

**Rules
of the
Mississippi Valley Presbytery

of the
Associate Reformed
Presbyterian Church**



August 2009

Chapter One

Purpose, Name, Bounds, Membership and Dues of Presbytery

- I. The purpose of this Presbytery, in accordance with the *Form of Government* of the General Synod, Chapter XII,B, shall be "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."
- II. The name of this Presbytery shall be the Mississippi Valley Presbytery.
- III. The bounds of the Mississippi Valley Presbytery shall be:
 - a. Mississippi,
 - b. Tennessee (west of the Tennessee River),
 - c. Kentucky (except the following counties: Bell, Clay, Harlan, Knott, Knox, Laurel, Leslie, Letcher, Perry, Whitley – Per Minutes of the 203rd General Synod, 66.),
 - d. And all states west of the Mississippi River with the exception of Texas, Louisiana, California, Oregon and Washington.
- IV. The membership of the Presbytery shall be all ministers duly enrolled by it and all ruling elders elected to attend Presbytery by the sessions of the churches under the jurisdiction of Presbytery. It is the responsibility of each church to pay the expenses of its minister(s) and elder delegate(s) to all meetings of Presbytery.
 - a. Every minister belonging to the Presbytery shall attend the stated and adjourned meetings of the Presbytery, except those who have been honorably retired or permitted to labor outside the bounds of Presbytery. Permission to be excused from attending a meeting of Presbytery shall be requested of Presbytery through the Stated Clerk. Missionaries and Chaplains working outside the bounds of the USA are automatically excused.
 - b. Every church under the jurisdiction of Presbytery shall be represented at every stated and adjourned meeting of Presbytery by a ruling elder representative elected by its Session. Permission to excuse a ruling elder from attending a meeting of Presbytery shall be requested of Presbytery through the Principal Clerk.
 - c. Members of Presbytery who desire to leave before Presbytery adjourns shall make their requests of Presbytery through the Presbytery Clerk.
- V. Each church shall pay to the Presbytery the current fee for the ordinary expenses of the Presbytery. This fee shall be known as the "Fund for the Operating Expenses of Presbytery." The fee shall be based on the active membership reported in the minutes of Synod for the preceding year.

Chapter Two

Meetings of Presbytery

- I. Stated meetings shall be held in the spring and fall, on the first Monday evening and Tuesday of March and October. All invitations to be host for stated meetings of Presbytery ordinarily shall be made at its stated meeting.
- II. Adjourned meetings of Presbytery are those designated by adjournment from a stated meeting or another adjourned meeting of Presbytery. Presbytery shall always fix the time and place of adjourned meetings. Officers, standing committees and elder representatives or alternates of Presbytery for adjourned meetings are those of the stated meeting of which the adjourned meeting is a continuation.
- III. Called meetings of Presbytery are by the call of the Moderator or others under the terms prescribed by the *Form of Government*. Presbytery in called meeting may consider and act upon only those matters specified in the call.
- IV. Ministers on the roll of Presbytery and ruling elder delegates shall have the privilege of voice and vote in meetings of Presbytery. Candidates of this Presbytery shall have the privilege of voice, but not vote in meetings of Presbytery. Members of committees of this Presbytery shall have the privilege of voice, but not vote while the report and recommendations of their committee are being considered. Visitors to Presbytery, including ministers not on the roll of Presbytery and ruling elders not elected as delegates to that meeting of Presbytery must be specifically given privilege of voice by a majority vote of Presbytery.
- V. Churches hosting Presbytery should refer to "Duties and Responsibilities for the Host Church for Presbytery." These duties are included in Appendix A. Copies may be obtained from the Principal Clerk.

Chapter Three

Rules of Order and Procedure

I. Rules of order of meetings:

- a. Presbytery shall be governed in its meetings by the *Form of Government*, the *Book of Discipline*, the *Directory of Public Worship*, the *Rules of Presbytery*, and, where none of these apply, by Robert's Rules of Order.
- b. The program for all meetings of Presbytery shall be prepared by the host pastor and session, the Principal Clerk of Presbytery and the Moderator and/or the Moderator-Elect and shall be presented for the approval of Presbytery. These people shall work with the Standing Committee on the Minister and His Work in arranging a schedule for seminary students to preach before Presbytery.
- c. The host pastor and session shall be in charge of having the Lord's Supper at each stated meeting.
- d. The order of business for the Tuesday session of stated meetings of Presbytery will be:
 - i. Worship and season of prayer
 - ii. Call to order by the Moderator
 - iii. Business
 - iv. Committee work (10:00am – 11:00am)
 - v. Business
 - vi. Lunch (12:00 noon)
 - vii. Reconvene - Afternoon Worship
 - viii. Business
 - ix. Selection of a Place of Meeting
 - x. Reading and Adoption of Minutes
 - xi. Bible Song #280 (Christian Unity, Psalm 133)
 - xii. Benediction
- e. The Vice Moderator will be elected during the Monday evening session of the fall meeting of Presbytery.
- f. The Principal Clerk may bring up committee reports as they come to the table.

II. Administrative procedure:

- a. Presbytery shall determine its program and administer its work while in session by acting on the reports and recommendations of its officers, commissions, committees and boards.
- b. Between meetings, Presbytery shall administer its work through its officers, commissions, committees, and boards as provided for in the *Form of Government* and the *Rules of Presbytery*.

Chapter Four

Officers

I. The Moderator:

- a. The moderator shall be elected at the fall stated meeting to be inducted at the following spring stated meeting and shall serve for a term of one year. He shall take office when the unfinished business from the last stated meeting has been disposed of, and shall serve until the unfinished business at the following year's spring stated meeting is concluded. Whenever possible, Presbytery should alternate between electing ministers and ruling elders as moderator.
- b. It shall be the duty of the moderator to call to order and preside over the meetings of Presbytery. He shall preach or give an appropriate address at the opening of the Presbytery before retiring from his office except in cases where he shall appoint someone else to preach. He shall submit to the Principal Clerk a list of his committees to be printed in the minutes within four weeks after his election.
- c. It shall be the duty of the moderator to appoint Associate Reformed Presbyterian ministers in good standing as moderators of sessions of vacant churches.
- d. A more detailed list of the duties of the Moderator is contained in "Duties of the Moderator, Mississippi Valley Presbytery." These duties are included in Appendix B. Copies may be obtained from the Principal Clerk.

II. The Vice Moderator:

- a. The same person shall be elected Vice Moderator for the fall stated meeting and Moderator for the following year beginning with the spring stated meeting. The retiring Moderator shall serve *ex officio* as the Vice Moderator of the spring stated meeting.
- b. The Vice Moderator shall serve as the Moderator of stated and called meetings of Presbytery in the absence or incapacity of the Moderator. At the request of the Moderator, the Vice Moderator shall serve for brief periods as Moderator during meetings when the Moderator is present.
- c. The Vice Moderator shall perform other duties as assigned by the Moderator or Presbytery during meetings or between meetings of Presbytery.

III. The Principal Clerk:

- a. The term of office for the Principal Clerk is four (4) years. He shall be elected in the spring to take office in the fall.
- b. The Principal Clerk shall:
 - i. Send due notice of meetings of Presbytery to all ministers and clerks of sessions.
 - ii. Keep a roll of the members of Presbytery and candidates.
 - iii. Record transactions of Presbytery, read minutes, preserve its records and papers.
 - iv. Make a note of unfinished business to go before Presbytery.
 - v. Sign all official papers.
 - vi. Edit and publish the minutes.
 - vii. Handle such correspondence as Presbytery may direct.
 - viii. Prepare the annual statistical reports to the General Synod.
 - ix. Inform Presbytery of the death of well-known members of Presbytery or any other matters of interest requiring immediate response by members of the Presbytery.

IV. The Reading Clerk:

- a. The term of the Reading Clerk is four (4) years. He shall be elected in the spring to take office in the fall.
- b. The Reading Clerk shall assist the Principal Clerk, call the roll at Presbytery meetings, read such papers as are presented to the Principal Clerk, and in the absence of the Principal Clerk, perform such other duties as belong to that office.

V. The Treasurer:

- a. The term of office of the Treasurer is four (4) years. He shall be elected in the fall to take office the following January.
- b. The Treasurer shall be responsible to collect from the churches funds for the ordinary expenses of the Presbytery and to disperse funds as required.
- c. The Treasurer shall make a financial report to the Presbytery at each stated meeting.
- d. The Treasurer is responsible for reporting, to Presbytery, the names of churches which have not paid their active member fee to the Fund for the Operating Expenses of Presbytery.
- e. The Treasurer's books shall be audited at the end of each term of office.

VI. The Trustees:

- a. The Trustees shall be the legal entity of the Presbytery. The Trustees shall be three (3) in number, appointed by the Presbytery for a period of indefinite length.
- b. Their duties shall be as follows:
 - i. To hold, dispose, and apply for the Presbytery the properties of dissolved congregations.
 - ii. To hold and apply for the Presbytery properties of mission congregations.
 - iii. To act as defendants or plaintiffs in legal causes of action.

VII. The Parliamentarian:

- a. The term of the Parliamentarian shall be four (4) years. He can be either a ruling or teaching elder. He shall be elected in the spring to take office in the fall.
- b. The duties of the Parliamentarian shall be to decide points of parliamentary procedure at all meetings of Presbytery.

Chapter Five

Moderator's Committees and Commissions

- I. The Moderator shall appoint a Committee on Sessional Records. The duties of the Committee on Sessional Records shall be as follows:
 - a. Each Sessional record book shall be examined from the date of its last examination to determine its conformity, or lack of conformity, to the Rules for Keeping Sessional Records and any exceptions be noted. These rules are included in Appendix C. Copies may be obtained from the Principal Clerk.
 - b. The minutes of this period of time shall be read carefully and any action by the session or congregation that appears to be contrary to the *Standards* of the ARP Church shall be noted.
 - c. The committee shall prepare a report to Presbytery in which (1) it recommends that each particular Sessional record be approved with, or without, exception, and (2) it reports any actions which seem to be contrary to the *Standards* of the ARP Church.

- II. The Moderator can appoint special Moderator's committees to work from one Presbytery meeting until the next stated meeting. The special Moderator's committees may be used for gathering facts, studying an issue, or drafting a proposal concerning some concern of the moment. Such special Moderator's committees must report at the next stated meeting of Presbytery and can only continue as committees (1) if they request to do so, and (2) Presbytery also requests them to continue. Such special Moderator's committees cannot charge any expenses to Presbytery unless Presbytery has specifically given them authority to spend up to a certain amount. This includes the costs of travel.

- III. Upon a motion adopted by the Presbytery, the Moderator shall appoint administrative commissions to execute the work of Presbytery between meetings. Such motion shall include the authority to spend up to a certain amount, including the cost of travel. The work of such commissions shall be specific in nature and for either ecclesiastical or judicial matters. At the conclusion of its work, a commission must report to Presbytery.

Chapter Six

Standing Committees

All chairmen of Presbytery's standing committees shall be elected by Presbytery. Non-delegate chairmen shall be given voice on the floor of Presbytery only concerning matters that involve the work of that committee. All standing committees of Presbytery must meet at least twice a year, at least one (1) month prior to the stated meetings of Presbytery. The chairmen of standing committees must send the report of their committee and their recommendations to the Principal Clerk at least two (2) weeks prior to the spring and fall stated meetings of Presbytery so that they can be mailed to the delegates. The chairmen of standing committees must also send the budget requests of their committee to the chairman of the Stewardship Committee at least one (1) month prior to the fall stated meeting of Presbytery.

I. The Standing Committee on Christian Education

- a. The Standing Committee on Christian Education shall be composed of six (6) members: three (3) ministers, and three (3) lay persons, each serving a term of three (3) years, with two (2) members retiring each year.
- b. Duties of the Standing Committee on Christian Education shall be as follows:
 - i. To promote the total program of Christian Education in the local congregations and throughout the Presbytery.
 - ii. To promote and assist in the carrying out of the program of Christian Education of the General Synod.
 - iii. To plan and execute youth and adult retreats for the Presbytery.
 - iv. To plan and execute a summer camping program for youth in the Presbytery.
 - v. To plan and present a budget for the work of the Committee and report to Presbytery each year on the past year's activities.

II. The Standing Committee on Outreach North America

- a. The Standing Committee on Outreach North America shall be composed of six (6) members: three (3) ministers, and three (3) ruling elders, each serving a term of three (3) years, with two (2) members retiring each year.
- b. Duties of the Standing Committee on Outreach North America shall be as follows:
 - i. To promote and assist in the program of church extension of the General Synod.
 - ii. To promote and administer the overall work of church extension in the Presbytery in the fields of home missions and evangelism.
 - iii. To carry on the work of home missions by support of churches where assistance is needed, and by planning and assisting in new church development.
 - iv. To administer the Presbytery funds for support of churches and new church development.
 - v. To monitor the work of new church development with mission churches and report to Presbytery at each stated meeting.
 - vi. To prepare and submit budgetary requests to the Stewardship Committee for inclusion in the Presbytery budget.
 - vii. To interview congregations and groups desiring to associate with the Associate Reformed Presbyterian Church and Mississippi Valley Presbytery, to follow the approved procedure (See Appendix H) and bring their recommendations to the next stated meeting of Presbytery or a called meeting as necessary.

III. The Standing Committee on Nominations

- a. The Standing Committee on Nominations shall be composed of four (4) members, each serving a term of four(4) years, with one (1) member retiring each year.
- b. The Chairman of the Standing Committee on Nominations shall be appointed by the Presbytery and shall be this Presbytery's representative on Synod's Board of Nominations for the duration of his term.
- c. The Duties of the Standing Committee on Nominations shall be as follows:
 - i. To make recommendations of persons to fill vacancies on the standing committees of Presbytery.
 - ii. To assist the Moderator in staffing moderator's committees when asked to do so.
 - iii. To solicit the help of pastors and sessions in finding godly and well qualified persons to assume responsibilities on committees and special committees of Presbytery.

IV. The Standing Committee on the Minister and His Work

- a. The Standing Committee on the Minister and His Work shall be composed of eight (8) members, each serving a term of four (4) years, with two (2) members retiring each year. This Committee shall consist of four (4) ministers and four (4) ruling elders. Four members of the committee shall be a quorum.
- b. **Concerning Churches**, the duties of the Standing Committee of the Minister and His Work shall be as follows:
 - i. It shall maintain active supervision over all vacant churches in the Presbytery.
 - ii. It shall be responsible for counseling with sessions regarding stated supplies and occasional supplies when a church is without a pastor. A current list shall be kept of available ministers honorably retired from active service and others not regularly serving in a pastoral relation. A list shall be kept of available candidates under the care of the Presbytery, and a list of ruling elders and other men qualified to supply pulpits. The session is encouraged to seek the counsel of the Committee before making arrangements for the supply of the church's pulpit during a period of vacancy.
 - iii. The Session shall give the student supply/stated supply a written agreement stating the duties and compensation package agreed upon between the Session and the student supply/stated supply. This agreement shall also state that the student supply/stated supply is not approved then or in any subsequent year the agreement is null and void. The Session shall furnish the Presbytery, through its Committee on the Minister and His Work, with a copy of this agreement and shall inform Presbytery any time this agreement is amended.
 - iv. The language of a "call" is improper and out of order for student supplies or stated supplies. Anyone "called" to a church is "called" by the congregation to a church, must become a member of Presbytery, and then their call is approved by Presbytery before it becomes effective.
 - v. It shall be responsible for counseling with churches regarding a pastoral call. The Committee shall be available to consult with every pulpit committee which is seeking the services of suitable ministers or candidates. Before the name of a man is nominated to the congregation for a call, he shall be examined by the Committee on the Minister and His Work and the pulpit committee shall hear their recommendation. (This recommendation does not take away the privilege of the pulpit committee to recommend for a call a man whom the Committee on the Minister and His Work does not recommend.)
 - vi. It shall be responsible for the examination of a "call" for a minister. Every call for the services of a minister or candidate shall be placed in the hands of the Committee and presented by it to the Presbytery, with recommendations for final actions. This Committee shall prepare, for Presbytery's approval, a suggested form with blanks for all items to be included in an approved call. Refer to Appendix D.
 - vii. It shall be the responsibility of the Committee to receive from every church in this Presbytery with an installed pastor (as soon as practical after their annual congregational meetings) all terms of the pastor's call, noting any items that have been changed. The Committee shall then report these changes to Presbytery in accordance with the *Form of Government*, Chapter XII,B,2(1). The Committee shall encourage congregations to take care of the minister (adequate salary, home, etc.) by supplying churches with a suggested minimum compensation package at least every other year.
- c. Concerning Minister Members of Presbytery, the duties of the Standing Committee of the Minister and His Work shall be to organize the ministers into cluster peer support groups to meet at least monthly for fellowship and prayer.

- d. Concerning Candidates for the Ministry, the duties of the Standing Committee of the Minister and His Work shall be:
- i. To examine men who ask to be taken under the care of Presbytery as to their motive for desiring to enter the ministry, their character and Christian experience, their mental ability, and their general fitness for the ministry.
 - ii. To keep in correspondence with all candidates under the care of the Presbytery and maintain an accurate knowledge of their plans. Specifically, the Committee shall write to each candidate at least one month prior to each stated meeting of Presbytery urging them to attend the meeting of Presbytery, inquiring as to their present status, and offering to answer any questions and give any advice needed.
 - iii. To keep a careful check on the scholastic record of each candidate.
 - iv. The Committee shall bring a report to each stated meeting of Presbytery concerning the status and progress of each candidate.
 - v. To have personal conferences with all candidates before they are examined by the Committee on the Minister and His Work for acceptance into the Presbytery. It shall provide counsel concerning all necessary matters and any matters about which the candidate may have questions.
 - vi. The following shall be required of candidates for the ministry under the care of Presbytery:
 1. Candidates shall have completed the equivalent of two (2) years in an accredited college before applying to come under the care of the Presbytery.
 2. Candidates shall be expected to graduate from an accredited college. Candidates are urged to consider Erskine Theological Seminary.
 3. Candidates shall be required to attend the stated meetings of Presbytery. Permission to excuse a candidate for the ministry from attending Presbytery shall be requested through the Principal Clerk of the Presbytery.
 4. Candidates shall be required to preach a trial sermon each year after the junior year of their theological training. Arrangements shall be made the Committee a least one month before they preach before the Presbytery.
 5. Candidates in their final year of training shall prepare a statement of their beliefs which shall be sent to the Committee on the Minister and His Work at least one (1) month before they are examined by the Committee.
 6. Candidates shall not be ordained until they complete the full course of training and have received a call to either a congregation or to another approved ministerial labor.
 7. Candidates shall not be ordained until they have completed either the Master of Divinity degree from an institution or institutions acceptable to the Committee on the Minister and His Work or at least ninety (90) semester hours credit (or 135 quarter hours credit) from an institution or institutions acceptable to the Committee on the Minister and His Work. The Chairman of the Committee on the Minister and His Work shall be responsible to stay abreast of institution(s) from which a candidate is receiving credit from the time that a student comes under the care of Presbytery, so that the Committee may inform the student promptly as to the acceptability of such institutions. The only exception shall be form ministers to be ordained by this Presbytery under the extraordinary provision of the *Form of Government*.
- e. Concerning Ministers Seeking Transfer into Presbytery, the duties of the Standing Committee of the Minister and His Work shall be:

- i. It shall request a written statement from all ministers seeking admission to the Presbytery whether from other presbyteries in the Associate Reformed Presbyterian Synod or from other denominations, which shall set forth the minister's adherence to the *Standards* of the Associate Reformed Presbyterian Church. In case of any disagreement with the *Standards*, the Committee shall determine the nature of these and include them as apart of its report to the Presbytery.
 - ii. It shall examine each minister coming into the Presbytery and make a full report of such examination to the Presbytery including a recommendation concerning the reception of the minister. An oral examination of the transferring minister will be conducted on the floor of the Presbytery.
 - iii. Ministers transferring from other Presbyteries or other denominations shall have met the same educational requirements as stated in Chapter Six, Section IV.d.vi.7. The only exception shall be for ministers transferring into this presbytery according to the extraordinary provision of the *Form of Government*.
- f. Concerning Candidates for Licensure or Ordination, the duties of the Standing Committee of the Minister and His Work shall be:
 - i. It shall compose and administer a written examination to each candidate for licensure or ordination covering essential elements of:
 - 1. Doctrine as set forth in the Westminster Confession and Catechisms,
 - 2. Church Government as set forth in the *Form a/Government*,
 - 3. Church history,
 - 4. Bible knowledge of both Old and New Testaments,
 - 5. The work of the ministry (commonly called Practical Theology),
 - 6. Personal relation to the Lord and qualifications for the ministry.
 - ii. It shall conduct this written examination at least a week prior to the meeting of Presbytery at which the candidate is to be considered for licensure. This examination may be administered in the presence of the Committee or by someone appointed by the Committee. The written examination shall be made available to the Presbytery and a report shall be given to the Presbytery as to the candidate's readiness to be ordained for the ministry. An oral examination of the candidate for licensure or ordination will be conducted on the floor of Presbytery.
 - iii. It shall assign or approve a text (to be the basis for an expository sermon) of Scripture to each candidate for licensure or ordination at least one month prior to the meeting of Presbytery at which the candidate is to be received from which the candidate shall preach to the Presbytery as part of his examination.
 - iv. It shall discuss with the candidate any weaknesses in qualifications and any disagreements the candidate may have with the *Standards* of the Associate Reformed Presbyterian Church and include its evaluation of these in its report to the Presbytery.
 - v. In cases of unusual and extreme circumstances, the candidate may enter the Presbytery through the "Extraordinary Clause" of the *Form of Government*, Chapter I, A,3,g.
- g. When Functioning as a Commission, the duties of the Standing Committee of the Minister and His Work shall be:
 - i. It shall dissolve pastoral relationships when requested to do so by the minister, provided the congregation had concurred with a two-thirds (2/3) vote in a duly called congregational meeting, or when requested by the congregation with a two-thirds (2/3) vote in a duly called congregational meeting when the minister shall concur.

- ii. It shall authorize the Principal Clerk of the Presbytery to grant a letter of transfer for ministers to other presbyteries.
- iii. With or without request, at its discretion, it shall visit churches in which difficulties have arisen for the purpose of inquiring into the difficulties and to counsel with the parties concerned. It shall act to correct these difficulties when requested to do so by the parties concerned or as directed by the Presbytery.
- iv. It shall keep alert to assist ministers who have particular needs whether material or relating to their ministries.
- v. It shall act as a Commission in other matters when specifically authorized by Presbytery.

V. The Standing Committee on Stewardship

- a. The Standing committee on Stewardship shall be composed of five (5) members. Three (3) members will represent presbyter's standing committees on The Minister and His Work, Christian Education and MVP Outreach North America (which committees shall appoint their representative on a yearly basis; the representative may succeed himself). One (1) member will be a member-at-large, who shall be elected by Presbytery as Chairman of the Committee and shall serve a term of four (4) years. The Spiritual Life Chairman of the Mississippi Valley Presbyterial shall serve on this committee during her term of office. The Treasurer of Presbytery shall be an ex-officio member of this committee during his/her term of office.
- b. The duties of the Standing Committee on Stewardship shall be as follows:
 - i. To prepare an annual budget for Presbytery to be approved at each fall stated meeting.
 - ii. To be available to assist the Standing Committees of Presbytery, mission churches and other presbytery related causes in the preparation of an annual budget for their respective works.
 - iii. To provide stewardship workshops as needed to promote the work of the Presbytery and Synod.
 - iv. To seek to promote and encourage a spiritual approach to tithing and stewardship in the homes and congregations of our Presbytery.
 - v. To work with Synod's Board of Stewardship in implementing Synod's stewardship program in the Presbytery.
 - vi. To be an information center on matters of stewardship for the churches of Presbytery.

VI. Financial Guidelines for Presbytery and its Committees

- a. All standing committees and any special committees of presbytery shall submit their budget requests for the following year to the Stewardship Committee no less than four (4) weeks before the Fall Stated Meeting of Presbytery.
 - i. Each committee's request shall include specific expenses which are to be paid by Presbytery including program costs, committee travel, and reimbursement expenses paid to students, guest ministers and speakers, etc.
 - ii. Requests for support payments shall be accompanied by detailed justification for the support and a statement concerning the duration of the support. Churches, organizations, causes, etc. shall provide a copy of their current operating budget and list of other financial resources (CD's, trust accounts, savings accounts, other sources of support, etc.). Those receiving support will furnish quarterly financial reports and an end-of-year financial report to the Presbytery Treasurer.
 - iii. Presbytery support payments to individuals, institutions, causes, etc. will be limited to a term of three (3) years. Unless otherwise directed by an action of presbytery, support will be reduced each year. Support will be paid at 100% for the first 12 months, 50% for the 13th through 24th months, and 25% for the 25th through 36th months.
 - iv. Committee budget requests shall specify any income expected, including any supplemental payments from Synod and/or designated gifts, etc.
- b. Reimbursement for tickets, lodging and/or meals shall be paid for only the actual cost incurred. Mileage will be reimbursed at the rate allowed for business travel in the previous year's Federal tax regulations. All disbursements by the Treasurer to individuals shall be supported by a voucher signed by the Moderator, Principal Clerk or the Chairman of a Committee of Presbytery. The person signing the voucher is certifying that the disbursement or reimbursement is for something provided for in the Approved Budget of Presbytery. Vouchers, designed by the Stewardship Committee, are available from the Principal Clerk or Treasurer.
- c. The Moderator or the Principal Clerk, together with the Chairman of a committee of Presbytery, may authorize a disbursement of \$200 or less for an item not provided for in the Approved Budget of Presbytery. This authority is limited to one (1) such disbursement for each committee each year.
- d. In the even Presbytery takes some action which expends money not provided for in the Approved Budget, Presbytery shall adopt an Amended Budget before adjourning.
- e. The Treasurer shall be authorized to disburse any Outreach North America supplement funds received from Synod to a mission, church, or parish unless specifically directed otherwise by a vote of Presbytery.

Chapter Seven

Boards

- I.* All boards operating under the jurisdiction of the Mississippi Valley Presbytery shall provide the presbytery with a copy of their charter (and by-laws, if not a part of the charter) as registered with the state. These charters and by-laws will, in turn, be published as appendices to the *Rules of Presbytery*.
- II.* All boards shall notify presbytery of any and all proposed changes to their state approved charters and/or by-laws. The boards must receive presbytery's approval of any proposed change(s) **before** making application for revision of the charter and/or by-laws to the state. All boards are responsible for providing presbytery with revised copies of their charters and/or by-laws whenever any changes are approved by the state regulating body.
- III.* Nominations for any vacancies on a board will generally be presented through the Standing Committee on Nominations at the Spring Stated Meeting of Presbytery.
- IV.* Boards will provide presbytery with a report on their operations at least annually. This report will generally be made at the stated meeting that follows the close of the fiscal year of the board's operation.

Chapter Eight

Amendments

- I. Amendments to the Rules of Presbytery shall be proposed and discussed and voted on at one stated meeting. If passed by a simple majority, they shall then be discussed and voted on at the following stated meeting. A two-thirds (2/3) vote will be required for ratification.

- II. The Rules of Presbytery can only be suspended at a given meeting of Presbytery, provided the ruling elder delegates from a majority of churches in Presbytery are in attendance at the meeting and a three fourths (3/4) vote concurs in suspending the rules.

Chapter Nine
Matters Not Provided For

Matters and details of the governing of the Presbytery not expressly provided for in these *Rules* shall be determined according to the general principles of the *Form a/Government* and the established order of the church.

APPENDICES

APPENDIX A
DUTIES AND RESPONSIBILITIES OF THE HOST CHURCH
FOR STATED MEETINGS OF MISSISSIPPI VALLEY PRESBYTERY

I. DUTIES OF THE SESSION

- a. Elect an Elder-delegate and alternate.
- b. Select an Elder to welcome Presbytery.
- c. Select an Elder to present the program of Presbytery.
- d. Select Elders to serve communion at the opening worship service of Presbytery.
- e. ** Encourage church members to attend the opening worship service of Presbytery on Monday evening.
- f. Delegate the following additional duties to other groups and/or individuals in the church and follow up to be sure they are done.

II. INVITATIONS

- a. Address envelopes to all churches in Presbytery.
- b. About 6 weeks ahead, send letters of invitation to all churches in Presbytery, the Principal Clerk of Presbytery, Moderator and Vice Moderator and, in consultation with the Clerk of Presbytery, other invited guests. Ask for an attendance list and lodging preferences to be returned to the host church 2 weeks before Presbytery.
- c. Include the following in your letter of invitation:
 - i. Self addressed reply post card.
 - ii. Map and directions to the church.
 - iii. Phone numbers of host pastor and Clerk of Session in case of emergencies after hours.

III. MISCELLANEOUS DUTIES

- a. Be responsible for supper on Monday evening at 6:00 p.m. and breakfast, mid-morning snacks, and lunch on Tuesday. (Providing snacks, coffee or soft drinks on Monday afternoon is optional.)
- b. Be responsible for planning the opening worship service for Presbytery to begin at 7:00 p.m. on Monday evening. (Allow time for a brief recess between the close of the worship service and the opening of the meeting of Presbytery)
- c. Prepare an adequate number of bulletins for the opening worship service and the meeting of Presbytery. (Be sure to send advance copies to the Moderator and Vice Moderator for their review and addition of special speakers, student sermons, etc. that they may wish to include on the program).

IV. Contact the Principal Clerk of Presbytery to:

- a. Obtain a list of the moderator's committee appointments.
- b. Obtain a copy of the proposed program for the meeting and a list of any special presentations to be made.

V. Identify meeting rooms for meetings of standing committees on Monday afternoon and moderator's committees on Tuesday morning.

VI. Arrange for someone to play piano and/or organ on Tuesday.

VII. Arrange for 2 persons to be available to type committee reports and make copies on Tuesday. If the church does not have a copy machine, call the Principal Clerk of Presbytery for further instructions.

- VIII. Provide name tags and a place for registration on Monday from 4-6 p.m. Contact the Principal Clerk of Presbytery for further instructions regarding sign-in sheets and registration.
- IX. Provide a table in the sanctuary for the Principal Clerk of Presbytery.
- X. If a sound system is available, make arrangements for its operation on Monday and Tuesday.

APPENDIX B
DUTIES OF THE MODERATOR
Of MISSISSIPPI VALLEY PRESBYTERY

- I. The Moderator needs to appoint the members of Presbytery; students under care, etc., and the Elder delegates from each church to one of the moderator's committees. He should provide the Principal Clerk of Presbytery with a copy of these appointments.
- II. The Moderator, if he is a Pastor, he will deliver the sermon at that service of Presbytery. If the Moderator is a Ruling Elder, he may deliver an address or ask a Pastor to deliver a sermon at the opening worship service of Presbytery.
- III. Duties of the Moderator in Constituting Presbytery (opening session - first day of Presbytery):
 - a. Constitute the meeting of Presbytery with prayer.
 - b. Call for the welcome by host church.
 - c. Call on the Clerk to call the roll.
 - d. Make or Call for Introductions of-
 - i. Official visitors and guests.
 - ii. New pastors to their first stated meeting.
 - iii. Any students under care of Presbytery.
 - iv. Others from the floor.
 - e. Call on an Elder from the host church to present the program for the meeting and vote on its adoption.
 - f. Adopt the Minutes of previous meeting(s) of Presbytery.
 - g. Call for any unfinished business.
 - h. Election of the Vice Moderator and Induction of the Moderator.
 - i. At the FALL stated meeting,:
 - i. Presbytery will nominate and elect a new Vice - Moderator. He will serve as Vice Moderator until the spring stated meeting, at which time he will be inducted as Moderator and serve for a term of one (1) year.
 - j. At the SPRING stated meeting:
 - i. Presbytery will induct the current Vice Moderator as its Moderator for the next year. Following his induction, the new Moderator will be escorted to the podium and presented with the gavel.
 - ii. The retiring Moderator shall serve *ex officio* as the Vice Moderator until the fall stated meeting.
 - k. Announce appointments to Moderators Committees (Make additional appointment or changes as necessary). Announce meeting places of Moderator's Committees.
 - l. Call on Clerk for any matters of business on the table, and depending on the time, conduct any business possible.
 - m. Call for any announcements by the host church concerning lodging arrangements, breakfast, etc.
 - n. Announce recess, until the 8:30 worship service convenes on Tuesday morning.
 - o. Give, or call for, Benediction.

IV. Duties of the Moderator - Second Day of Presbytery

- a. The Moderator shall generally be in charge of arrangements for the opening devotional service.
- b. Call the meeting of Presbytery to order.
- c. Consider and vote on any business tabled from previous meetings.
- d. Consider and count vote on any changes to Rules of Presbytery.
- e. Consider and count vote on any changes to Rules of Synod.
- f. Conduct any business possible before the Order of the Day calls for Moderator's Committees to meet.
- g. Recess for Moderator's committees to meet.
- h. Moderator may visit various committees.
- i. Moderator may begin signing Sessional Records examinations.
- j. Reconvene Presbytery for business.
- k. Recess for lunch. (During lunch, recognize those responsible for preparing all of the meals).
- l. Reconvene for business- (The Moderator is generally responsible for arrangements for the devotional service).
- m. Lead or call for an invitation to host the next stated meeting(s) of Presbytery and vote on acceptance.
- n. Continue to consider Presbytery business.
- o. After all business is completed, call on the Clerk to read the Minutes of the Meeting and vote on their adoption.
- p. Call for motion to adjourn and vote by standing.
- q. Sing Bible Song #280, *Christian Unity* (Psalm 133).
- r. Give, or call for benediction

ORDER OF BUSINESS (SECOND DAY)

The order of business for the Tuesday session of stated meetings of Presbytery will be:

- Worship and season of prayer Call to order by the Moderator Business
- Committee work (10:00am - 11:00am) Business
- Lunch (12:00 noon)
- Reconvene- Afternoon Worship Business
- Selection of a Place of Meeting Reading and Adoption of Minutes
- Bible Song #280 (Christian Unity, Psalm 133) Benediction

APPENDIX C
RULES FOR KEEPING THE MINUTES OF SESSION

1. A copy of these rules is to be inserted as the first page of contents of the book containing the minutes of the Session.
2. Minutes of Session are to be kept in a permanent loose-leaf book.
3. The date of all regular and called meetings of the Session is to be recorded.
4. The Clerk is to record the proceedings of each meeting, including the opening and closing prayer, the name of elders present and those absent, and the name of anyone else in attendance.
5. Records are to be kept in a permanent, readable fashion.
6. The Clerk is to see that the minutes of each meeting are signed by the presiding officer and the recording officer.
7. All minutes of the Session must be read, approved, and so noted in the Sessional Records.
8. Permanent rolls are to be kept of all active and inactive, communicant members, non-communicant members, and associate members. A permanent roll also is to be kept of all children baptized, date of birth, date of baptism, name of parents, and the name of the minister administering the Sacrament.
9. A permanent roll is to be kept of the death of members; members removed; and members transferred, noting the date and to who transferred.
10. A permanent record is to be kept of all marriages when either of the contracting parties is a member of the congregation, together with the date and name of the person officiating.
11. A permanent roll is to be kept of the ordination, installation, and reinstatement of all elders and deacons.
12. Minutes of congregational meetings are to be kept by the Clerk in the book with records of Session meetings, and signed by all presiding and recording officers.
13. Minutes of the Session are to be presented for inspection as Presbytery directs.

APPENDIX D
OFFICIAL FORM FOR CALLING A MINISTER
IN MISSISSIPPI VALLEY PRESBYTERY

1. The printed "call" 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. Concern for the pastor's family in the event of his death or disability, and concern for the churches. Concern regarding the death or disability of pastors led the 1995 General Synod to recommend a change in the form used to call a Pastor. In adopting the change, Synod also approved a recommendation that, "all churches with a pastor or pastors [should] consider adding such provisions to the call(s) at or before the time of the next annual review of the Call." The basic rationale for such an action is that both the pastor and the congregation would benefit by considering what would be done before such emergencies ever occur. A copy of the revised "Call for a Pastor" is included in this appendix. Additional copies may be obtained from the Principal Clerk of Presbytery.
3. 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.
4. 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.
5. The terms of the call should be reviewed carefully with the Diaconate and the Session before presentation to the congregation.
6. 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.
7. After each annual review of the terms of the call, any changes in the terms of the call should be reported to the presbytery.

CALL FOR 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 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 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 Plan 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).
 - (3) _____ Pay _____ of the cost of your family's participation in a private insurance program (medical and dental).
- g. Review with you annually the adequacy of this compensation.
- h. Grant you an annual vacation of _____ weeks.
- i. Other.

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.

- a. In the event of **total disability**, as defined by Synod's insurance program, we promise (Check all that apply):
 - (1) _____ To continue the provisions of this call during the prescribed waiting period for commencement of benefits from Synod's insurance program.
 - (2) _____ To continue the provisions of this call for a period not to exceed _____ months from the onset of total disability.
 - (3) _____ If you are residing in the manse, and during the month following the terms outlined in "(1)" or "(2)" above, to assist you in relocating and to contribute \$ _____ toward your relocation expenses.
 - (4) _____ Other. (Attach)
- b. In the event you should **die** during the terms of this call, we promise (Check all that apply):
 - (1) _____ To continue the provisions of this call dealing with annual salary, housing, and group insurance for a period of _____ months.
 - (2) _____ If you are residing in the manse, and during the month following the terms outlined in "(1)" above, to assist your family in relocating and/or contribute \$ _____ toward those relocation expenses.
 - (3) _____ Other. (Attach)

CONFIRMATION OF A CALL

I, _____, having moderated the congregational meeting which was held in the _____ Associate Reformed Presbyterian Church, on _____, at which a call was extended to _____ for service as **pastor**, certify that the call has been made in all respects according to the rule laid down in the Form of Government, and that the persons who signed the call were members in regular standings of the above-mentioned congregation.

Moderator of the Congregational Meeting

RECORD OF VOTING

_____ For the Call _____ Against the Call

APPENDIX E

MISSISSIPPI VALLEY PRESBYTERY CALLING NETWORK

Moderator

- ◆ New Albany
- ◆ Ebenezer
- ◆ Hopewell
- ◆ Bethany
- ◆ Graceview
- ◆ New Geneva
- ◆ Gumtree

Clerk

- ◆ Midlane Park
- ◆ Elsberry
- ◆ Mt. Zion
- ◆ Faith
- ◆ Helena

Vice Moderator

- ◆ Wood Avenue
- ◆ Hickory Springs
- ◆ Covenant Reformed
- ◆ Pottsville
- ◆ Havana

MHW Chairman

- ◆ Brighton
- ◆ Covington
- ◆ Hernando
- ◆ Richland
- ◆ Salem
- ◆ Sharon
- ◆ Providence

INSTRUCTIONS

1. To communicate an urgent message presbytery-wide, contact the principal clerk to begin the notification process. If he cannot be reached, call the next person on the list of officers, viz., Moderator, Vice Moderator, Chair, Minister and His Work.
2. It is the responsibility of the person called to notify the next person on the list. If you cannot reach that person on the initial call, jump to the next person on the list and keep trying the person you could not reach.
3. The last person on each list should call the officer who initiated the call, viz., Moderator, Principal Clerk, Vice Moderator, Chair, Minister and His Work, to insure that all parties were notified.

APPENDIX F*

CHARTER OF

THE BOARD OF TRUSTEES OF THE EDUCATIONAL FUND

A. Charter:

1. State of Tennessee Charter of Incorporation (Charles B. Simonton and all) filed and registered March 6, 1895.
2. Be it known that T. B. Moffatt, J.e. McCaw, J.W. Strong, J.B. McCain, James McLister, T. C. McQuiston, and Charles B. Simonton are hereby constituted as a body politic and corporate by the name and style of the Trustees of the Memphis Presbytery of the Associate Reformed Synod of the South (Chapter 45 sessions acts of General Assembly 1891 of the State of Tennessee.) The said seven persons were selected and appointed by the said Memphis Presbytery and also by said Associate Reformed Synod of the South.

- B. Purpose: The general purpose of this incorporation is the support of public worship, the building of churches and chapels, the maintenance of all missionary undertakings under the direction of said Presbytery, to encourage and promote education and more particularly to educate or aid in educating worthy young men for the gospel ministry under the direction of said Memphis Presbytery, and to support and maintain or aid in supporting and maintaining any benevolent and charitable undertakings under supervision and care of said Presbytery. Said corporation shall have power to receive, collect, and hold in trust for the benefit of said Memphis Presbytery all donations, bequests, devices, legacies, etc. given, conveyed or bequested to said corporation for any religious, benevolent, educational, missionary, or charitable object. (Note: The charter has since been changed to refer to Mississippi Valley Presbytery of the Associate Reformed Presbyterian Synod.)

C. By-Laws:

1. That in addition to the officers of president and secretary there shall be a treasurer who before assuming his duties shall give bond to secure all funds in his hands.
2. That the number of directors shall not be less than five (5) and no person shall be elected a director who has not been selected and appointed by the Mississippi Valley Presbytery.
3. That a majority of the directors shall constitute a quorum for the transaction of business.
4. That the board shall hold its annual meeting on the last Thursday of August of each year.
5. That the treasurer shall give at such meetings a report in writing showing the amount of funds on hand and what payments have been made as well as the investments of all funds.
6. That the treasurer shall payout no funds except by order of the board.
7. That the secretary shall make an annual report to the board each year and when same has been approved by the board shall forward same to the Mississippi Valley Presbytery.
8. That at least 50% of this fund be established as a Permanent Fund. That the remainder of this fund be used to aid all Associate Reformed Presbyterian students of the Mississippi Valley Presbytery who are planning to enter some form of full-time Christian service and for any other purpose as set forth in the charter.
9. The applicant must be recommended by a minister and two other adults who are thoroughly acquainted with the applicant in every essential to a pure and upright life. The applicant must be mentally and morally fit for the office to which he or she aspires.
10. All applications with recommendations must be made in writing to the secretary before the annual August meeting of the Board.

11. Students who have finished two years of college are eligible to apply for aid.
12. Because the Associate Reformed Presbyterian Church stands for high educational qualifications, the applicants for loan service shall attend and graduate from accredited colleges (recognized by a regional Association of Colleges and Secondary Schools) and also attend and graduate from seminaries which are members or associate members of the American Association of Theological Schools.
13. That the amount of the loan be determined by the Board of trustees on the basis of need and the amount of money the board has available.
14. The applicant is required, after finishing his education, to preach, or take up his ministry in the Associate Reformed Presbyterian Church and prosecute it fully and zealously for fully five (5) years and in that event he will not be required to refund to the board any of the money he received from the board. If the full five years are not given in service of the A.R.P. Church. The board will ask that the applicant pay back with reasonable interest the amount borrowed for those years that he did not serve.
15. If any beneficiaries who received aid from this board in the prosecution of their studies in college or seminary choose to take work in any other denomination or to abandon the work of the ministry-- therefore such persons shall refund the amount used with reasonable interest.
16. The Board has set aside one thousand dollars (\$1,000) that may be loaned to ministers for graduate work in the field of religion. A minister may borrow up to five hundred dollars (\$500). If this loan is repaid the first year after graduate work, no interest will be charged. Thereafter a reasonable rate of interest will be charged.

APPENDIX G*
CHARTER AND BYLAWS FOR THE
WILLIAM H: DUNLAP RETIREMENT CENTER, INC.

CHARTER

State of Tennessee Department of State CERTIFICATE

The undersigned, as Secretary of State of the State of Tennessee, hereby certifies that the attached document was received for filing on behalf of WILLIAM F. DUNLAP RETIREMENT CENTER, INC. was duly executed in accordance with the Tennessee General Corporation Act, was found to conform to law and was filed by the undersigned, as Secretary of State, on the date noted on the document

THEREFORE, the undersigned, as Secretary of State, and by virtue of the authority vested in him by law, hereby issues this certificate and attaches hereto the document which was duly filed on September Twenty-eighth, 1982 (00321 00714-16)

CHARTER OF
WILLIAM H. DUNLAP RETIREMENT CENTER, INC.

The undersigned natural persons, having capacity to contract and acting as the incorporators of a corporation under the Tennessee General Corporation Act, adopt the following charter for such corporation:

1. The name of the corporation is William H. Dunlap Retirement Center, Inc.
2. The duration of the corporation is perpetual.
3. The address of the principal office of the corporation in the State of Tennessee shall be Route 1, Box 449, Brighton, Tennessee 38011.
4. The corporation is not for profit.
5. The corporation is organized and shall be operated exclusively for charitable, educational and scientific purposes including the establishment, maintaining, conducting, managing, leasing, owning and operating of one or more retirement centers for the elderly together with the activities incident or related thereto or which may be appropriate for the carrying out of the foregoing purposes and such activities as are permitted by the Tennessee General Corporation Act.
6. The corporation shall have one member, to-wit: the General Synod of the Associate Reformed Presbyterian Church, Greenville, South Carolina.
7. No dividend shall be paid and no part of any net earnings with the corporation shall inure to the benefit of or be distributed to its members, trustees, directors, officers or other private persons except that the corporation may pay reasonable compensation to its members, directors, trustees or officers for such services rendered and make reasonable reimbursement for the expenses incurred on behalf of the corporation. Notwithstanding any other provision of these articles, the corporation shall not carry out any other activity which is not permitted to be carried on by corporations exempt from federal income taxes under Section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Code.
8. Upon dissolution of the corporation and after paying or making provision for paying of all liabilities of the corporation, the assets of the corporation shall be distributed to the General Synod of the Associate Reformed Presbyterian Church, One Cleveland Street, Greenville, South Carolina.

Dated, this the 24 day of September, 1982.

// Sam D. Fee // Sam D. Fee, Incorporator

DESIGNATION OF REGISTERED AGENT OF WILLIAM H. DUNLAP RETIREMENT CENTER, INC.

TO THE SECRETARY OF STATE, STATE OF TENNESSEE:

Pursuant to the provisions of Section 48-1201 of the Tennessee General Corporation, Act, the undersigned Incorporator of a domestic corporation being organized under the Acts submits the following statement for the purpose of designating the registered agent for the corporation for the State of Tennessee:

1. The name of the corporation is William H. Dunlap Retirement Center, Inc.
2. The address of the corporation is Route 1, Box 449, Brighton, Tennessee 38011.
3. The name and street address of its registered agent in the State of Tennessee shall be: Sam D. Fee, 1307 Herring Drive, Covington, Tennessee 38019

Dated this September 24, 1982.

WILLIAM H. DUNLAP RETIREMENT CENTER, INC.

Sam D. Fee, Incorporator

BY // Sam D. Fee //

BYLAWS

ARTICLE I. NAME AND PURPOSE

The name of this corporation is William H. Dunlap Retirement Center, Inc. It is a not-for-profit corporation organized under the laws of the State of Tennessee for the purpose of establishing maintaining, conducting, leasing, owning, and operating one or more retirement centers for the elderly, and such other allied functions or agencies as will further aid said corporation.

ARTICLE II. OWNERSHIP

The ownership of William H. Dunlap Retirement Center, Inc. is vested in a 501(c)(3) corporation, owned and operated by the General Synod of the Associate Reformed Presbyterian Church, Greenville, South Carolina.

ARTICLE III. BOARD OF DIRECTORS

The corporation shall be governed by a Board of Directors of not less than three nor more than nine members. Pursuant to Tennessee law the membership of William H. Dunlap Retirement Center, Inc. shall elect its Board of Directors, determine their number, and fix their term of office.

Section 1. Qualifications of Directors.

All directors shall be members of the Associate Reformed • Presbyterian Church.

Section 2. Term of Office.

The tenure of office of a director shall be for a period of three years.

As the term of office of each director expires, he may be reappointed to serve another term of three years. Vacancies on the Board of directors due to death, resignation, or removal shall be filled by the corporation.

Section 3. Meetings

The Board of Directors shall hold regular meetings at each quarter on the day and time set by the Board. Board members should attend at least three regular meetings per year. Failure to attend these meetings will result in request for termination of appointment. The regular meeting in December shall be known as the annual meeting. Special meetings may be held at the call of the President or, in his absence, at the call of the Vice President, or at the call of any three directors. Notice of special meetings shall also state the purpose for which the meeting is called. Further, the Board of Directors or any committee thereof is authorized to take action on unanimous written consent, in lieu of an actual meeting, as provided by Tennessee law. Decisions authorizing expenditures of funds in excess of \$ ___ will require the approval of the full Board of Directors, and when the Retirement Center is able to finance such decisions without creation of indebtedness.

Section 4. Quorum.

A majority of the Board of Directors shall constitute a quorum for the transaction of business.

Section 5. Vote.

Unless the charter, these bylaws, or Tennessee law require larger proportion, the vote of a majority of the directors present at a meeting at which there is a quorum shall be sufficient to authorize corporate action.

Section 6. Conflicts of Interest. As officers, the directors shall perform their responsibilities solely for the Retirement Centers benefit without desiring any personal gain. Directors shall not engage in any activity which may violate their responsibility in accordance with Tennessee law. Any violation of the above will be subject to action of the corporate officers.

ARTICLE IV

OFFICERS

Section 1. General. The officers of the corporation shall be a President, a Vice President, and a Secretary-Treasurer, each of whom shall be elected by the Board of Directors. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Board of Directors. Any two or more offices may be held by the same person, except the offices of President and Secretary-Treasurer.

Section 2. Election of Officers. The officers of the corporation to be elected by the Board of Directors shall be elected annually by the Board of Directors at the first meeting of the Board of Directors held after each regular annual meeting of the member. If the election shall not be held at such meeting, such election shall be held as soon thereafter as may be possible. Each officer shall serve for a term of one year, or until the next annual election, or until his successor is elected and installed.

Section 3. President. The President shall have the right and privilege to preside at all meetings of the member and directors, and he shall also have the power to appoint any other officer to preside in his place. The President shall, along with the Secretary-Treasurer, sign all certificates of stock in the company. The President shall be the principal executive officer of the corporation and, subject to the control of the Board of Directors, shall in general supervise and control all of the business and affairs of the corporation.

Section 4. Vice President. Unless otherwise prescribed by the Board of Directors, in the absence of the President or in the event of his death or inability or refusal to act, the Vice President shall perform the duties of the President, and, in so acting shall have all the powers of and be subject to all the restrictions upon the President.

Section 5. Secretary-Treasurer. The Secretary-Treasurer shall keep a record of the matters of the proceedings of meetings of the member and directors, and shall, when appropriate, give notice as required in these Bylaws of all such meetings. He shall have custody of all books, records, and papers of the corporation except such as shall be in charge of some other person or persons authorized to have custody and possession thereof by resolution of the Board of Directors. He shall keep accounts of all monies of the corporation received or disbursed, and shall deposit all monies and valuables in the name of and to the credit of the corporation in such banks and depositories as the Board of Directors shall designate.

Section 6. Signing of Contracts. All written contracts entered into on behalf of the corporation shall be signed by the President or by such other officer or officers as the Board of Directors shall designate.

Section 7. Payment of Money. All checks, drafts, or other orders for the payment of money shall be signed by such officers or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

ARTICLE V
AMENDMENTS

These Bylaws may be amended or repealed, in whole or in part, by a majority vote of the shares represented at any regular annual meeting of the member, or at any special meeting called for that purpose and so announced in the notice thereof, provided that a quorum is present or represented and entitled to vote thereon.

Adopted this the ___ day of _____, 198_, by the undersigned incorporator.

// Sam D. Fee //

APPENDIX H

PROCEDURES FOR RECEIVING NEW CHURCHES INTO MISSISSIPPI VALLEY PRESBYTERY OF THE ASSOCIATE REFORMED PRESBYTERIAN (ARP) CHURCH

- I. The Congregation seeking to affiliate with the Mississippi Valley Presbytery (MVP) shall present a petition signed by members and adherents (i.e., regular attendees) requesting reception to the MVP Committee on Outreach North America (ONA Committee).
- II. The ONA Committee shall request, and receive in writing, the following:
 - a. Reasons, where applicable, for dissolving any previous ecclesiastical affiliations.
 - b. Statement of adherence to proper procedures for any such dissolutions of prior affiliations.
 - c. Reasons for desiring to affiliate with the Associate Reformed Presbyterian Church.
 - d. Statement of adherence by the Ruling and Teaching Elders to the *Standards of the ARP Church*.
 - e. Statement of agreement with and adherence to our rules of Presbytery.
- III. The Congregation applying for admission to the MVP shall request a letter of dismissal from its former presbytery, or other appropriate judicatory, and shall present such letter to the ONA Committee. Should the former judicatory refuse to provide such a letter in a timely fashion, the applying Congregation shall issue a written memorandum (attested to by the Session) to the ONA Committee to this effect. An independent Congregation applying to MVP is exempt from this requirement.
- IV. The Congregation desiring to be received into MVP shall present a complete roll of its communicant and non-communicant membership, and a list of its elders and deacons currently serving the church, to the ONA Committee.
- V. The ONA Committee shall report its actions and recommendations concerning the applying Congregation at the next stated meeting of the MVP. Representatives from the church, including at least one representative which is duly authorized to speak for the Congregation (that is, ordained elder or his equivalent), shall attend this meeting and the duly authorized representative(s) shall relate the circumstances that have led them to seek affiliation with the ARP Church, including reasons for their withdrawal from any previous ecclesiastical affiliations.
- VI. The vote regarding the reception of the applying Congregation into the MVP shall occur at least at the Stated Meeting of the Presbytery immediately subsequent to the Stated Meeting cited above in Item 5. During the intervening time, the applying Congregation shall be invited to attend any interim meetings of MVP and General Synod, and shall be encouraged to attend other functions of the ARP Church, including Synod's orientation program for ministers, full-time church professionals, and church officers; that the financial expectations/requirements in a connectional church like the ARP be specifically and clearly stated; and further, the Clerk of the MVP shall include applying congregations in any formal communications sent to member churches. During this interim, meeting may be held between the applying Congregation and members of the MVP at the discretion of either. Should the applying congregation be without a pastor, they are encouraged to utilize the resources of the MVP, and specifically its Minister and His Work Committee in their pastoral search and in their search for stated supply.

- VII. Once received, the representatives, and others in the Congregation, shall stand before the MVP and the presbyters shall extend to them the right hand of Christian fellowship.
- VIII. The received Congregation shall provide the ONA Committee with a brief history of the Congregation.
- IX. The ministers, elders, and deacons who are presently serving the Congregation shall continue in office without reinstallation. The MVP shall examine each minister review his call (similar to its examination and review of any other transfer).
- X. The ONA Committee shall be established as a Commission of the MVP to hold a service of reception and welcome for the newly-received Congregation at their place of worship, and at a convenient and mutually agreed time and date. The following shall be included in such service:
 - a. Greetings from the MVP.
 - b. Prayer.
 - c. Preaching of the Word of God.
 - d. Renewing of the vows by the pastor and other officers of the Congregation.
 - e. Renewing of the membership vows by the Congregation.
 - f. Declaration of Reception as follows: ***"By the authority of Mississippi Valley Presbytery, I now declare that _____ Church is duly received as a congregation of the Associate Reformed Presbyterian Church. In the name of the Father, and of the Son, and of the Holy Spirit."***