

Manual Of Procedure

**Northeast Presbytery
General Synod
Associate Reformed Presbyterian Church**

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Effective July 1, 2006
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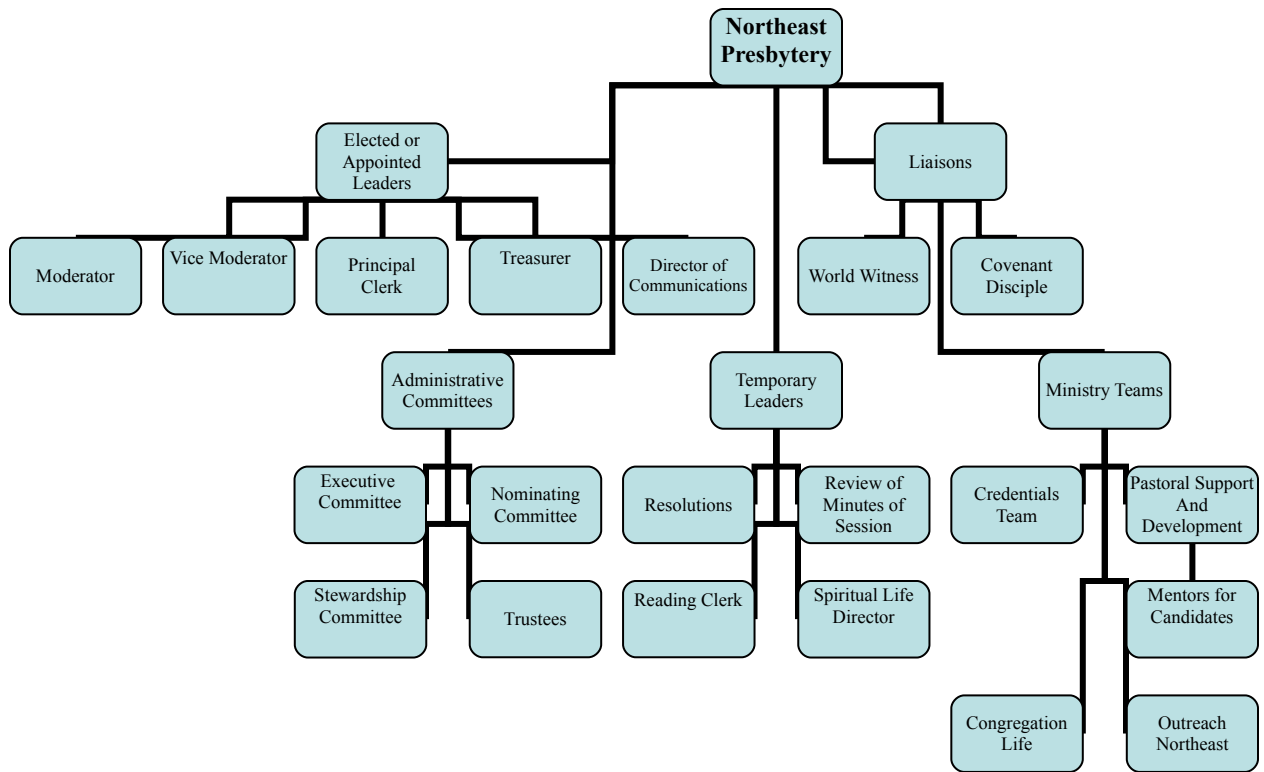


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Chapter 1. Meetings of Presbytery

A. General

1.01 The Presbytery will hold two stated meetings¹ each year, ordinarily on the first Thursday and Friday of March and the second Thursday and Friday of October.

1.02 Stated meetings will be held in Churches of Presbytery when invited. Congregations will submit an invitation to the Principal Clerk specifying the meeting of Presbytery they would prefer to host. In the event no invitations are received, the Principal Clerk will request several Congregations to consider inviting the Presbytery. At the stated meeting, at the recommendation of the Executive Committee, the Presbytery will select a location for the next meeting, from among the invitations received. Host congregations will serve a noon meal on Friday, for which the members of Presbytery will be invited to make a donation.

1.03 In accord with the Form of Government, Presbytery may conduct adjourned meetings² and called meetings³ (which may be telephonic).

1.04 Active non-delegate Ruling elders who attend meetings of the Presbytery are automatically given the privilege of the floor and are invited to participate in the meeting, but without vote.

B. Program

1.04 The Principal Clerk will prepare a Program for each meeting of Presbytery after having consulted with the Minister or (in the absence of a Minister) an elder of the host congregation. He will submit the Program to the Executive Committee for approval not less than two week prior to the stated meeting.

1.05 The Principal Clerk will send a copy of the Program to each member of Presbytery to arrive not less than one week prior to the stated meeting. The Principal Clerk will be responsible to provide additional printed copies of the recommended Program at the stated meeting.

1.06 Ordinarily the stated meeting will follow the following order:

SESSION ONE (THURSDAY)

AFTERNOON MEETING

Registration

Opening Prayer

Calling of the Roll

Declaration of a Quorum

Approval of the Program

Recognition of Guests

Welcome from the Host Congregation

Introduction of Spiritual Life director

¹ See FOG XII., C., 5.

² See FOG XII.C., 5.

³ See FOG XII., C., 6 & 7

Season of Sharing and Prayer
 Recess for Supper

EVENING MEETING

Presbytery Reconvenes (Nominal time of 7:00 PM)
 Appointment of Moderator's Committees
 Resolutions
 Review of Sessional Minutes
 Other (as needed)
 Appointment of Reading Clerk
 Election of Officers (Spring Stated Meeting)
 Introduction and confirmation of the Vice-Moderator and Director of
 Communication (Fall Stated Meeting)
 Report of the Executive Committee
 Reports of Ecclesiastical Commissions
 Report of the Treasurer
 Report of the Principal Clerk
 Approval of past Minutes of Presbytery
 Review of Correspondence Received
 Reading of proposed Amendments to the FOG
 Worship Service and Holy Communion
 Recess for refreshments and fellowship
 MEETING OF MINISTRY TEAMS AND COMMITTEES (AS NEEDED)

SESSION TWO (FRIDAY)

FIRST MEETING

Presbytery reconvenes
 Season of Praise and Thanksgiving
 Recess for refreshments

SECOND MEETING

Presbytery reconvenes
 Address of Moderator
 Reports of Presbytery's Liaisons
 Reports of Ministry Teams
 Reports of Administrative Committees
 Additional Old Business
 New Business
 Reports of Moderator's Committees
 Selection of Location of future meetings
 Adjournment
 Singing of Psalm 133
 Apostolic Benediction

1.07 Orders of the Day will ordinarily be established when the Program is considered. The time of the Order of the Day for lunch during Session Two (Friday) will be recommended after consultation with the host congregation.

1.08 The Executive Committee may invite a guest speaker in order to emphasize some aspect of the work of the General Synod. This presentation will be included in the Program.

Chapter 2. Ministry to Presbytery

2.01 Every minister and ruling elder will consider how he may best fulfill his calling by ministry in the presbytery as well as in the local congregation. This may be as an officer of presbytery, on an administrative committee of presbytery, a ministry team, a moderator's committee, or a special committee or ecclesiastical commission of presbytery, as a presbytery liaison, or as a team member for some special ministry activity.

2.02 Each year the Nominating Committee of presbytery will invite each member of presbytery to indicate an area of ministry where he would prefer to be in service, based on his spiritual gifts, passion, experience, and interests. As far as is possible, ministers and ruling elders will be nominated to serve in specific positions based on their personal preferences for ministry to the Presbytery.

Chapter 3. Leadership of Presbytery⁴ -- Officers

A. General

3.01 Eligibility. Any Minister, as a member of the Presbytery, is eligible to the offices of Presbytery. Any Ruling Elder from member-congregations of the Presbytery may be elected by the Presbytery to serve as an officer of Presbytery. Any Minister, Ruling Elder, or qualified member in good standing of a Congregation in the Presbytery may serve in the offices of Treasurer and Director of Communications.

3.02 Election/Appointment. Presbytery elects its officers at the Spring stated meeting. The Moderator is elected to serve one year. The Principal Clerk and Treasurer are elected to serve three years. The Vice-Moderator and Director of Communications are appointed by the Moderator with the concurrence of the Presbytery and serve for one year.

3.03 Term of Service. The term of service for all officers begins July 1 and continues through the following June 30.

B. Moderator

3.04 The Duties of the Moderator are as follows:

- a) Call to order and preside over the meetings of Presbytery.
- b) Announce the business before the court.
- c) State and put all questions properly before the Presbytery.
- d) Take any vote and announce results.
- e) Decide all questions of order, subject to an appeal to the house by any two members.

⁴ See FOG XII., C., 4.

- f) Appoint a Vice-Moderator, a Director of Communications, a Reading Clerk and a Spiritual Life Director.
- g) Appoint Moderator's Committees.
- h) Serve as the Chairman of the Executive Committee.
- i) Deliver an appropriate address at the opening of the Presbytery or appoint someone else do so⁵.
- j) Appoint Moderators for Sessions of vacant churches and provisional sessions.
- k) Appoint Moderators for Provisional Sessions of Mission Churches.
- l) Appoint pro-tem members of Committees and Teams to serve between meetings of Presbytery.

C. Vice Moderator

3.05 Duties of the Vice Moderator are as follows:

- a) Assist the Moderator as requested to do so.
- b) Serve as a member of the Executive Committee.
- c) Assume the duties of the Moderator in his absence.

D. Principal Clerk

3.06 The Duties of the Principal Clerk are as follows:

- a) In preparation for meetings of Presbytery
 - a. Consult with the Minister or (in the absence of a Minister) a Ruling Elder of the host congregation about arrangements for the meeting of Presbytery
 - b. Prepare a Program for each meeting of Presbytery
 - c. Submit the Program to the Executive Committee for approval to arrive not less than two week prior to the stated meeting.
 - d. Give at least ten days notice of all Presbytery Meetings.
 - e. Send the Program and Reports to each member of Presbytery to arrive not less than one week prior to the stated meeting.
 - f. Provide printed copies of the recommended Program at the stated meeting
- b) At Presbytery meetings
 - a. Record all proceedings of meetings of Presbytery.
 - b. Keep a record all unfinished business to come before the court.
 - c. Serve as parliamentarian.
- c) Ongoing duties
 - a. Review the Minutes of Synod and call to the attention of Presbytery and local congregations the actions, recommendations, and directives that relate to Presbytery and congregations.
 - b. Keep a roll with the addresses of the members, candidates for the ministry, licentiates, and approved supplies.
 - c. Receive and record documents acted upon by the court.
 - d. Sign all official papers.
 - e. Send and receive all official communications on behalf of the Presbytery
 - f. Publish the Minutes.

⁵ See FOG XII., C., 5.

- g. Serve as custodian for all Presbytery records and send a copy of all Minutes to the repository recommended by the General Synod.
- h. Serve as a member and secretary of the Executive Committee.
- i. Notify Synod's Boards and Committees of the name and address of the responsible liaison in Northeast Presbytery.
- j. Keep a current calendar of Synod and Presbytery events so that where possible, conflicting meetings may be avoided.
- k. Upon request by committee chairman and team leaders, prepare and mail meeting notices and/or reports.
- l. Inform by letter all those have been elected to Presbytery Committees and appointed to Ministry Teams.
- m. Notify Chairmen and Team Leaders of new members with addresses and phone numbers.
- n. Prepare the official role for Northeast Presbytery for the meeting of General Synod.
- o. Serve as Presbytery's contact person for Synod's Board of Annuities and Relief.
- p. Maintain a List of Sessional Records of Congregations of Presbytery that indicate which are required to be examined at each stated meeting, which are delinquent in presenting records, which have been examined and approved without exception, and which have been examined with exceptions or notations.⁶
- q. Inform Sessions of the findings of Presbytery regarding their Records and request that those with exceptions or notations respond to the findings.
- r. Maintain a permanent record of attendance at meetings of Presbytery which indicates what Ministers have attended and what Congregations have sent Elder Representatives, at each meeting of Presbytery.

E. Treasurer

3.07 Duties of the Treasurer:

- a) Serve as the custodian of all funds committed to the Presbytery.
- b) Maintain an up-to-date and accurate record of all receipts and disbursements.
- c) Make a financial report to the Presbytery at each stated meeting.
- d) Assist the Committee on Stewardship in the development and supervision of an annual budget.
- e) Serve as a member of the Presbytery Council.
- f) Serve as an ex-officio member of the Committee on Stewardship.

F. Director of Communications

3.08 The Director of Communications is responsible to develop and maintain an information sharing network among Ministers and officers of churches within the Presbytery and to establish and update an electronic page to provide to all interested parties, information about the Presbytery and the denomination, with a special focus on inviting and encouraging inquirers to visit local congregations of Presbytery.

Chapter 4. Administration of the Presbytery

⁶ See MOP para. 7.04

A. Executive Committee

4.01 Purpose. The Executive Committee insures that the Presbytery has a clear understanding of its purpose and that all elements of the Presbytery operate collaboratively and expeditiously.

4.02 Membership. The Executive Committee is composed of the Moderator, Vice-Moderator, Principal Clerk, along with the four Ministry Team Leaders, the two Presbytery Liaisons, the chairman of the nominating committee and of the stewardship committee, the Director of Communications (*ex officio* member) and the Spiritual Life Director for the next stated meeting. A quorum will consist of a majority of the elected officers (2) plus a majority of the Ministry Team leaders (3). The Treasurer serves as an *ex officio* member.

4.03 Meetings. The Executive Committee will meet telephonically not less than two week prior to the stated meeting at which time it will review for approval, the Program as submitted by the Principal Clerk and discuss issues related to the next meeting of Presbytery. The Executive Committee may meet at the call of the Moderator or in response to a request from two members of the Council.

4.04 Authority. The Executive Committee is empowered to act in behalf of Presbytery in all routine matters of business. The Committee will report their activities to the next stated meeting of the Presbytery.

4.05 Duties.

- a) Develop and recommend a Presbytery long-range (strategic) plan;
- b) Develop an annual ministry plan that articulates the actions the Presbytery intends to take to fulfill its purpose in the next year;
- c) Coordinate the activities of the various leaders, liaisons, and ministry teams of presbytery;
- d) Review issues which are projected to arise at each meeting of Presbytery to determining the most expeditious way to address them;
- e) Recommend the Program for the next meeting of Presbytery.

B. Nominating Committee

4.06 Purpose. The Nominating Committee assists members of the Presbytery to find the place of service that would best enable them to use their spiritual gifts, passion, experience, and interests in service to the Presbytery, while insuring that all ministry opportunities in the Presbytery are filled.

4.07 Membership. The Nominating Committee shall be composed of a Chairman and at least three (3) additional members. A quorum shall consist of three members. The Chairman of the Nominating Committee shall be Northeast Presbytery's representative to the General Synod's Committee on Nominations. Members shall serve for a term of three (3) years, and may be elected to serve consecutive terms. When possible, this Committee shall have a balance of Ruling Elders and Ministers.

4.08 Selection. Members shall be chosen annually from the Presbytery at large in view of special interests or abilities, at the April stated meeting. First nominees for each position will be submitted to Presbytery by the outgoing Nominations Committee.

4.09 Duties.

- a) Survey all ministers and sessions of Presbytery inviting members to indicate an area of ministry in the Presbytery to which they would prefer to be assigned, based on their spiritual gifts, passion, experience, and interests⁷;
- b) Determine the best available persons to perform Presbytery's work and consult with potential nominees to determine their willingness and availability to serve.
- c) Present the slate of nominees to the Presbytery at the April stated meeting for election to the respective office, committee or ministry team.

C. Stewardship Committee

4.10 Purpose. The Stewardship Committee insures that adequate financial resources are raised and allocated to the various officers, ministry teams, committees, and liaisons based on Presbytery's priorities

4.11 Membership. The Stewardship Committee shall be composed of a Chairman and at least three (3) additional members. A quorum shall consist of three members. The Treasurer of Northeast Presbytery shall be an ex-officio member. The Chairman of the Stewardship Committee shall be Northeast Presbytery's representative to the General Synod's Board of Stewardship. Members shall serve for a term of three (3) years, and may be elected to serve consecutive terms. When possible, this Committee shall have a balance of Ruling Elders and Ministers.

4.12 Selection. Members shall be chosen annually from the Presbytery at large in view of special interests or abilities, at the April stated meeting. First nominees for each position will be submitted to Presbytery by the Nominations Committee.

4.13 Duties.

- a) Receive budget request for the following year by the first day of September of the present year from all officers, ministry teams, committees, and liaisons;
- b) Prepare and present the Presbytery's annual budget at the fall stated meeting;
- c) Inform Ministers and member congregations of the annual budget and solicit voluntary commitment information;
- d) Inform the Executive Committee of voluntary commitments to the annual budget.

D. Trustees of Presbytery

4.14 Purpose. The Board of Trustees of Northeast Presbytery acquires, holds and disposes of the real property of the Presbytery and acts legally on behalf of the Presbytery.

⁷ See Para. 2.02 above.

4.15 Membership. The Board of Trustees of Northeast Presbytery shall have at least four (4) members. The Trustees shall select their own Chairman and notify the Principal Clerk of the officer selected.

4.16 Members shall be chosen from the Presbytery at large in view of special interests and abilities. First nominees for each position will be submitted to Presbytery by the Nominations Committee. They shall be elected at an April meeting of Presbytery and shall serve a term of office of six years.

4.17 Duties:

- a) Receive and/or transfer real property on behalf of the Presbytery;
- b) Enter into purchasing and/or selling property on behalf of the Presbytery;
- c) Issue or receive mortgages on behalf of the Presbytery;
- d) Assist each church with issues related to deeds and plats.

Chapter 5 Presbytery Liaisons

5.01 Presbytery will select an individual to serve as a liaison in the area of world missions and as a liaison in the area of Christian Education. Liaisons facilitate communication and understanding among the congregations of Presbytery and between Northeast Presbytery and the General Synod, other A.R.P. Presbyteries, and NAPARC churches, which may also be within the geographical boundaries of Northeast Presbytery. Liaisons shall be elected at the April stated meeting and serve for a two (2) year term. First nominees for each position will be submitted to Presbytery by the Nominations Committee.

5.02 The work of the liaison in all other areas of ministry will be done by Ministry Team leaders or the Principal Clerk.

5.03 The existence of liaisons in these two areas affirms our belief in the importance of staying fully abreast of and promoting the Lord's work in these ministries. It also suggests that actions in these areas are best done by local congregations.

5.04 A Presbytery Liaison is responsible for the following:

- a) To communicate with representatives from presbytery's congregations about the congregation's activities in the area of his interest;
- b) To communicate with the Boards of General Synod both to keep them informed about Presbytery's activities in their area of interest and to stay informed about activities the Synod is conducting.

5.05 Liaisons will report to stated meetings of Presbytery as well as provide information to the Director of Communications to convey to member Congregations and Ministers

Chapter 6. Ministry Teams

A. General

6.01 Ministry Teams collect information, consider alternatives, make recommendations, develop plans, organize and sponsor/conduct activities by which the Presbytery fulfills its purpose.

6.02 Leadership. Presbytery will elect a Leader for each Ministry Team at the Spring stated meeting. A first nominee will be submitted to Presbytery by the Nominations Committee. Ministry Team Leaders will serve for a term of three years, and may be elected to serve consecutive terms. Leaders are responsible for assembling and organizing the team, delegating responsibilities, calendaring activities, synchronizing activities and maintaining accountability.

6.03 Membership. Ministry Teams shall be composed of at least three (3) members, in addition to the Ministry Team Leader. A quorum shall consist of three (3) members. Members of each Ministry Team will serve for a term of three (3) years, and may be elected to serve consecutive terms. When possible, this Team shall have a balance of Ruling Elders and Ministers.

6.04 Selection. Members shall be chosen from the Presbytery at large in view of special interests or abilities. First nominees for each position will be submitted to Presbytery by the Nominations Committee.

6.05 Reports. Ministry Teams will submit a written report to Presbytery at each stated meeting which will be sent to members of the Presbytery with the Program.

B. Credentials Team

6.06 Purpose. The Credentials Team insures the soundness of all men being considered to become Candidates, Licentiates, and Ministers in the Presbytery. It examines them, presents and recommends them to the Presbytery for consideration. It oversees the constitutional procedures related to establishing pastoral relationships.

6.07 Duties.

- a) Examine and recommend enrollment of Candidates for the Ministry;
- b) Oversee the process of licensure of Candidates;
- c) Oversee the examination of a candidate for ordination;
- d) Examine Ministers requesting transfer to Northeast Presbytery.
- e) Examine for approval Ministers or laymen from another denomination who wish to be listed as eligible to supply pulpits of the Presbytery.

C. Pastoral Support & Development Team

6.08 Purpose. The Pastoral Support & Development Team insures that the needs for pastoral care, spiritual fellowship, and professional development of Ministers of the Presbytery are provided.

6.09 Team Leader. The Team Leader shall be the liaison with the Synod's Committee on the Minister and his Work.

6.10 Duties.

- a) Oversee the Service of Recognition of approved Candidates for the Ministry including the acquisition and presentation of a Bible;
- b) Recommend to the Moderator for his appointment, a Mentor for each Candidate;
- c) Oversee the work of Mentor of Candidates, review and present their reports to meetings of Presbytery;
- d) Counsel with Ministers, Licentiates and Candidates as to their personal, spiritual and professional needs;
- e) Make referrals and/or develop programs to meet the needs of Ministers;
- f) Review the annual reports of all Ministers laboring outside the bounds of Presbytery
- g) When necessary, to inquire into the reason for a failure to report or a failure to discharge the duties of the ministry and make appropriate recommendations to Presbytery;
- h) Provide pastoral visitation and care of retired Ministers.
- i) At each meeting of Presbytery, receive from the Principal Clerk the roll of Presbytery along with the requests from Ministers seeking to be excused from the meeting, and make appropriate recommendations regarding the disposition of all requests and for action related to ministers who are not present at the meeting. It shall return to the Principal Clerk the permanent record of attendance.
- j) Recommend dissolution of pastoral relations.
- k) Receive and respond to requests to dissolve pastoral relationships and provide recommendations for Presbytery action.
- l) Receive and respond to requests for the transfer of ministers from Northeast Presbytery to other fields of Christian service, and provide recommendations for Presbytery action.

D. Congregational Life Team

6.11 Purpose. The Congregational Life Team insures that the needs of Congregations of Presbytery are addressed with special focus on congregations without a Minister.

6.12 Duties related to congregations without a Minister.

- a) Maintain an approved list of Ministers, Candidates for the Ministry and Ruling Elders qualified to supply pulpits;
- b) Assist congregations without a minister to procure appropriate pulpit supplies;
- c) Assist congregations in the self-assessment in preparation for procurement of a Minister;
- d) Give guidance in the process of seeking and calling a Minister;
- e) Report to Presbytery on congregations without a Minister regarding the spiritual condition of those congregations, their progress in procuring a Minister, and the names of those who have supplied the pulpit and who are scheduled to supply the pulpit during the next six (6) months;
- f) When possible, assist congregations without a minister with issues related to sacraments and pastoral care including weddings and funerals.

6.13 Duties related to all congregations of the Presbytery.

- a) Receive informational reports from all churches and organizations (e.g. newsletters);
- b) Observe and report to Presbytery developing trends, significant programs and activities, and other needs in the lives of the local churches and other official organizations of the Presbytery;
- c) Work in concert with the Outreach Northeast Team to study the grouping of churches with a view towards determining the most effective pastoral service and preaching, and most effective ministry of the churches.
- d) At each meeting of Presbytery, receive from the Principal Clerk the roll of Presbytery along with requests from congregations seeking to be excused from the meeting, and make appropriate recommendations regarding the disposition of all requests and for action related to congregations who are not represented at the meeting. It shall return to the Principal Clerk the permanent record of attendance.

E. Outreach Northeast Team

6.14 Purpose. The purpose of the Outreach Northeast Team is to lead the Presbytery's collaborative efforts to reach and disciple men and women for Christ, to assimilate them into existing congregations, and to plant new congregations.

6.15 Duties.

- a) Develop strategic plans to plant new congregations in the bounds of Northeast Presbytery (and areas outside the bounds of any ARP Presbytery, as God's providence opens doors);
- b) Recruit mission developers (i.e. church planters) to plant new churches in the Presbytery and assist developers in receiving assessment and training;
- c) Maintain frequent communication with groups showing interest in being organized as a new congregation⁸;
- d) Maintain up-to-date information on mission developers and all new congregations within the Presbytery;
- e) Report vital information on all of the above to Presbytery;
- f) Keep Presbytery informed, through the Director of Communications and by reports to Presbytery on resources for church renewal, revitalization and evangelism.
- g) Recommend to the Moderator, names of elders to serve on provisional sessions.
- h) Recommend of Provisional Sessions for Mission Congregations to the Presbytery.
- i) Receive and respond to inquiries from organized congregations seeking affiliation with Northeast presbytery and provide recommendations for Presbytery action.

Chapter 7. Temporary Leadership

A. General

⁸ See F.O.G. III. C.

7.01 The Moderator of Presbytery will appoint members of the court to serve in roles requiring temporary (i.e. for the duration of a specific meeting of Presbytery) leadership. Moderator's Committees are responsible to review material referred to them and make recommendations to the court.

B. Moderator's Committee on Resolutions

7.02 The Resolutions Committee will acknowledge and thank all those responsible for the comfort and welfare of Northeast Presbytery during its meetings. It will make a partial (informal) report during the special order for lunch on Friday.

C. Moderator's Committee on the Review of Minutes of Session

7.03 The Committee for the Review of Minutes of Session will receive from the Principal Clerk the Permanent List of Sessional Minutes along with all Minutes submitted at a particular meeting of Presbytery for review. It will examine records to insure that actions taken by Sessions are in accord with Westminster Standards and the Form of Government and records are kept according to the Rules for Sessional Records⁹. It will report to the Presbytery its findings in writing and also furnish the clerk a list of churches which were delinquent bringing their Sessional Records as required. The Clerk will maintain this information, inform Sessions of their delinquency, and request that they submit Minutes at the following meeting of Presbytery.

D. Reading Clerk

7.04 The Moderator will appoint a member of the court to serve as Reading Clerk for the duration of a meeting of Presbytery.

7.05 The Duties of the Reading Clerk are as follows:

- a) Assist the Principal Clerk as needed;
- b) Take role at meetings of Presbytery;
- c) Read reports to the court except when the report is presented by a representative of the committee;
- d) Ensure all members of the court have handouts and reports passed to them;
- e) Count the vote of the court when required

E. Spiritual Life Director

7.06 The Moderator shall appoint a Spiritual Life Director to minister during one specific stated meeting of Presbytery. The Moderator will make this appointment at the close of each meeting of Presbytery for service at the following meeting.

7.07 The duties of the Spiritual Life Director are as follows:

- a) Select a leader to plan and conduct the Thursday season of sharing and prayer;
- b) Select a preacher for the Thursday evening worship service and a Minister to officiate at the Holy Communion;

⁹ See M.O.P. Appendix B.

- c) Select a Minister or Elder to plan and conduct the Friday Praise and Thanksgiving service;
- d) Solicit and review specific prayer requests for people and situations of concern to members of the presbytery and bring those to the attention of the Presbytery at appropriate times;
- e) Coordinate with the host church for elder support for the service of Holy Communion and instrumental support for worship services.

Chapter 8. Special Committees and Ecclesiastical Commissions

A. General

8.01 The Presbytery may establish a Special Committee (*ad hoc*) or an Ecclesiastical Commission whenever the work of the Presbytery requires it. Ordinarily the Moderator or the Nominating Committee shall appoint members whenever authorized by the Court.

8.02 Special Committees and Ecclesiastical Commissions shall report to each subsequent meeting of Presbytery until they are dismissed by the Presbytery.

B. Special (*ad hoc*) Committees¹⁰

8.03 The Special Committee shall be convened by its first named member and shall organize at its first meeting, including electing a Chairman.

C. Ecclesiastical Commissions¹¹

8.04 An Ecclesiastical Commission of the Presbytery is a body appointed and empowered by Northeast Presbytery to examine, consider, and conclude certain designated business.

8.05 Membership of an Ecclesiastical Commission shall be composed of no fewer than three (3) members, consisting of at least two (2) Ministers and one (1) Ruling Elder. When an Ecclesiastical Commission is to hear a judicial case, it shall be composed of no fewer than five (5) members at least three (3) of which shall be Ministers and two (2) Ruling Elders. A judicial case brought before Northeast Presbytery may, with consent of the parties, be committed to the judgment of an Ecclesiastical Commission. In such cases, the Commission appointed must be satisfactory to both parties.

8.06 Duties:

- a) Act on behalf of Presbytery
 - a. to take testimony in judicial cases;
 - b. to install ministers as pastors;
 - c. to consider and seek solutions for problems of disorder in congregations;
 - d. to affect the organization or merger or dissolution of congregations; and
 - e. to perform other specified ecclesiastical functions.
- b) Keep full and complete records of the commission's proceedings and submit them to the Presbytery at its next stated meeting.

¹⁰ See FOG XIV., C.

¹¹ See FOG XIV., B.

8.07 The action of an Ecclesiastical Commission may be amended, appealed, or reversed by majority vote of Northeast Presbytery at its next stated meeting.

Chapter 9. Sponsorship of Candidates for the Ministry

9.01 The Moderator of Presbytery will appoint a sponsor for each of the Presbytery's Candidates for the Ministry, based on a recommendation from the Pastoral Support & Development Team. He will make this appointment during the meeting of Presbytery at which the Candidate is received¹². Ordinarily a sponsor will continue in that ministry until the Candidate is ordained.

9.02 Sponsors serve as liaisons between the Candidate and the Presbytery and the Pastoral Support & Development Team. They assist Candidates in making satisfactory progress toward readiness for the ministry.

9.03 Duties.

- a) Meet with the candidate regularly;
- b) Cultivate a pastoral relationship with the candidate and his family;
- c) Pray for and with the candidate;
- d) Encourage the candidate;
- e) Stay informed about his family, his financial situation, any problems the candidate, and/or his family, may be experiencing, his current academic courses, his school, his course load each year, his progress toward completion of his degree.
- f) Write annual report to the Presbytery through the Pastoral Support & Development Team;
 - a. Stating the progress of the student,
 - b. Noting any problems, academically or otherwise, and
 - c. Noting areas of commendation.
- g) Assist the Pastoral Support & Development Team in assigning material in areas they deem that a candidate needs more work.

Chapter 10. Matters Not Provided For

10.01 Such matters and details of church government or procedure not expressly provided for in this *Manual* shall be determined by Northeast Presbytery according to the general Principles of the *Form of Government* of the General Synod of the Associate Reformed Presbyterian Church and the established order and policy of the Church

Chapter 11 Amendment to the *Manual of Procedure*

11.01 Proposed amendments to the *Manual of Procedure* of the Northeast Presbytery shall be presented in writing. Such amendments must be approved by the Presbytery at a stated meeting and shall become the Order of the Day for final approval at the next stated meeting. If approved at the time of final consideration, the amendment is enacted and becomes a part of the *Manual of Procedure*.

¹² See Para. 6.08 (b), (c)

11.02 Any rule of Northeast Presbytery, except that providing for the amendment of the *Manual of Procedure* may be suspended for a particular meeting or until the next stated meeting by consent of the members present.

Appendix A. Presbytery's Rules and Expectations

A. Attending Meetings of Presbytery.

1. Ministers and elder representatives from congregations of the Presbytery are expected to attend meetings of the Presbytery. Those who are providentially hindered from attending are expected to send to the Principal Clerk a request for excused absence.

B. Sessional Records.

2. Congregations are expected to submit their Minutes to Presbytery for review not less than annually (at either the Spring or Fall Stated Meeting of Presbytery) as directed by the Principal Clerk. In the event they are unable to submit the Records as required, the Session is expected to request an extension in submitting them to a specified date.
3. In the event the Presbytery takes exception to, or makes note of some item in the Records, the Session is expected to respond by way of explanation or correction of their actions, not later than the next Stated Meeting of Presbytery.

C. Pulpit Supply of Churches Without a Minister.

4. As soon as a pulpit is declared vacant, the Session is expected to seek the counsel from the Moderator of Presbytery, the Principal Clerk, and the Congregational Life Team before making arrangements for a pulpit supply. The Session is expected to obtain from the Congregational Life Team an approved list of ministers, candidates for the ministry, and ruling elders qualified to supply pulpits.
5. The Session of a Church without a minister is expected to report through the Congregational Life Team, the names of those who have supplied their pulpit since the last meeting of Presbytery and its plans for pulpit supply in the next six (6) months. No supply shall serve a Church for more than 12 months without approval of the Congregational Life Team.

D. The Relationship of a Minister to His Former Field of Labor

6. When Presbytery dissolves the pastoral relationship, that pastoral relationship is dissolved. Only the person duly installed by Presbytery is authorized to perform pastoral services among a particular congregation.
7. For a Pastor or an Associate Pastor to return to a former parish person as their pastor, is considered a lack of taste and disregard for the minister who is there. The same is true for continued attendance at congregational functions, continued visiting among the congregation, or in the hospitals.
8. If he does return to assist in pastoral services such as weddings or funerals, it is expected to be at the invitation of the Pastor who is on the field.

9. In this connection, the people are urged to give consideration to the Pastor on the field, whom they have Called; and are to give him due respect by calling upon him to perform these services.
10. When a Minister leaves his Presbytery or is retired within the Presbytery, the Principal Clerk of the Presbytery will send him a copy of these expectations to insure that proper respect is given to those who shall succeed the previous pastor.

E. Sessional Nominees to Ministries of Presbytery

11. Each Session is expected to submit to the Committee on Nominations a list of names of qualified persons who are willing to serve as officers and/or committee members for Northeast Presbytery.

F. Discharging the Duties of Ministry (2 Timothy 4:5)

12. Each minister is expected to be engaged in the regular discharge of his official functions. Ministers laboring as pastors of congregations are expected to report annually to the Session of their Congregation. Ministers laboring outside the bounds of the Presbytery are expected to report to the Presbytery at least annually. It is the duty of the Presbytery to inquire into the cause of a failure to report or a failure to discharge the duties of the ministry. Dereliction compels the Presbytery to institute judicial proceedings against him for breach of his covenant engagement.
13. If it shall appear that his neglect proceeds only from his lack of acceptance to the Church, Presbytery may, upon the same Principal upon which it withdraws license from a licentiate for lack of evidence of the divine call, divest him of his office without censure, even against his will, a majority of two-thirds (2/3) being necessary for this purpose.
14. In such a case, the clerk shall under the order of the Presbytery deliver to the minister concerned a written note that, at the next stated meeting, the question of his being so dealt with is to be considered. This notice shall distinctly state the grounds for this proceeding. The party thus notified shall be heard in his own defense; and if the decision pass against him he may appeal, as if he had been tried after the usual forms.

G. Change in Terms of Call

15. When a Congregation votes to make changes in Terms of a Minister's Call, it is expected that they notify the Presbytery, which shall decide whether to concur with the action.

Appendix B. Presbytery Rules For Sessional Records

But everything should be done in a fitting and orderly way. 1 Cor 14:40

1. Each Session for a Congregation of Northeast Presbytery shall maintain an official Book of Sessional Records. The Book shall consist of sequentially numbered pages within secured hardcover bindings. Appropriate measures shall be followed to insure the genuineness of all records and pages placed within the Book.
2. The Name of the Congregation shall be permanently affixed to the outside cover of the Sessional Records.
3. The *Presbytery Rules for Sessional Records* shall be affixed to the inside of the front cover of the Sessional Records.
4. The Clerk of the Session shall be responsible for the preparation, maintenance and safeguarding of the Session Records. The Clerk may be assisted by others who have been approved by the Session.
5. The Sessional Records shall record all meetings of the Session (i.e., required monthly meetings, special meetings, etc.).
6. The Sessional Records shall record that all meetings of the Session were opened and closed with prayer.
7. The Sessional Records shall record the time, place and the names of all who were in attendance for each meeting of the Session.
8. The Sessional Records shall provide clear evidence of a quorum present for all meetings of the Session.
9. The Minutes for each meeting of the Session shall be placed in the Sessional Records. The Minutes shall accurately record all actions taken by the Session. The Minutes should also contain information on all important matters brought to the Session's attention as it fulfills its responsibility to provide spiritual oversight of the Congregation. The minutes for each Session meeting should be read and approved at the next subsequent meeting, or as soon thereafter as practical.
10. The Sessional Records shall be maintained in a neat, orderly, organized and consistent manner.
11. The Sessional Records shall maintain separate records (i.e., *Appendices*) of all baptisms, deaths, membership rolls (including admissions, demissions, communicant, non-communicant, active and non-active) rolls of church officers (ruling elders, deacons, trustees, etc.), and marriages. These records are to be reviewed annually and so noted in the Sessional Minutes.
12. In compliance with the *Form of Government*, evidence that the Session has read and examined the minutes of the Board of Deacons (if there be one) on at least an annual schedule.
13. The Sessional Minutes will record the number which partake of the Sacrament of the Lord's Supper when observed.
14. The Minutes of all meetings of the Congregational should be signed and included the Book of Sessional Records, or attest that the Session has annually checked to confirm the Congregational Record Book is in proper order if a separate Book is used to maintain the Minutes and Records of the Congregation.

15. The Sessional Records shall record the names of all appointed delegates and/or alternate delegates to meetings of Northeast Presbytery and the General Synod. The delegates should report to the Session regarding their attendance and so noted in the Sessional Minutes.
16. The Sessional Minutes must be signed by the Moderator and the Clerk of Session for each meeting of the Session.
17. The Minutes of each Session shall be presented at the Spring or Fall meeting of Northeast Presbytery for an annual review by the appropriate Committee of the Presbytery. The Clerk of the Presbytery is to make note of any delinquency to this particular Rule, and place the matter on the Docket for the next Stated meeting of the Presbytery as unfinished business.
18. The appropriate Committee of Northeast Presbytery shall annually review the Minutes of each Session and will mark any defects, and note points of commendation on the Sessional Records just after the last page, which will be accompanied by a seal and stamp of approval by the Clerk of the Presbytery and appropriately signed by the Clerk and the Moderator of the Presbytery.

Appendix C. Presbytery Procedures

Annex 1. How To Receive and Care for Candidates for the Ministry

Situation: An individual in a congregation of Presbytery believes himself to be called by God to the special ministry of the word as a Minister, and desires to be set apart to this ministry.

Procedures:

Prior To Being Received As A Candidate

1. An individual in a congregation of Presbytery who believes himself to be called to the Ministry constantly
 - a. Seeks God's further guidance and confirmation of his call, in prayer;
 - b. Studies experiences in ministry to determine his spiritual gifts, his passions, his weaknesses and strengths in ministry;
 - c. Seeks the wise opinions of people who know him and have observed him in ministry.¹³
2. He indicates his sense of call to his Session, which examines him as to his knowledge of the Gospel, saving relationship with the Lord Jesus Christ, Christian character, call to the ministry and qualification.
3. If the Candidate has been a member of the Church for at least three months, and the Session is prepared to recommend and endorse him, they vote to send a letter of recommendation and endorsement to the Presbytery. This action should be entered in their Minutes. The letter is sent to the Principal Clerk who forwards a copy to the Leader of the Credentials Team. The letter includes the following:
 - a. A brief history of his church membership and spiritual growth;
 - b. Comments on his spiritual gifts and involvement in the ministry of the Church;
 - c. The Session's reasons for endorsing this man and attesting his call;
 - d. If married, comments on his wife's spiritual growth and her support of his call;
 - e. If he has children, comments on his role as a father and the spiritual atmosphere of the home.
4. The Credentials Team meets with the individual prior to the meeting of Presbytery and examines him "as to his Christian character, his convictions of being called of God the ministry, his qualifications, and his saving relationship with the Lord Jesus."¹⁴
5. If the Credentials Team is satisfied that he is qualified to become a candidate, they vote to recommend him to Presbytery.
6. At a meeting of the Presbytery the Credentials Team Leader presents the individual to Presbytery and reports the recommendation of his Session and the recommendation of the Team. He invites the individual to share his understanding of the Gospel and a testimony of his experiential knowledge of the Lord Jesus, including his experience of a call to the Ministry.
7. The Presbytery votes on a motion from the Credentials Team to receive the individual under care of Presbytery as a Candidate for the Ministry.

¹³ FOG X. A. 2. "It rests with the individual to determine whether or not he has been called as a minister. Yet, as Christ fits His servants for this ministry, they must also evidence the necessary qualifications for this work."

¹⁴ FOG X. D. 1. b.

8. The Moderator of Presbytery leads an appropriate service of recognition which includes the following:
 - a. The Moderator asks and the individual answer in the affirmative, the following questions:
 - i. *Do you promise in reliance upon the grace of God to maintain a character consistent with your Christian profession and to be diligent and faithful in making full preparation for your ministry?*
 - ii. *Do you promise to submit yourself to the supervision of the Presbytery in matters concerning your preparation for the ministry of the Word?*
 - b. The Moderator declares: *“In the name of the Lord Jesus Christ, the great Head of the Church, I do not by the authority of the Northeast Presbytery, declare that you are acknowledged and received as a candidate for Ministry in the Associate Reformed Presbyterian Church, and I do not direct that your name be recorded on the roll of this Presbytery as a candidate for the Ministry.”*
 - c. The Moderator presents a Bible provided by the Presbytery to the Candidate and says, *“Take now this Bible and be diligent to study the things that are written therein, that as much as in you lies, you may faithfully and truly teach the Gospel of the grace of God and be an example of faith and holy living.”*
 - d. The Moderator briefly addresses the candidate and closes the service with prayer.

After Having Been Received As A Candidate

9. At this meeting or within two weeks, the Moderator appoints a minister-sponsor from the Presbytery (who is neither the student’s minister nor a professor of his Seminary.)
10. The Principal Clerk enrolls the Candidate.
11. The Credentials Team forwards all records to the Pastoral Support and Development Team which meets with the Candidate.
12. This Team directs his theological studies¹⁵
 - a. By recommending him to a seminary which will teach him the Holy Scriptures, the doctrines, government, and worship of the Associate Reformed Presbyterian Church and the duties of a minister¹⁶ and will adequately prepare him to pass examinations in his knowledge of English Bible, knowledge of theology and doctrine, knowledge of history and government of the church, form of government, discipline and worship (a sample of which is provided in Appendix D, Annex 2);
 - b. By encouraging him to attend meetings of Presbytery, the General Synod, and Presbytery retreats or training opportunities – underwriting his expenses;
 - c. By informing congregations of Presbytery, of his availability to preach and encouraging them to consider inviting him and by sending a team from Presbytery to observe the Candidate and at a convenient time offer a review of his ministry;
 - d. By studying reports from his Seminary from classes in applied theology (hermeneutics, homiletics, worship, pastoral care and counseling, evangelism and missions, Christian education, etc.)
13. It inquires into his diligence and progress¹⁷ by hearing a report about the candidate from his minister-sponsor and/or his Pastor at each meeting of Presbytery.

¹⁵ FOG X. D. 1. c.

¹⁶ See FOG X. A. c.

¹⁷ FOG X. D. 1. c.

14. His Pastor and Session gives special encouragement and counsel to him during his years of preparation.¹⁸
15. His minister-sponsor meets with the Candidate not less than twice per year and maintains monthly contact by phone, e mail or correspondence. The intent of sponsorship is to provide the Candidate with an experienced, reliable pastor in which a spiritual friendship and mentoring relationship can be experienced which will facilitate the Candidate's preparation for ministry.
16. The minister-sponsor provides the following ministerial services:
 - a. He establishes and maintains contact with the Candidate's seminary advisor;
 - b. He reviews the Candidate's academic transcript in light of the program of study required for graduation. He notes what classes have been completed and the plan for completing all classes required.
 - c. He prays with and for the Candidate and gives him encouragement
 - d. He inquires about the Candidates spiritual life and practices, his beliefs, his compassion and personality, his finances, and personal and family issues that may be influencing his life and preparation for the ministry
 - e. He assists the Candidate in finding a location for field education if it is required by his seminary;
 - f. He reviews with the Candidate his experiences in ministry during field education in order to assist him learn as much as possible from personal and theological reflection on the experience;
 - g. He offers himself as a mentor, advisor and consultant.

Licensure As Part of the Process of Preparation of a Candidate

17. The Pastoral Support and Development Team encourages each Candidate to seek licensure when he is within twelve months of completing a course of theological study embracing three years¹⁹. This affirms the FOG that says, "it is agreeable to the Scriptures, and for the best interests of the Church, that trial be made of those who are to be ordained to the gospel ministry in order that this office may not be committed to unworthy men and that the churches may have an opportunity to judge the qualifications of those by whom they are to be instructed and governed"²⁰.
18. When the Candidate indicates his readiness to be examined for Licensure, he indicates this to the Pastoral Support and Development Team which recommends him to the Credentials Team for examination.
19. The Credentials Team meets with the Candidate to explain the procedures for licensure. They conduct an abbreviated examination of the Candidate in order to note any areas of deficiency. When they Team is satisfied that a Candidate is ready to be licensed, it recommends to the Executive Council that he be examined at a particular meeting of Presbytery. It also organizes the examination so that various portions of the examination will be conducted by various Elders and Ministers of the Presbytery.
20. At the meeting of Presbytery, the Credentials Team introduces the Candidate to the Presbytery and directs his examination in open session²¹ insuring that his examination will de-

¹⁸ FOG X. D. 1. e.

¹⁹ FOG X. C. 2.

²⁰ FOG X. C. 1.

²¹ FOG X. C. 3.

termine his soundness in the faith and belief in and adherence to the distinctive Principals of the Associate Reformed Presbyterian Church⁹. The trial for licensure includes a popular sermon to be delivered by the candidate publicly immediately before licensure²² after which Presbytery shall offer suggestions and criticisms. Presbytery then votes to sustain the trials or direct him to resume his studies.

21. If the Candidate's trials are sustained, the Moderator of Presbytery²³
 - a. Shall pose to the Candidate the Formula of Questions for Ordination, questions 1-7, to which the Candidate shall answer in the affirmative.
 - b. He shall declare him licensed to preach the gospel as a probationer for the holy ministry.
 - c. He shall remind him of the importance, the difficulties and the excellence of that work and exhort him to devote himself to it in faith and zeal.
22. The Principal Clerk gives him a certificate of licensure²⁴ valid for two years.
23. The Pastoral Support and Development Team actively looks for a place of ministry where the Candidate can serve as a Licentiate. It consults the Congregational Life Team about vacant pulpits as well as corresponds with congregations of the Presbytery that might consider an internship using a Licentiate.²⁵

Ordination Examinations

24. When a Candidate has completed his academic training as required by the General Synod and the Presbytery of which he is a candidate²⁶, he may decline to seek licensure and instead seek ordination. The Candidate writes a letter to the Presbytery, requesting this procedure. His minister-sponsor informs the Pastoral Support and Development Team of the Candidate's desire. He forwards his own evaluation of this procedure along with all records and transcripts to the Team.
25. The Team determines if adequate trial has been made of the Candidate through field education, to judge his qualifications, without a period of probation and prepares a recommendation for the Presbytery expressing its judgment on this matter.
26. This matter is docketed as an Order of the Day in the first session of the meeting of Presbytery. If the Presbytery determines that insufficient trial has been made, it votes to refer the matter back to the Pastoral Support and Development Team to assist the Candidate in finding opportunities for sufficient trials. If the Presbytery determines that sufficient trial has been made in order to judge his qualifications, the matter is referred to the Credentials Team, to complete its ordination examinations.
27. The Credentials Team meets with the Candidate to explain the procedures for ordination examination. They conduct an abbreviated examination of the Candidate in order to note any areas of deficiency. When they Team is satisfied that a Candidate is ready to be ordained, it informs the Moderator and the Principal Clerk. It organizes the examination so that various portions of the examination will be conducted by various Elders and Ministers of the Presbytery.

²² FOG X. C. 4.

²³ FOG X. C. 8.

²⁴ FOG X. C. 9.

²⁵ See FOG X. C. 10.

²⁶ FOG X. D. 2. a.

28. The Credentials Team introduces the Candidate to the Presbytery and informs Presbytery of his academic credentials. The Team conducts²⁷
 - a. A review of the candidate's personal Christian religious experience;
 - b. An examination of his knowledge of the English Bible;
 - c. An examination of his knowledge of the history and government of the Church and approval of the form of government, discipline and worship of the A.R.P.
 - d. An examination of his knowledge of and views of theology.
29. The Presbytery hears a sermon from the Candidate and may provide constructive criticism.
30. The Presbytery votes whether to sustain the examination or not.
31. The Credentials Team presents to Presbytery a Call to a congregation or to another approved ministerial labor. The Presbytery votes to approve the terms of the Call and place it in the hands of the Candidate.
32. The Presbytery then appoints a time and place for the ordination of the Candidate.
33. The Moderator appoints a Ecclesiastical Commission of Presbytery to ordain (and install) the Candidate in accord with the procedures required by the FOG²⁸.
34. Following his ordination, the Principal Clerk provides the new Minister with a signed Certificate of Ordination, and records the action of the Ecclesiastical Commission in the Minutes of Presbytery.

Appendix C. Presbytery Procedures

Annex 2. How to Assist Congregations Without a Minister

Situation: A congregation of Presbytery becomes without a Pastor.

Procedures:

When A Vacancy Occurs

1. As soon as a pulpit becomes vacant, the Session informs the Principal Clerk of Presbytery who notifies the Congregational Life Team and the Moderator of Presbytery.
2. The Moderator of Presbytery appoints a Minister to serve as Moderator for the Session of the vacant congregation.
3. The Congregational Life Team advises the Session of expectations regarding filling their pulpit with occasional supplies or stated supplies. To aid Sessions in supplying their pulpits, the Team maintains a list of approved ministers, candidates for the ministry, ruling elders and any minister or layman of another denomination who wishes to be on this list. It provides this list to the Session.
4. The Session notifies the appointed Moderator of each meeting of the Session.
5. The Session meets with the Congregational Life Team for guidance and help in the process of securing a new minister and providing ministry to the congregation in the absence of a minister.

The Pulpit Nominating Committee

²⁷ FOG X. D. 2. b. – e.

²⁸ FOG X. D. 2. f. – 3. h.

6. The Session calls a Congregational Meeting to elect a Pulpit Nominating committee. This committee is a representative group including members of the Session and congregation who are vitally concerned with the spiritual welfare of the Church and who are involved in congregational interests. This Committee elects a chairman and a secretary. The expenses of the Pulpit Nominating Committee are ordinarily paid by the Congregation.
7. In conference with the Session and Diaconate, the Pulpit Nominating Committee determines the terms of a Call which may be offered within the bounds of the Congregation's budget and is in compliance with the Presbytery's minimum terms.
8. The Pulpit Nominating Committee meets with the Presbytery's Congregational Life Team for instruction and counsel before it proceeds to contacting candidates.
9. When the Pulpit Nominating Committee has agreed upon a person to recommend, it relates this information to the Congregational Life Team which arranges for the Credentials Team to meet with the candidate for examination.
10. After the Credentials Team has given its approval of a candidate, the Pulpit Nominating Committee requests the Session to call a Congregational Meeting for the purpose of hearing and acting upon the request of the Pulpit Nominating Committee

The Congregational Meeting

11. When the Session approves the request of the Pulpit Nominating Committee and calls a Congregational Meeting, the 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.²⁹ The form to be used for the Call is given in Appendix D., Annex 3.
12. Following the Congregational Meeting, the Moderator shall forward the Call and the attestation of the Call to the Congregational Life Team for review and recommendation to Presbytery. If the Call is in order, the Congregational Life Team shall arrange for a meeting of the Presbytery to proceed.
13. A pastoral candidate will not move onto the field until the Presbytery has accomplished all of the actions listed below and votes to present him with the approved Call.

Presbytery's Actions

14. If the agreed upon individual is a Minister in the Northeast Presbytery
 - a. With a call to another Congregation in the Presbytery he follows the guidelines in the F.O.G. regarding the dissolution of a pastoral relationship.³⁰
 - b. Without a call, the Congregational Life Team requests permission to present the call to the candidate.
15. If the agreed upon individual is a Candidate or Licentiate in the Northeast Presbytery, see Appendix C., Annex 1., for guidance on Ordination Examinations.
16. If the agreed upon individual is a Minister in another A.R.P. presbytery, the Congregational Life Team requests that the individual be transferred to Northeast Presbytery in accord with the guidelines in the F.O.G.³¹

²⁹ See F.O.G. X. E. 7. b.

³⁰ See F.O.G. X. F.

³¹ See F.O.G. X. G. 1.

17. If the agreed upon individual is a Minister in another denomination, the Congregational Life Team proceeds in accord with the guidelines of the F.O.G.³²
18. If the Presbytery approves, the Call is presented to the Pastor-elect for acceptance. If accepted, the Pastor-elect shall then be granted permission to move onto the field of service.
19. The Moderator coordinates with the Session to schedule a Service of (Ordination and) Installation, and appoints an Ecclesiastical Commission to that purpose

Appendix C. Presbytery Procedures

Annex 3. Scholarship Guidelines for Students of Theology

1. Eligibility for Scholarship Funds. Those persons who are eligible to receive Northeast Presbytery Candidates' Scholarship Funds must be:
 - a. Candidates for the ministry under care of Northeast Presbytery and have been members of a congregation of the Presbytery for not less than one year.
 - b. Enrolled as full-time or part-time students in a theological seminary or in a theological educational program approved of by the Presbytery.
 - c. Able to give evidence of a demonstrated need using a form to be determined by the Pastoral Support and Development Ministry Team.
 - d. Intend to serve in a pastorate or other ministry in the Associate Reformed Presbyterian Church for five years following graduation.
2. Terms and Conditions.
 - a. Candidates seeking aid for a budget year shall present a written request to the Leader of the Pastoral Support and Development Ministry Team, not later than September 1 of the year prior to the expenditure of funds. (E.g. for aid in the budget year of 2008, a candidate should submit a request not later than September 1, 2007.)
 - b. Requests (with supporting documents) will be considered by the Pastoral Support and Development Ministry Team prior to the October stated meeting of Presbytery. Recommendations will be forwarded to the Executive Committee and the Stewardship Committee not later than September 15.
 - c. The amount each candidate is awarded will be kept confidential within the Pastoral Support and Development Ministry Team. However, at their request, details may be divulged to the Executive Committee.
 - d. The total amount recommended for all candidates will be submitted to the presbytery for approval as part of their annual budget. In the event the presbytery approves a figure less than what was recommended by the Pastoral Support and Development Ministry Team, the amount designated for each candidate will be equally decremented, unless otherwise specifically directed by presbytery.
 - e. Scholarships shall be made by check, payable to the theological seminary or theological educational program.
 - f. Funds will ordinarily be apportioned by semester or quarter. (E.g. a student attending school in 2008 will attend a Jan-Mar quarter, a Mar-June quarter, and a Sept-Dec quarter. Budgeted funds will be divided into three equal portions and delivered per semester/quarter to the seminary or program.)
 - g. If a candidate is removed from the seminary or program, voluntarily or involuntarily, he will consider it his obligation to repay the amount provided for the semester or

³² See F.O.G. X. G. 2.

quarter during which he was removed. Negotiations to make repayment will be made with the Pastoral Support and Development Ministry Team.

3. Emergency. If the Team determines that there is an emergency financial need with a candidate, up to \$200 may be granted immediately – to be drawn from Presbytery's general fund – and subsequently be reported to the Presbytery at the next stated meeting.

Appendix D. Documents, Forms and Formats

Annex 1. Psalm of Christian Unity

In keeping with the rich heritage of Psalm singing in the Associate Reformed Presbyterian Church, and the custom of the General Synod to close its annual stated meeting with the singing of Psalm 133, the Northeast Presbytery includes this Psalm for use at the close of all Stated Meetings of Northeast Presbytery.

Psalm 133, C.M.

*Behold, how good a thing it is
And how becoming well
Together such as brethren are
In unity to dwell!
In unity to dwell!*

*Like precious ointment on the head,
That down the beard did flow,
Ev'n Aaron's beard, and to the skirt
Did of his garments go,
Did of his garments go.*

*As Hermon's dew, the dew that doth
On Zion's hills descend.
For there the blessing GOD commands,
Life that shall never end.
Life that shall never end.*

Appendix D. Documents, Forms and Formats

Annex 2. Preparatory Questions for Ordination/Licensure Examinations

[Note: Northeast Presbytery's preparatory questions printed here are not identical to The Associate Reformed Presbyterian Church Study Questions for Presbytery Examinations which may be found at <http://www.arpsynod.org/pdf/studyquestions.pdf>]

ENGLISH BIBLE

OLD TESTAMENT

Why is it critical that we consider the first three chapters as being historical?

(The questioner may want to select one or two of the following)

Give a brief historical sketch of the life of the following people and their importance in Scripture:

Adam	Noah	Abraham	Issac
Jacob	Joseph	Moses	Joshua
Deborah	Ruth	Gideon	Samuel
David	Solomon	Rehoboam	Jeroboam
Elijah	Elisha	Hezekiah	Josiah
Jeremiah	Ezekiel	Isaiah	Daniel
Ezra	Esther	Malachi	Nehemiah

(The questioner may want to select one or two of the following)

Locate the following key passages, by Book of the Bible and Chapter(s) where they are located:

The Passover	Ten Commandments	“As for me and my house....”
Day of Atonement	New Covenant	“The just shall live by faith.”
The Shema	The Messianic Psalms	“I am going to send my messenger.”

(The questioner may want to select one or two of the following)

Locate the following key events by Book of the Bible and Chapter(s) and date(s):

Creation	Samson and Delilah	The anointing of David
The Fall	The Great Flood	The Division of the Kingdom
The Exodus	The Tower of Babel	The Promise to Abraham
The Exile	The return from exile	The Dedication of the Temple
The Burning Bush	The Davidic Covenant	The Rebuilding of the Temple
Fall of Jericho	Jacob wrestling an angel	Sign of Abrahamic Covenant

If you had to pick a key chapter in Isaiah, which one would it be and why?

Outline the Book of Judges, and comment on some of the major characters in the Book.

What is the theology of the Book of Judges?

Why do you think the Book of Ruth was included in the Bible?

Identify and discuss two Messianic Psalms.

What is the theme of the Book of Habakkuk, and how does it apply to us today?

NEW TESTAMENT

To whom were the four Gospels written?

What are the distinctive features of each of the Gospels?

Name and locate three of Jesus' parables and briefly discuss them.

Name and locate three of Jesus' miracles and briefly discuss them.

Interpret the “I Am” statements of Jesus.

How do you explain Jesus’ references to Adam, Abel, and Noah, as being historical characters?

(The questioner may want to select one or two of the following)

Give a brief historical sketch of the life of the following people and their importance in Scripture:

Herod the Great	Herod Antipas	The Pharisees
The Sadducees	The Apostle Peter	The Apostle John
John Mark	The Apostle James	The Apostle Paul
Luke	Silas	Demas
Timothy	Lois	Priscilla

Outline the Book of Acts mentioning the main themes, characters, and events.

Outline the Book of Romans.

Compare the teaching of James and Paul on “justification by faith.”

(The questioner may want to select one or two of the following)

What was the purpose for Paul in writing to the following:

Galatians	Ephesians	Philemon	Titus
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(The questioner may want to select one or two of the following)

Locate appropriate Scriptures dealing with the following topics:

The Atonement	The Virgin Birth	Need for Repentance
Death of Jesus	Deity of Jesus	Resurrection of Jesus
Spiritual Gifts	Civil Government	Second Coming of Jesus
The Church	Necessity of Work	Duties/Qualifications of an Elder
Biblical Discipline	Marriage	Role of Women in the Church
Money	Divorce	Family Roles and Relationships
Heaven and Hell	Baptism	Ordering of Christian Worship
Stewardship	The Lord’s Supper	Forgiveness and Reconciliation
Demons	Christian Sabbath	Predestination and Election

(The questioner may want select one or two of the following)

Locate the following passages (Book of the Bible and relevant chapter(s))

The Birth of Jesus	The Lord’s Prayer	The Sermon on the Mount
The prodigal son	The Transfiguration	The Baptism of Jesus
Feeding the 5000	The Last Supper	The High Priestly Prayer of Jesus
The Crucifixion	The Resurrection	The Triumphal Entry
The Vine	The Good Samaritan	Changing Water into Wine
The Ascension	Pentecost	The Great Commission
Love Chapter	Fruit of the Spirit	Jerusalem Council
Melchizedek	Living Stones	Not forsaking the assembly

The Elect Lady
Armor of GOD
Book of Life

The millennium
The Mind of Christ
Philippian Jailer

The Great White Throne
“Man of Lawlessness”
Law as a schoolmaster

How do you understand the Book of Revelation?

THEOLOGY

Have you read and are you in full agreement with the Westminster Confession of Faith and the Larger and Shorter Catechisms?

Are there any places that you have disagreements or reservations? If so, explain.

Do you believe in the inerrancy of Scripture?

What do the Scriptures principally teach?

Discuss the issue of gender with respect to GOD.

Respond to this statement: “The doctrine of the Trinity as we have it today is human invention, therefore it is unbiblical.” Use Scripture in your response.

How would you explain the Trinity to a new believer?

How do the three Persons of the Trinity relate to one another?

If you were asked: “What difference does the Trinity make in my life as a believer?” how would you respond?

What is GOD’s Work of Providence?

What do you understand by mankind being created in the image of GOD?

Where did man’s soul come from? When did this happen?

Why did GOD create humanity, and for what purpose?

Explain the Covenant of Works.

What caused the Fall?

What were the effects of the Fall upon Adam and Even?

What is sin?

Are all sins equal and will they be equally punished?

Is GOD responsible for sin?

Discuss the guilt of sin and the consequence(s) of sin?

What is original sin?

Is there an age of accountability for sin?

If GOD is good and all-powerful, explain AIDS, deformed babies and natural disasters?

To what extent is man's will free, and to what extent can man seek after GOD?

Explain 'Total Depravity'.

Respond to this statement: "Everyone is born innocent. Sin is something that is learned from others."

What is the doctrine of GOD's Eternal Decree?

Explain Covenant Theology as you would to a new believer.

How were believers justified under the Old Covenant?

Discuss the relationship between the Old and the New Covenants.

Discuss the biblical teaching regarding predestination, election and reprobation.

Explain the doctrine of the pre-existence of Christ. Give Scripture grounds for this doctrine.

In the Apostle's Creed we affirm that Christ was born of the virgin Mary. Why is the statement in the Creed, and what is its importance?

Why was it necessary for Christ to be fully GOD and full human in order to secure our salvation?

What is the Kenosis doctrine?

What are the three offices of Christ, and what do we mean by them?

Where is Jesus now, does He have a body, and what is He doing?

(The questioner may want to select one or two of the following)

Explain the following doctrines:

Predestination	Election	Justification
Adoption	Sanctification	Glorification
Reprobation	Salvation	Sovereignty of GOD

(The questioner may want to select one or two of the following)

Define the following:

Expiation

Propitiation

Reconciliation

Redemption

Imputation

What is Biblical Repentance as outline in the Westminster Confession of Faith?

What is the role of the Holy Spirit in our salvation?

Explain the Order of Salvation?

What are the 'Means of Grace.'

Explain the acrostic T U L I P. Do you agree with every part of this acrostic?

How do you view the role of women in church leadership.

How do the gifts in I Corinthians 12 & 14 apply to the Church today?

Do miracles occur today?

What are the theological reasons for paedo-baptism?

Are there any circumstances under which you would rebaptize someone?

Explain the presence of the Lord in the Lord's Supper.

How does Calvin's view of Christ presence at the table differ from the Roman Catholic, Lutheran and Zwinglian views?

What is your understanding of the "regulative Principal" and how do you see its application in the church?

What is the role of the Old Testament Law in modern society?

How would you define Theonomy?

What is the relationship between Church and State?

What are the major views concerning the end times? Summarize each.

How does the adoption of each of these views affect the way in which we relate to this world and the way we minister to it?

What is your millennial view?

What is the nature of the Kingdom of GOD?

What is the relationship of the Kingdom of GOD to the Church?

What is the relationship between the Church and Israel?

What is the nature of the final judgment?

What do you believe concerning the intermediate state?

What is the biblical basis for the doctrine of eternal punishment?

What is your philosophy concerning Church Growth?

CHURCH HISTORY

GENERAL

What is the value of studying church history?

(The questioner may want to select one or two of the following)

Briefly identify and give dates for the following:

Council of Nicea	Reformation	Council of Chalcedon
Synod of Dort	Belgic Catechism	Hiedelberg Catechism
Pietism	Old/New School	Westminster Assembly
Great Awakening(s)		

(The questioner may want to select one or two of the following)

Define the following:

Scholasticism	Humanism	Babylonian Captivity
Puritanism	Modernism	Radical Reformation
Fundamentalism	Neo-Orthodoxy	Neo-Evangelicalism

(The questioner may want to select one or two of the following)

Discuss the following heresies and controversies and how they apply to the Church today:

Ebionism	Gnosticism	Montanism
Manichaeism	Monarchianism	Apollinarianism
Modalism	Macedonianism	Semi-Arianism
Arianism	Nestorianism	Eutychianism
Trinitarian	Monophysitism	Monothelitism
Donatist	Christological	Augustinianism
Pelagianism	Semi-Pelagianism	Semi-Augustinianism

Discuss the debate between Augustine and Pelagius.

(The questioner may want to select one or two of the following)

Identify the following and discuss their main contribution to the Church:

Polycarp	Clement	Ignatius
Marcion	Justin	Arius
Tertullian	Constantine	Eusebius of Caesarea
Chrysostom	Jerome	Pelagius
Augustine	Anselm	Aquinas
Wycliffe	Tyndale	Huss
Erasmus	Martin Luther	John Calvin
Zwingli	John Knox	Theodore Beza
Melanchthon	Bullinger	Hubmaier
Cranmer	Latimer	Ridley
Coverdale	Ignatius Loyola	Arminius

What were the “sola’s” of the Reformation?

(The questioner may want to select one or two of the following)

Identify the following:

Richard Baxter John Owen John Bunyan Matthew Henry

(The questioner may want to select one or two of the following)

Briefly discuss the teachings of the following:

Karl Barth	Paul Tillich	Cornelius Van Til
Emil Brunner	Francis Schaeffer	Dietrich Bonhoeffer

(The questioner may want to select one or two of the following)

Identify the following:

Jonathan Edwards	Gilbert Tennant	George Whitfield
Count Zinzendorf	Charles Finney	John Wesley
Charles Hodges	John Murray	Jay Adams

Discuss the Charismatic Movement and its influence on the modern Church.

ARP CHURCH HISTORY

Give a brief outline of the Covenanters and their influence on the ARP Church.

Give a brief outline of the Seceders and their influence on the ARP Church.

How would you explain what it means to be “Reformed” to an inquirer?

(The questioner may want to select one or two of the following)

Who were the following and what is their contribution towards the ARP Church?

John McMillan	Thomas Nairn	Edward Fisher
Ralph Erksine	Ebenezer Erskine	Thomas Clark

John Brown
James Fisher

Donald Cargill

John Mason Jr.

What was the Marrow Controversy?

What were the main issues that led to the Seceders leaving the established Church of Scotland?

(The questioner may want to select one or two of the following)

What is significant about the following dates:

1733	1743	1782	1802	1822
1946	1979	1987	2004	

“We are a confessional church.” What do you understand by that statement?

POLITY

What are the Standards of the ARP Church?

Outline the Westminster Confession.

Outline the Shorter Catechism.

What are the marks of a true church?

How many churches are required to form a Presbytery?

What is the quorum of a congregational meeting?

What is the quorum for a Session meeting?

Describe the task of each office in the local congregation.

How are members received into a local ARP congregation?

What is the procedure for a church to withdraw from the ARP Church?

(The questioner may want to select one or two of the following)

Who has the primary responsibility for the following:

Calling a congregational meeting	Ordaining a minister
Preparing a congregational budget	Calling a Pastor
Overseeing worship services	Receiving new members
Dissolving a pastoral relationship	Oversight of Church Property

(The questioner may want to select one or two of the following)

Define the following as they are used in the ARP Standards:

Board	Committee	Commission	Mission Congregation
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Presbytery Synod Agency Organized
Congregation

Explain the procedure for disciplining an elder who is not properly performing his duties.

What are the procedures that must be followed by a church member who has a complaint regarding the Pastor of the church?

What are the five different levels of church censure?

PASTORAL CARE

How would you describe your philosophy of ministry?

What is your philosophy of Christian Counseling?

(The questioner may want to select one or two of the following)

How would you counsel someone involved in/with one of the following issues:

Homosexuality	Abortion	Euthanasia
Suicide	Pornography	Gambling Addiction
Drug Abuse	Spousal Abuse	Child Abuse

(The questioner may want to select one or two of the following)

What Scripture passages would you use in counseling someone on the following topics:

Divorce	Pre-marital Sex	Marriage to an unbeliever
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On many mission fields there is often a shortage of male leadership. If you were approached by a gifted woman who felt called of GOD to preach the Gospel, how would go about encouraging her?

How can you use John Calvin's threefold use of the law in pastoral care?

(The questioner may want to select one or two of the following)

How would you counsel the following:

- Two unbelievers who asked you to marry them (male and female).
- Two unbelievers who asked you to baptize their child.
- Someone who was unsure of their salvation.

Explain how you might use the acrostic T U L I P in evangelism?

PERSONAL LIFE

Briefly explain your conversion experience to Christ.

(If unmarried) Do you anticipate marriage? If so, what qualities would you look for in your potential wife?

(If married) How does your wife feel about you entering the ministry and how does she perceive her role as a minister's wife?

Have you any doubts at all at this point concerning your inward call to be a Minister of the Gospel as a Teaching Elder in the ARP Church?

What three things would you list as your top priorities in carrying out the work of a Pastor?

Describe your personal devotional life.

Do you believe you possess the gifts and qualities of a Teaching Elder as taught in GOD's Word in I Timothy 3:1-7 and Titus 1:6-9? Which of these gifts or qualities have you cultivated in the last month?

Who would look to as a mentor in your personal Christian life, and briefly explain why.

Who in Church History has had a major influence in your Christian Life?

What resources do you regularly use for personal spiritual growth?

What are your motives for wanting to prepare for ministry in the ARP Church?

Are there issues, policies, programs in the ARP Church that you would like to see changed?

Appendix D. Documents, Forms and Formats

Annex 3. Form for Call to a Pastor

We, the officers and members of the _____ Associate Reformed 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 will be profitable to be our Spiritual interest, do earnestly Call you, _____, to undertake the Office of Pastor of this Congregation. On the acceptance of this Call we promise you in the discharge of your duties, 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 the following terms:

Pay you an annual salary of \$_____ in at least monthly payments.

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.

Utilities of \$_____ annually, in at least monthly payments.

Pay your moving expenses.

Grant you a travel allowance of \$ _____ annually.

Group Insurance (Check all that apply):

_____ Pay _____% of your participation in Synod's insurance program (Life, dependent life, medical, dental, accidental death and dismemberment, and disability).

_____ Pay _____% of your family's participation in Synod's programs (Medical and dental).

Pay _____% of the cost of participation in Synod's life and health insurance program.

Grant you an annual vacation of _____ weeks.

Review with you annually the adequacy of this compensation.

Pay _____ per mile for all church related mileage outside of a 25 mile radius of the Church.

Grant you an annual study leave of _____ weeks.

Grant you _____ weeks to hold evangelistic services with the Church paying for a supply pastor.

Pay into the Ministerial Retirement Fund as prescribed by the General Synod.

Other _____

In testimony whereof we have respectively subscribed our names to this Call For A Pastor, this _____ day of _____ in the Year of our Lord _____.

Signatures:

/s/ Ruling Elders

/s/ Deacons

/s/ Voting Members of the Congregation