



**Minutes of
Grace Presbytery**

**February 2, 2019
Ambassador Presbyterian Church,
Apex NC**

A Meeting of the Grace Presbytery was held on Saturday, February 2nd at 9:00 AM at Ambassador Presbyterian Church of Apex, NC. Warren Harvey, Pastor of Ambassador Presbyterian Church, served as interim moderator and opened the meeting with introductions from each Minister along with their Elders and guests. Mr. Harvey opened with a reading from Psalm 118, prayer, singing of “God of Grace and God of Glory,” and a devotion from Romans 12 ([APPENDIX A](#)). After our devotion, those gathered entered a season of prayer.

After prayer, Mr. Harvey constituted the Inaugural meeting of Grace Presbytery. The meeting continued with the Declaration of a Quorum and Adoption of the Program (approved by consensus). Attenders are listed in [APPENDIX F](#)

Business continued with a presentation of the Grace Presbyterian Planning Committee Minutes from Mr. Harvey. Then, the following were presented one at a time with supporting information and discussion. All recommendations were approved by consensus unless otherwise noted.

1. Approved: Warren Harvey elected named Moderator of Grace Presbytery for a period of one calendar year.
2. Approved: Presbytery Officers to serve for a period of one calendar year. Each of these was taken as a separate motion and approved by the court.
 - a. Vice Moderator: *James Constable*
 - b. Stated Clerk: *Brian Howard*
 - c. Treasurer: *Scott Cornelius*
 - d. Parliamentarian: *David Smith*
3. Approved: Ratification of Articles of Incorporation ([APPENDIX B](#))
4. Presentation from the Treasurer- *Scott Cornelius* ([APPENDIX C](#))
5. Presentation from “The ARP” - *Susan Tanner*, Editor
6. Presentation from the Interim MOP Committee: Review of the Manual of Procedure ([APPENDIX D](#)) - *David Smith*
 - a. The court approved distribution a First Presbytery supplementary document, “Sub-committee Recommendation,” regarding subscription to the Westminster Confession of Faith ([APPENDIX E](#))
 - b. The court was instructed to submit comments, questions, and editorial suggestions regarding the Manual of Procedure by February 23rd. ([Click Here](#) for an editable file to share with your session).
7. Approved: A Moderator’s Committee on the Manual of Procedure (comprised of current members of the Interim M.O.P Committee) was formed to continue study of the Manual of Procedure.
8. Presentation of Committees and Committee Structures. -*Warren Harvey, Ken Kunkel*.
9. Approved: That Presbytery form three committees:
 - a. Candidates & Examination / Minister & His Work
 - b. Church Extension
 - c. Stewardship & Trustees
10. Approved: That committee nominations be continued, in addition the current list, and received by the clerk on or before by February 23rd, and distributed at least two weeks prior to the March meeting.

11. Approved: That the current Manual of Procedure committee develop a procedure of voting for committee nominees to be submitted at the March meeting.
12. The court paused for prayer, led by Phil Williams.
13. Presentation regarding Emmanuel ARP (Wilmington) - *Warren Harvey, David Duckeun Park*
14. Approved: That the moderator appoint a committee of at least three to address the ongoing issue of Emmanuel ARP Church (Wilmington). [See also item 18 below]
15. Approved: That the Moderator extend an invitation to the Christ Coastal Mission (Southport) and members of her provisional session to be present at the March meeting prepared to discuss their health, status, and vision.
16. Approved: That the Presbytery appoint additional provisional elders and a moderator for the Christ Coastal Mission (Southport) for encouragement and governance.
17. Approved: That the moderator, clerk, and treasurer be given authority to approve any funds needed for the works of Presbytery.
18. Approved: That the Moderator speak with Thomas Rickard (Adams Farm), Leon Tinklenberg (Covenant), and Phil Williams (Covenant of Grace) regarding serving on the provisional session of Christ Coastal Mission (Southport).
19. Approved: That Tyler Tabor (Covenant) be appointed as moderator of Christ Coastal (Southport).
20. Approved: That a the moderator appoint a committee from the Greensboro area to address issues regarding The Lord's Korean Church (Jamestown) and Rev. Lim. David Smith offered to help in this matter.
21. Motion to adjourn (James Constable)

After closing prayer and the Psalm of Christian Unity the delegates were invited to gather for lunch on site before departure.

Respectfully Submitted,

Brian Howard, *Clerk*

APPENDIX A

Grace Presbytery Devotion: Romans 12

2/2/2019

Brothers, let us give heed to God's word in Romans 12. As we do, let me remind you that there is no devotion or teaching that I can give on this passage that has greater power to challenge and change us than the hearing, believing and obeying of this: God's word. I encourage us now to give attention to what the apostle writes and God speaks to us here.

READ ROMANS 12

We all know this chapter to mark that shift so common in Paul's letters from the what we sometimes term the indicative to the imperative. From the holding forth of the great truths and doctrines of the gospel and who we are in union with Christ, to the laying out of the practical implications of how shall we then live in faith and obedience to those great truths in various relationships and situations in life. This chapter is packed full of some of the most challenging, but liberating exhortations for how we are to live in relationship to God and to one another.

As we as ministers, elders and congregations embark together in the work of God's mission, as we engage together in seeing one another encouraged and built up in the faith, in seeing our congregations growing in grace and equipped for ministry, in seeing new believers and new churches added to God's kingdom in this area, my desire is that we would be a Romans 12 presbytery. What do I mean by that?

I mean that as we seek to live in light of the great mercy of God given to us in the gospel and as we offer up our entire lives body and soul to the Lord in worship and service that:

1. We would not be a conformed, but a transformed presbytery.

That we would guard ourselves certainly against being pressed into the mold of this world and the culture around us simply to be more attractive or more relevant or more successful in our ministries. That we as ministers would not be conformed to the idol of personality, or the cult of celebrity, or the danger of tribe mentality in order to gain more followers or boost our own sense of self-worth or security. That our churches would not be conformed either by the sometimes paralyzing effects of tradition or by the sometimes whimsical fads of innovation such that we forget to trust and rely on the power of the Holy Spirit at work through God's word. Rather, I long for us to be a presbytery of ministers, elder and churches that are transformed by the constant renewal of our minds by the truth of God's word, hearts that are transformed by the amazing grace of the gospel and the freedom we have in Christ, and lives that are transformed

such that we not only discern and test God's good and perfect will, but we live it and do it in our relationships with one another.

2. We would be not a self-centered, but a serving presbytery.

Just as God calls us as individuals to not take too high a view of ourselves, but to recognize the diversity of gifts in the body of Christ and remember that each is valued and has something to contribute, so in our presbytery, each of us as ministers, each elder, even our specific churches are unique and gifted in ways that the rest of us both need and from which we can benefit. I have a great deal to learn from each of you men and our churches have a good deal to teach each other. I would love to benefit from the wealth of knowledge, preaching styles, ministry experience, pastoral wisdom that is gathered here. Let us not try to make each other in our own image, but let acknowledge God's image in us and the unique gifts and opportunities he has given to each of us and our churches. We are not in competition, but on the same team. We serve the same Lord and are united by the same Spirit and therefore, let us not think that we have the corner on the market of ministry, but let us use our gifts as pastors and elders, as churches to serving, teaching, exhorting, giving, leading and showing mercy and kindness.

3. We would not be a hostile, but a humble presbytery.

If you asked me what I hope and pray the culture and community of our presbytery will look like and be known for, I would point you to Romans 12:9-20. I would love to write this passage as a banner over our presbytery. That our love would be genuine and affectionate for one another. That the only competition we engaged in would be how to outdo one another in showing honor, in being zealous for the Lord and serving one another. That we would be generous and welcoming and compassionate to each other, and that when we are maligned or attacked or offended in some way, we would be quick to bless and do good and to seek peace and reconciliation. That we would so trust God to bring justice either on the cross of Christ or at the final judgment, that we would truly be able to love our enemies, to engage a hostile world and culture with both a gracious humility and a confidence in God's word and the gospel that they might be drawn to Christ and become our brother or sister.

In view of God's mercy brothers, let us offer our bodies, our lives as living sacrifices to the Lord even now, and seek to be a transformed, serving, humble community of Christ together so when people think of our presbytery, the first thing that comes to mind is not just our name, but that our name is reflected in the reality of our lives and work together as God's people. May God be pleased to do this for his glory! Amen.

APPENDIX B

State of North Carolina
Department of the Secretary of State

ARTICLES OF INCORPORATION NONPROFIT CORPORATION

Pursuant to §55A-2-02 of the General Statutes of North Carolina, the undersigned does hereby submit these Articles of Incorporation for the purpose of forming a nonprofit corporation.

- I. The name of the corporation is: “Grace Presbytery of Eastern NC (ARP), Incorporated”
- II. The corporation is a charitable or religious corporation as defined in NCGS §55A-1-40(4).
- III. The street address and county of the initial registered office of the corporation is:

5113 Mackay Rd.
Jamestown, NC 27282
Guilford County
- IV. The mailing address is the same as the street address of the initial registered office.
- V. The name of the initial registered agent is: Brian Howard.
- VI. The name and address of the sole incorporator is:

Brian Howard
5113 Mackay Rd.
Jamestown, NC 27282
Guilford County
- VII. Ministers and elders in good standing with Grace Presbytery of Eastern NC (ARP) shall be the members of the corporation.
- VIII. Upon dissolution, the corporation or organization shall, after paying or making provision for the payment of all the liabilities of the corporation, distribute its assets to such

organization or organizations as shall at that time qualify as an exempt organization or corporation under §501(c)(3) of the Code or any successor section, a corporation that is organized exclusively for one of more of the purposes specified in §501(c)(3) or any successor section or to federal, state, or local governments to be used exclusively for public purposes. Any such assets not so disposed of shall be distributed by the Superior Court of the county in which the principal office of the corporation or organization is them located, exclusively for such purposes or to such organizations, such as the court shall determine, which are organized and operated exclusively for such purposes, or to such governments for such purposes.

IX. The street address and county of the principal office of the corporation is:

5113 Mackay Rd.
Jamestown, NC 27282
Guilford County

X. The mailing address is the same as the street address of the principal office. The corporation elects to include the following provision:
Grace Presbytery of Eastern NC (ARP), Incorporated, shall govern its affairs pursuant to the Old and New Testaments of Holy Scripture, the Standards of the Associate Reformed Presbyterian Church, and the Form of Government of the Associate Reformed Presbyterian Church in all matters.

XI. These articles will be effective upon filing.

This the 23 day of January , 2019.

Signature of Incorporator

Rev. Dr. Brian L. Howard, Stated Clerk

Name of Incorporator

Appendix C

Grace Presbytery Treasurer's Report February 2, 2019

Grace Presbytery has been registered with the NC Secretary of State as Grace Presbytery of Eastern NC ARP INC.

At the meeting on November 8th, we agreed to set up financial accounts at the same institutions as First Presbytery to make the transition of funds more convenient. The checking account has been setup at BB&T and the investment account will be setup at Edward Jones next week.

Jim Snyder has issued BBT checks payable to Grace Presbytery as follows:

1. Y2018 Apportionments - \$15081.00
2. Benevolent Fund, Grace Pres. Share - \$3064.61
3. Y2019 Apportionment-Adams Farm - \$302

These checks should arrive at my office around 2/4/19.

Once the Edward Jones account has been setup, the Church Extension funds of \$164,279 will be transferred from the First Presbytery Edward Jones account.

I will send an email when these items take place.

Scott Cornelius, CPA
Treasurer

Appendix D

PROPOSED DRAFT¹:

GRACE PRESBYTERY of THE ASSOCIATE REFORMED PRESBYTERIAN CHURCH MANUAL OF PROCEDURE DRAFT 1.1.4

ARTICLE I: STATEMENT OF IDENTITY AND PURPOSE

Grace Presbytery of the Associate Reformed Presbyterian Church, believing that its existence and work is the result of the Triune God's redemptive work, recognizes its dependence on him for biblically fruitful labors. We demonstrate our reliance upon our Triune Lord in our reliance on the Scriptures of the Old and New Testament, prayer and the sacraments of baptism and the Lord's Supper. We express our unity in our subscription to the Westminster Standards, relying upon those means of grace established and explained by God in his Word, and embraced by our denominational heritage. Believing that our Lord by his supernatural grace is sanctifying us through his Word and Spirit, we commit ourselves to a unity, orthodoxy and ministry in pursuit of that holiness created and perfected by our Lord, and without which no one will see him. We affirm our mutual accountability as ministers and ruling elders to this holiness, and the means of grace by which our Lord promises to perfect it in us and enable us to spread his kingdom. The great joy of our lives is to pursue this identity and purpose together with our brethren in the Lord, the members of this presbytery.

The start of Grace Presbytery represents an opportunity to pursue the biblical ideal of Presbyterianism. Through God's help may we be sound in doctrine (Titus 2.1-2), fervent in faith (Heb. 11:1), abounding in love (1Thess. 3:12), united in Spirit (Ephesians 4.3), and fruitful in ministry (Acts 9.31, 42).

We confess our need to grow in godliness (Titus 2.11-14), to pursue greater conformity to and maturity in our ARP theological standards (Eph. 4.13-16), to live in brotherly love and unity and humility of mind (1 Peter 3.8), longing for Christ to use us to bear fruit in his Church in our generation (Luke 8.8,15, Col 1.6-10). These principles are eternal, and we must grow towards them constantly, closing the gaps separating our theology from our experience and practice, and striving to excel still more and more (1Thess. 4:1ff).

¹ **Draft 1.1.4 Was submitted for review at the February 2nd meeting. Please see your Spring Packet for an updated Draft 1.1.5 to be submitted at the March 16th meeting.**

We must always be about the great business of continual reformation. Therefore, we will strive to create and maintain an ecclesiastical culture marked by four essential virtues:

Doctrinal Orthodoxy

In the mercy of God and with joyful conviction, we are a presbytery of the Associate Reformed Presbyterian Church, committed to the Westminster standards as the summary and expression both of our Christian faith, and the heritage entrusted to us by the Protestant Reformers rooted in the apostolic age.

Faithful Unity

Healthy orthodoxy has never been perfectly monolithic. Several streams make up the river of our reformed, confessional heritage. We will allow appropriate diversity in the way men interpret, prioritize, and apply the principles contained in our standards. We shall be a presbytery where good men, preaching the knowledge of the truth and the grace of God can flourish (Titus 1:1, 2.11-14).

Prayerful Spirituality

If we are ever to go on well for the Lord as a body, we believe it will be on our knees. Therefore, we resolve to devote substantial time to prayer during each of our called meetings. In seasons of contentious or difficult debate, we will endeavor to stop and commit ourselves afresh to God.

Personal Integrity

In a fallen world, where our knowledge is at best partial, our understanding mixed with confusion, and our perspective hampered by imbalance, unity is a difficult but essential grace to maintain. We need the Holy Spirit to give us wisdom, humility, and courage to reject a suffocating, censorious strictness on the one hand, and a worldly, compromising pragmatism on the other.

Wisdom: This begins with and expresses the fear of God (Ps. 111:10; Prov. 1:7). There are some things we will never be able to understand and practice skillfully if we go wrong here.

Self-interest, party spirit, and pride stand always at the door to upend each one of us. We must afford them no quarter in our midst.

Humility: Too often, Presbytery discussions result in good men talking past one another, when they speak without listening and endeavor to teach without an equal desire to learn from their brothers (Prov. 18:13). We must humbly remind ourselves that we answer to our Lord and that his Spirit works in our brothers in the Lord.

Courage: Adam said nothing when God's word was challenged. But Christ, The Second Adam, answered all such opposition decisively. The coming decades may well prove our mettle as men of God. May the Commander of the Lord's Army to make us steadfast (Joshua 5:14). We must hold his grace and truth at all costs (John 1.14, 17).

Gospel Ministry

We exist for the glory of God's name, the strengthening and increase of Christ's Church (Acts 16.5), and the growth of God's kingdom from North Carolina to the ends of the earth. In obedience to our Lord and by his power (Mt. 28:16-20), we seek to reach the lost, gathering and growing obedient disciples by planting Gospel-centered churches, in which the ordinary means of grace can have their extraordinary effect.

ARTICLE II: MEETINGS

A. Grace Presbytery shall have three Stated Meetings during the year, one in the winter, the spring and the fall.

B. Stated Meetings shall ordinarily be held in the churches of the Presbytery in alphabetical order of the names of the churches. Churches unable to host the meetings shall notify the Stated Clerk in a timely manner.

C. The quorum and other procedures for Stated Meetings of Presbytery is specified in the F.O.G. 10.11.A.

D. The procedures and limitations for Called Meetings of Presbytery are specified in the F.O.G. 10.12.

E. Retired pastors shall not be counted for the purpose of establishing a quorum of any meeting of Presbytery. This in no way affects their eligibility and participation in meetings they attend.

F. A summary report on the proceedings of the Stated Meetings shall be sent to the churches by Grace Presbytery's Stated Clerk.

G. Administration

1. The Program Committee will be responsible for planning and administrating all meetings of Grace Presbytery.

2. The Program Committee will consist of the presbytery's moderator, vice

-moderator, clerk, treasurer, parliamentarian, host congregation pastor, and a ruling elder from the host congregation

3. Registration for all meetings of Grace Presbytery will begin at least 45 minutes prior to the time of prayer preceding the meeting. All Stated Meetings of Grace Presbytery will have a place and time of prayer available for those who wish to participate in it, and preceding the worship service before presbytery business is conducted.

4. The time of prayer on one day meetings will be 30 minutes prior to the start of the worship service. At those times in which Grace Presbytery has a two day meeting over Friday and Saturday, Friday evening will consist of a time of prayer preceding dinner. The Saturday meeting will begin with a service of worship.

The Order for the Worship Service

Call to Worship from Scripture

Prayer of Invocation

Confession of Sin from Scripture

Presbyter's Prayers of Confession of Sin

Assurance of Pardon from Scripture

Song of Praise

Old Testament Reading

New Testament Reading

Song of Praise

Prayer of Illumination

Sermon (To be given by a current minister in Grace Presbytery or an invited speaker)

Song of Praise

Administration of the Lord's Supper

Prayer

Benevolence Offering

Song of Praise

Benediction

The moderator, in conjunction with the program committee, will be responsible for arranging for at least one minister and one ruling elder to assist him in planning and administrating the worship service.

The pastor of the host congregation will be responsible for arranging for the men who will distribute the elements of the Lord's Supper.

The moderator may preach the sermon but is not required to; he may ask another Minister or Elder to fulfill this duty.

The Business Meeting for Grace Presbytery will proceed as follows:

Welcome by Host Congregation

Constitution of Roll (through registration)

Recognition of Guests

Time of Prayer

Unfinished Business

Presentation of Program

New Business (Which will ordinarily include a 45 minute discussion regarding our unity, orthodoxy and ministry)

Standing Committee Reports (Stewardship & Finance, Minister & His Work/Candidates & Exams, Church Extension)

Lunch

Time of Prayer

Continuation of Business

Announcement of Place for Next Meeting

Adjournment

Singing of 133rd Psalm

Benediction

Each Standing Committee's Report will begin and end with prayer.

ARTICLE III: THE PROGRAM COMMITTEE

A. The Program for all Stated Meetings of Presbytery shall be prepared by the host Pastor, a ruling elder representative of the host congregation, and the Officers of Grace Presbytery, including the Moderator-Elect. The Moderator shall serve as Chairman of the Program Committee. The Program shall be presented to the Presbytery for approval.

B. The Program Committee shall work with the Standing Committee on Candidates & Examinations in arranging a schedule for seminary students to preach before the Presbytery.

C. The Program Committee shall endeavor to stress some feature of the work of Presbytery and Synod at various times.

D. The Program Committee may invite Fraternal Delegates from sister denominations from time to time.

E. The Program for Stated Meetings shall ordinarily include the following:

Registration (30 minutes prior to the time of meeting)

GUIDE FOR THE PROGRAM COMMITTEE OF GRACE PRESBYTERY

Items normally occurring at a stated meeting:

1. New Moderator select Vice-Moderator (Minister appoint ruling elder and vice-versa).
2. New Moderator, in conjunction with Stated Clerk, appoints three Ministers for Committee on Memorials and Resolutions. First minister named (& present) will be asked to chair the Committee. Three Elders (plus one alternate) will be appointed by alphabetical rotation of churches.
3. Address by Moderator of Synod (Fall, Winter, or Spring).
4. Consider Overtures from Synod (Discuss at Fall Meeting. Discuss and vote at Spring Meeting).
5. Consider Memorials from churches. Will be read and referred to Moderator's Committee on Memorials.

RESPONSIBILITIES OF STATED CLERK FOR PRESBYTERY MEETINGS

Have registration sheets for Ministers, Ruling Elders, and Visitors.

Provide extra forms for elder delegate registration along with a place to collect forms.

RESPONSIBILITIES OF HOST CHURCH FOR STATED PRESBYTERY MEETINGS

1. Registration will begin no later than 30 minutes prior to the start of the meeting.
2. Provide 2 tables in the registration area along with nametags and pens.
3. Provide coffee, juice, water, and light breakfast foods.
4. Provide lunch at a cost determined by the host church. Receive money for lunch during registration.
5. Make arrangements for organist or pianist for worship at 10:00 A.M., 1:00 P.M., and at close of meeting.
6. Provide bulletin for meeting including the music for singing the Christian Unity Psalm at close of meeting.
7. Have someone from host church to give a welcome during the morning session.
8. Provide meeting rooms for committees that may be meeting, along with one or more people to guide delegates to the proper rooms.
9. Provide clerical staff for reports that may need to be edited and/or printed.
10. Provide a map/directions showing how to get to church.
11. Provide a table, lectern, and 2 chairs for the clerks.

ARTICLE IV: OFFICERS

The Officers of Grace Presbytery shall be as follows: Moderator, Vice-Moderator, Stated Clerk, Assistant to the Stated Clerk, Reading Clerk, Parliamentarian, and Treasurer. The Officers of Presbytery are excused from serving on Moderator's Committees (see FOG 10.10).

A. THE MODERATOR

MANNER OF SELECTION:

The Moderator must be a member of the court, over which he presides and is to be elected by it. Any Minister or Ruling Elder is eligible to the Office of Moderator. Anyone making a nomination must have approval of the nominee. The Moderator shall serve a six months term being elected one year prior to his taking office at the Spring or Fall Meeting. The Presbytery shall ordinarily elect a Minister at the Spring Meeting and a Ruling Elder at the Fall Meeting. When the Moderator-Elect is a Minister, he shall ordinarily select a Ruling Elder as his Vice-Moderator and vice-versa. In case an elected Moderator dies, moves his membership from Grace Presbytery, or resigns before he serves as Moderator, the Officers of Presbytery shall be responsible for securing someone to serve as Moderator and Vice-Moderator of Presbytery for that meeting.

TERM OF OFFICE:

The Moderator shall take office at the Stated meeting of Presbytery for which he was elected, when the unfinished business has been disposed of, and shall serve through the unfinished business at the end of his term.

If a ruling elder, he shall be an ex-officio member of the court until the conclusion of the meeting at which he surrenders his office.

DUTIES:

1. Appoint a Vice-Moderator. He shall be confirmed by the Presbytery six months prior to his assuming office.
2. Appoint a Moderator's Committee on Memorials and Resolutions and report this information to the Program Committee prior to the meeting of Presbytery.
3. Serve as Chairman of the Program Committee.
4. Call to order and preside over the meetings of Presbytery.
5. Announce the business before the court.
6. State and put all questions properly brought before the court.
7. Take the vote and announce the result.
8. Decide all questions of order subject to an appeal to the house by any two members.
9. Deliver a sermon 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 speak

B. THE VICE-MODERATOR

MANNER OF SELECTION:

The Vice-Moderator must be a member of the court and is chosen by the Moderator-Elect. He must be a Minister or Ruling Elder and shall be confirmed by the Presbytery six-months prior to assuming office.

TERM OF OFFICE:

Six months. If a ruling elder, he shall be an ex-officio member of the court until the conclusion of the meeting at which he surrenders his office.

DUTIES:

1. Serve as a member of the Program Committee.
2. Assist the Moderator as requested to do so.
3. Assume the duties of the Moderator in the absence of the Moderator.

C. THE STATED CLERK

MANNER OF SELECTION:

The Stated Clerk shall be nominated to the Presbytery by the Committee on Nominations and shall be elected by the Presbytery.

TERM OF OFFICE:

Three years. He may succeed himself.

If not a member of the court, he shall have the privileges of the floor at all open and executive sessions.

DUTIES:

1. Keep a roll of the Presbytery.
2. Constitute the roll at the meeting of Presbytery. The roll shall be constituted from enrollment forms and by signing an enrollment form prepared by the Stated Clerk at the meeting.
3. Keep attendance lists for every meeting and include such in the Minutes.
4. Serve as a member of the Program Committee.
5. Send out notices of Stated and Called Meetings at least one week before the date of the meeting.
6. Take responsibility of all papers and reports to be referred and place such papers and reports in the hands of the proper committees or persons.
7. Make a note of unfinished business to come before the Presbytery at its next meeting.
8. Keep accurate minutes of the proceedings of Presbytery.
9. Prepare the minutes of the Presbytery and distribute as soon as possible. One hard copy will be sent to each church and to ministers, officers, chairmen of committees, and students without email, and that request them from the clerk. An electronic copy of the minutes will be sent to all others. He will receive and send all official communications on behalf of the Presbytery.
10. He shall present a report of his actions since the last Stated meeting to the subsequent Stated meeting of the Presbytery.

11. Sign all official papers of the Presbytery.
12. Give a Manual of Procedure of Grace Presbytery to each minister that becomes a member of Grace Presbytery, and to each of its candidates for the ministry.
13. Serve as custodian of all Presbytery records. He shall send copies of all minutes to the library at Erskine College for archival purposes.
14. Serve as an advisory member of the Committee on Stewardship and Finance.
15. Keep an up-to-date calendar of Presbytery meetings, committee meetings, retreats, etc., in order to help avoid conflicts in scheduling meetings.
16. Upon the death of a minister of the Presbytery, send a message of condolence to the family. He shall notify the presbytery and appoint a representative to attend the funeral service if possible, and appoint some member of Presbytery to prepare a memorial tribute for the records of Presbytery and Synod.

D. THE ASSISTANT TO THE STATED CLERK

MANNER OF SELECTION:

The Assistant to the Stated Clerk shall be nominated to the Presbytery by the Committee on Nominations and shall be elected by the Presbytery.

TERMS OF OFFICE:

Three years. He may succeed himself.

If not a member of the court, he shall have the privileges of the floor at all open and executive sessions.

DUTIES:

1. Assist the Stated Clerk as requested to do so.
2. Assume the duties of the Stated Clerk in the absence of the Stated Clerk.

E. THE READING CLERK

MANNER OF SELECTION:

The Reading Clerk shall be nominated to the Presbytery by the Committee on Nominations and shall be elected by the Presbytery.

TERM OF OFFICE:

Three years. He may succeed himself.

If not a member of the court, he shall have the privileges of the floor at all open and executive sessions.

DUTIES:

1. Read all reports and correspondence that are to be considered by the Presbytery. Ordinarily, only recommendations contained in the committee reports are to be read to the Presbytery.
2. Call the roll of the Presbytery whenever required by the Court.
3. Assist the Stated Clerk.

4. Serve as a member of the Program Committee.

F. THE PARLIAMENTARIAN

MANNER OF SELECTION:

The Parliamentarian shall be nominated to the Presbytery by the Committee on Nominations and shall be elected by the Presbytery.

TERM OF OFFICE:

Three years. He may succeed himself.

If not a member of the court, he shall have the privileges of the floor at all open and executive sessions.

DUTIES:

1. At all meetings of Grace Presbytery, the Parliamentarian shall call attention to procedures which are not in accord with the Form of Government of the Associate Reformed Presbyterian Church, the Manual of Procedure of Grace Presbytery, and where none of these applies, by Robert's Rules of Order, Revised. On request, he shall advise the moderator on procedural matters. However, all questions of order shall be decided by the Moderator, subject only to the appeal of two or more members of the court.
2. Serve as a member of the Program Committee.

G. THE TREASURER

MANNER OF SELECTION:

The Treasurer shall be nominated to the Presbytery by the Committee on Nominations and shall be elected by the Presbytery.

TERM OF OFFICE:

Three years. He may succeed himself.

If not a member of the court, he shall have the privileges of the floor at all open and executive sessions.

DUTIES:

1. Serve as the custodian of all funds committed to Grace Presbytery.
- 2a. Maintain an up-to-date and accurate record of all receipts and disbursements using a computer program.
- 2b. The Treasurer shall present timely and complete financial reports to be distributed with the Stated Clerk's packet for Stated meetings. These reports shall be computer generated and done according to accepted accounting practices.
3. Serve as a member of the Program Committee.
4. Serve as an advisory member of the Committee on Stewardship and Finance.
5. Assist the Committee on Stewardship and Finance in the development and supervision of an annual budget.

6. Pay expenses of Presbytery Officers and Committees as approved by Presbytery, and maintain appropriately documented expense reports.
7. Unless otherwise designated, the Treasurer, in his report, will post first the amount received through church commitments to the General Fund.

H. THE ASSISTANT TREASURER

MANNER OF SELECTION:

The Assistant Treasurer shall be nominated to the Presbytery by the Committee on Nominations and shall be elected by the Presbytery.

TERM OF OFFICE:

Three years. He may succeed himself.

DUTIES:

1. In the absence of the Treasurer, as needed, shall serve:
 - a. As the Custodian of all funds committed to Grace Presbytery; and;
- b. Fulfill all other duties of the Treasurer.
 2. Serve as an advisory member of the Committee on Stewardship and Finance.

ARTICLE V: PROCEDURES

A. Reports

1. In order to be considered at Presbytery, all reports are to be submitted to the Stated Clerk no later than 14 days prior to the meeting of Presbytery.
2. All Memorials, Resolutions to Synod, Constitutional Amendments, and changes in the Manual of Procedure are to be considered only if they are received by the Stated Clerk in time to be mailed with the announcement of the Presbytery meeting.
3. All reports of Standing Committees shall be acted on by the Presbytery without reference. Each committee is to be prepared and required to defend its proposals, recommendations, etc. on the floor of Presbytery.
4. Requests for Special Speakers to address Grace Presbytery by committees or individuals must be submitted in writing to the Stated Clerk no later than 45 days before the Stated meeting of Presbytery for which the request is made.

B. Presbytery will pay for expenses incurred for Presbytery's business that is done by its direction and approval provided such expenses are specifically provided for in the Operating Budget of the Presbytery. The mileage rate shall be 50% of the specified IRS rate.

C. Representatives to Presbytery

1. Each session is required to send to the Stated Clerk the name of its representative(s) to the meeting of Presbytery not later than one week prior to the meeting. If this form is not mailed or e-mailed to the clerk, then it should be taken to Presbytery meeting.

2. While the Presbytery desires and needs the participation and counsel of all its ministers, the Presbytery will not require that honorably retired ministers, active missionaries currently out of the country, and active duty military chaplains be in attendance, unless serving on a Presbytery committee.

D. Presbytery shall be governed in its meetings by the Form of Government of the Associate Reformed Presbyterian Church, the Manual of Procedure of Grace Presbytery, and where none of these applies, by Robert's Rules of Order, Revised. When the Presbytery conducts its business in Executive Session, the first order of business should be to constitute itself as a committee of the whole; to recognize its moderator as the chairman of the committee; and to elect a committee reporter whose responsibility it shall be to report to the Presbytery the actions taken by the committee, which report when adopted shall be considered the official records of the Executive Session and shall be entered into the Minutes of the Presbytery.

E. Changing the Rules

1. Proposed changes to the Manual of Procedure of Grace Presbytery are to be considered only if they are received by the Stated Clerk in time to be mailed with the announcement of the Presbytery meeting. Precise references shall be given regarding these changes. Such changes must be approved by Presbytery at a Stated Meeting and shall become an Order of the Day at the next Stated Meeting. If approved at the time of final consideration, the change becomes a part of the Manual of Procedure.

2. Any rule of Presbytery, except those from the Form of Government of the Associate Reformed Presbyterian Church and those provided for in the changing of the Manual of Procedure of Grace Presbytery, may be suspended for a particular meeting or until the next Stated Meeting by consent of two-thirds of the members present.

3. Committees are encouraged to review their duties and submit any proposal that will improve the work of the committee and the presbytery to the presbytery in a stated meeting.

ARTICLE VI: THE STANDING COMMITTEES (see FOG 10.14)

A. The Presbytery may appoint Standing Committees to take the management of a specified area of Presbytery's work. Standing Committees shall have power to manage the work entrusted to them without particular instructions on how to do this from the Presbytery, but they shall be required to obey the Presbytery's instructions whenever given to them. The Presbytery has full power to approve or set aside any action taken by a Standing Committee. All Standing

Committee assignments are to begin the first day of July and end the last day of June of the years indicated.

B. The Standing Committees of Grace Presbytery at its beginning will be:

1. Minister and His Work, Candidates and Exams
2. Church Extension
3. Stewardship & Trustees

C. Each Standing Committee shall have at least six members. It is recommended that a 50/50 balance be kept between ministers and ruling elders, i.e. three ministers and three ruling elders. Each committee shall elect a Chairman, Vice-Chairman, and a Secretary. Elections shall be held before the Fall Meeting of Presbytery.

D. The term of service for committee members at the beginning of Grace Presbytery on Feb. 2, 2019 will vary among the committee members. Two members will serve four year terms. Another two members will serve three year terms, and the other two will serve two year terms. This is in order to implement a rotation system within each committee. As those members serving two and three year terms are replaced, they will be replaced by men serving four year terms.

E. No person shall serve on a Standing Committee who is called or employed by the committee or whose work or studies are supervised by the committee or who is directly affected by the outcome of the committee's work. (For example, a mission developer shall not serve on the Committee on Church Extension.)

F. In the event the chairman of a standing committee can no longer serve due to resignation, illness or transfer, the senior minister on the committee shall convene the committee for the purpose of electing a chairman.

G. When a committee has conducted any business, it shall give a report of such business at the next Stated Meeting after it has conducted that business. Each committee shall report at least once each calendar year regardless of whether it has conducted business or not.

H. Each committee will be responsible for deciding how to administrate its work in keeping with the Manual of Procedures "Article I: "Statement of Identity and Purpose." The general sphere of responsibility for each committee is as follows:

1. The Minister and His Work and Candidates & Exams Committee will be

entrusted with overseeing the work and health of all ministers in Grace Presbytery and the reception of new ministers into the presbytery.

2. The Church Extension Committee will be entrusted with overseeing the work of church planting and nurturing the health of existing congregations within the presbytery.

3. The Stewardship and Trustees Committee will be entrusted with overseeing the work of managing all the presbytery's resources, particularly those pertaining to finances and property, while also governing the presbytery's relationships to synod's work as a whole.

Appendix E²

Sub-Committee Recommendation

1. What is meant by subscription to the Westminster Standards?

Subscription to the Westminster Standards must be understood in light of the nature and function of Christian doctrine. Christian doctrine is for the purpose of introducing someone to Jesus' Lordship and for their maturation in the grace and knowledge of the Lord Jesus (WCF 1.10; 25.4, 5; 26.1; 31.4). This introduction and maturation addresses the orthodoxy, unity and ministry of the body of Christ, including the conscience of her individual ministers.

Subscription to the Westminster Standards is the man's willingness to agree with and submit to its doctrines for the sake of entering into the orthodoxy, unity and gospel ministry of the Church and into the denomination of the Church in which one subscribes to the Westminster Standards. This willingness does not necessarily extend to the exact terms used in the original document, because of the nature of Christian doctrine (which is about the affirmation of particular concepts not the acquiescence to terms alone). This subscription nurtures the peace, purity and prosperity of the disciplined Church community.

2. What does it mean to take exception to any aspect of it?

An exception is an admission that one's understanding of the doctrine addressed in that exception differs in some way with the doctrinal affirmation that is articulated in the Confession. An exception is not merely differing with the terminology used to express the doctrine. The difference expressed in an exception may be approved or not approved within the ecclesiastical body in which one seeks union.

Out of a desire to nurture orthodoxy, unity and ministry within the body of Christ without violating the conscience of ministers we recommend the following procedure be adopted when men claim to take an exception. When a man believes that he has an exception to the Westminster Standards he should write a brief and yet thorough answer to the following questions and submit his answers to the presbytery:

1. How do you see your exception(s) relating to the matter of orthodoxy in our Presbytery?

² This is a sub-committee report originating from First Presbytery.

2. How do you see your exception(s) relating to the unity and maturation (theological, personal, ministerial) of the Presbytery?

3. How will your exception(s) be handled in your teaching and preaching? How will you use it and explain it in your ministry? How will you hold it compared to the language of the Confession? How much do you feel a call or conviction to teach and preach your exception?

4. How would you communicate your respect for the Westminster Standards while holding and communicating your exception?

3. What are the practical realities of subscription and exception to the Westminster Standards?

Because there is a practical, perpetual side of what it means theologically to be a Presbytery “*subscribing* to the Confession,” but where some elders will “take *exception(s)*” while subscribing, and other elders will not take exception(s) while subscribing, we offer the following guidelines for all elders in First Presbytery. All elders in First Presbytery, those who take exceptions to the WCF and those who do not, must recognize that in submitting to and pursuing the peace, purity and prosperity of the church, they do so as those having the duty to teach and preach all that is communicated in the WCF as the summary of sound doctrine expressed by Holy Scripture. While an individual minister should be free to express his exceptions to the WCF he must do so only by clarifying that as he holds these he is deviating on these points from what is expressed in the WCF. **He is thereby obligated not to make these exceptions the source of any matter that would upset the peace, purity or prosperity of the church, and should therefore speak of his exception humbly and carefully, as opposed to divisively and polemically, with great deference being given to the Confessional position from which he deviates.** This is because our subscription to the WCF, while not creating our unity is an expression of our unity. All elders are to understand themselves to be in subjection to their fellow elders with respects to our subscribing, honoring and reverencing the WCF. All elders are to function within the church believing, confessing and implementing the system of doctrine of the church. **Any exception(s) that a minister holds must remain on the periphery of his ministerial work, and if he finds that they cannot, because of conscience sake, he should make this known to his fellow elders and if after discussion with them he is unable to keep his exception(s) on the periphery he should seek affiliation with another ecclesiastical body.**

Appendix F*Roll of Presbytery, February 2018 Meeting**Ministers (p = present / a = absent / r = retired / mc - military chaplain / ms - active missionary)*

Buchanan, Leon - mc	a	Kimmons, John - r	a
Coleman, Percy	p	Kunkel, Kenneth	p
Crahen, Terry	p	Lim, Subyoung	a
Crotts, Bryan	p	Marsh, William - r	a
Crotts, Stephen - r	a	Northrup, Daniel	p
Durham, Ross	p	Park, David Duckeun	p
Foster, Randy	p	Prince, William - r	p
Hancox, Eric	p	Robinson, Tim - r	p
Harvey, Warren	p	Shepard, Walt - r	a
Howard, Brian	p	Shin, David	a
Hunnemann, Mark	a	Smith, David	p
Hwang, Abe Myunglin	p	Spence, John	a
Irby, Tom - r	a	Stewart, Neil	p
Jenkins, Randy	a	Tabor, Tyler	p
Jones, Todd	p	Traub, Paul	p
Kimbrough, Tripp	a	White, James	a

Elders, Licentiate, Students, Guests, & Other

Church	Elder-Rep	Student / Licentiate	Officer / Guest / Other
Adams Farm Community	Clifford	Rickard - p	
Ambassador Presbyterian	Compton		Dyksterhouse
Christ Coastal ARP (Mission)*	Absent	--	--
Christ Covenant Church	Bolton		Clement, White, Tripp
City Church of Greensboro	Absent		
Covenant Fellowship	Cornelius		
Covenant of Grace	Williams	Reeves - a	
Covenant ARP	Tinklenberg		
First ARP of Burlington	Constable		Haynes
Grace Community ARP (Exploratory)	--	--	--
Grace Hill ARP	Carr		
Grace Reformed (Mission)	Daniel		
Hillside ARP	absent		
Hope Chapel ARP	absent		
Korean Bethel	absent		
The Lord's Korean	absent		
Maupin Avenue Presbyterian	Lesslie		
New Beginnings Presbyterian (Mission)	absent		
Northside Presbyterian (Mission)	n/a		

Agency	Name 1	Name 2	Name 3
The ARP	Susan Tanner	--	--