shall consist of the moderator or his designee and of a minister who will preach, a minister or ruling elder who will charge the mission developer or pastor, and a minister or ruling elder who will charge the congregation. A part of this service shall be the election of officers, the constitution of the roll of the church, and the installation of the pastor. The presiding officer shall state that the mission is now organized as a church within the bounds of the Second Presbytery. The pastor of the newly organized church shall then pronounce the benediction. The chairman of the commission shall preserve a record of the occasion and report the particulars to the Presbytery through the Committee on the Minister and His Work.

Appendix H

Pastor and His Former Field of Labor

A pastor who is called to another field of labor is obligated to use discretion in relating to members of his former pastorate. Basing his conduct on professional sensitivities and ethical principles, he should take into account the following:

1. When Presbytery dissolves a pastoral relationship, the pastor no longer has a professional relationship with that congregation. Only the pastor or the stated supply is authorized to perform pastoral services in that particular congregation.
2. A minister should return to a former pastorate to perform pastoral services only at the invitation of the pastor, the stated supply, or the session.
3. Ministers who are asked to perform pastoral duties in a former pastorate which has a pastor or stated supply should urge individuals requesting the service to use the minister charged with their care.
4. A minister who regularly worships with and/or participates in the life of a congregation in which he was formerly a pastor must be careful not to assume pastoral responsibilities unless invited to do so by the pastor, the stated supply, the session, or the Presbytery. If the congregation has a pastor, the former pastor must

respect the office of the current pastor and avoid any statements which would undercut the work of the pastor.

Appendix I

Provisions for Calls to Other Ministries

1. The procedure for calls to ministries other than those involving pastoral relationships shall be essentially the same as for calls to the pastorate. The court or agency issuing the call shall present to the Presbytery of which he is a member a call appropriate to the service involved.
2. When a minister desires to accept work not under the jurisdiction of any church court or agency, he shall request permission of his Presbytery. The Presbytery may grant permission upon determination that the particular work serves the best interests of the church and the minister. If permission is not granted and the minister persists in accepting such work, he shall request that he be divested of his office without censure. If he does not so request, the Presbytery shall charge him with violation of his ordination vows and institute judicial process against him (*Form of Government*, X.H).
3. Ministers who are without a charge or who have been granted permission to labor outside the bounds of Presbytery shall submit an annual report using the form which follows. The Stated Clerk will be responsible for sending the form to these ministers. Submission of this form is automatically waived for retired ministers.

Appendix J

Concerning Reception of Transferring Members

1. The process by which a candidate for the ministry becomes a student of theology and proceeds forward through the process of licensure and ordination is fairly straightforward; however, with regard to the reception of ministers from other denominations or independency, the process is less clear. The purpose of this paper is to demonstrate the principles underlying the reception of members from other denominations and the means by which this may be done according to the *Form of Government*, X.G.2 of the Associate Reformed Presbyterian Church. The constitutional documents from other Presbyterian bodies will be consulted for additional insights.
2. There are two (2) foundational principles that govern the way Presbyterians, in general, and Associate Reformed Presbyterians, specifically, address this issue. First, there is the principle that recognizes the Associate Reformed Presbyterian Church to be but one denomination among many; that is the validity of other denominations – including those who are not Presbyterian and/or Reformed – is affirmed. The Associate Reformed Presbyterian *Form of Government*, I.B.2 states, “The visible unity of the Church, though obscured, is not destroyed by its division into different denominations of professing Christians and all of those maintaining the Word and

sacraments of the Lord Jesus Christ in their fundamental integrity are to be recognized as branches of this one visible Church.”¹¹

3. Second, there is the principle that every communion establishes its own terms of membership, and more to the point, the requirements for ordination to the office of minister. This is implicit in *Form of Government*, II.A.1, which states “leadership and authority...are defined for the Associate Reformed Presbyterian Church by the *Form of Government*.” Other constitutional documents are more explicit. The Presbyterian Church, USA states in its *Book of Order* that “every Christian Church...is entitled to declare the terms of admission into its communion, and the qualifications of its ministers...”(BO,G-1.302) The Presbyterian Church in America echoes exactly the same language in its *Book of Church Order* (BCO), “Preface,” II, 2. Thus, there are at least these two principles that under gird the procedures by which a minister from another denomination is received into the Associate Reformed Presbyterian Church. These principles are important in establishing the Associate Reformed Presbyterian Church’s willingness to recognize the offices and ordinations of other evangelical bodies while maintaining its own standards for the ordained office.
4. The issue of the reception of transferring ministers may be divided into two (2) additional concerns: 1) those whose transfer in with “regular” credentials, and 2) those who transfer in with “irregular” credentials.² These matters are addressed in *Form of Government*, X.G.2 where the following procedures are enumerated:

Transfer from Another Denomination

- a. The procedure for transferring ministers from another denomination shall follow in substance the procedure for transfer from one Presbytery to another within the Associate Reformed Presbyterian Church.
- b. The minister must present an acceptable certificate of transfer from the Presbytery or other church body of which he was a member.
- c. The minister applying for membership in one of the Presbyteries shall be examined as to his beliefs, his Christian character, his qualifications, and his knowledge of and adherence to the doctrines and principles of the Associate Reformed Presbyterian Church.
- d. The minister requesting transfer from another denomination shall furnish evidence of an education equal to that required of ministers trained under the care of the Presbyteries of the Associate Reformed Presbyterian Church (*Form of Government*, X.A.3.g).

This section gives information that makes it easy to distinguish between “regular” and “irregular” credentials. Those who transfer in with “regular” credentials will be able to present a “certificate of transfer” (*Form of Government*, X.G.2.b) and “evidence of an education equal to that required by ministers” who have come through the Presbyteries of the Associate Reformed Presbyterian Church (*Form of Government*, X.G.2.a & d). Individuals with such “regular” credentials may be

¹ A similar sentiment is expressed in the PCUSA *Book of Order* (BO) G-4.0203 and the Orthodox Presbyterian Church *Form of Government* (FOG) IV, 4. Of course, Presbyterians have traditionally been quite charitable in their understanding of “fundamental integrity,” extending the scope of the language to include denominations that entertain Arminian theology and low views of the sacraments.

² A non-technical, but helpful distinction.

examined as though they were transferring from one Presbytery to another within the Associate Reformed Presbyterian Church (*Form of Government*, X.G.2.a & c and X.G. 1. c).

5. Those who transfer in with “irregular” credentials would include those who cannot obtain a “certificate of transfer” and/or those whose educational attainments fall short of the requirements for ministers who have been under the care of a Presbytery in the Associate Reformed Presbyterian Church (*Form of Government*, X.A.3.g). The first problem will likely arise with those who transfer in from a free church background. Connectional churches, as a rule, have procedures whereby certificates of transfer or letters of dismissal can be obtained.³

It is not difficult to establish their *bona fides*; however, those who were ordained in a free church or ad hoc Presbytery and hold independent ministerial status have no authority to whom to make such a request. Nevertheless, such individuals will normally possess a certificate of ordination and should be able to obtain a letter attesting to their good standing – either from the church where they previously held membership or from the Associate Reformed Presbyterian Church which they subsequently have joined. These two (2) documents can establish the minister’s *bona fides* and should satisfy the requirement for certificate of transfer.

6. It is at this point that the second issue becomes critical. For those who have already met the minimum educational requirements, it should be possible to transfer into a Presbytery of the Associate Reformed Presbyterian Church by presenting (1) an ordination certificate, (2) a letter from the candidate’s home church indicating good standing,⁴ and (3) official transcripts from educational institutions attended. Transfer would then proceed according to *Form of Government*, X.G.2.a. Upon approval of Presbytery, the minister would retain his certificate of ordination but would receive credentials from the stated clerk of Presbytery.

Thenceforth, he would be viewed as a minister of the Associate Reformed Presbyterian Church; his previous ordination would be recognized,⁵ and his ordination certificate would not be affected in any way; however, his future status as a minister with credentials lies within the scope of the authority of Presbytery.⁶

7. For those who have not met the educational requirements of the Associate Reformed Presbyterian Church, it will be necessary for them to become students of theology and complete the requirements of the *Form of Government*.⁷ Their ordination is still

³ This is the expectation for those coming from other Presbyterian or Reformed churches per the Presbyterian Church, USA SO G-11.0404. Ministers from other denominations must also present evidence they are no longer enrolled in previous denominations, G-11.0406. Of course, this could be difficult for free church minister to do.

⁴ For those who have united with a congregation of the Associate Reformed Presbyterian Church, this should be no problem.

⁵ Presbyterian Church, USA SO G-11.0404.

⁶ For example, presbytery may censure or even depose a minister should circumstances warrant such action. The minister who holds an independent certificate of ordination is viewed by the presbytery to be in exactly the same relationship to presbytery as the minister who holds an ARP certificate of ordination. If presbytery has withdrawn the minister’s credentials, the certificate is but a meaningless piece of paper. Of course, both the independently ordained minister and the minister ordained by presbytery may renounce the jurisdiction of presbytery. In terms of credentials, they would both be “without portfolio” while nonetheless possessing a “certificate” of ordination, one independent, and the other ARP.

⁷ Of course, the exception clause (FOG X,A,3,g) may also be invoked in the reception of a transferring minister. Here, as always, its use should be rare and then only in compelling circumstances.

recognized, but until they have completed the educational requirements and have enrolled as presbyters, they should willingly refrain from using the titles and prerogatives of ordained office.

8. To summarize, there are at least five points that need to be made.
 - a. First, it is necessary to establish the *bona fides* of any minister desiring to transfer into the Associate Reformed Presbyterian Church. This may be done by a certificate of transfer or by certificate of ordination, and a letter of good standing.
 - b. Second, it is necessary for the minister to indicate he has severed his relationship with his previous denomination, association, congregation, etc. Where a certificate of transfer or letter of dismissal is not possible, a copy of a letter to the previous denomination (congregation, etc.) declaring the minister's intentions may serve the purpose.
 - c. Third, the minister should submit to the examination process in the event his educational qualifications are appropriate; if deficient, he should seek to become a student of theology in order to complete the educational requirements. At some point, the minister may also seek licensure from the Presbytery.
 - d. Fourth, upon satisfying the requirements of the FOG, the transferring minister may accept a duly authorized call and then should affirm the questions in *Form of Government*, X.D.3.e.
 - e. Fifth, re-ordination is not warranted and is not allowed. The surrender of any certificate of ordination is not warranted and should not be requested by the Presbytery.

Appendix K

Policy Statement on Sexual Harassment Second Presbytery (Approved March 2003)

Christians in general, and especially the ordained ministers of the church of Jesus Christ, are called to the highest standards of behavior. To the church at Ephesus, Paul wrote, "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs" (Eph. 4:29 NIV). Paul also wrote that his protégé in ministry, Timothy, was to "set an example for the believers in speech, in life, in love, in faith and in purity" (I Tim. 4:12); moreover, in its treatment of the Seventh Commandment, the Westminster Shorter Catechism (A.72) declares, "The seventh commandment forbiddeth all unchaste thoughts, words and actions."

Second Presbytery of the Associate Reformed Presbyterian Church is committed to upholding these biblical standards in our life together. It is a violation of biblical mandate, our confessional standards, and the Presbytery policy for any ordained minister or student of theology in the Presbytery to engage in sexual harassment. Second Presbytery will investigate all complaints, either formal or informal, verbal or written, and take appropriate action or discipline against those found to have violated this policy; moreover, any overt or covert act of reprisal, interference, coercion, intimidation, or harassment directed against an individual who exercises his or her rights under this policy will be subject to appropriate and prompt disciplinary action.

Definition of Sexual Harassment

United States courts have defined “sexual harassment” in the following terms: “Unwelcome sexual advances, requests for sexual favors (explicitly stated or implied), and other verbal or physical conduct of a sexual nature constitute sexual harassment, when submission to or rejection of this conduct explicitly or implicitly affects another individual by creating an intimidating, hostile, fearful or offensive environment.”

Sexual harassments may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to the following: sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body; inappropriate touching; and other unwelcome physical, verbal or visual conduct of a sexual nature. Instances of sexual harassment must not be excused on the grounds that the perpetrator was “joking” or “meant no harm.”

Legal Liability

The Supreme Court has ruled that “to defend themselves employers would have to show that they exercise reasonable care to prevent or promptly correct any sexually harassing behavior.” This “failure to prevent” doctrine places an unusual burden on any responsible organization on whose premises an incident of sexual harassment may have occurred or have been perceived to have occurred. Thus, liability is incurred not only by the perpetrator but also by those whom the perpetrator represents and/or those for whom he or she works. Both the perpetrator and the organization are liable to investigation, and potentially to prosecution and the imposition of civil damages.

“Reasonable care” is interpreted to include 1) taking prompt action to deal promptly with reported incidents through the proper and established channels and 2) acting to prevent incidents of sexual harassment by the proper instruction of individuals and the creating of an awareness of dire consequences within the organization.

Businesses and other secular organizations view sexual harassment seriously even in its milder forms. As the church of Jesus Christ, we must be at least as vigilant and protective as are our secular counterparts, and view sexual harassment as seriously as they do, if not more. We are the Body of Christ. Our standards must be the highest if they are to meet the standard of holiness of the Lord of the Church.

Reporting and Investigation

Second Presbytery encourages persons who believe that they have experienced or witnessed sexual harassment by a minister who is a member of, or a student of theology who is under the care of Second Presbytery to seek assistance in accordance with this policy. Such individuals are encouraged to advise the offender that his behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem.

If a person does not wish to address the offender directly or if such action does not bring an end to the offensive conduct, the individual should notify a member of the Session of his or her church or the Chairman (or another member) of the Minister and His Work Committee of Second Presbytery.

Upon receipt of a report or complaint alleging sexual harassment, the Minister and His Work Committee shall promptly undertake or authorize an investigation. The alleged incident

will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Even a single incident of sexual harassment may be grounds for corrective or disciplinary action. To protect both the complainant and the accused, complaints of sexual harassment shall be treated with the maximum degree of confidentiality under the circumstances, consistent with the Presbytery's legal obligations.

Conclusion

This policy has been developed and implemented to ensure that the ministries of the churches of Second Presbytery take place in an atmosphere free from sexual harassment and retaliation. Any ordained officer or church member who has questions about this policy should contact the Chairman of the Minister and His Work Committee of Second Presbytery.

FORMS

The Associate Reformed Presbyterian Church

INSTRUCTIONS

1. The printed call given here has been approved by the General Synod. The terms of the call are those which are in keeping with our *Form of Government*. Each presbytery may impose additional requirements provided they do not conflict with our *Form of Government*. For this reason, nominating committees and acting moderators should review carefully all the rules of the Presbytery in which the congregation is situated.
2. Some Presbyteries have a minimum salary. In some cases, travel allowance and other allowances may be included in the minimum salary. The call should state exactly how these allowances are to be treated.
3. Tax laws and the provisions of our retirement plan should be considered very carefully. The manner in which salary and allowances are stated in the call could unduly penalize the pastor. Under the present tax laws, there is no tax advantage to the pastor in having a separate travel allowance. Such an allowance is taxable income. The housing allowance (including utilities), however, is not taxable income provided this is stated clearly in the call and the church budget. All such provisions should be carefully considered in stating the terms of the call.
4. The terms of the call should be reviewed carefully with the diaconate and the session before presentation to the congregation.
5. After the moderation of the call, including confirmation, the call should be forwarded to the Presbytery in the manner prescribed by the Presbytery. The congregation should appoint someone to represent the congregation at the meeting of the Presbytery at which the call is considered. This person should be authorized to make minor adjustments in the terms of the call if the Presbytery requires such adjustments. Major adjustments may require an additional congregational meeting.
6. After each annual review of the terms of the call, any changes in the terms of the call should be reported to the Presbytery.

ASSOCIATE REFORMED PRESBYTERIAN CHURCH

CONFIRMATION OF A CALL

I, _____, having moderated

the congregational meeting which was held in the _____

Presbyterian Church on the ____ day of _____ in the year of Our

Lord _____, at which a call was extended to Reverend Mr./Dr.

_____ for service as _____,

Certify that the call has been made in all respects according to the rules laid

down in the *Form of Government*, and that the persons who signed the

call were members in regular standing of the above-mentioned congregation.

Moderator of the Congregational Meeting

CALL OF A PASTOR

We the officers and members of the _____ Presbyterian Church of _____, being well satisfied with your ministerial qualifications and confident that we have been led to you by the Holy Spirit as one whose ministry shall be profitable to our spiritual interest, do earnestly call you to undertake the office of pastor of this congregation. On the acceptance of this our call, we promise you in the discharge of your duty all proper support, encouragement, and obedience in the Lord.

That you may devote yourself wholly to the Ministry of the Word, we promise and obligate ourselves to

- a. Pay you an annual salary of \$_____ in at least monthly payments.
- b. Housing (Check all that apply):
 - 1) Provide you with the free use of a manse with utilities.
 - 2) Provide you with the free use of a manse without utilities.
 - 3) Provide you with a housing allowance of \$_____ in at least monthly payments.
- c. Pay your moving expenses.
- d. Grant you a travel allowance of \$_____ annually.
- e. Pay into the Associate Reformed Presbyterian Retirement Fund as prescribed by the General Synod.
- f. Group Insurance (Check all that apply)
 - 1) Pay _____% of the cost of your participation in Synod's insurance programs (life, dependent life, medical, dental, accidental death and dismemberment, and disability).
 - 2) Pay _____% of the cost of your family's participation in Synod's insurance programs (medical and dental).
- g. Review with you annually the adequacy of this compensation.
- h. Grant you an annual vacation of _____ weeks.
- i. Other (Attach)

We desire also to express our commitment to you and to your family for events which could occur in the providence of God. Every effort will be made to assist and lovingly sustain and uphold you and/or your family should such an event occur.

In the event of total disability, as defined in the Synod insurance program, we promise

- a. To continue the provisions of this call during the prescribed waiting period for commencement of benefits from Synod's insurance program.
- b. To continue the provisions of this call for a period not to exceed _____ months from the onset of total disability.
- c. If you are residing in the manse, and during the month following the terms outlined in "a" or "b" above, to assist you in relocating and to contribute \$_____ toward your relocation expenses.
- d. Other (Attach)

In the event you should die during the terms of this call, we promise

- a. To continue the provisions of this call dealing with annual salary, housing, and group insurance for a period of _____ months.
- b. If you are residing in the manse, and during the month following the terms outlined in "a" above, to assist your family in relocating and/or contribute \$_____ toward these relocation expenses.
- c. Other (Attach)

In testimony whereof we have respectively subscribed our names this _____ day of _____ in the year of Our Lord _____.

ASSOCIATE REFORMED PRESBYTERIAN CHURCH
CERTIFICATE OF TRANSFER OF A PASTOR

This is to certify that _____ is a minister of the
gospel in good and regular standing of Second Presbytery of the Associate Reformed
Presbyterian Church. He is hereby dismissed at his own request to unite with
_____ and is commended to their Christian love
and fellowship.

By order of Second Presbytery, given on this _____ day of _____ in the year of
Our Lord _____.

Stated Clerk

Second Presbytery

**COMMITTEE ON THE MINISTER AND HIS WORK
SECOND PRESBYTERY
ASSOCIATE REFORMED PRESBYTERIAN CHURCH**

**ANNUAL REPORT OF MINISTERS LABORING OUTSIDE OF BOUNDS OR
MINISTERS WITHOUT A CHARGE**

1. Name _____
2. Address (Street or P.O. Box) _____

City _____ State _____ Zip _____
3. Employer: _____
4. Salary \$ _____ Increase since last year? ___Yes ___No
5. Pastoral Activities: Please be specific about the nature and frequency of such activities. How often have you preached, taught, helped with funerals or weddings, or been involved in other ministerial or pastoral activities? Continue on separate sheet if necessary.
6. Indicate whether you have attended the following:

Spring Presbytery Meeting	___Yes	___No
Summer Presbytery Meeting	___Yes	___No
General Synod Meeting	___Yes	___No
Fall Presbytery Meeting	___Yes	___No
Called Meeting(s):	___Yes	___No

Dates of Called Meetings attended: _____
7. Name of church where you regularly attend worship services:

8. Please indicate why you believe it is advantageous for you to maintain your ministerial credentials?
9. If you live out of the area of Second Presbytery, please indicate why you have not transferred to another Presbytery or denomination.
10. Do you have any requests for prayer, counseling, etc. for the Committee on the Minister and His Work or the Presbytery?

PLEASE RETURN TO THE STATED CLERK BY FEBRUARY 15

Chapter Fourteen

Candidates and Credentials

- A. Membership.** Membership shall consist of three (3) teaching elders and three (3) ruling elders. Members shall be nominated by the Committee on Nominations and elected at the Spring Meeting. The moderator and chairman of Minister and His Work Committee are ex-officio members. The Stated Clerk, mentors, and individuals with particular expertise may be invited by the committee to serve as advisory members.
- B. Term of Office.** Members shall be elected to serve a term of four (4) years and must take a sabbatical of one (1) year before being eligible for reelection. Their terms shall begin on July 1 following election and end June 30 after four (4) years of service.

C. Duties.

1. Students of Theology.

a. Reception of Students

Examine each man who applies to come under the care of Second Presbytery as a student of theology.

- 1) Consider his reasons for entering the Gospel ministry, Christian experience, character, mental ability, and general fitness for ministry.
- 2) Report to the Presbytery its findings and recommendations.
- 3) Arrange for an approved candidate to present before the Presbytery his personal testimony, a description of his call to ministry, and his reasons for applying to be received by the Presbytery as a student of theology.
- 4) Arrange for the moderator to conduct the Service of Recognition for a student of theology.
- 5) The student's sponsoring session will maintain the primary pastoral care.
- 6) Due to the complexities of issues related to international students, only individuals with United States citizenship may be received as students of theology.

b. Care for Students

Counsel and supervise students of theology in their training. To that end, the committee shall

- 1) Assign a mentor to each student under the Presbytery's care. A written update shall be given on each student at each stated meeting.
- 2) Monitor students' grades and other progress and submit an annual report using the forms in Appendix A.
- 3) Maintain a record of all students' credentials until they receive a call to a ministry, transfer, or withdraw from the care of Presbytery.
- 4) Transmit the records of students eligible for ordination to the Committee on the Minister and His Work.
- 5) Send, upon request, letters of transfer along with the students' records and status to the designated authority.

c. Student Sermons

- 1) Arrange for the student to preach before the Presbytery during his middler and senior years.
- 2) Approve the text selected by the student for his sermon at least one (1) month prior to the meeting of the Presbytery.
- 3) Evaluate at least one additional sermon preached before a congregation of the Presbytery.
- 4) Require the student to submit to the committee at least two (2) weeks prior to the meeting of the Presbytery or congregational worship service the manuscript of his sermon and an exegesis paper dealing with the sermon text.
- 5) Make available to the Presbytery an electronic copy of the sermon at least five (5) days prior to the date the sermon is to be delivered.

d. Responsibilities of Students

The student will meet his responsibilities to the Presbytery by the following:

- 1) Attending all stated meetings of the Presbytery.
- 2) Providing the stated clerk with a written request to be excused from a stated meeting when unavoidable and unforeseen circumstances arise.
- 3) Requesting, in writing, at least one (1) month in advance, that the Committee of Candidates and Credentials arrange for his examination for licensure and/or ordination.
- 4) Inform the committee of regular work in a church or an agency of a denomination or any other organization or business.
- 5) In the event that the student's course of study exceeds five (5) years, the student shall request in writing an extension of his status. The student must give evidence of continuing in his preparation for the ministry.
- 6) In order to become a licensed or ordained, the student must complete all requirements (See *Form of Government*, X.C & D), including the written examination administered by the Committee.
- 7) In the same way, the student must read and study the Form of Government and other standards of the Associate Reformed Presbyterian Church. He should also read and study the Manual of Procedure in order to have a working knowledge of its contents and directives.

D. Officers. The Committee on Nominations shall nominate the chairman. The Committee on Candidates and Credentials shall elect from its membership a vice-chairman and a secretary, both of whom shall serve a one-year term and are eligible for reelection.

E. Meetings. The committee shall meet at least semiannually on dates chosen by the chairman. The chairman may summon the members to a called meeting, giving a one-week notice and informing the members of the purpose of the meeting.

F. Quorum. A quorum shall consist of three (3) committee members.

G. Reports. The committee shall report at each Spring and Fall Meeting of the Presbytery. The committee shall also make an annual status report at the Fall Meeting on licentiates and students under its care. A copy of these reports, ready to print, shall be delivered to the stated clerk on or before February 20 in the spring and September 15 for inclusion in the stated

meetings' packets. Additional reports may be submitted at called meetings and shall be delivered in writing to the stated clerk.

H. Budget Request. A budget request must be made annually to the Committee on Stewardship on or before September 1 of each year. It must be in writing and signed by the chairman.

I. Committee Expenses. Members may be reimbursed for their committee related expenses from the committee's annual budget allocation. Reimbursement shall be made only upon the presentation of a properly executed Presbytery expense voucher at the end of Chapter 17.

J. Dealing with Candidates.

- 1) Review the credentials of ministers and students of theology seeking to be transferred into the Presbytery
- 2) Arrange for the examination of ministers and approved candidates for licensure, ordination, or acceptance into the Presbytery

K. Examination Procedures.

The Committee will

- 1) Recommend to the Presbytery the acceptance of candidates.
- 2) Arrange for an examination on the floor of the Presbytery.
- 3) Have three (3) members of the Presbytery ask three (3) questions in each of the areas. The questions will be broad in scope so as to allow the candidate to show what he knows and how he can express himself in a public setting.
- 4) Transfer to the Committee on the Minister and His Work the credentials of ministers approved for transfer and of students of theology seeking transfer.

L. Licentiates.

- 1) Will have voice but no vote at all meetings of Presbytery.
- 2) The License will expire after two years unless extended. (*Form of Government*, X.C.9)

M. Extraordinary Clause. "A minister must present evidence of having obtained a baccalaureate degree or its equivalent from an accredited four-year college or university, as well as evidence of a theological education embracing three years of satisfactory work in the seminary of this denomination or in a seminary approved by the Presbytery. The educational requirements may be waived only in extraordinary cases and such waiver shall require consent of three-fourths of the members of Presbytery present at a meeting, prior to which the Presbytery shall have been informed in writing of the circumstances which require the application of this extraordinary case waiver." (*Form of Government*, X.A.3.g)

NOTES:

- Normally, the extraordinary clause shall apply to persons at least fifty (50) years of age.
- Any decision to waive educational requirements shall take place at a stated meeting.

N. Approved Seminaries. In keeping with guidelines in the *Form of Government*, Presbytery has designated acceptable theological seminaries. The Committee is responsible for maintaining this list to be approved by the Presbytery annually at its stated Fall Meeting.

Description and Qualifications of a minister
(see Chapter 15, *Appendix A*)

Concerning Reception of Transferring Ministers
(see Chapter 15, *Appendix J*)

Appendix A

Mentoring in Second Presbytery

I. Responsibilities of Students of Theology

- A. All Students of Theology are responsible for locating a mentor and a place of ministry (home Bible Study, Senior Citizens ministry, Youth Group, Sunday school class, etc.) and notifying the Candidates and Credentials Committee of the particulars.
- B. These arrangements should be completed by the meeting of presbytery following that in which the Students of Theology comes under care of presbytery.
- C. Students of Theology submit a written Ministry Activity Report to the Candidates and Credentials Committee 1 September and 1 February outlining ministry activities since the last report. This allows time for the Candidates and Credentials Committee to include their activities in its report to presbytery.
- D. Students of Theology secure their mentor's signed Ministry Evaluation and submit that along with their Ministry Activity Report as required in I.C. above.

II. Qualifications for Mentors

- A. Must be a teaching or ruling elder
- B. If possible, the mentor's area of service (if teaching elder) will be similar to the student's perceived area of calling. (i.e., military chaplain, Pastor, Mission Developer, etc.).
- C. It is desirable that the mentor have a direct relationship with the Students of Theology; therefore, geographical proximity is desirable. In situations where that arrangement is not possible, other means of communication will be used and arrangements made for an onsite visit to observe ministry activity at least once during the reporting period.
- D. Whenever possible, the mentor will remain with the Students of Theology until ordination.
- E. Minimum of three (3) years experience as pastor or elder.
- F. If possible, a team effort (teaching elder and ruling elder) is encouraged.
- G. Makes report to the Candidates and Credentials Committee and to the session of the Students of Theology concerning the protégé's ministry activities and prospects for future ministry 1 December and 1 June

III. Duties of Mentors

- A. Give guidance to the Students of Theology (in areas including church polity, presbytery requirements, family life, personal spiritual growth, and career choices)
- B. Meet regularly and pray with the student (See II.C above)
- C. Keep tabs on academic advancement and spiritual formation.

IV. Reports

- A. Ministry Activity Reports should provide evidence of regular involvement in ministry and Ministry Evaluations should comment on the Students of Theology fitness for ministry and prospects for future ministry. Reports that are lacking in these matters

- may result in a show-cause meeting with the Candidates and Credentials Committee to evaluate the student's fitness for ministry.
- B. Failure to make two (2) Ministry Activity Reports in a row will result in a show-cause meeting with Candidates and Credentials Committee to evaluate the student's fitness for ministry.
- C. Failure of mentors to make two (2) Ministry Evaluations in a row will be reported to the presbytery as part of the Candidates and Credentials Committee report to presbytery.

It is the expectation of the Candidates and Credentials Committee that current Student of Theology will be brought under these new guidelines as well with the provision that any already-existing mentoring relationships will be honored.

- Current Students of Theology will have until the fall 2012 meeting of presbytery to firm up their mentoring relationship (see I.B. above).
- Current Students of Theology and their Mentors will be expected to file reports as described above.

Procedure for Bringing Students of Theology Under the Care of Presbytery

- A. Authority. Presbytery has the authority to “receive under its care students of theology as candidates for the ministry” (*Form of Government*, XII.B.2.i).
- B. Definition of a Student of Theology. A student of theology is a man who has been taken under the care of Presbytery to study for the Christian ministry, who has met the criteria set for becoming a student of theology under the Extraordinary Clause (16.02), and who has clearly stated that he has been called to the ministry of the Word and Sacraments.
- C. Examination and Acceptance of Candidates for Ministry. The Committee on Candidates and Credentials shall examine candidates concerning their motives for entering the ministry, their character, their Christian experience, their mental ability, and their general fitness for ministry. If approved by the committee, the candidate will give before the Presbytery a testimony of his personal relationship with Christ and his reasons for desiring to be received. Upon the approval of the committee's recommendation to sustain the examination, the moderator shall conduct a recognition service for the newly received student of theology.
- D. Recognition Service for a Student of Theology. The student of theology shall stand before the moderator, who shall ask the following questions, to which the candidate shall give an affirmative answer:

“The Presbytery, having approved your testimonials and having sustained your examination, now requires you to answer the following questions:

1. **Do you, as far as you know in your heart, believe yourself to be called to the Christian ministry?**
2. **Do you promise in reliance upon the grace of God to maintain a Christian character and to be diligent and faithful in making full preparation for the Gospel ministry?**
3. **Do you promise to submit yourself to the proper supervision of the Presbytery in matters concerning your preparation for the Gospel ministry?**

4. Do you desire to be received by this Presbytery as a candidate for the Christian ministry in the Associate Reformed Presbyterian Church?"

With the candidate kneeling, the moderator or a person designated by him shall offer an appropriate prayer, after which the moderator shall say

"In the name of the Lord Jesus Christ, the great King and Head of the Church, I do now, by the authority of Second Presbytery, declare that you are acknowledged and received as a student of theology under the care of Second Presbytery, and I now direct that your name be recorded on the roll of this Presbytery as a candidate for the Gospel ministry."

The moderator shall here present to the student a Bible provided by the Presbytery for this purpose and say

"Take now this Bible, of which you are appointed an interpreter. Be diligent to study the things which are written therein, so that, as much as in you lies, you may faithfully and truly teach the Good News of the grace of God."

The moderator, on behalf of the Presbytery, shall extend the right hand of fellowship.

Students of Theology Report

**MINISTRY ACTIVITY REPORT
SECOND PRESBYTERY
CANDIDATES AND CREDENTIALS COMMITTEE**

December Report_____

(Use additional pages if needed)

June Report_____ (check one)

NAME (STUDENT OF THEOLOGY): _____

MINISTRY LOCATION:

TARGET AUDIENCE:

DESCRIPTION OF MINISTRY (Include dates ministry conducted since last report):

SELF-EVALUATION (in this section, include remarks about the following: gifts you have employed in this ministry and spiritual fruit resulting from this ministry; explain how this ministry confirms your sense of calling, how you are growing spiritually, and how your mentor has contributed to your spiritual formation).

FORMS

The Associate Reformed Presbyterian Church

INSTRUCTIONS

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2. Some Presbyteries have a minimum salary. In some cases, travel allowance and other allowances may be included in the minimum salary. The call should state exactly how these allowances are to be treated.
3. Tax laws and the provisions of our retirement plan should be considered very carefully. The manner in which salary and allowances are stated in the call could unduly penalize the pastor. Under the present tax laws, there is no tax advantage to the pastor in having a separate travel allowance. Such an allowance is taxable income. The housing allowance (including utilities), however, is not taxable income, provided this is stated clearly in the call and the church budget. All such provisions should be carefully considered in stating the terms of the call.
4. The terms of the call should be reviewed carefully with the diaconate and the session before presentation to the congregation.
5. After the moderation of the call, including confirmation, the call should be forwarded to the Presbytery in the manner prescribed by the Presbytery. The congregation should appoint someone to represent the congregation at the meeting of the Presbytery at which the call is considered. This person should be authorized to make minor adjustments in the terms of the call if the Presbytery requires such adjustments. Major adjustments may require an additional congregational meeting.
6. After each annual review of the terms of the call, any changes in the terms of the call should be reported to the Presbytery.

ASSOCIATE REFORMED PRESBYTERIAN CHURCH
CERTIFICATE OF TRANSFER OF A STUDENT OF THEOLOGY

This is to certify that _____ is a student of theology in good and regular standing under the care of Second Presbytery, Associate Reformed Presbyterian Church. He is hereby dismissed at his own request to unite with _____, and is commended to their Christian love and fellowship.

By order of Second Presbytery, given on this _____ day of _____ in the year of Our Lord _____.

Stated Clerk
Second Presbytery

**Application For Acceptance As A
Student Of Theology Under Care Of Second Presbytery**

CREDENTIALS APPROVED BY SECOND PRESBYTERY on _____, 20____
Full Name _____ Date _____

First Middle Last

Telephone _____ E-mail _____

Permanent Home Address _____

Present Mailing Address _____

Father's Full Name _____ Father's Occupation _____

Is Father Living? _____

Mother's Full Maiden Name _____ Is Mother Living? _____

If neither parent is living, give name and address of nearest relative.

Name _____ Relationship _____

Address _____

Date of your birth _____ Place of birth _____

Have you any physical handicap? _____ Nature of handicap _____

General state of your health: Poor ____ Fair ____ Good ____ Excellent ____

RELIGIOUS DATA

Member of what congregation? _____

Name of Pastor _____ His address _____

ACADEMIC PREPARATION

(List all schools above grammar grade whether credits were earned or not.)

Name of Institution	Location	Dates	Diploma	Degree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

CREDENTIALS REQUIRED

1. Letter from pastor, session of home congregation and three other references, testifying to Christian character, active church membership, and general fitness for Christian service.
2. If married, a letter from his wife stating her support for his call and any concerns.
3. Complete official transcript of credits earned in college or university.
4. No applicant will be received by a Presbytery as a student of theology until he has completed two years of college or university work.

SUMMARY OF BUSINESS EXPERIENCE

Type of Work	Employer	Place	Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FINANCIAL SITUATION OF APPLICANT

1. Have you any current obligations other than for your education? _____ Amount _____
2. Are you in debt? _____ Amount _____ When due _____
3. Are you married? _____ Number of children, if any _____
4. Will you need financial aid while you are in the seminary? _____ Amount _____
5. Nature and amount of supplementary work desired: _____

LETTER OF APPLICATION

With this application, please submit a personal letter explaining background, home life and reasons for entering Christian service.

Signature of Applicant

NOTE: If at all possible, this blank is to be properly executed at least three months before the student's entrance to the Seminary, to be forwarded to the Dean of the Seminary at least one month before the beginning of the ensuing Seminary year.

Chapter Fifteen

Committee on Nominations

- A. Membership.** The membership shall consist of four (4) members. Members shall be nominated by the Committee on Nominations and elected in the Spring Meeting of Presbytery. The moderator is an ex-officio member. The stated clerk and individuals with particular capabilities may be invited by the committee to serve as advisory members.
- B. Term of Office.** Members shall be elected to serve a term of four (4) years and must take a sabbatical of one (1) year before being reelected. The members shall be nominated and elected in Spring Meetings. The term of committee members shall begin on July 1 following election and end on June 30 after four years of service.
- C. Officers and Duties.** The chairman is the presiding officer. The committee may elect other officers as needed. If the chairman cannot fulfill his duties, the moderator of Presbytery shall appoint a new chairman from the committee until an election can be held. The chairman of Presbytery's Committee on Nominations is Second Presbytery's representative to Synod's Committee on Nominations.
- D. General Duty.** The fundamental duty of the committee shall be to determine the best available persons to perform the Presbytery's work and to present their names to the Presbytery as candidates for election to the respective offices.
- E. Specific Duties.**
Nominate persons for all Presbytery offices (with the exception of vice moderator) which are vacant or become vacant.
- When securing the names of possible nominees for officers, chairmen, and members, the committee shall inform the clerks of session in the Presbytery and the standing committees of the opportunities to serve and request they make recommendations to the committee.
 - When making nominations, the committee shall cause all committee membership to have ministerial representation from Georgia and South Carolina and to be divided as equally as possible between ministers and laypersons.
 - When making nominations, the committee shall be mindful of the need for a lawyer to serve as a Trustee of Presbytery.
1. Nominate a representative to Synod's Executive Board.
 2. Nominate a representative to Synod's Board of Dunlap Orphanage.
 3. Secure the consent of each nominee prior to placing the person's name in nomination.
 4. Submit at the Spring Meeting of Presbytery the names of all nominees, along with the period of time each will serve.
 5. The committee's nominees shall not be binding on the Presbytery, and other nominations may be made from the floor with the consent of the person nominated.

6. The chairman of each standing committee and of the Board of the A.R.P. Manor shall be nominated to serve the length of his term, whether partial or full.
7. Provide the stated clerk with the names, addresses, telephone numbers, and, if available, e-mail addresses of each nominee.
8. Provide the stated clerk with a completed directory to be distributed with Presbytery's minutes.

F. Meetings. The committee shall meet annually on a date set by the chairman. The chairman may, with the consent of its members, have meetings using conference calls and other electronic means or summon the members to a called meeting, giving a one-week notice and informing the members of the purpose of the meeting.

G. Quorum. A quorum shall consist of three (3) committee members with voice and vote.

F. Participation by Committee Members. Upon accepting a nomination for committee membership, the nominee declares to the Presbytery that he will participate in all meetings of the committee unless he has a valid excuse. A member of a standing committee who does not participate in two (2) consecutive regular committee meetings may be replaced unless he presents a valid excuse. Should the excuse not be accepted or should no excuse be offered, the committee may request that the stated clerk send a letter of dismissal to the former member and to advise the Committee on Nominations to nominate a candidate for that vacancy at the next meeting of Presbytery to complete the term.

I. Reports. The committee shall make a report at the Spring Meeting of Presbytery. A copy of the report, ready for printing, shall be delivered to the stated clerk on or before February 20 for inclusion in the stated meeting packets.

J. Budget Requests. Budget requests shall be made annually to the Committee on Stewardship on or before September 1 each year. The request shall be in writing and signed by the chairman.

K. Committee Expenses. Committee members may be reimbursed for their committee expenses within the committee's budget allocation. When requesting reimbursement, the member must use the voucher at the end of Chapter 17. The chairman is to make vouchers available at every meeting.

Chapter Sixteen

Committee on Stewardship

- A. Purpose.** To promote sound stewardship of Presbytery's funds and assets by managing all matters related to budgeting and finances. To that end, the committee shall
1. Encourage financial support and stewardship from the congregations of Presbytery.
 2. Cooperate with Synod's Board of Stewardship to promote among the churches of Presbytery the denominational ministry of the General Synod.
 3. Make projections, recommend allocations and disbursements, hold in trust, and manage all assets and funds received or dispersed by Presbytery.
 4. Prepare an annual budget for the Presbytery and submit that budget for approval at the Fall Meeting.
 5. Make a recommendation at the Fall Meeting for the per capita assessment.
 6. Recommend to Presbytery (or, in case of an emergency, to the Executive Committee) for approval all expenses not covered by Presbytery's annual budget.
- B. Membership.** The membership shall consist of four (4) members, equally divided when possible between ministers and laypersons, nominated by the Committee on Nominations and elected at the Spring Meeting of Presbytery. The Committee on Nominations shall nominate one of the committee members to serve a minimum term of two (2) years as chairman. Ex-officio members shall be the moderator, the treasurer of Presbytery, the treasurer of Presbyterial, and Presbyterial's chairman of Spiritual Life. Advisory members shall be the stated clerk of Presbytery and any invited to serve in that capacity.
- C. Term of Office.** Members shall be elected to serve a four-year term and must take a sabbatical of one (1) year before being reelected. The term of elected committee members shall begin on July 1 following election and shall end on June 30 after four (4) years of service.
- D. Officers and Duties.** The chairman is the presiding officer and shall be a member of the court. The vice chairman, elected from its members, shall serve a one-year term and preside in the absence of the chairman and perform other duties assigned by him. The secretary, elected from its members, shall serve a one-year term and take, publish, and preserve the minutes of each committee meeting.
- E. Meetings.** The committee shall meet annually at a time and place chosen by the chairman. The chairman may summon the members to a called meeting by giving a notice of one (1) week and informing the members of the purpose of the meeting.
- F. Quorum.** A quorum shall consist of three (3) voting members.
- G. Attendance by Committee Members.** Upon accepting a nomination for committee membership, the nominee declares to the Presbytery that he will attend all meetings of the committee unless he has a valid excuse for his absence. A member of a standing committee who is absent from two (2) consecutive regular committee meetings is to be replaced unless

he presents a valid excuse. Should the excuse not be accepted or should no excuse be offered, the committee shall request the stated clerk to send a letter of dismissal to the former member and to advise the Committee on Nominations to place the name of a candidate in nomination for that vacancy at the next meeting of Presbytery, stated or called, to complete the term.

- H. Reports.** The committee shall make a report at the Fall Meeting of the Presbytery, a copy of which, ready for printing, shall be delivered to the stated clerk on or before September 15 for inclusion in the stated meeting packets.
- I. Budget and Expenditure Requests.** The Committee on Stewardship shall receive budget requests annually from the officers and standing committees of Presbytery, including itself. The requests shall be in writing, signed by the officers or committee chairman or his designee, and received on or before September 1. All other funding requests are expected to be presented to the committee in time to give complete consideration to the request and to make a recommendation to Presbytery.
- J. Committee Expenses.** Committee and advisory members may be reimbursed for expenses within the committee's budgeted allocation. When requesting reimbursement, the member must use the voucher given below.

**Expense Voucher
Second Presbytery**

Name: _____

Address: _____

Purpose: _____

Travel: _____ miles @ _____ per mile \$ _____

Lodging: _____ nights @ _____ per night _____
(Receipts must be attached.)

Meals: _____ meals Total Meals _____
(Receipts must be attached.)

Telephone: (Log with costs must be attached.) Total Telephone _____

Other: _____

Date(s): _____

Total Expense \$ _____

Signed: _____
(Committee Member)

Approval

Expenses to be Paid From: _____
(Account to be Drawn From)

Authorized Signature: _____ Date: _____
(Committee Chairman/Presbytery Officer)

Mail this completed form to the Treasurer, Second Presbytery.

Chapter Seventeen

Committee on Accountability and Support

A. Function of the Committee.

1. Provide oversight and assistance in a pastoral manner to the churches with regard to the maintenance of Session Records and the filing of required reports.
2. Encourage representation and participation in the higher courts of the church.
3. Encourage participation in giving to Presbytery and Denominational Ministry Funds.

B. Organization.

The Committee on Accountability and Support shall consist of six (6) regular members {three (3) ruling elders and three (3) teaching elders}, nominated by the Committee on Nominations and elected by the Presbytery. Members shall serve terms of four years in rotation, and members may succeed themselves. The Chairman of the committee shall be nominated by the Committee on Nominations and shall be one of the six members.

C. Duties.

1. Examine and report on Session Records of the churches once a year, approximately one half of the churches at the Fall Meeting and the remaining churches at the Spring Meeting.
2. The Presbytery is divided into districts. The districts are given in Appendix C.
3. When irregularities are found, they shall be reported to the appropriate committee. (see *Appendix B*)
4. The committee is encouraged to examine records prior to the stated meetings and report on them at the appropriate meeting.
5. Make recommendations concerning the Session Records as deemed necessary.
6. Have the Session Records signed by the examining member of the Committee on Accountability and Support.
7. Review the annual reports of churches to Presbytery and Synod.
 - a. Determine the congregations' support of Presbytery and Denominational Ministry funding and encourage congregations to follow established guidelines and goals.
 - b. Determine congregations' participation in insurance and retirement programs for the minister.
8. Work with congregations who fail to submit acceptable Session Records or reports to Presbytery and Synod two (2) or more times in three (3) years. Seek to identify ways to help those congregations fulfill their reporting requirements by providing consultants, workshops, or recommendations to Presbytery.
9. Submit reports to the Clerk of Presbytery on or before February 20 and September 15 for inclusion in the stated meeting packets.
10. Report at the Spring and Fall Meetings of Presbytery and at other times as needed.

NOTE: The Committee on Accountability and Support shall be careful to work with the other committees of the Presbytery and shall avoid infringing upon the work and responsibilities of other committees

Appendix A

Rules for Meetings of the Session

(To be pasted inside the Sessional Record)

1. Meetings of the session are to be opened and closed with prayer.
2. The names of the elders present are to be recorded.
3. Meeting should be held regularly, at least once a month.
4. Financial reports are to be incorporated twice a year.
5. Delegates to Presbytery are required to report to the session.
6. Minutes are to be signed by both the moderator and the clerk.
7. A copy of these rules is to be place in each record book.

**Appendix B
SECOND PRESBYTERY
EXAMINATION OF SESSIONAL RECORDS**

CHURCH

<u>Item</u>	<u>Checked</u>	
Name on Outside.....	Yes	No
Rules Pasted Inside.....	Yes	No
Statement of the Mission of the Church.....	Yes	No
Monthly Meetings.....	Yes	No
Time and Place of Meetings.....	Yes	No
Names of Officers Present.....	Yes	No
Stated Quorum Present.....	Yes	No
Names of Representatives, Observers, Guests.....	Yes	No
Opening and Closing Prayer.....	Yes	No
Minutes Approved.....	Yes	No
Minutes Signed by Moderator and Clerk.....	Yes	No
Budget Included.....	Yes	No
Reports of Presbytery Delegate to Session.....	Yes	No
Minutes of Congregational Meetings.....	Yes	No
Copy of the last Statistical Report	Yes	No
Neatness.....	Yes	No

Comments: _____

Checked by: _____

Title: _____ Date: _____

Accountability and Support Committee
List of Churches by Area
Revised August 2011

Area 1

Abbeville/ Mt. Carmel
Bethlehem
Cedar Springs
Due West
Generostee
Greenwood
Iva
Lower Long Cane
McCormick
Troy
Young Memorial

Area 2

Devenger Road
Greenville
Oconee
Redeemer
Spartanburg
The Bridge
Travelers Mission
Unity
Clemson Korean
Mission

Area 3

Faith
Highlands
Hopewell
Peachtree Corners
Tucker
White Oak

Area 4

Augusta, First
Bethel
Ebenezer
Johnston
Louisville
Thomson
Wrens

Area 5 –

Cannon's Creek/Prosperity
Newberry
Ora
Providence

Chapter Eighteen

Liaison to World Witness

- A. Selection of the Liaison to World Witness.** The liaison shall be nominated by the Committee on Nominations at the Spring Meeting and elected at that meeting.
- B. Term of the Liaison.** The liaison shall serve a four-year term beginning on July 1 and ending on June 30 after four (4) years of service. If he is unable to fulfill the duties of his office, the Moderator will appoint a replacement to complete the term.
- C. Duties of the Liaison to World Witness.**
1. Foster, nurture, and sustain a high level of interest in and support of world missions within the churches of the Presbytery.
 2. Coordinate visits of World Witness missionaries and staff among the churches of the Presbytery.
 3. Assist local churches in their planning of world missions conferences and ARP World Witness activities.
 4. Inform the Presbytery of any extraordinary needs of World Witness missionaries.
 5. Offer special encouragement to missionary candidates within the Presbytery.
 6. Serve as member of the Presbytery Executive Committee.
 7. Serve as an advisory member of the Board of World Witness as defined by Synod or the Board of World Witness.
 8. Perform other duties as required by Presbytery.

Chapter Nineteen

Trustees of Presbytery

- A. Membership.** The membership shall consist of four (4) individuals, one of whom shall be, if possible, a lawyer. Members shall be nominated by the Committee on Nominations and elected at the Spring Meeting of Presbytery. In making nominations, the Committee on Nominations shall, insofar as possible, cause the membership to be divided equally between ministers and laypersons. The stated clerk shall serve as secretary of the Trustees.
- B. Term of Office.** Members shall be elected to serve a term of four (4) years and must take a sabbatical of one (1) year before being reelected. They shall be divided into classes of one (1) so that one (1) new trustee shall be elected each year. The term shall begin on July 1 following election and end on June 30 after four (4) years of service.
- C. Duties.** The duties of the Trustees of Presbytery are set forth in the *Form of Government*, III.B.7 (q.v.) and in XII.B.2.g (q.v.). Under these guidelines, the Trustees of Presbytery are authorized by the Presbytery to
1. Advise and counsel the Presbytery concerning the buying, selling, mortgaging, or leasing of any real property by a congregation over which the Presbytery has control or jurisdiction.
 2. Purchase and hold title to property on behalf of a mission congregation until the mission is organized as a congregation.
 3. Submit contracts obligating the Presbytery to a lawyer for review before presenting them to the Presbytery.
 4. Sign and execute, after the approval of Presbytery, documents relating to the buying, selling, mortgaging, or leasing of any real property by a congregation over which the Presbytery has control or jurisdiction.
- D. Officers and Duties.** The stated clerk shall serve as secretary and take, publish, preserve and report the minutes to the Presbytery, and place a copy in Presbytery's files. The stated clerk is an ex-officio member of the committee.
- E. Meetings.** The Trustees shall meet upon receiving from the stated clerk a congregation's or Presbytery's request for action.
- F. Quorum.** A quorum shall consist of three (3) Trustees.
- G. Budget Requests.** Budget requests, in writing and signed by the chairman or the chairman's designee, must be made annually to the Committee on Stewardship on or before September 15.
- H. Reports.** The Trustees shall report when necessary.
- I. Committee Expenses.** The trustees may be reimbursed for their expenses within their budget allocation. When requesting reimbursement, they must use the voucher at the end of Chapter 17.

Chapter Twenty

Moderator's Committees

- A. **Moderator's Committees.** The moderator shall appoint, along with a chairman, for the Spring and Fall Meetings, a **Committee on Excuses** and a **Committee on Resolutions, Memorials, and Reports**.

- B. **Committee on Excuses.** The committee shall consider the reasons, presented in writing, of the ministers, elder delegates, licentiates, and students of theology who need to be excused from all or any portion of a stated meeting and shall make recommendations to excuse those whose reasons are deemed valid.

- C. **Committee on Resolutions, Memorials, and Reports.** The committee shall consider all resolutions, memorials, and reports placed before it by the Presbytery and shall offer to the Presbytery recommendations regarding them. In addition, the committee shall express the Presbytery's gratitude to those individuals and groups which have in some noteworthy way rendered service to the meeting of Presbytery.

Chapter Twenty-One

Manual of Procedure

- A. Status.** The *Manual of Procedure* is to serve as a guideline for the authority and the performance of duties of the Presbytery. Precedence shall be given to the *Form of Government*.
- B. Amending the Manual.** Standing committees, members of the court, and the session of any congregation of Second Presbytery may propose amendments to the *Manual of Procedure*.
1. Proposed amendments may be offered as motions to Presbytery.
 2. The Presbytery, after hearing and debating the amendment, shall defer voting on it until the following stated meeting of the Presbytery, when it may be read and debated again.
 3. Ratification of the amendment requires a majority vote of the members of Presbytery.
 4. The stated clerk shall incorporate into the *Manual of Procedure* any amendment which has been ratified by a majority vote of the Presbytery and shall distribute a copy of the amended section or chapter to the members of Presbytery.

C. Revising of the Manual.

1. The *Manual of Procedure* shall be revised at least once every five (5) years.
2. The moderator shall appoint an editorial committee which, in cooperation with the boards and standing committees of Presbytery, shall draft the revision of the manual.
3. In the year prior to the adoption of the revision, the editorial committee shall deliver to the Presbytery a draft of the revised manual for its review and recommendations.
4. In the year prior to the effective date of revision, the Presbytery shall adopt the revised manual at its Fall Meeting.
5. The revised manual shall go into effect the following January 1.

NOTE: The stated clerk shall maintain the newly revised *Manual of Procedure* and distribute copies to members of the Presbytery.

- D. Committee Expenses.** Committee members may be reimbursed for their committee expenses within the committee's budget allocation. When requesting reimbursement, the member must use the voucher at the end of Chapter 17.