Manual of Authorities and Duties

for

Officers and Agencies

and

Rules of Order



General Synod

Associate Reformed Presbyterian Church

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CONCERNING THE CHURCH

Form of Government 1.2

A. JESUS CHRIST, THE HEAD OF THE CHURCH

1) The only King and Head of the Church is the Lord Jesus Christ, to whom all power in heaven and on earth has been given by God the Father, who "…raised him from the dead and made him sit at his right hand…, far above all rule and authority and power and dominion, and above every name that is named, not only in this age but also in that which is to come; and he has put all things under his feet and has made him the head over all things for the church, which is his body, the fulness of him who fills all in all." (Ephesians 1:20-23)
2) Christ, being "…ascended far above all the heavens that he might fill all things," (Ephesians 4:10) gave gifts to His Church. Since the ascension of Jesus Christ to heaven, He is present with the Church by His Word and Spirit. From His throne of glory, He rules the Church through His Word and Spirit by the ministry of men, and the benefits of all His functions of prophet, priest and king are effectually applied by His Holy Spirit.

B. NATURE OF THE CHURCH

1) There is but one Church set forth in the Scriptures. This Church in all ages is one and the same and consists of those who by faith are in the Lord Jesus Christ, together with their children.
2) The visible unity of the Church, though obscured, is not destroyed by its division into different denominations of professing Christians; and all of those maintaining the Word and sacraments of the Lord Jesus Christ in their fundamental integrity are to be recognized as branches of this one visible Church.
3) The ministry, laws, worship and sacraments of the New Testament Church were given either directly by Christ Himself, or by His Apostles after His ascension and the gift of the Holy Spirit or have been formulated by inference from and in agreement with their teachings.

C. MISSION AND MESSAGE OF THE CHURCH

1) The mission of the Church is a mission of witness and ministry. Christ called the people of the Church "witnesses." Paul saw God as giving gifts to equip the Church's people for the work of ministry.
2) All that the Church says and does is to be a witness to Jesus Christ, God's living Word, as He is spoken of in the Holy Scriptures, God's written Word. God has sent His Church into the world that the Church will present Jesus Christ through preaching, witnessing, teaching, sacrament, worship and both individual and corporate Christian living and action. All of the Church's people in every phase of their living are to be God's ministers to the world by being servants of His Son, the King of the Church.
3) God the Father has given the Holy Spirit through Christ to the world to reveal and to make the ministry of the Church effective.
4) The message of the Church's ministry is the message of reconciliation. Through the varieties of its ministry, the Church is to bear witness that "…God was in Christ reconciling the world to himself…" (2 Corinthians 5:19) to the end that all people might be reconciled both to God and to one another.

MANUAL OF AUTHORITIES AND DUTIES
for
OFFICERS AND AGENCIES
GENERAL SYNOD
of the
ASSOCIATE REFORMED PRESBYTERIAN CHURCH
(Revised following 2023 Meeting of the General Synod)

INTRODUCTION

The General Synod is the highest court of the Associate Reformed Presbyterian Church, representing in one body all of its particular presbyteries. Its primary responsibility is 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 General Synod, the congregation, the presbytery, and the whole world.

To carry out its responsibilities, the General Synod has power to elect officers and to institute and supervise the agencies (used to refer to boards, committees, and ecclesiastical commission) necessary in the general work of the church and to make appointments to such labors. In its deliberations, the General Synod has provided for the election of seven officers and has determined to institute and make appointments to nine boards, one ecclesiastical commission, and eight standing committees. Drawing their authorities and responsibilities from the *Form of Government of the Associate Reformed Presbyterian Church*, these officers, boards, ecclesiastical commission, and committees implement the work approved by the General Synod.

In addition to the specific requirements included in our *Form of Government,* the General Synod has established other guidelines pertinent to all agencies:

1. All agencies will seek to comply with local, state, and federal laws, and those agencies which incorporate will do so under the laws of the state in which their respective headquarters are situated.
2. Terms of service for all appointees shall begin on July 1 of the year in which appointment is made, provided, however, nominees elected by General Synod to fill unexpired terms begin service upon the action of Synod. (2007 Synod)
3. Persons who have served for more than a half term on a board or committee are ineligible to succeed themselves, except as specifically authorized in the *Manual of Authorities and Duties*. (1990 Synod)
4. Employees are ineligible for nomination to a board or committee under whose jurisdiction that person is employed. This includes mission developers. Any employee of an agency of the General Synod of the Associate Reformed Presbyterian Church who serves another board or committee of the General Synod or Presbytery must make it a first priority of his or her service to avoid even the appearance of the impropriety of conflict of interest due to his or her service.
5. Ex-officio members, including those defined herein as “Presbytery Representatives,” have the same privileges as those members appointed by name. Advisory members have all privileges except the privilege of making motions, attendance in executive sessions convened by the board, committee, or commission, and the privilege of vote. (2000 Synod)
6. All chairmen of Synod's boards and committees with the exception of the Erskine Board must be members of the Associate Reformed Presbyterian Church.
7. Editorial changes for purposes of clarity not affecting the substance or intention of constitutional documents may be made by Synod’s Principal Clerk or the General Synod. Editorial changes such as grammatical, syntactical, and spelling do not require a General Synod vote. All boards and agencies of the General Synod have authority to make non-substantive changes (changes that do not require General Synod approval) to their documents as needed.

The element necessary for the effective discharge of the responsibilities of the agencies of our denomination is dedicated Christians who will submit themselves to the leadership and direction of the Holy Spirit and persons who are informed of the authority and responsibilities to which they are called. It is the purpose of this manual to provide a description of the authorities and duties of the office and agency to which persons have been called to serve, and to show their work as it relates to Synod's work as a whole.

This manual reflects the existing directives of the General Synod and the *Standards of the Associate Reformed Presbyterian Church.* The *Manual of Authorities and Duties* shall be updated at the close of each General Synod meeting as needed to reflect the current status of authorities and duties as directed by the action of the General Synod. No material shall be included in the manual which is contrary to the *Standards of the Associate Reformed Presbyterian Church.*

In compliance with the directive of the 1985 General Synod, the *Rules of Order* for the General Synod are included herein.

OFFICERS OF THE GENERAL SYNOD
of the
ASSOCIATE REFORMED PRESBYTERIAN CHURCH

The *Form of Government* 12.11 states that "the officers of the General Synod shall be a moderator, a vice moderator, a principal clerk, a second clerk, a bill clerk, a treasurer and such other officers as are necessary." The General Synod in its deliberations has elected or appointed the following officers:

1. Moderator
2. Vice Moderator
3. Principal Clerk
4. Reading Clerk
5. Recording Clerk
6. Assistant Clerk
7. Treasurer of Synod's Funds
8. Archivist
9. Parliamentarian

The *Form of Government* does not specify the procedures for selecting the term of office, or the duties of the officers. The General Synod has, however, through practice and through its *Rules of Order* established election procedures, terms of office, and duties of its officers. The officers of the General Synod are described herein:

MODERATOR OF THE GENERAL SYNOD

Manner of Selection: At the annual meeting of the General Synod, one or more ministers or elders are nominated as Moderator-Elect, and voting is by secret ballot. The Moderator-Elect becomes Moderator at the first new business session at the next stated meeting of the General Synod. If the Moderator-Elect is unable to serve as Moderator-Elect, the Vice Moderator-Elect shall assume the office of Moderator Elect and the most recent Past Moderator shall assume the office of Vice Moderator-Elect. When an office has been filled by a Past Moderator, the first order of new business at the next meeting of the General Synod will be the election of an officer or officers to fill any office assumed by said Past Moderator. (1998 Synod)

Term of Office: One year from the first business session of the stated meeting of Synod following his election until the first new business session of the subsequent stated meeting of the General Synod.

When the retiring Moderator is an elder, he shall have the privilege of the floor and voting rights in subsequent meetings of General Synod as long as he is a member in good standing in an ARPC congregation. (2011 Synod)

Duties:

1. To preside over the meeting of the General Synod and to perform the duties of the presiding officer which shall include:
    a. Open the sessions at the hour appointed.
    b. Announce the business before the court.
    c. State and put all questions properly brought before the court.
    d. Take the vote and announce the result.
    e. Decide all questions of order, subject to an appeal to the house by any two (2) members.
    f. Appoint Moderator's Committees, subject to the approval of the Court.
2. To serve as Chairman of the Executive Board.
3. To represent the denomination at official functions he is requested to attend.
4. To serve as an advisory member of all boards, committees and the Ecclesiastical Commission.
5. To promote the work of the denomination in presbyteries and congregations and at special church gatherings.
6. To plan and arrange for the annual meeting of the General Synod and to encourage attendance with a pastoral letter from the Incoming Moderator to those churches that did not send an elder to the previous meeting. This letter should be sent no later than January each year. (2002 Synod)
7. To make a report of his work to the General Synod.
8. To chair an annual meeting of the executive employees of the General Synod to discuss areas of mutual concern. (1990 Synod)

VICE MODERATOR OF THE GENERAL SYNOD

Manner of Selection: At the annual meeting of the General Synod, one or more ministers or elders are nominated as Vice Moderator-Elect, and voting is by secret ballot. The Vice Moderator-Elect becomes Vice Moderator at the first new business session at the next stated meeting of the General Synod. If the Moderator-Elect is unable to serve as the Moderator-Elect, the Vice Moderator-Elect shall assume the office of Moderator-Elect and the most recent Past Moderator shall assume the office of Vice Moderator-Elect. When an office has been filled by a Past Moderator, the first order of new business at the next meeting of the General Synod will be the election of an officer or officers to fill any office assumed by said Past Moderator. In the event of the Moderator's death or his inability to perform the duties of his office within the first 180 days of his term of service, the Vice Moderator shall automatically become Moderator and shall nominate a Vice Moderator to the Executive Board of Synod which shall, acting on behalf of the General Synod, elect a Vice Moderator to fill the unexpired term. The records of the Synod shall certify that the initially elected Moderator and his successor, the Vice Moderator, were both Moderators of Synod for the year they served. (1998 Synod)

Term of Office: One year

Duties:

1. To serve as a member of the Executive Board.
2. To assist the Moderator as requested to do so.
3. To assume the duties of the Moderator in the absence of the Moderator.

PRINCIPAL CLERK OF THE GENERAL SYNOD (Revised, Synod 2012)

Manner of Selection: The Principal Clerk shall be nominated by the Committee on Nominations and shall be elected by the General Synod. If the Principal Clerk is unable to serve, his duties shall be assumed by the Assistant Clerk until such time as the General Synod elects a successor.

Term of Office: Four years. No officer of the court shall be elected to serve more than two consecutive terms in any single office.

Duties:

1. With respect to meetings of the General Synod:
    a. To maintain the roll of the members and call it whenever required by the Court.
    b. To record the proceedings and oversee the publication of the minutes of the proceedings.
    c. To receive and record documents adopted by the Court.
    d. In conjunction with the Bill Clerk, to keep the record of all unfinished business to come before the Court.
    e. To sign all orders and official reports.
    f. To update the *Manual of Authorities and Duties* at the close of each General Synod meeting to reflect any applicable actions of the General Synod.
2. To receive and send all official communications on behalf of the General Synod.
3. In keeping with the "Procedure for the Circulation of Study Reports" of member churches of the North American Presbyterian and Reformed Council (NAPARC):
    a. To report annually to the Secretary of NAPARC the subject and place available of any study report(s) adopted by our General Synod.
    b. To send one copy of such study report(s) to the Stated Clerk of each NAPARC member church.
4. To represent and promote the work of the General Synod as opportunities permit.
5. To serve as a member and Secretary of the Executive Board of the General Synod.
6. To serve as chairman of the Executive Board's Committee on Administration.
7. To supervise the collection and reporting of denominational statistical data by the ARP Center.
8. To review the records of presbyteries
    a. and provide such counsel and advice as is necessary to the presbytery clerks,
    b. and report annually to the Executive Board regarding matters found to be irregular or not in accord with the *Form of Government.*
9. To serve as an advisory member, when requested, of Committee on Inter-Church Relations.
10. When necessary, to answer questions for congregations, presbyteries, boards, and agencies related to ecclesiastical procedure and church polity as stated in the *Form of Government.*

PRINCIPAL CLERK-ELECT OF THE GENERAL SYNOD (Synod 2020)

Manner of Selection: The Principal Clerk-Elect shall be nominated by the Committee on Nominations and shall be elected by the General Synod to serve for one year prior to service as Principal Clerk of Synod.

Term of Office: One year

Duties:

1. To assist the Principal Clerk as requested to do so.
2. To prepare to assume the duties of the Principal Clerk after one year.

READING CLERK OF THE GENERAL SYNOD (Revised, Synod 2012)

Manner of Selection: The Reading Clerk shall be nominated to the General Synod by the Committee on Nominations and shall be elected by the General Synod.

Term of Office: Four years. No officer of the court shall be elected to serve more than two consecutive terms in any single office.

Duties: With respect to meetings of the General Synod:

1. To present the business to the Court in the order determined by the Moderator and/or the agenda.
2. In the absence of any directives from the Moderator or an order of the day, to determine the order in which business is to be taken from the table.
3. To read the reports to the Court except when a representative of the particular board or committee wishes to present the report.

READING CLERK-ELECT OF THE GENERAL SYNOD (Synod 2020)

Manner of Selection: The Reading Clerk-Elect shall be nominated by the Committee on Nominations and shall be elected by the General Synod to serve for one year prior to service as Reading Clerk of Synod.

Term of Office: One year

Duties:

1. To assist the Reading Clerk as requested to do so.
2. To prepare to assume the duties of the Reading Clerk after one year.

RECORDING CLERK OF THE GENERAL SYNOD (Revised, Synod 2024)

Manner of Selection: The Recording Clerk shall be nominated to the General Synod by the Committee on Nominations and shall be elected by the General Synod.

Term of Office: Four years. No officer of the court shall be elected to serve more than two consecutive terms in any single office.

Duties: With respect to meetings of the General Synod:

1. To receive, record, and distribute matters to come before the Court.
2. To see that reports referred are placed in the hands of the proper committees and properly returned by such committees.
3. Assist Synod's Principal Clerk, by recording the actions and movements of Synod and provide a daily record of Synod events to the Principal Clerk, the Director of Communications and the Moderator.

RECORDING CLERK-ELECT OF THE GENERAL SYNOD (Synod 2020)

Manner of Selection: The Recording Clerk-Elect shall be nominated by the Committee on Nominations and shall be elected by the General Synod to serve for one year prior to service as Recording Clerk of Synod.

Term of Office: One year

Duties:

1. To assist the Recording Clerk as requested to do so.
2. To prepare to assume the duties of the Recording Clerk after one year.

ASSISTANT CLERK (Revised, Synod 2012)

Manner of Selection: The Assistant Clerk shall be nominated to the General Synod by the Committee on Nominations and shall be elected by the General Synod.

Term of Office: Four years. No officer of the court shall be elected to serve more than two consecutive terms in any single office.

Duties: At the meeting of the General Synod, and in the absence of any clerk, the Assistant Clerk will perform the duties of the absent clerk.

TREASURER OF SYNOD'S FUNDS (Revised, Synod 2012)

Manner of Selection: The Treasurer of Synod's Funds shall be nominated to the General Synod by the Committee on Nominations and shall be elected by the General Synod. The Committee on Nominations shall secure the endorsement of the Board of Stewardship prior to placing a name in nomination.

Term of Office: Four years. No officer of the court shall be elected to serve more than two consecutive terms in any single office.

Duties:

1. The Treasurer is elected by the General Synod to be the custodian of the funds committed to the General Synod. In performing this function he shall:
    a. Provide general oversight of General Synod’s financial operations.
    b. Assist the Board of Stewardship in the development and supervision of an annual budget for the General Synod.
    c. Assist as requested the agencies of the General Synod in financial matters.
    d. Promote the work of the General Synod as opportunity and time permit.
2. To serve as an ex-officio member of the Executive Board of Synod.
3. To serve as ex-officio member of the Board of Stewardship.
4. To serve as ex-officio member of Investment Committee.

TREASURER-ELECT OF THE GENERAL SYNOD (Synod 2020)

Manner of Selection: The Treasurer-Elect shall be nominated by the Committee on Nominations and shall be elected by the General Synod to serve for one year prior to service as Treasurer of Synod.

Term of Office: One year

Duties:

1. To assist the Treasurer as requested to do so.
2. To prepare to assume the duties of the Treasurer after one year.

ARCHIVIST (Revised, Synod 2012)

Manner of Selection: The Archivist shall be nominated to the General Synod by the Committee on Nominations and shall be elected by the General Synod.

Term of Office: Four years. No officer of the court shall be elected to serve more than two consecutive terms in any single office.

Duties:

1. To work with congregations of the denomination to collect historical materials of the Associate Reformed Presbyterian Church and to send such materials to the ARPC archives currently housed at the Presbyterian Heritage Center (PHC) in Montreat, NC, as appropriate.
2. To promote the availability of archived materials for research.
3. To report to the Executive Board of General Synod and to serve as an advisory member of that Board.

ARCHIVIST-ELECT OF THE GENERAL SYNOD (Synod 2020)

Manner of Selection: The Archivist-Elect shall be nominated by the Committee on Nominations and shall be elected by the General Synod to serve for one year prior to service as Archivist of Synod.

Term of Office: One year

Duties:

1. To assist the Archivist as requested to do so.
2. To prepare to assume the duties of the Archivist after one year.

PARLIAMENTARIAN (Revised, Synod 2012)

Manner of Selection: The Parliamentarian shall be nominated to the General Synod by the Committee on Nominations and shall be elected by the General Synod.

Term of Office: Four years. No officer of the court shall be elected to serve more than two consecutive terms in any single office.

Duties:

1. At the meeting of the General Synod, the Parliamentarian shall call attention to procedures which are not in accord with the *Rules of Order of the Associate Reformed Presbyterian Church.* 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. When necessary, to assist congregations and presbyteries in the resolution of questions regarding parliamentary procedure.
3. To serve as an advisory member of the Executive Board of Synod.

PARLIAMENTARIAN-ELECT OF THE GENERAL SYNOD (Synod 2020)

Manner of Selection: The Parliamentarian-Elect shall be nominated by the Committee on Nominations and shall be elected by the General Synod to serve for one year prior to service as Parliamentarian of Synod.

Term of Office: One year

Duties:

1. To assist the Parliamentarian as requested to do so.
2. To prepare to assume the duties of the Parliamentarian after one year.

BOARDS OF THE GENERAL SYNOD
OF THE
ASSOCIATE REFORMED PRESBYTERIAN CHURCH

The *Form of Government*, 13.1 defines a board as "a body appointed and empowered by a court of the Church to take management of certain specified duties in advancing the mission of the Church."

The boards appointed by the General Synod shall perform the work entrusted to them without particular instructions, but shall follow the general instructions of the Court; additionally, all boards shall be guided by the following guidelines and limitations as expressed in the *Form of Government 13*:

1. Purpose. A board is a body appointed and empowered by a Court of the Church to take management of certain specified duties in advancing the mission of the Church.
2. Authority and Responsibility.
    a. A board shall perform special work entrusted to it without particular instructions from the appointing court but shall follow the general instructions of the court.
    b. A board shall be empowered to study, initiate, and administer programs and funds, and hold title to properties within its specific area of responsibility.
    c. A board shall make an annual report to the appointing court, giving full statement of all business transacted and actions taken during the year.
    d. Any action of a board may be approved, amended, or set aside by the appointing court.
    e. A board shall keep full and accurate records of its proceedings in permanent form which shall be available for review and inspection as required by the appointing court.
3. Composition and Organization.
    a. Members of a board shall be appointed and their terms of membership shall be fixed by the appointing court.
    b. A board shall elect its own officers and, subject to the approval of the appointing court, shall adopt a constitution and by-laws.
    c. A board may incorporate; however, the provisions of its charter and bylaws must always be in accordance with the *Form of Government of the Associate Reformed Presbyterian Church.*
4. Any newly elected member of any board or committee or any newly appointed administrative or teaching employee of any board shall have given satisfactory evidence of his belief in and adherence to the basic doctrines of evangelical Christianity." (1992 Synod)

The following definition of evangelical was adopted by the 1976 General Synod: "The word 'evangelical' comes from a Greek root meaning 'good news' and it refers to the Gospel of Jesus Christ. In a broad sense, evangelicals are people who believe that the Bible is God's inspired Word and that an individual can become a Christian only by accepting Jesus Christ as his personal Savior. Evangelicals believe:

1. The Bible alone, being God-breathed, is the Word of God Written, infallible in all that it teaches, and inerrant in the original manuscripts.
2. That there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. In the Deity of the Lord Jesus Christ, in His Virgin Birth, in His sinless life, in His miracles, in His vicarious and atoning death through the shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. That for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. In the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. In the spiritual unity of believers in the Lord Jesus Christ."

In the area of financial management, boards and their agencies shall not engage in the solicitation of funds within the denomination without the specific prior approval of the General Synod. (2006 Synod)

The General Synod has appointed the following boards to carry out specific missions of the Associate Reformed Presbyterian Church:

1. Executive Board of the General Synod
2. Board of Benefits
3. Board of Brice/Sanders (Camp Joy)
4. Board of Trustees of Bonclarken Conference Center
5. Board of Trustees of William H. Dunlap Orphanage, Inc.
6. Board of Trustees of Erskine College
7. Board of Outreach North America
8. Board of Stewardship
9. World Witness, The Board of Foreign Missions

The General Synod or the Executive Board of Synod acting on behalf of Synod, may, from time to time, create or authorize the creation of separate legal entities to carry out the particular duties of an appointed board. The provisions of the Articles of Incorporation and Bylaws of such legal entities must always be in accordance with the *Form of Government* of the Associate Reformed Presbyterian Church. Unless directed otherwise these legal entities shall be accountable to the General Synod through the Executive Board of the General Synod. (2004 Synod)

Principles for Organization of Boards

(Adopted 2004 and Approved for Inclusion in *Manual of Authorities and Duties* 2005)

A particular charge of the Committee on Nominations is to nominate to the General Synod those persons best qualified to serve on Synod's boards and committees. Sessions are encouraged to present the opportunities for service to challenge members of the congregation to seek opportunities for service in accordance with their spiritual gifts.

1. Boards are entrusted by General Synod to provide oversight of the ministries assigned to the board and shall develop policies and procedures to assure accountability at all levels of the ministry assigned to the board.
2. Boards are accountable to the General Synod to ensure that their board is providing oversight of its particular mission on behalf of General Synod. Board chairmen should serve as primary contact in relating to General Synod.
3. Board chairmen are to approve reimbursements to directors.
4. Executive sessions of board meetings should include the Moderator, Moderator-Elect, and Executive Director of Central Services unless the board determines otherwise for a particular reason.
5. Presbytery representatives are responsible for conveying the input of their sending presbytery to the board, and for reporting regularly to their presbytery regarding the work of the board and its actions.
6. Presbyteries are urged to elect committee chairmen who have a genuine desire to serve Presbytery and Synod in their respective roles.
7. Where possible, presbytery representation should be divided equally between minister and elders.

Responsibilities of Board Chairmen and Role of Executive Committees (2004 Synod)

A description of the authorities and duties of those boards appointed by General Synod follows. (**NOTE:** For bylaws, constitutions, and policy books/manuals which are not included herein, please contact the appropriate board or agency.)

EXECUTIVE BOARD OF THE GENERAL SYNOD

Membership:

Ex-officio:

Immediate Past Three Moderators, Moderator, Vice Moderator, Moderator-Elect, Vice Moderator-Elect, Principal Clerk, Treasurer of Synod, Board of Stewardship Chairman. (2012 Synod)

Presbytery Representatives:

One elected elder from each presbytery, alternating ministers and elders or in the event of the absence of the elected elder, a minister or elder elected by the presbytery to serve in his absence. [NOTE: The "substitute" should be elected on an annual basis for service in the church year (July — June 30) and should hold the same office as the elected elder.] (1998 Synod)

Advisory**:**

Administrative Officer, Executive Director of Central Services, Archivist, Parliamentarian, President of ARP Women's Ministries, Chairmen of the Boards of the General Synodand chief administrative officers of those boards. These chairmen and chief administrative officers shall be invited to attend all meetings and shall be expected to attend when specifically requested by the Moderator. (Synod 2004)

Terms of Service:

Terms of Service are determined by the office to which elected. Presbytery representatives shall be elected for four (4) year terms. In the event an ex-officio member should change his denominational affiliation, his term of service shall cease at the time of such change. In the event that a presbytery representative changes his affiliation from the presbytery from which he was elected, his term of service shall cease and the minister or elder elected by the presbytery to serve in the absence of the presbytery representative shall serve until a successor is elected at the next meeting of the General Synod. (1998 Synod)

Stated Meetings:

Two (2) meetings shall be scheduled on an annual basis. The Fall meeting may be cancelled at the discretion of the Moderator or may be held as a telephone conference call. Other meetings may be held at the call of the Moderator or four (4) voting members, provided, however, that members shall be advised of a called meeting to receive notice of such meeting at least five (5) days before such meeting. At any such called meeting at which every member shall be present, business other than that listed in the call may also be transacted. (2012 Synod)

Organization:

Officers:

Chairman (Moderator); Vice Chairman (Vice Moderator); Secretary (Principal Clerk)

Committees**:**

Committee on Administration:

Membership shall be Principal Clerk (Chairman), Moderator, Vice Moderator, Moderator-Elect, Treasurer, Chairman of Board of Benefits, Chairman of the Board of Stewardship. Executive Director of Central Services serves as advisory. Regular scheduled meetings are held in conjunction with each meeting of Executive Board. Committee on Administration Oversees Central Services and is responsible for preparing budgets for Central Services, Center Facility and the Executive Board. Central Services secures and maintains a dossier on all theological students and ministers. Central Services also maintains a list of students who are available for work and a list of ministers who are interested in a change of work. (Effective August 1, 2022: Committee on Administration has oversight authority of the Adult Quarterly, formerly under the direction of CEM).

Committee to Plan Meeting of Synod

Committee to Plan Yearly Emphases

Administrative Officer:

Executive Director of Central Services.

Authority:

The Executive Board of the General Synod is the agency empowered to carry out the work of the General Synod in the interim period between meetings of Synod and is the agency responsible for presenting to the General Synod organizational and administration changes to enhance the capability of the General Synod to fulfill its primary responsibility (*Form of Government,* 13.2.B). Further, it is responsible for the Associate Reformed Presbyterian Center, the Office of Central Services, and the promotional work of the General Synod. When the Executive Board acts in an emergency case on behalf of Synod, only those eligible to vote

at the meeting of Synod shall be entitled to vote. The Executive Board has no authority to over-ride or act on any Presbytery matters. (1995 Synod)

The corporate powers, business, property, and affairs of the Corporation shall be entrusted to and managed by the membership of the Executive Board when constituted as General Synod of the Associate Reformed Presbyterian Church, Inc. (2004 Synod)

In the exercise of its authority the Executive Board shall comply with *The Standards of the Associate Reformed Presbyterian Church*, and its policies and programs shall be consistent with the purpose of the General Synod.

Duties:

1. To act on behalf of Synod in emergency situations.
2. To implement all directives of Synod not specifically assigned to another board or committee.
3. To coordinate the total work of the General Synod.
4. To supervise the Office of Central Services and, through it, to provide administrative support for all boards, committees, and operating agencies of the General Synod.
5. To promote the work of General Synod.
6. To plan and arrange for the annual meeting of the General Synod and to encourage attendance with a pastoral letter from the Incoming Moderator to those churches that did not send an Elder to the previous meeting. This letter should be sent no later than January each year. (2002 Synod)
7. To approve a denominational theme and monthly emphases for the year of service of the incoming Moderator (July-June) according to the "Guidelines for the Committee To Plan Yearly Emphases." (2004 Synod)
8. To prepare and recommend to Synod each year a budget for the work of the Executive Board.
9. To make an annual report to Synod.
10. To appoint such administrators as are necessary for the work of the Executive Board.
11. In an advisory capacity to:
    a. Provide continuity in the leadership of the denomination.
    b. Suggest denominational policies, goals, and organizational structure. (1995 Synod)
    c. Facilitate the implementation of Synod's goals and directives by the boards and agencies of the General Synod.
    d. Promote harmonious relations between boards and agencies of the General Synod.
12. When constituted as the board of the Corporation, to manage the business and affairs of the Corporation. (2004 Synod)
13. To determine the suitability of any translations of the *Standards* previously authorized by the General Synod and prepared in accordance with the procedures approved by the General Synod. (2004 Synod)

Guidelines for Committee to Plan Yearly Emphases (2006 Synod)

On an annual basis, the Moderator-Elect is extended the privilege of developing a theme for emphasis during his term of service as Moderator. The theme will be used as the basis for worship at the meeting of the General Synod, and monthly emphases shall be prepared for the months of July through June of the following year. The theme shall be consistent with the "Theme for the Decade" as approved by the General Synod.

1. The membership of the annual special committee to plan and implement the emphases shall include appointees from each presbytery at least once in every two years and a representative appointed by the President of ARP Women's Ministries.
2. The Committee will be appointed by the Moderator-Elect, who will serve as Chairman.
3. Planning will be "zero based;" that is, at no point will it be assumed that the last year's planning will become the model for the next year's.
4. Planning will be done so that the monthly emphases grow, not from the subdivision of Synod's agencies, but from the consideration of the annual theme and the needs of the congregations.
5. The Committee will be charged with the responsibility for coordinating the emphases, drawing together the entire program for the year, and seeing that individual monthly emphases are effectively presented throughout the denomination.
6. The Committee will be provided with adequate budget support to finance the presentation of these emphases.
7. The Committee shall work closely with Synod's agencies in promoting the monthly emphases; that is, at any point that the emphasis parallels the responsibilities of one of Synod's agencies, the Committee will work closely with that agency in its promotion. Wherever applicable, members of Synod's boards and committees should be encouraged to present the emphases in their own geographical areas.
8. The Committee is encouraged to seek reports from the congregations on how the monthly emphases are presented and on areas in which they need assistance.
9.

The Committee to Plan Synod's Emphases shall submit a report to the Executive Board for review. The emphases shall be submitted with the report of the Executive Board to the General Synod.

Guidelines for Translations of *The Standards of the Associate Reformed Presbyterian Church* (2005 Synod)

1. The translation of the *Standards* is to be encouraged.
2. The integrity of the translation must be assured.
3. The translation may not be a private undertaking by an individual.
4. The translation must be a team effort led by an ARPC-approved fully-bilingual individual.
5. General Synod reserves the right to authorize (or otherwise) a translation.
6. The Executive Board of Synod is charged with the responsibility of determining the suitability of the translators.
7. The ARPC reserves the right to publish or not to publish a translation.
8. Authorized translations will be copyrighted and bear the imprimatur (official seal) of the ARPC.

Bylaws of General Synod
of the
Associate Reformed Presbyterian Church, Inc.

As Amended March 23, 2006

PREFACE

"General Synod of the Associate Reformed Presbyterian Church" is both the name of the highest ecclesiastical court of the Associate Reformed Presbyterian Church and the name of the legal entity for which these bylaws are written. However, these bylaws pertain only to the legal entity described herein.

ARTICLE I
Name and Purpose

Section 1. NAME AND DESIGNATED OFFICE.

The name of the legal entity shall be "*General Synod of the Associate Reformed Presbyterian Church, Inc.*" (the "Corporation"), with principal offices at the Associate Reformed Presbyterian Center, 918 South Pleasantburg Drive, Greenville, South Carolina, or at such other location as may, from time to time, be decided upon by the highest court of the Associate Reformed Presbyterian Church (the "Court").

Section 2. PURPOSE.

The purposes of the Corporation are to:

a) receive and hold in trust for the Associate Reformed Presbyterian Church financial resources and properties contributed, devised and bequeathed to the Corporation for current and future use;
b) exercise prudent rules of investment of current resources;
c) provide, on an annual basis for an independent auditor's report on the expendable and nonexpendable funds of the Associate Reformed Presbyterian Church;
d) serve as the primary legal entity of the Associate Reformed Presbyterian Church; and
e) perform any other purposes which the Court may determine serves the overall interests of the Corporation.

As the primary legal entity of the Associate Reformed Presbyterian Church, the Corporation shall hold title to various real or other properties that serve the Associate Reformed Presbyterian Church, excluding properties of congregations and presbyteries and individual boards and agencies of the Court unless requested by individual boards and agencies. In the event of a division of the Associate Reformed Presbyterian Church, the property held by the Corporation shall be held for the use and benefit of and shall be the property of the major governing body of that branch which shall retain the name the "Associate Reformed Presbyterian Church." The use of such property shall be in furtherance of the doctrine of the Associate Reformed Presbyterian Church as set forth in the "*Standards of the Associate Reformed Presbyterian Church*."

ARTICLE II
The Board

Section 1. GENERAL STRUCTURE OF THE BOARD.

The corporate powers, business, property, and affairs of the Corporation shall be entrusted to and managed by the Board of Directors of the Corporation (the "Board"). Members of the Board need not be residents of the State of South Carolina. The members of the Board shall be those five persons who are serving as the Court's Moderator, Moderator-Elect, Principal Clerk, Treasurer, and the Chairman of the Board of Stewardship. The term of each board member shall be one (1) year.

The Executive Director of Central Services shall serve as an advisory member of the Board.

Section 2. MEETINGS.

a) The Board shall meet at least one (1) time annually which meeting may take place via telephonic conference call or other similar arrangement wherein each Member of the Board can hear and be heard simultaneously with other Members;
b) The Board shall meet on the call of the chairman or secretary or any two voting members; and
c) Members shall be advised of a called meeting by telephone, mail, or electronic communication to receive notice of such meeting at least five (5) days before such meeting but such notice may be waived by any member. At any called meeting at which every member shall be present, business other than that listed in the call may also be transacted. Telephonic conference call meetings may be held when necessary; however, an affirmative vote of a majority of the members of the Board will be required for approval of action in a telephone meeting.

Section 3. QUORUM.

a) A majority of the voting members of the Board shall constitute a quorum for the transaction of the business of the Corporation; and
b) If at any meeting there is less than a quorum present, a majority of those present may adjourn the meeting from time to time without notice in order to secure a quorum.

Section 4. COMPENSATION.

Members of the Board shall not receive compensation for their attendance at the meetings but shall be reimbursed for normal and reasonable travel expenses.

ARTICLE III
Officers

Section 1. OFFICERS.

The officers of the Corporation (the "Officers") shall be a Chairman who shall be the Moderator of the Court; a Vice Chairman, who shall be the Moderator-Elect of the Court; a Secretary, who shall be the Principal Clerk of the Court; and a Treasurer, who shall be the Treasurer of the Court.

Section 2. CHAIRMAN.

The Chairman shall preside at all meetings of the Board and perform such other duties as are usually incumbent upon and incident to this position and such other duties as may be assigned to the Chairman from time to time by the Board. In the absence of the Chairman, the Vice Chairman shall perform the duties of the Chairman.

Section 3. BONDS.

The Board may require some or all officers and employees having control of or access to monies or securities of the Corporation to give bond to the Corporation with corporate surety conditioned upon the honesty of such officers and employees, in such amounts as may be deemed necessary and containing such other conditions as may be required from time to time by the Board. The premium of such surety bonds shall be paid by the Corporation.

Section 4. ADMINISTRATIVE OFFICER.

The Board may employ or appoint an administrative officer. Such administrative officer shall not be a voting member of the Board and his duties shall be the duties usual to such positions and such other and further duties as may be prescribed from time to time by the Board.

ARTICLE IV
Committees

The Chairman shall have the power to appoint such committees as may be necessary for the efficient conduct of the business of the Board; provided that the Board shall at all times have power to modify, add to, take from or otherwise change and alter the duties and functions of any such committee.

ARTICLE V
Miscellaneous

Section 1. FISCAL YEAR.

The fiscal year of the corporation shall begin on the first day of January and terminate on the 31st day of December of each year.

Section 2. CONVEYANCES.

All conveyances of real property, releases of mortgages, liens and judgments, and all other instruments affecting real property, made by the Corporation or required by law to be a matter of record, shall be executed by the Chairman or Vice Chairman and attested by the Secretary or Treasurer.

Section 3. CORPORATE SEAL.

The Corporation shall have and use a corporate seal. Said seal shall have inscribed thereon “General Synod of The Associate Reformed Presbyterian Church, Corporate Seal 1913, South Carolina.” Changes to such seal shall be made only by Board Resolution.

Section 4. ANNUAL REPORT.

All actions of the Board shall be included in the annual report of the Executive Board of Synod to the Court.

ARTICLE VI
Amendments

Section 1. AMENDMENTS TO CHARTER.

The Charter of the Corporation may be amended in accordance with the laws of the State of South Carolina by the affirmative vote of a two-thirds vote of the Board. No amendment to this Charter in conflict with any standing rule or action of the Court shall be adopted and all amendments must be reported to the Court for review.

Section 2. AMENDMENTS TO BYLAWS.

These bylaws may be amended by the affirmative vote of a majority of the voting members present at a meeting of the Executive Board of the General Synod. No amendment to these bylaws in conflict with any standing rule or action of the Court shall be adopted and all amendments must be reported to the Court for review.

POSITION DESCRIPTION FOR EXECUTIVE DIRECTOR OF CENTRAL SERVICES

Title: Executive Director of Central Services

Employing Agency: Executive Board of the General Synod

The Executive Director of Central Services is responsible for the overall supervision and management of the ministries of Central Services at the Associate Reformed Presbyterian Center in Greenville, South Carolina.

The ministries of Central Services incorporate Administrative Support Services, Finances, Human Resources and Benefits, and Publications and Promotion. (Note: All references to "agencies" refer to the boards, committees, commission and programs established by the General Synod to carry out the mission of the Church.)

- Finance: Central Services will expand its Finance Department to provide finance and accounting support to the agencies of the denomination.
- Human Resources and Benefits: Central Services will ultimately have responsibility for supporting the agencies in all personnel matters, in developing and maintaining personnel policies, and in administration of the benefit programs of the denomination.
- Publications: Central Services expects to provide publications support for the agencies including the composition, layout and printing of publications and support of the denominational magazine, *The Associate Reformed Presbyterian*, as requested.
- Administration: Central Services will offer administrative support for the agencies of the denomination and, in addition, will provide support services for the assistance of the officers of General Synod in the pursuit of their responsibilities. The Executive Director of Central Services may serve as the administrative officer of support agencies (Board of Benefits, Board of Stewardship, Trustees of William H. Dunlap Orphanage, Inc.) as they may elect.

Qualifications:

1. Must be or become a member in good standing of an Associate Reformed Presbyterian Church or Presbytery for as long as they are in the position.
2. Must be able to work in person on-site at the ARP Center in Greenville, South Carolina, on a full-time basis.
3. Must be willing and able to participate in and actively promote the ministries of the ARPC and it agencies, including travel to churches, presbytery meetings, and board meetings as needed.

Duties:

1. To be responsible for the implementation of the fully developed Central Services as approved by General Synod. This implementation is to be accomplished through:
    - Development, hiring and training, and oversight of the Central Services staff
    - Discreet and judicious management of information
    - Effective leadership of people and management of their tasks
    - Financial management and reporting
    - Discharge of the duties assigned by the Executive Board of Synod (2007 Synod)
2. To serve as a consultant, advisory member, and/or administrative officer to the General Synod's boards, committees, and commissions in the process of coordinating their work and assisting them in the tasks assigned to them by the General Synod; and including the responsibility of advising and encouraging agency directors in their responsibilities;
3. To assist and advise any search committee in the hiring of new or replacement administrators;
4. To maintain a close relationship and communication with the Moderator and Moderator-Elect to provide information to enable them to fulfill their responsibilities and to make them aware of the workings of the boards and committees of the General Synod;
5. To continually evaluate the effectiveness of the organization structure and administrative practices of the General Synod and report findings to the Executive Board. (2008 Synod)

POSITION DESCRIPTION FOR THE DIRECTOR OF COMMUNICATIONS

The Executive Director of Central Services will oversee the Director of Communications. The Director of Communications is to report the news of the denomination and to promote the vision and work of the Synod and its agencies. The Director of Communications seeks to inform, educate, and enlighten the denomination to advance the mission of God in Christ's Church, the congregation, the presbytery, and the whole world. (Synod 2022)

Qualifications:

1. The Director of Communications will be, or be willing to become, a member of the Associate Reformed Presbyterian Church, be active in a congregation of the denomination, and be in agreement with a Reformed Biblical World and Life View.
2. The Director of Communications is responsible for all functional aspects of the magazine's production, including, but not limited to, writing, editing, photography, graphics, subscriptions, and management of personnel and business relationships.
3. Computer skills relative to the position are essential.
4. Must be a skilled strategic thinker/planner, able to map out the year, target special events and issues, and in general present them to the church in an enthusiastic and appealing manner.
5. Must be a self-starter but also work in harmony with other members of the leadership team.
6. Must be familiar with social media platforms.
7. Must be able to use WordPress for blogs and websites.
8. The position is one of high visibility and consequently must have well-developed interpersonal skills, a winsome personality, and a congenial disposition. Must be articulate, comfortable in making public presentations, addressing meetings, and developing relationships beyond the bounds of the office environment.

Duties:

1. To communicate the Gospel of Jesus Christ, encourage the application of the truths of Scripture to life, and build up the church.
2. To publish *The Associate Reformed Presbyterian.*
3. To optimize the websites dunlaporphanage.com, ARPchurch.org, and ARPmagazine.org and oversee updates.
4. To effectively execute the daily operations of the Director of Communications office.
5. To manage a social media presence through Facebook, Twitter, and Instagram.
6. To manage the email domain for the ARP Center.
7. To notify the denomination of official communication from the Moderator, Executive Board, Boards/Committees, and Central Services.
8. Manage the ARP App, which sends push notifications to subscribers and keeps up with important ARPC events.
9. Handle all Statistical Reports from dissemination, collecting, and reporting.
10. Develop a workable budget.
11. Manage the ACS database creating the rosters for each board and committee, constantly updating minister information, linking churches, and ministers.
12. To publish *The Quarterly.*
13. To coordinate the distribution of ARPC publications.

BOARD OF DIRECTORS
ASSOCIATE REFORMED PRESBYTERIAN FOUNDATION, INC.

As authorized by the 2004 General Synod the Board of Directors, ARP Foundation and the Board of Stewardship united their mission and ministry under one board. The Foundation will continue to exist as the legal entity for holding the assets contributed to the General Synod, including Gift Annuities, Charitable Trusts, and endowment type funds. The members of the Board of Stewardship will serve as the directors of the Foundation, and meetings will be held concurrently. Actions of the Board pertaining to the Foundation will be recorded in separate minutes. (See Board of Stewardship.)

BYLAWS

ASSOCIATE REFORMED PRESBYTERIAN FOUNDATION, INC.

AS AMENDED TO APRIL 8, 2005

ARTICLE I
Name, Seal, Offices, and Fiscal Year

1) **Name.** The name of this corporation is ASSOCIATE REFORMED PRESBYTERIAN FOUNDATION, INC.
2) **Seal.** The seal of the corporation shall be circular and shall bear on its outer edge the words "Associate Reformed Presbyterian Foundation, Inc.," and in the center, the words and figures "Corporate Seal 1966." The board of directors may change the form of the seal or the inscription thereon at its pleasure.
3) **Offices.** The principal office of the corporation shall be located at 918 South Pleasantburg Drive in the City of Greenville, County of Greenville, State of South Carolina.
4) **Fiscal Year.** The fiscal year of this corporation shall be the calendar year.

ARTICLE II
Board of Directors

1) **General Structure of the Board**. The corporate powers, business, property, and affairs of the corporation shall be managed by its board of directors. The members of the Board of Stewardship shall serve as Directors of the corporation. Directors need not be residents of the State of North Carolina. The Moderator and the Moderator-Elect of the General Synod, and the Administrative Officer shall serve as advisory members to the Board. The number of Directors shall be as determined by the General Synod of the Associate Reformed Presbyterian Church as set forth in the *Manual of Authorities and Duties of the Associate Reformed Presbyterian Church*, as that document exists from time to time.
2) **Annual Meetings.** The board shall meet at least two (2) times annually which meetings may take place via telephonic conference call or other similar arrangement wherein each Director can hear and be heard simultaneously with other Directors**.**
3) **Special Meetings.** Special meetings of the board of directors may be called by the chairman or by any three (3) directors of the board.
4) **Notice of Meetings.** Directors shall be advised of a called meeting by telephone, mail, or electronic communication to receive notice of such meeting at least five (5) before such meeting, but such notice may be waived by any director. At any called meeting at which every member shall be present, business other than that listed in the call may be transacted. Telephone conference call meetings may be held when necessary; however, an affirmative vote of a majority of the directors will be required for approval of action.
5) **Quorum and Manner of Acting.** At all meetings of the board of directors, a majority of the directors shall be necessary and sufficient to constitute a quorum for the transaction of business and the act of a majority of the directors present at any meeting at which there is a quorum shall be the act of the board, except as may be otherwise specifically provided by statute or by these bylaws. If at any meeting there is less than a quorum present, a majority of those present may adjourn the meeting from time to time without notice to secure a quorum.

ARTICLE III
Officers

1) **Number.** The officers of the corporation shall be the officers of the Board of Stewardship and such other officers with such powers and duties not inconsistent with these bylaws as may be appointed and determined by the board of directors.
2) **Chairman.** The chairman shall preside at all meetings of the board of directors. He shall have and exercise general charge and supervision of the affairs of the corporation and shall do and perform such other duties as may be assigned to him by the board of directors.
3) **Vice Chairman.** At the request of the chairman or in the event of his absence or disability, the vice chairman shall perform the duties and possess and exercise the powers of the chairman; and, to the extent authorized by law, the vice chairman shall have such other powers as the board of directors may determine and shall perform such other duties as may be assigned to him by the board of directors.
4) **Secretary.** The secretary shall have charge of such books, documents and papers as the board of directors may determine and shall have the custody of the corporate seal. He shall attend and keep the minutes of all the meetings of the board of directors. He may sign, with the chairman or vice chairman, in the name and on behalf of the corporation, any contracts or agreements authorized by the board of directors and, when so authorized or ordered by the board of directors, he may affix the seal of the corporation. He shall, in general, perform all the duties incident to the office of secretary, subject to the control of the board of directors, and shall do and perform such other duties as may be assigned to him by the board of directors.
5) **Treasurer.** The treasurer shall have the custody of all funds, property and securities of the corporation, subject to such regulations as may be imposed by the board of directors. He may be required to give bond for the faithful performance of his duties in such sum and with such sureties as the board of directors may require. When necessary or proper, he may endorse on behalf of the corporation for collection checks, notes and other obligations and shall deposit the same to the credit of the corporation at such bank or banks or depository as the board of directors may designate. He shall sign all receipts and vouchers and, together with such other officer or officers, if any, as shall be designated by the board of directors, he shall sign all checks of the corporation and all bills of exchange and promissory notes issued by the corporation, except in cases where the signing and execution thereof shall be expressly designated by the board of directors or by these bylaws to some other officer or agent of the corporation. He shall make such payments as may be necessary or proper to be made on behalf of the corporation. He shall enter regularly on the books of the corporation, to be kept by him for the purpose, full and accurate account of all monies and obligations received and paid or incurred by him for or on account of the corporation and shall exhibit such books at all reasonable times to any director on application at the offices of the corporation. He shall, in general, perform all the duties incident to the office of treasurer, subject to the control of the board of directors.
6) **Administrative Officers.** The board may employ or appoint an Executive Director and/or Administrative Officer. Such administrative officers shall not be voting members of the board, and the duties shall be usual to such positions and such other and further duties as may be prescribed from time to time by the board.

ARTICLE IV
Committees

Various Committees. The chairman shall have the power to appoint such committees as may be necessary for the effective conduct of the business of the corporation; provided that the directors shall at all times have power to modify, add to, take from or otherwise change and alter the duties and function of any such committee.

ARTICLE V
Contracts

The board of directors may authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to a specific instance; and unless so authorized by the board of directors, no officer, agent or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or render it liable pecuniarily for any purpose or to any amount.

ARTICLE VI
Amendments

The board of directors shall have power to make, alter, amend and repeal the bylaws of the corporation, subject to the limitation of ARTICLE VII, by affirmative vote of a majority of the board, provided, however, that the action be proposed at a regular or special meeting of the board and adopted at a subsequent regular meeting, except as otherwise provided by law, provided that any amendment shall be submitted to the next session of the General Synod for approval.

ARTICLE VII
Dissolution or Liquidation

Upon the dissolution or liquidation of this corporation, all of its assets held at that time shall be transferred and paid over to the General Synod of the Associate Reformed Presbyterian Church for its unrestricted use. This article may never be amended except as may be necessary to keep this corporation qualified and tax-exempt under the aforesaid laws.

ARP WOMEN'S MINISTRIES EXECUTIVE BOARD

Notes:

Inclusion of ARP Women's Ministries (ARPWM) in the *Manual of Authorities and Duties* was authorized by the 2011 General Synod. ARPWM appoints representatives to Synod's boards and committees through Synod's Committee on Nominations. Synod's nominating procedures do not apply to the ARPWM Executive Board and ARPWM committees. Proceedings at the ARPCWM Annual Meeting are governed by *Robert's Rules of Order.*

When necessary, the Executive Board of ARP Women's Ministries reports directly to the Executive Board of Synod. (2012 Synod)

Membership:

Voting members: ARPWM President, Vice President, Secretary, Treasurer, Spiritual Life Chair, Missions and Outreach Chair, one representative from each presbytery.

Non-Voting Advisory members: ARPWM Past President, ARPWM Parliamentarian, Executive Director of Central Services.

Terms of Service:

Terms of service are determined by the office to which elected and are described in the ARPWM Bylaws.

Stated Meetings:

Three meetings are scheduled on an annual basis.

Organization:

Officers: President, Vice President, Past President, Secretary, Treasurer.

Committees:

1) Executive

Voting members: President, Vice President, Past President, Secretary, Treasurer.
Non-Voting Advisory members: Parliamentarian, Executive Director of Central Services.

2) Finance
3) Constitution and Bylaws
4) Nominating
5) Spiritual Life
6) Missions and Outreach
7) Historical Library
8) Family Bible Conference
9) Synodical Hall

Special Committees: appointed as needed by the President

BOARD OF BENEFITS
(Synod 2026)

Membership: At Large: Five (5) members appointed by the General Synod, at least four (4) members possessing financial or benefits experience and at least one (1) member with a ministerial background . (2026 Synod)
Advisory**:** The Moderator of Synod; Moderator-Elect of Synod; Executive Director of Central Services/Administrative Officer; Treasurer of Synod; Human Resource Director/ Representative from Bonclarken, Erskine College and World Witness;
Ex-Officio: Chairman of General Synod's Committee on Minister and His Work.

Terms of Service: At Large: Five (5) Years.
Ex-officio and Advisory: As determined by the office to which elected.

Stated Meetings: Semi-annually.

Organization: Officers: Chairman, Vice Chairman, Secretary, Treasurer of Retirement Plan Fund.
Committees:

1. Executive Committee
2. Committee on Insurance
3. Committee on Retirement (This committee shall consist of at least three (3) members, the majority of whom shall be lay persons.)
4. Administrative Officer: Executive Director of Central Services

Authority: The Board of Benefits is the agency charged with the responsibility of providing opportunities for security to the individuals and families it serves in areas such as insurance, retirement, and benevolence and of providing assistance to ministers and churches in the areas of compensation planning and tax reporting. (1995 Synod)

In the exercise of its authority, the Board of Benefits shall comply with *The Standards of the Associate Reformed Presbyterian Church*, and its policies and programs shall be consistent with the purpose of the General Synod. In the exercise of its authority, the Board shall act in an impartial and nondiscriminatory manner.

Duties:

1. To guide and supervise benefit programs in the denomination.
2. To oversee the collection and investment of financial resources contributed and designated by individuals, churches, and the General Synod for these purposes.
3. To assist individuals and families in preparation for retirement.
4. To present to the denomination the challenge and opportunities of maintaining a program of security.
5. To prepare and recommend to Synod each year a budget for the work of the Board.
6. To make an annual report to Synod.
7. To appoint such administrators as are necessary for the work of the Board.
8. To assist ministers and churches in the areas of compensation and tax planning/reporting. (2009 Synod)

BOARD OF TRUSTEES
BONCLARKEN CONFERENCE CENTER
Synod 2021

Membership: At Large: At least eighteen members, none of whom can be an employee of Bonclarken. A board member shall not serve when a family member is on the management staff of Bonclarken and there shall not be more than two board members from any one congregation. At least two board members shall be ordained ministers in the ARPC.
Ex-Officio: President of the Property Owners Association of Bonclarken, Representative of ARP Women's Ministries.
Advisory**:** President of Bonclarken Conference Center, Moderator of Synod, Moderator-Elect of Synod, Chairman of Bonclarken Board of Advisors, Executive Director of Central Services. (2012 Synod)

Terms of Service: At Large: Six (6) years.
Ex-officio and Advisory: As determined by the office to which appointed or elected.

Stated Meetings: In the spring, fall and winter of each year, provided that the winter meeting may be canceled by the Executive Committee if there is no substantial business to be conducted. (2005 Synod)

Organization: Officers: Chairman, Vice Chairman, Secretary, Treasurer.
Committees:

1. Executive Committee
2. Committee on Buildings and Grounds
3. Committee on Administration
4. Committee on Promotion and Service

Administrative Officer: President of Bonclarken

Authority: Management of Bonclarken Conference Center, including all properties owned by Bonclarken Conference Center, is vested in the Board of Trustees.

In the exercise of this authority, the Board of Trustees shall comply with *The Standards of the Associate Reformed Presbyterian Church*, and its policies and programs shall be consistent with the purpose of the General Synod.

Duties:

1. To be responsible for carrying out the PURPOSE of Bonclarken: "To serve God through the ministry of the Associate Reformed Presbyterian Synod by providing for the denomination opportunities for Christian worship, education, recreation, and fellowship; by assuring a wholesome atmosphere for Christian development; and by making facilities available to the agencies and institutions of the Synod, its presbyteries and local congregations to fulfill their missions and goals." In the interest of oneness with God, the facilities may be shared with other Christian and educational groups when scheduling permits.
2. To elect officers and employ and supervise the president of Bonclarken, who in turn will employ and supervise such persons as may be necessary for carrying on the work of Bonclarken in accordance with the policies established by the Board. (2008 Synod)
3. To make such rules and regulations for its own governance as may be consistent with the Charter and Bylaws of Bonclarken Conference Center and the policies of the Synod.
4. To manage, sell, lease, or purchase real property as determined appropriate by the Board to carry out the mission of Bonclarken.
5. To make an annual report to the General Synod.
6. (Effective August 1, 2022) To plan and implement the ARP Music Conference (formerly under the direction of CEM)

POSITION DESCRIPTION FOR PRESIDENT OF BONCLARKEN CONFERENCE CENTER

The president is responsible for every aspect of the work of Bonclarken on a day-to-day basis. This includes the supervision of all the conference center employees, the implementation of all board directives, and coordinating all the various programs and functions of the conference center to provide a meaningful experience for all who visit Bonclarken. The president will work with the Vice President for Guest Relations and the Vice President for Finance and Property in the accomplishment of the efficient day-to-day management of the conference center. The president will also work with the Board of Trustees in accomplishing the goals of Christian experiences, growth, education and recreation regarding the operation of Bonclarken. Additionally, the President shall be actively involved in fund raising to meet immediate and long-range goals and objectives. All the functions of the president shall be carried out in accordance with the goals and objectives of the Board of Trustees and in keeping with the philosophy and standards of the Associate Reformed Presbyterian Church.

Reports To: The president reports to the Board of Trustees.

Qualifications:

1. Must be an evangelical Christian who has made a personal commitment to Jesus Christ, and one who adheres to the position taken by the Associate Reformed Presbyterian General Synod relating to scripture.
2. Must be an active participant in an Evangelical Church, preferably an Associate Reformed Presbyterian Church.
3. Must be a good organizer with sound business ability.
4. Must have an understanding of the importance of conference center ministry and must desire to serve Christ through the work of Bonclarken Conference Center.
5. Must possess an optimistic and enthusiastic attitude and a personality which will assist him/her in dealing effectively with people.
6. Must possess managerial skills which will enable him/her to effectively manage and supervise the work of a diversified staff.
7. Should view the position of President as a calling rather than just a job.

Duties:

1. Recommends a detailed annual budget for the approval of the Board of Trustees. A general budget for the coming year will be prepared for General Synod purposes in March, a preliminary budget will be prepared for presentation to the Board in September, and a final budget will be presented to the Board or the Executive Committee of the Board no later than the following January.
2. Provide detailed reports, both financial and other, at each Board of Trustees meeting, and make interim reports to the Chairman of the Board and/or the Executive Committee between board meetings.
3. Recruit, select, supervise, evaluate, administer salaries and be responsible for the training of all center employees.
4. Is responsible for all matters associated with personnel and the day-to-day operation of Bonclarken. This is to be done within the guidelines established by the Board of Trustees.
5. Will meet periodically with the Vice President for Guest Relations and the Vice President for Finance and Property and will work closely with these employees in all matters relative to the accomplishment of the efficient operation of Bonclarken on a day-to-day basis.
6. Approves all expenditures of funds for capital and operating purposes including payroll.
7. Must assist the Board of Trustees in the establishment and development of all goals and objectives with strategies for reaching these objectives.
8. Must be responsible for hiring all summer staff.
9. Must promote and represent Bonclarken before the individual churches, agencies and organizations of the denomination and the general public at large.
10. Will contact potential donors, maintain complete records of gifts and receipts, maintain contact and correspondence with donors, and will give emphasis to planned giving.
11. Must develop and maintain a level of cooperation with the private property owners on the grounds of Bonclarken, coordinate all activities which will involve both the conference center and private property owners, communicate with the private property owners regarding matters of concern and interest, and must address the property owners at their annual meeting.
12. Must promote and publicize the services and activities of Bonclarken through articles in the ARP Magazine, brochures and the Bonclarken Newsletter.
13. Must continually evaluate the methods by which Bonclarken conducts its business and serves its many guests in an effort to stay current and up to date in effective conference center ministry.

14. Has the authority to spend funds for repairs, equipment, supplies, etc., provided the necessary funds are covered in the operating budget and/or capital budget or by specific gifts. Any construction or renovation projects must receive prior approval of the Board of Trustees.
15. Other duties and responsibilities as assigned by the Board of Trustees.

BOARD OF BRICE-SANDERS FOUNDATION (CAMP JOY)
Synod 2022

Membership: Members: Eight (8) members elected by the General Synod. Elected Members shall have at least five years' experience serving within the ministry of Camp Joy
Advisory**:** Moderator of Synod, Moderator-Elect of Synod, Executive Director of Central Services, and a representative of ARP Women's Ministries
Ex-officio and Advisory: As determined by the office to which elected or appointed.

Terms of Service: Six (6) years.

Stated Meetings: Semi-Annually.

Organization: Officers: Chairman, Vice Chairman, Secretary, Treasurer

Authority: The Board of Trustees of the Brice-Sanders Foundation, Inc, shall govern the corporation which is established to plan, organize, administer, and promote camps and activities serving people with intellectual and developmental disabilities.

In the exercise of its authority, the Board shall comply with *The Standards of the Associate Reformed Presbyterian Church* and its policies and programs shall be consistent with the purpose of the General Synod.

Duties:

1. To carry out the purpose of the corporation consistent with *The Standards of the Associate Reformed Presbyterian Church*.
2. To prepare and present to the General Synod a budget for the Brice-Sanders Foundation, Inc.
3. To elect officers and employ such administrators as are necessary for the work of the Board.
4. To make an annual report to the General Synod.

BOARD OF TRUSTEES OF
WILLIAM H. DUNLAP ORPHANAGE, INC.

Membership: Eleven voting members elected by the General Synod, with one (1) selected by ARP Women's Ministries, one (1) representative from each presbytery, and two (2) At-Large members. (Synod 2025) (In the event that a member shall move, he/she shall continue to serve and the presbytery from which said member moved shall fill the next available position. Furthermore, replacements are to come from the same presbytery as retirements.) Appointed members must be Associate Reformed Presbyterian at the time of appointment. (Synod 1999)
Advisory: Moderator of Synod, Moderator-Elect of Synod, Treasurer, Administrative Officer.

Terms of Service: Six (6) years.
Ex-officio and Advisory: As determined by the office to which elected or appointed.

Stated Meetings: Semi-Annually.

Organization: Officers: Chairman, Vice Chairman, Secretary, Treasurer.
Administrative Officer: Executive Director of Central Services.

Authority: The Board of Trustees of the William H. Dunlap Orphanage, Inc., shall govern the corporation which is established to provide care, support, maintenance, and education of orphaned, or fatherless, or helpless, or needy children, and to support projects related to such children.

In the exercise of its authority, the Board shall comply with *The Standards of the Associate Reformed Presbyterian Church,* and its policies and programs shall be consistent with the purpose of the General Synod.

Duties:

1. To carry out the purpose of the corporation consistent with *The Standards of the Associate Reformed Presbyterian Church.*
2. To prepare, and present to the General Synod, a budget for William H. Dunlap Orphanage, Inc.
3. To elect officers and employ such administrators as are necessary for the work of the Board.
4. To make an annual report to the General Synod.

BYLAWS FOR THE WILLIAM H. DUNLAP ORPHANAGE, INC.

As Amended by 1999 General Synod Preamble

These bylaws of the William H. Dunlap Orphanage, Incorporated, are successor to the "Constitution and bylaws of the William H. Dunlap Orphanage, Inc." as last approved by the 1977 General Synod of the Associate Reformed Presbyterian Church.

Article I
Name

1) The legal name of this corporation shall be the William H. Dunlap Orphanage, Incorporated. However, for general reference and stationary letterheads, the name “William H. Dunlap Fund" may be used.
2) The registered office of this Corporation shall be P.O. Box 45, Fayetteville, TN 37334.
3) Administrative Office for the William H. Dunlap Fund will be located at the Associate Reformed Presbyterian Center, 918 South Pleasantburg Drive, Greenville, Greenville County, South Carolina 29601.

Article II
Incorporation

This Corporation is incorporated under the corporate laws of the State of Tennessee as a not-for-profit corporation and operates within the purposes and objectives of the Charter of Incorporation as recorded November 12, 1919, in Corporation Record Book Misc. A, page 70, in Nashville, Tennessee, and as may hereafter be amended.

Article III
Purpose

The object of this Corporation is to provide care, support, maintenance, and education of orphaned, or fatherless, or helpless, or needy children, and to support projects related to such children.

Article IV
Board of Trustees

1) The corporation shall be governed by a Board of Trustees consisting of thirteen members elected by the General Synod, with one person selected by the ARP Women’s Ministries and with each presbytery represented by a person selected by the presbytery. The Moderator of Synod, Moderator-Elect of Synod, the Treasurer (if not an elected member of the Board) and the Administrative Officer shall serve as non-voting advisory members.
2) The term of office of the appointed members shall be six years, with terms of service normally beginning July 1 of the year appointed. The term of office of advisory members shall coincide with the terms of office to which elected or appointed. Members who change their denominational affiliation shall be considered to have resigned but may be asked by the Board of Trustees to fulfill their term of service. In the event that a member shall move, he/she shall continue to serve and the presbytery from which said member moved shall fill the next available position. Furthermore, replacements are to come from the same presbytery as retirements.
3) The Board may employ an administrative officer or utilize the services of the Director of Central Services as the administrative officer. Such administrative officer shall not be a voting member of the board and his duties shall be the duties usual to such positions and such other and further duties as may be prescribed from time to time by the board.
4) The Board of Trustees shall not receive compensation for their attendance at the meetings of the board but will be reimbursed for normal and reasonable travel expenses. Compensation paid to the administrative officer shall be within the limitations of a budget approved by the General Synod.

Article V
Officers

The officers of this Corporation shall consist of a Chairman, Vice Chairman, Secretary, and Treasurer. Officers shall be elected at the scheduled meeting prior to the annual meeting of the General Synod.

1) **Chairman:** The chairman of the Board of Trustees shall be elected by a majority of the members of said Board from its own membership. He shall be eligible for re-election. He shall preside at all meetings of the Board of Trustees and shall perform the usual duties incident to his office and such other duties as may be required of him by the above-mentioned Board. He shall be responsible for the preparation of the annual report of the Board of Trustees to the General Synod of the Associate Reformed Presbyterian Church.
2) **Vice Chairman:** The Vice Chairman shall be elected by the same rules that apply to the election of the Chairman and will assume the duties of the Chairman in the event of his absence or disability. He will perform any other duties delegated by the Chairman or by the Board of Trustees.
3) **Secretary:** The Secretary shall be elected by the same rules that apply to the election of the Chairman and shall give notice to all the meetings of the Board of Trustees and shall record the minutes of the same.
4) **Treasurer:** The Treasurer shall be elected by the same rules that apply to the election of the Chairman, but membership shall not be a prerequisite for election. Compensation for the Treasurer shall be fixed by the Board of Trustees. The Treasurer shall:
    a. Keep all the records and books of the Corporation and shall keep a strict account of all money received and disbursed.
    b. Pay out money as directed by the Board of Trustees.
    c. Make a financial report to the Board of Trustees at each meeting.
    d. Execute bond in such sum as the Board of Trustees may require, the premium to be paid by the Corporation.
    e. Arrange for an Auditor or Public Accountant to make an annual examination of the books of the Treasurer and submit a report to the Chairman of the Board of Trustees.
    f. At the close of his term, deliver to his successor all books, records, and papers pertaining to his office.

Article VI
Meetings

1) Regular stated meetings of the Board of Trustees of this Corporation shall be at the Home Office or at such other places as designated by the Board.
2) Special meetings may be called by the Chairman of the Board of Trustees, upon the request of two (2) members of the Board of Trustees.
3) All meetings shall be opened and closed with prayer.

Article VII
Quorum

A simple majority of voting members (half + 1) will constitute a quorum.

Article VIII
Amendments

These bylaws may be amended by a two-thirds vote of those present, provided that a quorum is present; and further provided, the amendment must have been submitted in writing at the previous meeting of the Board of Trustees. However, such amendment will not become effective until after approval by the General Synod of the Associate Reformed Presbyterian Church at the next regular meeting of this body.

Article IX
Executive Committee

The Executive Committee shall be composed of the officers of the Corporation plus the administrative officer who shall serve as an advisory member. Three (3) officers shall constitute a quorum. This committee shall, during the intervals between the meetings of the Board, possess and may exercise all of the powers of the full board in the management of the corporation, except as to such matters which the board has by resolution expressly reserved to it. Additionally, the Executive Committee shall prepare the annual report to the General Synod. The Executive Committee shall keep full and fair records of its proceedings and actions and shall report them to the next succeeding meeting of the Board, who may alter or revise such actions, provided that no rights of third persons shall be affected by any such revision or alteration.

BOARD OF TRUSTEES OF
ERSKINE COLLEGE AND SEMINARY
(2024 Synod)

Membership: At Large: Fifteen (15) voting members, at least three (3) of whom shall be Associate Reformed Presbyterian ministers.
Advisors: The Moderator of Synod, the current Alumni Association President, and others called upon at the pleasure of the chair. Normally, the Moderator of the Synod and the current Alumni Association President will receive invitations to attend all meetings.

Terms of Service: At Large: Three (3) years. Eligible for two consecutive terms.

Stated Meetings: As determined by the Board to include a minimum of two per year.

Organization: Officers: Chairman, Vice Chairman, Secretary, and Treasurer

Standing Committees: As determined by the Board and in accordance with requirements of accrediting bodies.

Ad hoc Committees: As determined by the Board.

Authority: The Board of Trustees of Erskine College has direct control of the operation of Erskine College and Erskine Theological Seminary and is empowered to establish policies and educational programs and to manage all properties and funds. In the exercise of its authority, the Board shall comply with *The Standards of the Associate Reformed Presbyterian Church*, and its policies and programs shall be consistent with the purpose of the General Synod.

General Powers: The Institution shall be governed by the Board which sets all policy for the Institution. The President of the Institution is responsible for implementing these policies. A complete enumeration of the Board's specific roles and responsibilities is contained in the corporate documents under the Board's legal, regulatory, and accreditation authority. The following constitute the Board's general powers.

a. Only the Board of Trustees may appoint or remove Corporate Officers except the Treasurer, sell or mortgage assets of the Institution, incur debt, dissolve the corporation, modify the Bylaws, rescind or modify a decision of the Board or Executive Committee, recognize, bargain with, or contract with employees collectively.
b. The Board shall approve the annual operational and capital budgets; devise methods for increasing funds, resources, and properties; and care for, maintain and secure the physical facilities.
c. The Board shall hold in trust all endowments and titles to properties and will execute them in accordance with the stipulated purposes for which they were given, conveyed, or bequeathed.
d. The Board shall hire the President of the Institution and set his benefits and salary.
e. The Board shall participate in the theological assessment of all persons being considered for full-time seminary and undergraduate Bible faculty positions.
f. The Board shall submit recommendations to Synod's Committee on Nominations.
g. The Board shall make an annual report to the General Synod, to include a special section relating to the implementation of the Statement of Philosophy of Christian Higher Education.

POSITION DESCRIPTION FOR

PRESIDENT OF ERSKINE COLLEGE & SEMINARY

The President shall be the chief executive officer of the Institution, reports to the Board, and shall be responsible for executing Board policies. Under the direction of the Board, he shall be responsible for the programs, services and assets of the Institution.

The president is a member of all committees created by the Bylaws of the Board of Trustees and has seat and voice at all meetings, including executive sessions unless excused by the Board. He reports to the board at every meeting and makes recommendations as appropriate. The president is responsible for implementing board policies, attaining goals adopted by Board resolution, and executing all documents as directed by the board. The president may appoint and remove deans and other administrative officers excepting the Board Chairman, Vice Chairman and Secretary.

REPORT OF THE SPECIAL COMMITTEE ON CHRISTIAN HIGHER EDUCATION
AS ADOPTED BY THE GENERAL SYNOD
ASSOCIATE REFORMED PRESBYTERIAN CHURCH

June 8, 1977

In accordance with action of the General Synod of 1975 and by appointment of the Moderator, the Special Committee on Christian Higher Education submits the following report:

Creation of the Committee

The 1975 Session of the General Synod adopted a recommendation of the Moderator's Committee on Educational Institutions "that a special committee of five (5) be appointed by the Moderator to develop a Philosophy of Christian Higher Education for the Associate Reformed Presbyterian Church, including goals and purposes of Erskine."

Membership of the Committee

Following the adjournment of the 1975 Session, the Moderator of Synod, Dr. Randall T. Ruble, appointed the following five persons to the committee:

1. Reverend Roy E. Beckham, D.D., pastor of the Greenville Associate Reformed Presbyterian Church, Greenville, South Carolina.
2. Miss Alice Love, Ph.D., professor of English, Winthrop College, and member of First Associate Reformed Presbyterian Church, Rock Hill, South Carolina.
3. Mr. Hazel Long, elder in the Doraville Associate Reformed Presbyterian Church, Doraville, GA.
4. Reverend Lonnie L. Richardson, pastor of New Covenant Associate Reformed Presbyterian Church, Charlotte, North Carolina.
5. Mr. W. H. Stuart, elder in the Bartow Associate Reformed Presbyterian Church, Bartow, Florida.
6. The Moderator designated Mr. Stuart to serve as chairman. The Committee elected Dr. Love as vice chairman and Mr. Long as secretary.

The Work of the Committee

Only as the members of the committee have worked together over a period of nearly two years has the committee come to a full understanding of its task.

Convening for the first time on October 11, 1975, the Committee has held eleven meetings, the majority of which required a full day.

Through the cooperation of Mr. E. D. Sloan, Jr., Chairman of the Board of Trustees of Erskine College, and President M. Stanyarne Bell, conferences have been held with a majority of the members of the Board of Trustees, most of the members of the administration, a substantial number of faculty members, and representative members of the student body of Erskine College. Individual members of the committee have conferred with a number of the members of our church and persons experienced in the field of Christian higher education. The committee has had the advantage of a considerable body of bibliographic material which it has secured or has had

referred to it. This report would not be complete without an expression of appreciation for the helpful spirit and full cooperation the committee has received from so many who have made our work easier.

The Committee's Understanding of Its Task

The appointment of the committee to develop a philosophy of Christian higher education is interpreted as the desire of the General Synod to initiate such development with a clear and easily understood statement of philosophy that shall define and guide the carrying out of the mission of the Church in Christian higher education.

For many years Erskine College has included in its catalogs a statement of purpose. The statement of purpose in the catalog is viewed by the committee as the expression of the Board of Trustees to students and others who use the catalog. The statement of philosophy to be presented in this report is viewed by the committee as the expression of the General Synod to the Board of Trustees. It is intended to inform, to guide, to direct the Board of Trustees, to whom the Church delegates the responsibility of carrying out its mission in Christian higher education.

The committee interprets its task not simply as preparing and recommending for adoption a written statement. The task is far greater than that. It is to develop a philosophy. It cannot be achieved by this committee. It cannot be completed by this Synod. It is a continuing task. Redeeming elements of such a philosophy have prevailed at Erskine College and Erskine Theological Seminary from their beginning. Today's action can be a new beginning —a reaffirmation of the Church's mission and the means of implementing it.

In presenting this report, the committee recognizes that the Associate Reformed Presbyterian Church, in its work as an institution of Christian higher education at Erskine College and Erskine Theological Seminary, delegates its authority and its mission to the members of the Board of Trustees of Erskine College, who are selected by the General Synod. To these servants of the Church, faithful to their trust, is given the privilege, the honor and the responsibility of developing and maintaining the philosophy of Christian higher education as expressed by the General Synod. It is believed that the Board of Trustees will be aided and strengthened in its work by knowing the will of the General Synod regarding the kind of college community that it believes will best reflect its philosophy and the kind of environment favorable to the carrying out of its Christian mission.

With much assistance from others and in a spirit of prayer for guidance, the members, in a completely harmonious joint effort as a committee, have prepared a proposed statement as a first step in the development of a philosophy of Christian higher education in the Associate Reformed Presbyterian Church with goals and purposes of Erskine College and Erskine Theological Seminary. The proposed statement is attached and is made a part of this report.

Recommendations: The Committee recommends:

1. That, as an initial step in the development of the Philosophy of Christian Higher Education of the Associate Reformed Presbyterian Church with goals and purposes of Erskine College and Erskine Theological Seminary, this Report and the accompanying Statement be adopted by the General Synod.
2. That, as a part of the basic development of the Philosophy of Christian Higher Education, this Report and the accompanying Statement, as adopted, constitute the governing philosophy for policies established and maintained by the Board of Trustees of Erskine College in the operation of Erskine College and Erskine Theological Seminary.
3. That, as a primary effort in developing the Philosophy of Christian Higher Education, the chairman of the Board of Trustees of Erskine College be directed to place in the hands of each member of the Board of Trustees a copy of this Report and the accompanying Statement, as adopted.
4. That, as a continuing effort in the development of a Philosophy of Christian Higher Education, the Nominating Committee of the General Synod be directed, beginning with nominations to be made following the 1977 meeting of the General Synod, to furnish each prospective nominee for election to the Board of Trustees of Erskine College with a copy of this Report and the accompanying Statement, as adopted, so that the prospective nominee may have the benefit of this document in making his or her decision.
5. That, in making its annual report to the General Synod, the Board of Trustees be asked to include a special section relating to the implementation of this Statement of Philosophy of Christian Higher Education.

Respectfully submitted,
Special Committee on Christian Higher Education

STATEMENT OF THE PHILOSOPHY OF CHRISTIAN HIGHER EDUCATION OF THE ASSOCIATE REFORMED PRESBYTERIAN CHURCH AS ADOPTED BY THE GENERAL SYNOD, June 2018

Introduction

Christian higher education for the service of God in church and society finds its roots in Biblical revelation. **Since 1837**, Christian higher education has been an integral part of the mission of the Associate Reformed Presbyterian Church. Truly, the Associate Reformed Presbyterian Church, through its institutions of Christian higher education, has a history of distinguished **Christian** service. The value of its mission is immeasurable, for this mission has been an influence for good in the lives of thousands of men and women who have attended Erskine College, Erskine Theological Seminary, or Bryson College. Through many of these men and women, the Church itself has been blessed with strong Christian leadership and dedicated service.

The General Synod believes that there is a continuing need for the **Associate Reformed Presbyterian** Church to express its objectives, to reaffirm its purpose, and to restate its philosophy of Christian higher education, including goals and purposes of Erskine **College and Seminary.**

In the following statement, the General Synod desires to preserve and incorporate all of the redeeming elements of the Church's philosophy that have prevailed at the College and Seminary from their beginning. In this statement the terms "Erskine" and "Erskine College" refer to both the undergraduate school and the Seminary, unless the context indicates otherwise.

I. The Role of the Church in Christian Higher Education

The Associate Reformed Presbyterian Church should re-examine on a continuing basis its total program in the use of its resources and in all areas of its mission. To this end the Church should ask itself continually what it is doing and what it ought to be doing in the field of education. It is clear that every Christian denomination should involve itself deeply in Christian education. A parallel question which every Christian denomination should ask is whether it also should be involved in the field of higher education and, if so, at what level and in what way.

We believe in the importance of education, and we believe that education represents a vital part of the mission of the Church. Furthermore, we believe that our denomination has a definite role to play in Christian higher education,

We believe this is so because **Christian higher education** offers the Church a unique opportunity to present Christ **as the Christian's summum bonum, or "highest good." It is** the Christian **worldview, summarized in the biblical narrative of creation, fall, redemption, and consummation, which teaches love for God and for our neighbors as ourselves, and enables young men and women to discover** the value of a life which is lived in right relation to God and man. We believe that only such a life can realize its fullest potential **in service to God, the Church, and the world.** We believe that the Church has a responsibility not only to initiate the organizational structure for **Christian higher education,** but also to nurture **Erskine College and Erskine Theological Seminary** and to provide theological and philosophical guidance to it.

II. The Biblical Basis for Christian Higher Education

The Associate Reformed Presbyterian Church believes: **The Bible alone, being God-breathed, is the Word of God written, infallible in all that it teaches, and inerrant in the original manuscripts.** The Bible reveals God as the source of all truth. Reverence for Him and commitment to Him is the beginning **and essence** of wisdom. Jesus Christ, God's Son, **and the Holy Spirit** came to reveal this truth—truth which has the power to set people free from the bondage of sin. The Holy Spirit comes to make the truth of God's love in Christ real in our hearts. Therefore, for education to merit the term "Christian," it must be based on belief in God, the Source of truth; be centered in Jesus Christ, the Revealer of truth; and be guided by the Holy Spirit, the Inspirer of truth.
Taking their perspective from the Biblical view of God, man and the world, as expressed in *The Standards of the Associate Reformed Presbyterian Church* (See Footnote 1), **Erskine College and Erskine Theological Seminary** have a responsibility to stress Christian doctrine as well as Christian ethics; Christian commitment as well as academic excellence. Our calling in Christian higher education is to create an environment that **nurtures** the **academic** community **in and by the truth** of God's redemptive love **in Christ** and **to** equip its members for lives of useful service, whether in the full-time ministries of the Church, or in some other worthy calling.

Implementation

The carrying out of such a philosophy necessitates careful planning by Erskine College and Erskine Theological Seminary in several areas in accordance with *The Standards of the Associate Reformed Presbyterian Church* (See Footnote 2) and under the guidance of the principles of this statement. Full development will be achieved as the task is approached with a sense of mission by everyone within the Erskine community.

The Trustees of Erskine College. The Board of Trustees of Erskine College is the authority of the **Associate Reformed Presbyterian** Church at Erskine. Representing the Church's presence in its work of Christian higher education, the Trustees are an integral part of the college community. For service in such positions of responsibility, it is incumbent upon the General Synod to select individuals who have a perception of the Church and its work that coincides with that of the Synod and who are kept informed of the Church's policies and purposes. A Trustee is a servant of Christ and His Church in one of the greatest and most sacred endeavors. In this task the Church needs Godly men and women of knowledge, wisdom, and dedication to this work.

The Administration. In discharging its responsibility, the Board of Trustees should recognize that the administrators of the College **serve as** stewards for the Church. **They also have additional responsibilities for** meet**ing** the demands of academic standards and accreditation, build**ing** a strong faculty, and present**ing** a program of studies which attracts students. Executive planning of this complexity requires **deep Christian commitment,** great professional skill**,** and **committed** dedication. It is imperative first, that the College have in these positions—as president, administrative and academic officers—individuals who have a deep personal commitment to Jesus Christ**, informed and directed by the Holy Spirit through a Reformed theology and the Westminster Confession of Faith,** and are **highly qualified** both in terms of their preparation **for their vocations** and **faithfulness** to the Board of Trustees and to the Church. These officers are charged with continuing commitment to the larger view of the College as a community of Christian scholars**.** Second, there must be kept open channels of regular communication between the Board of Trustees and the Synod in order **to insure** the most effective implementation of **its educational commitments and goals**.

The Faculty. The Board of Trustees, through the Administration, must seek faculty members having **first, a genuine and vibrant relationship with Jesus Christ,** academic **expertise, and** moral **integrity.** Faculty members **should** believe in the **centrality and** enduring relevance of the Christian **faith, demonstrate a profound interest in and commitment to faith-learning integration informed by the Reformed theological tradition as expressed in *The Standards of the ARP Church*,** and **facilitate classroom and co-curricular learning that sets it apart from what is** found in secular settings. The instructional focus should be **on the pursuit of excellence in the various academic disciplines, critical thinking,** insight and comprehension, and should **encourage** flexible and innovative approaches to teaching. **Most importantly, faculty members ought to create a classroom experience focused on faith-learning integration.** Freedom of inquiry **guided by** faculty members committed to **the Christian and academic** goals of the College **should be encouraged.**

The Student. The student attending Erskine College becomes part of a meaningful tradition of Christian leadership **and** education for a life of service and witness. At a Christian college, the uniqueness of each individual is a basic premise, but our human dependence on Jesus Christ as **the revealed** Word **of God and Savior of the World** is **of paramount importance.** From these truths it follows that both the individual**s** comprising the student body and the ethos of a college campus **that** is truly Christian should manifest qualities **distinct** from the secular norm. At Erskine College, students are privileged to belong to a community of genuine concern and conviction, which it is their responsibility to foster and to maintain as they relate its values to the **world around them.** Under the supervision of the Board of Trustees, the administration, and the faculty, the student is expected to cooperate in creating and maintaining an environment that will honor God, promote the Christian goals of the Church and support the moral standards of the College. In the educational process, the student is expected to study and evaluate all knowledge objectively, **while** seeking God's guidance in **biblical** matters of faith, vocational calling and educational preparation.

The Curriculum. The curriculum for Erskine College at the undergraduate level should **focus on the liberal arts,** with the **Reformed theological narrative of creation, fall, redemption, and consummation** as **the unifying framework for** all of the disciplines**.** Emphasis should be placed on the arts, sciences, vocations, and our cultural heritage. **Substantial and pervasive** emphasis should be placed on the study of **the** Bible**,** Christian ethics**, and Christian apologetics** as requirement**s** for graduation. Along with providing strong majors in different fields, the curriculum should address the development of the whole student. An exposure to specialized areas of social and community service is an appropriate part of the total educational experience. Erskine Theological Seminary, being the professional school of Erskine College, **prepares** students for gospel ministry **and** has a special mission in Christian higher education. Its curriculum must be in harmony with *The Standards of the Associate Reformed Presbyterian Church*, and designed so that its graduates will be fully prepared to be effective ministers of the Word **in a rapidly changing world.**

Interrelationship of the Associate Reformed Presbyterian Church and Erskine College Erskine College represents the Associate Reformed Presbyterian Church in higher education. The relationship between the College and the Church is organic; that is, Erskine College is related to the General Synod of the Associate Reformed Presbyterian Church as the arm of the Church in Christian higher education in carrying out the Biblical mandate to redeem all of life, especially man's moral and intellectual life, under the authority and Lordship of Jesus Christ.

Responsibility of the Associate Reformed Presbyterian Church to Erskine College. Inasmuch as Erskine College is a church-owned Christian institution, the Church has ultimate responsibility for the administrative, academic, and moral **integrity** of the College. This responsibility is established and maintained through the Board of Trustees. The Trustees oversee the total administration of the College as a trust of the Associate Reformed Presbyterian Church.

The Church also has a responsibility to support the College financially and to render encouragement and affirmation to the College as it implements the goals and purposes of the Church.

Responsibility of Erskine College to the Associate Reformed Presbyterian Church. In order for the goals and purposes of Christian higher education to be realized, Erskine College, through its Board of Trustees, administration, and faculty, must **embrace those** principles and goals **of the Associate Reformed Presbyterian Church.** Within the context **of Christian higher education,** the College has **the** responsibility to **pursue** its theological **positions as a servant** of the Church.

This interrelationship should result in an academic community and educational experience that shapes students, both inside and outside of the classroom. All Erskine sponsored activity, whether curricular, co-curricular or extra-curricular in nature, should contribute positively toward the goals, purposes and standards of the Associate Reformed Presbyterian Church.

Erskine's Purpose
The purpose of Erskine College should be to provide sound training in a campus environment where evangelical Christian influence is supreme and pervasive. The role of the church-sponsored **institution** is the distinctive one of **pursuing the integration of Christian faith and learning and responsible citizenship.**

At the same time, **Erskine College, seeking to present the claims of Christ to its students,** should **foster** creative individualism **by providing** intellectual stimulation and by **encouraging** open dialogue. **As a** basic premise, the goals of education **should be** to open the mind and the heart to **God's** truth, to teach one to think Biblically and objectively, and to give direction to daily life. "In Thy light shall we see light." **(Psalm 36:9b.)**

As an arm of the Church, Erskine College exists **for the glory of God, the good of the church and society, and for the education and flourishing of its students**. Their interests must be **valued** and their individual and collective needs a matter of continuing concern. Erskine's goal must be to afford them the opportunity and encouragement to integrate knowledge and **Christian faith** in the development of the highest and best use of their abilities A primary objective of the College should be to guide the student into the development of a mature **Christian** faith that is staunchly resistant to the impersonality and relativism of our time. Erskine's ultimate objective for every student must be the gaining of an understanding of the truth that "man's chief end is to glorify God and to enjoy Him forever." **(Shorter Catechism Q/A #1)**

Footnotes:

1. See especially the *Confession of Faith, The Larger Catechism,* and the *Shorter Catechism*
2. See *Form of Government* 13.4, 13.9, 13.14 See also *Manual of Authorities and Duties,* "Boards," for definition of evangelical.

BOARD OF
OUTREACH NORTH AMERICA
(2026 Synod)

Membership: At Large: Eight (8) members.
Presbytery Representatives: Chairman of the Committee on Church Extension
Ex-Officio: Representative from ARP Women's Ministries.
Advisory**:** Executive Director of Outreach North America, other Directors employed by the board, Treasurer of Synod's Funds, Moderator of Synod, Moderator-Elect of Synod, Executive Director of Central Services.

Terms of Service: At Large: Six (6) years.
Presbytery Representatives, Ex-officio, and Advisory: As determined by the office to which elected or appointed.

Stated Meetings: Semi-Annual.

Organization: Officers: Chairman, Vice Chairman, Secretary, Treasurer.
Committees:

1. Executive Committee
2. Committee on Evangelism and Multi-Ethnic Ministries
3. Committee on Finance
4. Committee on New Church Development and US Expansion
5. Committee on Church Vitality
6. Committee on Buildings and Grounds
7. Committee on Administration
8. Committee on Promotion and Service

Administrative Officer: Executive Director of Outreach North America

Authority: Outreach North America is the agency of Synod charged with the responsibility for denominational strategies for evangelism, multi-ethnic ministries, church vitality, new church development, and ARPC expansion in the US. Outreach North America is governed by the Board of Outreach North America.

In the exercise of its authority, the Board shall comply with *The Standards of the Associate Reformed Presbyterian Church*, and its policies and programs shall be consistent with the purpose of the General Synod.

Duties:

1. To work with our presbyteries and other agencies to develop and implement strategies for evangelism, including strategies to help our presbyteries and churches reach the increasingly ethnically diverse population in the United States.
2. To work with our presbyteries and other agencies to develop and implement strategies to enhance church vitality.
3. To work with our presbyteries and other agencies to develop and implement strategies for new church development and for ARPC expansion in the United States.
4. To communicate the importance of financial support for these purposes and to oversee the use of financial resources received from all sources for these purposes.
5. To prepare and recommend to Synod each year a budget with which to do the work of this Board.
6. To appoint such administrators as are necessary for the work of the Board.
7. To make an annual report to the General Synod.

Position Description for Executive Director of Outreach North America

The Executive Director of Outreach North America (ONA) is the chief executive officer. The Board of ONA, under the oversight and direction of General Synod, sets the policy, objectives, and overall strategy. The Executive Director has day-to-day responsibility for the organization, including carrying out the objectives, policies, and overall strategy set by the Board. The Executive Director of ONA is hired by, and reports to, the Board of ONA. By direction of the General Synod, he will also serve on the Synod's Committee on the Minister and His Work.

Duties and Responsibilities:

There are three strategic areas for which the Executive Director is responsible. The primary strategic area is Church Planting. Two additional strategic areas are Church Strengthening and Evangelism. The Executive Director will hire, organize, and oversee a staff necessary to accomplish these strategic aims and the overall mission of the Board. The Executive Director will be the sole official link between the board and staff.

The Executive Director will guide the board and staff in assisting and equipping presbyteries and congregations to start and strengthen an increasing number of congregations that are Presbyterian, Reformed, evangelistically engaged, and committed to making disciples through a passionate and winsome employment of the means of grace. This includes some specific responsibilities:

Church Planting

1. To lead the Board in assisting presbyteries in developing strategy for recruiting potential church planters and core groups.
2. To encourage and help presbyteries in setting church planting goals and provide support and coordination for presbyteries.
3. To assist presbyteries in initial screening and assessment of church planters.
4. To assist presbyteries in training and shepherding church planters and their families.
5. To increase the visibility of the ARPC so that people, core groups, and churches looking for a denomination like the ARPC can find us.

Church Strengthening

1. To keep the need and opportunities for strengthening churches before our presbyteries and congregations.
2. To provide resources and training to equip pastors and church leaders to strengthen their churches.
3. To identify and communicate on-ramps for all churches to become involved in church planting through their Presbytery. This will help existing churches become stronger even while multiplying new congregations.

Evangelism

1. To work with presbyteries to provide resources and training to help congregations mobilize their members to be effective in outreach and evangelism.
2. To work with presbyteries to help congregations measure and improve their effectiveness in outreach and evangelism.

BOARD OF STEWARDSHIP (Revised, 2012 Synod)

Membership: At Large: Six (6) members elected by the General Synod.
Presbytery Representatives: Chairman of Finance/Stewardship Committee from each presbytery or a representative chosen by the presbytery.
Ex-Officio: Treasurer of General Synod and Treasurer of Women's Ministries
Advisory**:** Moderator of Synod, Moderator-Elect of Synod, Administrative Officer.

Terms of Service: At Large: Six (6) years.
Presbytery Representatives, Ex-Officio, and Advisory: As determined by the office to which elected or appointed.

Stated Meetings: At least two (2) annually

Organization: Officers: Chairman, Vice Chairman, Secretary, Treasurer.
Committees:

1. Executive
2. Communications
3. Education Finance

Administrative Officer: The Board may employ an administrative officer or utilize the services of the Executive Director of Central Services as the administrative officer.

Authority: The Board shall have responsibility for working cooperatively with the congregations and agencies of the General Synod to develop and administer programs and ministries to secure financial resources to meet the operating needs of the General Synod; to present to the General Synod a recommended allocation of those resources; and to receive, maintain, and administer funds given to the General Synod and/or the Associate Reformed Presbyterian Foundation, Inc., and to expend income for the furtherance of the work of the Associate Reformed Presbyterian Church.

In the exercise of its authority, the Board shall comply with *The Standards of the Associate Reformed Presbyterian Church* and shall act in an impartial and nondiscriminatory manner.

Duties/Purpose:

1. Promote the general ministries and programs of the Associate Reformed Presbyterian Church;
2. develop and/or identify, and keep current, resources that can be used for the teaching of biblical stewardship in the Associate Reformed Presbyterian Church;
3. assist in developing financial stewardship models for presbyteries, congregations, and agencies of the General Synod;
4. develop and implement programs for securing the funds required to meet the operating needs of the General Synod;
5. prepare for presentation at the annual meeting of the General Synod a recommended allocation of Synod's anticipated unrestricted income;
6. prepare and maintain denominational budget preparation guidelines;
7. receive and maintain a fund or funds of real and personal property and to use, make donations of, and apply the whole or any part of the income therefrom and the principal exclusively for religious, charitable, literary, scientific and educational purposes and for no other purpose;
8. initiate and carry out programs in support of the religious, charitable, missionary, and educational programs of the General Synod of the Associate Reformed Presbyterian Church, or its successor;
9. solicit and accept by gift, grant, devise, bequest, purchase or otherwise and to hold for investment or reinvestment and to sell, donate, lend or otherwise dispose of money, real estate, personal property, stocks, bonds, or other securities or any other kind of property;
10. refrain from engaging, either directly or indirectly, in any activity that would (1) prevent it from obtaining exemption from federal income taxation as a corporation described in section 501(c)(3) of the Internal Revenue Code of 1954 or (2) cause it to lose such exempt status;
11. invest endowment-type funds and other long term investments of the General Synod and of those agencies of Synod which commit funds to the Foundation, in accordance with guidelines approved by the General Synod;

12. serve as the Audit Committee for the General Synod of the Associate Reformed Presbyterian Church:
    a. To receive and review audit reports and management letters for all entities audited. (2007 Synod)
    b. To select the audit firm to recommend for use by all agencies. (2006 Synod)

POLICY BOOK
BOARD OF STEWARDSHIP
OF THE
ASSOCIATE REFORMED PRESBYTERIAN CHURCH
APRIL 8, 2005

ARTICLE I
Name and Purpose

Section 1. NAME. The name shall be "*Board of Stewardship of the Associate Reformed Presbyterian Church*," commonly known as Board of Stewardship (Board), with principal offices at the Associate Reformed Presbyterian Center, 918 South Pleasantburg Drive, Greenville, South Carolina.

Section 2. PURPOSE. The purpose of this Board is to:

1. Promote the general ministries and programs of the Associate Reformed Presbyterian Church;
2. develop and/or identify, and keep current, resources that can be used for the teaching of biblical stewardship in the Associate Reformed Presbyterian Church;
3. assist in developing financial stewardship models for presbyteries, congregations, and agencies of the General Synod;
4. develop and implement programs for securing the funds required to meet the operating needs of the General Synod;
5. prepare for presentation at the annual meeting of the General Synod a recommended allocation of Synod's anticipated unrestricted income;
6. prepare and maintain denominational budget preparation guidelines;
7. receive and maintain a fund or funds of real and personal property and to use, make donations of, and apply the whole or any part of the income therefrom and the principal exclusively for religious, charitable, literary, scientific and educational purposes and for no other purpose;
8. initiate and carry out programs in support of the religious, charitable, missionary, and educational programs of the General Synod of the Associate Reformed Presbyterian Church, or its successor;
9. solicit and accept by gift, grant, devise, bequest, purchase or otherwise and to hold for investment or reinvestment and to sell, donate, lend or otherwise dispose of money, real estate, personal property, stocks, bonds, or other securities or any other kind of property;
10. refrain from engaging, either directly or indirectly, in any activity that would (1) prevent it from obtaining exemption from federal income taxation as a corporation described in section 501(c)(3) of the Internal Revenue Code of 1954 or (2) cause it to lose such exempt status; and
11. invest endowment-type funds and other long term investments of the General Synod and of those agencies of Synod which commit funds to the Foundation, in accordance with guidelines approved by the General Synod.

ARTICLE II The Board

Section 1. NUMBER AND TENURE. Membership on the Board shall be as follows:

1. Six (6) members elected by the General Synod each serving for a six-year term;
2. Chairman of Finance/Stewardship Committee from each presbytery or a representative chosen by the presbytery as an ex-officio member;
3. Treasurer of Synod and ARP Women's Ministries Treasurer as ex-officio members; and
4. the following as non-voting, advisory members: The Moderator and Moderator-Elect of the General Synod, and the Board's Administrative Officer.

Members elected by the General Synod shall not be eligible for a second term until one (1) year after completion of the term.

Members elected by the General Synod who are absent from two consecutive meetings of the Board without an approved excuse will be considered by the Board to have resigned and will be notified, and the General Synod shall be requested to elect a member to fill the unexpired term.

Section 2. VACANCIES. Vacancies shall be filled as set forth in Section 1 in this Article.

Section 3. MEETINGS. The Board shall meet at least two (2) times annually. The Board shall meet on the call of the chairman or secretary or any three voting members. Members shall be advised of a called meeting by telephone, electronic communication, or mail to receive notice of such meeting at least five (5) days before such meeting but such notice may be waived by any member. At any called meeting at which every member shall be present business other than that stated in the call also might be transacted. Telephonic conference-call meetings may be held when necessary; however, an affirmative vote of a majority of the members of the Board will be required for approval of action in a telephone meeting.

Section 4. QUORUM. A majority of the voting members of the Board shall constitute a quorum for the transaction of the business of the Board. If at any meeting there is less than a quorum present, a majority of those present may adjourn the meeting from time to time without notice in order to secure a quorum.

Section 5. AUTHORITY. The Board shall have responsibility for working cooperatively with the congregations and agencies of the General Synod to:

1. develop and administer programs and ministries to secure financial resources to meet the operating needs of the General Synod;
2. to present to the General Synod a recommended allocation of those resources;
3. and to receive, maintain, and administer funds given to the General Synod and/or the Associate Reformed Presbyterian Foundation, Inc., and to expend income for the furtherance of the work of the Associate Reformed Presbyterian Church.

In the exercise of its authority, the Board shall comply with *The Standards of the Associate Reformed Presbyterian Church* and shall act in an impartial and non-discriminatory manner.

Section 6. ADMINISTRATIVE OFFICER. The Board may employ an administrative officer or utilize the services of the Executive Director of Central Services as the administrative officer. Such administrative officer shall not be a voting member of the Board, and his duties shall be the duties usual to such positions and such other and further duties as may be prescribed from time to time by the Board.

Section 7. COMPENSATION. Board members shall not receive compensation for their attendance at the meetings of the board, but will be reimbursed for normal and reasonable expenses. Compensation paid to the administrative officer shall be within the limitations of a budget approved by the General Synod.

ARTICLE III Officers

Section 1. OFFICERS. The officers of the Board shall be the chairman, vice chairman, secretary, treasurer, and such other officers as the Board may from time to time provide. The chairman, vice chairman, and secretary shall be members of the Board. The treasurer shall be the Treasurer of the General Synod.

Section 2. ELECTION. The chairman, vice chairman, and secretary shall be elected for a term of one year by the Board at its Spring meeting to begin service on July 1 following.

Section 3. VACANCIES. In case of a vacancy in any office of the Board, except for that of treasurer, the majority of the members then in office, even if less than a quorum, may elect an officer to fill such vacancy, and the officer so elected shall hold office and serve until the normal date for the end of a term of office.

Section 4. CHAIRMAN. The chairman shall preside at all meetings of the Board and perform such other duties as are usually incumbent upon and incident to this position which may be assigned from time to time by the Board. The chairman shall make committee appointments, subject to confirmation by the Board.

Section 5. VICE CHAIRMAN. The vice chairman shall have the power and perform the duties of the chairman during the absence or disability or refusal to act of the chairman or in case of a vacancy in the office of chairman, and perform such other duties which may from time to time be assigned by the Board.

Section 6. SECRETARY. The secretary shall perform the duties incident to this office or which may from time to time be assigned by the Board. He shall keep minutes of all the meetings of the Board and of the Executive Committee of the Board, and shall give notice of all such meetings requiring notice. The Board may appoint a Recording Secretary to record the minutes of Board and committee meetings.

Section 7. TREASURER. The treasurer shall perform all duties usually incident to his office or which may from time to time be assigned him by the Board.

ARTICLE IV Committees

Section 1. EXECUTIVE COMMITTEE. The Executive Committee of the Board shall consist of the chairman, vice chairman, secretary, and chairmen of the other standing committees. The duties of the Executive Committee shall be

1. to handle emergencies between stated meetings of the Board;
2. to be of general assistance to the Treasurer of Synod and its administrative officer in areas of general management of the Board and General Synod which have not been specifically assigned elsewhere; and
3. to bring to the Board any recommendations deemed necessary for the good of the Board.

The committee shall keep full and accurate records of its proceedings and actions and shall report them to the next succeeding meeting of the Board. The Board may alter or revise such actions, provided that no rights of third persons shall be affected by any such revision or alteration.

Section 2. FINANCE COMMITTEE. The Finance Committee shall consist of not less than one-half of the voting members of the Board. This committee shall be responsible for items referred to it by the Board with specific responsibilities:

1. To develop and maintain the basis for determining Denominational Ministry Fund goals;
2. to develop, maintain, and communicate to the agencies of the General Synod a procedure for developing the recommended allocation of General Synod's unrestricted resources;
3. to approve the estimate of Denominational Ministry Fund resources for the ensuing budget year; and
4. to apply the procedure for developing the recommended allocation of General Synod's unrestricted resources in preparing the recommended allocations to the Board.

Section 3. COMMUNICATION AND EDUCATION COMMITTEE. The Communication and Education Committee shall consist of not less than one-half of the voting members of the Board. This committee shall be responsible for items referred to it by the Board with specific responsibilities:

1. to develop and/or identify, and keep current, resources which can be used for the teaching of total stewardship in Associate Reformed Presbyterian churches;
2. to develop and oversee an ongoing communication program with presbyteries and churches for securing financial resources for denominational ministries; and (c) to provide oversight for denominational deferred gifts.

The Committee shall be cognizant of the materials prepared by or under the auspices of the Executive Board of Synod and shall work cooperatively with the Executive Board of Synod in promoting the work of the General Synod.

Section 4. OTHER COMMITTEES. The chairman shall have the power to appoint such other committees as may be necessary for the efficient conduct of the business of this Board.

Section 5. LIMITATIONS. The Board shall at all times have power to modify, add to, take from or otherwise change and alter the duties and functions of committees, subject to the review of the General Synod.

ARTICLE V Miscellaneous

Section 1. FISCAL YEAR. The fiscal year of the Board shall begin on the first day of January and terminate on the 31st day of December of each year. Terms of office for Board members will begin July 1 and will terminate on June 30 of the final year of their term of service**.**

Section 2. ANNUAL REPORT. The Board shall make an annual written report at the annual meeting of the General Synod.

ARTICLE VI Amendments

AMENDMENTS TO POLICY BOOK. This Policy Book may be amended by the Board members at any regular or special meeting, provided a copy of such proposed amendment has been mailed to each member of the Board at least ten days prior to the date of the meeting. A majority vote of the members of the Board shall be necessary for the adoption of any amendment at any such meeting. No amendment in conflict with any standing rule or action of the General Synod shall be adopted and all amendments must be reported to the General Synod for review.

A CONCISE STATEMENT ON BIBLICAL STEWARDSHIP

Board of Stewardship, Associate Reformed Presbyterian Church

(Approved by 1997 General Synod)

I. God, the sovereign creator[1], has given man the responsibility to act as His agent in the exercise of dominion over the creation for His own glory[2], through the faithful application of lawful means[3]. Man is obliged by the gifts, talents, favors, privileges and graces received under divine providence, to submit himself entirely to the holy and righteousness demands of the moral law and the gospel and to fully consecrate himself to active obedience to them as a steward of God[4]. This obedience is a most particularly just and binding obligation upon the beneficiaries of the eternal covenant in Christ[5] and is acceptably discharged by faith alone arising out of a sense of gratitude to Christ for salvation[6]. The obedience of stewards extends comprehensively to every sphere of human activity and life.[7] The end thereof is service to the Lord, the comfort and increase of the body of Christ[8], and the enjoyment of God[9].

II. As the steward of God, man has a duty to recognize that all gifts, talents, graces and abilities find their true and original source in God alone, the sovereign creator[10] Therefore God reserves the propriety of these gifts to Himself, holding all men responsible to glorify Him by them, and calling men into account for their use or misuse at the last judgment[11]. No man is made more honorable, able, gifted, or prosperous than another out of any particular and singular respect to himself but for the glory of his creator and the common good of man[12].

III. Time, itself a product of God's eternal creative power, is given to mankind along with life[13]. The number of days allotted to men being comparatively few in light of eternity[14], great importance is attached to the proper use of time, all of which is to be employed under God in lawful activity. Time does not belong to man in autonomy, but must with conscious and diligent effort be used for God's glory in every area of life whether in evangelism, vocation, recreation or other personal activities[15]. He is to administer the private and public affairs of life so that they, with God's blessing, will be fruitful and profitable to his family, his neighbor, his superiors and himself, all to the furtherance of the Kingdom of God[16].

IV. God, as the owner of all things, has given to mankind the privilege to hold and own property and to possess and use wealth for lawful uses as stewards of God[17]. This property and wealth is entrusted to men by God and is to be used for the fulfillment of duties and obligations to their family, vocation, church and civil government and other purposes acceptable to God[18].

V. The giving of ten percent of one's income (the tithe) to the local church is a lawful means of supporting its ministry. The tithe is given in tangible response to the recognition that the sovereign and covenantal God is the true owner of creation and even

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[1] Gen. 1:1; Deu.10:14; 1Chr.29:11; Ps.24:1; 50:10-12; 89:11; Hag.2:8; 1Cor.10:26

[2] Gen. 1:28; 9:1,7; Lev. 25:23; Ps. 8:6-8; 127:1; LC 17, 20

[3] Lev.26:1-13; LC 105, 141, 193

[4] WCF 5:1, 19:2, 19:7; LC 104

[5] WCF 5:7, 26:1

[6] WCF 16:2; LC 32

[7] WCF 33:1; LC 104

[8] WCF 26:1

[9] LC 1; SC 1

[10] WCF 2.2; 21.1; LC 101; James 1:17

[11] Mat.25:14-30; WCF 33:1; LC 104, 105

[12] Ps.75:5,7; 1Cor.4:7; LC 147; Rom. 12:3-8

[13] Gen 1:1; Ps. 102:25; John.1:1,2; WCF 4:1

[14] Ps. 90:1-12; James 4:13-15

[15] Col. 3:17; 4:5-6; I Cor. 10:31; LC 190

[16] LC 140-142, 123-132; Lev. 19:18; LC 104; WCF 25:3; II Thes. 3:13

of life itself. Tithing is an integral and important part of Christian growth and represents the ideal minimal financial participation of church members, deacons, and elders in the Lord's work through the local church[19].

VI. Benevolent giving is a regular part of Christian and is to be done responsibly and discretely as unto the Lord by faith[20]. This giving should not be motivated by selfish gain but by love for God, obedience to His Word, and love for neighbor[21]. Benevolent giving beyond the tithe is a rightful part of public worship as well as a private duty for the relief of distress and suffering[22].

[17]Ps.115:16; Acts 4:34

[18]LC 140-142; Gen.4:9; Mk. 7:10-13; Luke 20:25; Rom.14:7-8; 1Tim.5:4, 8; LC 147-148

[19]Gen.14:20; Heb.7:1-10; Gen. 28:20-22; Lev.27:30; Deut. 12:9-11: 16:17; 1Cor.9:13-14; Mt. 23:23; II Cor.9:6-7; II Cor. 8:9; Num. 18:21-24; ARP DPW V.B.6 ; LC 75, 97, 104

[20]Mat.6:4; Luke 19:8; II Cor.8-9; Col. 3:17; Deut. 15:7-11; LC 141; Mt. 6:3

[21]Lev. 19:18; Luke 6:32-35; I Cor. 10:31; John 14:21; I John 3:17-18; LC 122,141,147

[22]1Cor.16:1,2; Deut. 10:17

WORLD WITNESS
THE BOARD OF FOREIGN MISSIONS
(Revised, 2026 Synod)

Membership: At Large: Thirteen members. Eleven are appointed by the General Synod, one is appointed by the ARPC in Canada (2025 Synod), and one is appointed by the ARP Women's Ministries. While it is preferable to have ARP board members, non-ARPs with experience, talents and abilities would not be precluded from serving. (1997 Synod)

Advisory: Executive Director of World Witness, Moderator of Synod, Moderator-Elect of Synod, and Chairman of Presbytery Missions Committees, Executive Director of Central Services (2009 Synod).

Terms of Service: At Large: Six (6) years.
Ex-officio and Advisory: As determined by the office to which elected or appointed.

Stated Meetings: Two (2) times annually. (2007 Synod)

Organization: Officers: Chairman, Vice Chairman, Secretary, Treasurer.

Committees:

1. Executive Committee
2. Finance and Development Committee
3. Personnel Committee
4. Sub committees: Candidates; Missionaries)
5. Strategy Committee
6. Medical Advisory Committee

Administrative Officer: Executive Director of World Witness.

Authority: In obedience to the Great Commission of the Lord Jesus Christ, all ARP churches must be engaged in proclaiming the Gospel and making disciples among the nations.

World Witness, the Board of Foreign Missions, serves as a resource for local churches and coordinates the mission programs of the General Synod outside the U.S.

In the exercise of its authority, the Board shall comply with *The Standards of the Associate Reformed Presbyterian Church*, and its policies and programs shall be consistent with the purpose of the General Synod. (1999 Synod)

Duties:

1. To employ an Executive Director and to supervise the work of this person.
2. To receive, maintain, and disburse all funds contributed to World Witness.
3. To consider applications from missionary candidates and, upon appointment of the candidates, to direct and supervise their preparation for foreign work and to conduct a commissioning service.
4. To supervise the work of the missionaries on the field.
5. To take charge of and administer any property, in this or foreign countries, that may be given or acquired for the advancement of the work.
6. To present the challenge and needs of service on the foreign mission field.
7. To prepare and present to the General Synod a budget for World Witness and the Board's operations.
8. To make an annual report to the General Synod.
9. (Effective August 1, 2022) To plan and implement Appalachia mission trip (formerly under the direction of CEM)

THE BIBLICAL BASIS FOR MISSIONS

As Adopted by The General Synod of 1981

(Included in the *Manual* at the Direction of the 1990 General Synod)

The concept of missions begins with God and is revealed to man in the Scriptures. The Bible, itself being divinely inspired, has the power to accomplish God's purpose "…it shall accomplish that which I purpose and prosper in the thing for which I sent it" (Isaiah 55:11). And the truth of the Scriptures is one of the strongest weapons to be used in the spiritual warfare involved in missionary endeavor.

The basis for missions is Biblical from Genesis to Revelation. The covenant which God established with Abraham (Genesis 12:2,3) was intended to bless all the families of the earth. The final invitation which is extended in Revelation (Revelation 22:17) is given to all who will respond.

The mandate for missions was given clearly by the risen Christ when he said to the disciples, "Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, the Son, and the Holy Spirit, teaching them to observe all that I have commanded you; and lo, I am with you always, to the close of the age" (Matthew 28:19-20).

It is a matter of great urgency that the entire Church devote itself wholeheartedly to the carrying out of the missionary task—2.7 billion of the world's population (1981) have not yet heard the gospel. Given this vast multitude still to be evangelized, we should envision the time when missionaries should flow ever more freely from and to all six continents in a spirit of humble service. And special attention should be given to the cooperation of younger churches in missionary efforts (Acts 13:1-3). All churches should be asking God and themselves what they should be doing, both to reach their own area and to send missionaries to other parts of the world. The goal should be that by all available means at the earliest possible time that every person will have the opportunity to hear, to understand and to receive the good news.

The gospel does not presuppose the superiority of any culture to another, but evaluates all cultures according to its own criteria of truth and righteousness, and insists on moral absolutes in every culture. In every nation and culture there should be an effective training program for pastors and laymen in doctrine, discipleship, evangelism, nurture and service. This training program should not rely on any stereotyped methodology, but should be developed by creative local initiatives, according to Biblical standards.

The one living, eternal God, the Creator and Lord of the universe, the God who made Himself known as God the Father, God the Son and God the Holy Spirit, has been calling out from the world a people for Himself, and sending His people back into the world to be His servants and witnesses.

Jesus Christ is unique: "And there is salvation in no one else, for there is no other name under heaven given among men by which we must be saved." (Acts 4:12).

The book of Acts reveals an enormous amount of information as well as principles to follow in mission work. For example, the truth that complete reliance upon the guidance and power of the Holy Spirit is absolutely essential to the success of the missionary effort is clearly seen in these words: "Set apart for me Barnabas and Saul for the work to which I have called them" (Acts 13:1-3). Another essential for success in missions is the use of prayer—illustrated throughout the book of Acts. Missionary work broke into the non-Jewish world in connection with the prayers of two men on the same day—Peter in Joppa and Cornelius, a Roman citizen, in Caesarea. The Associate Reformed Presbyterian Church cannot be successful in missions if she pays little attention to her prayer life and refuses to avail herself of the power of the Holy Spirit.

Jesus Christ sends (John 20:21) all of His redeemed people into all the world as the Father sent Him. World evangelism requires the whole Church to take the whole gospel to the whole world. The Church is at the very center of God's cosmic purpose and is His appointed means of spreading the gospel. In order to be successful in missions, the Church must be a united, loving, caring and supporting community. "…and the Lord added to their number day by day those that were being saved" (Acts 2:47).

The Church's message is the message of God's love in Christ for lost sinners. "The saying is sure and worthy of full acceptance, that Christ came into the world to save sinners" (I Timothy 1:15).

Missions is a comprehensive work including preaching, teaching, and healing. It is ministry to body, mind, and spirit. "Heal the sick, raise the dead, cleanse lepers, cast out demons" (Matthew 10:8).

Reconciliation and freedom are more and more the concern of people in today's world, but they were God's will for society long before they became man's quest; for God loves the good and hates the evil wherever these are found. "…cease to do evil, learn to do good, seek justice, correct oppression; defend the fatherless, plead for the widow" (Isaiah 1:16-17).

The Bible is very clear about the return of Christ. The consummation of God's redemption will be accomplished by Jesus Christ our Lord at His return, and not by the human construction of a Utopia on earth. And until His return, the Church is to occupy herself in the fulfilling of His commission to "go and make disciples of all nations."

Respectfully submitted,
THE COMMITTEE
L. M. Allison
W. C. Halliday
R. A. Whitesides, Chairman
E. R. Young

NOTE: In preparing this statement, frequent use was made of John Stott's exposition and commentary on the "Lausanne Covenant," which grew out of the International Congress on World Evangelization, Lausanne, Switzerland, 1974. His booklet is No. 3 of the Lausanne Occasional Papers. It would be a good study guide for congregations or other groups in the church who desire to engage in an in-depth study on the subject of missions.

BYLAWS OF WORLD WITNESS,
THE BOARD OF FOREIGN MISSIONS OF THE
ASSOCIATE REFORMED PRESBYTERIAN CHURCH
2011

PREFACE

The Associate Reformed Presbyterian Church has as its highest body the General Synod. The General Synod conducts its business through presbyteries, major ministry boards and other agencies. World Witness is one of those boards. As such, General Synod empowers it to "perform the specific duties entrusted to it without instructions from the appointing court {General Synod} but shall follow the general instructions of the court." (The Form of Government of the ARP Church 13.2.A)
These bylaws prescribe Board operations to accomplish this directive.

ARTICLE I – NAME, AUTHORITY AND PURPOSE

Section 1 – Name
The name of the organization is World Witness, The Board of Foreign Missions of the Associate Reformed Presbyterian Church and commonly referred to as "World Witness."

Section 2 – Authority
World Witness is an agency of the Associate Reformed Presbyterian Church (ARPC); subject to its Standards, governance and the oversight of General Synod. General Synod exercises this authority through its election of Board members.

The Board receives direction from General Synod that may approve, amend, or set aside any Board action.

World Witness also adheres to the authority and discipline of other church courts (presbyteries and sessions) in relations with ministers, missionaries and congregations.

World Witness is a nonprofit organization incorporated under the laws of the State of South Carolina. World Witness holds 501(c)(3) status from the U.S. Internal Revenue Service.

Section 3 – Purpose
World Witness' purpose is to carry out the foreign mission work of the ARP Church.

The mission of World Witness is:
In response to the Great Commission of Jesus Christ, World Witness, the Board of Foreign Missions of the Associate Reformed Presbyterian Church is the agency of the ARP General Synod to which has been entrusted the administration of the international missions program of the ARP Church, primarily outside the United States.

Our purpose is to plant healthy, reproducing, God-glorifying churches, which are winsomely Reformed in doctrine and Presbyterian in structure, in defined communities across geographic and cultural boundaries.

World Witness realizes this purpose by sending and supporting missionaries and by mobilizing ARP churches to do so. Our missionaries proclaim Jesus Christ as the only Savior and Lord through evangelism, discipleship, church planting, Christian education and works of compassion.

Section 4 – Property
World Witness will hold title to various real and other properties that serve the foreign missions ministry of the ARP Church. It is also responsible for any property disposition.

All titles, deeds, contracts, leases and other such property documents must be carefully secured and preserved. Depending on local laws, appropriate property documents may be held in the World Witness office or by the Mission. If the original documents are held overseas, the missions should send copies and translations to the World Witness office.

The Board will supervise the upkeep and use of real property held in the US. The Board is responsible for determining the use of these facilities. The Executive Director will handle day-to-day property administration.

ARTICLE II – MEMBERSHIP

Section 1 – Members
The General Synod-designated individuals are members of this Board. Individually, members have no authority. Rather, the organization acts based on the collective decisions of its Board, as outlined herein.

Section 2 – New member orientation
The chair will develop an orientation program. This program is required for all new members of the Board.

ARTICLE III – THE BOARD OF WORLD WITNESS

Section 1 – Board role and operation

The Board is responsible for overall policy and direction of World Witness. It delegates responsibility for day-to-day operations to its Executive Director.

Section 2 – Oversight

The General Synod has oversight of all activities of the Board. It may approve, amend, or set aside any action by the World Witness Board.

Section 3 – Board size, terms, selection, vacancies and compensation

The Board consists of thirteen members; all serving 6-year terms. General Synod appoints twelve at large and ARP Women's Ministry appoints one member. Each group uses its established procedures to make the appointments and fill vacancies.

World Witness' Executive Director, the Moderator, Moderator-Elect, and a representative appointed by each presbytery serve as Advisory members. These Advisory members have all member privileges except the privileges of making motions, attendance in executive sessions, and voting. (General Synod has authorized the Moderator, Moderator-Elect and to attend executive sessions.) Board members receive no compensation other than reasonable expenses.

Section 4 – Responsibilities

As General Synod's agent for foreign missions, the Board has responsibility:

a. To direct the entire work of foreign missions for the ARP Church
b. For the character of those who represent the ARPC on the foreign fields, for their loyalty to the Gospel and ARPC, for the fidelity and efficiency of their work, and the propriety of their methods
c. To challenge the church's stewardship in support and development of foreign missions. It must also make wise and economical use of funds entrusted to it
d. To cooperate with other churches and agencies in the US and around to world to support foreign mission work.
e. To mobilize the ARP church to full engagement in and support of the mission of the church through prayer, missionary care, sending and going as well as through stewardship.

Section 5 – Specific Duties

The Board will:

a. Define policy and through the Executive Director supervise the work of all missionaries and mission work. This includes any mission work regardless of how funded.
b. Review the applications, counsel, appoint and assign missionaries to the field. It is then responsible for their work and support. It may cancel an appointment or recall a missionary when it feels the good of the work dictates.
c. Advise the national churches about the conduct of World Witness work.
d. Prepare an annual budget and oversee the Executive Director's execution of it. It should monitor financial records.
e. Maintain full and accurate records of its meetings and actions. It makes these available for review as required by General Synod.
f. Publicize the work of World Witness and opportunities for service.
g. Make provisions for emergencies.

Section 6 – Duties of Members

Individual Board members will:

a. Seek to serve God as a Board member.
b. Attend and actively participate in the meetings of the Board.
c. Fulfill the obligations of officers and/or committee members as appropriate to their assignments within the Board.
d. Participate in setting agency policy and providing oversight for its use.
e. Serve on at least one committee. Members have the privilege of attending the meetings of any other committee of the Board.
f. Select the Executive Director, provide him with advice and counsel, and annually review his performance.
g. Participate in an annual evaluation of the Board's work and of the relationship between the Board and the Executive Director.
h. Keep abreast of current mission issues and take advantage of cross-cultural ministry opportunities.
i. Promote the work of World Witness within the guidelines of Board policy.

Section 7 – Meetings and notice

The Board will meet at least semi-annually in the Spring (normally the first week of March) and Fall (normally the first week of October), at an agreed upon time and place. An official Board meeting requires that each Board member have written notice at least two weeks in advance. The secretary may convey this notice by mail, telephone, electronic communications or other effective means.

The Board will also meet on the call of the chair or any three voting members. The secretary will send each Board member notice of a special meeting at least two weeks in advance. This notice will state the purpose of the special meeting. Action during the meeting is limited to the agenda of the notice unless three-fourths of the Board members present agree to additional action.

The rules contained in the current edition of Robert's Rules of Order govern the Board in all cases where they are applicable and in which they are not inconsistent with the Standards of the ARP Church, directives of the General Synod or the Policy Manual.

The Board may hold electronic meetings. An affirmative vote of a majority of all Board members is required for approval of any action during an electronic meeting.

Section 8 – Quorum and passage of motions

A quorum must be present for the Board, or any of its committees, to conduct official business. A quorum is at least three-fifths (60%) of the full membership of the Board or committee. In the absence of a quorum, the body may take no formal action except to adjourn the meeting to a subsequent date/time.

Unless otherwise specified, passage of motions requires a simple majority of the members present. Only members present at a meeting may vote.

Section 9 – Officers, Election and Duties

There are three officers of the Board, consisting of a chair, vice-chair and secretary.

At the Spring meeting, a nominating committee composed of outgoing members nominates a slate of candidates. Members may nominate additional individuals.

The members, by majority vote, elect the officers annually to one-year terms. They take office on July 1st. The Board may elect an officer to serve consecutive terms.

a. The chair will:

1. Preside over the meetings of the Board and the Executive Committee.
2. Call for meetings of the Executive Committee to deal with urgent business.
3. Appoint members of all committees, except the Executive Committee, promptly after July 1st and designate the chair of each committee.
4. Act as an advisory member of all committees.
5. Represent the Board of World Witness when requested by the Executive Committee of the General Synod.
6. Regularly consult with the Executive Director in order that their combined efforts might be a mutual benefit to the Board.
7. Perform such duties in keeping with this office as the Board may request.

b. The vice chair will:

1. Fill the role of chair in the chair's absence and assist as requested
2. Chair or advise committees on special subjects

c. The secretary will:

1. Ensure the keeping of full and fair records of Board actions, including overseeing the taking of minutes at all Board meetings. The secretary provides the Executive Director a copy of all Board meeting minutes within seven working days.
2. Ensure the sending of meeting announcements, copies of minutes and agendas to each Board member.
3. Ensure the proper maintenance of official World Witness Board records.

Section 10 – Resignation, absences, and termination

Resignations from the Board must be in writing and received by the secretary. The Board will notify General Synod's Principle Clerk and the Chair of its Nominating Committee of any resignations.

Members who miss three consecutive meetings are subject to dismissal by the Board. The Board may remove a member for cause after a hearing before the full Board and a three-fourths vote of the remaining members of the Board present.

ARTICLE IV – COMMITTEES

Section 1 – Committee formation

The Board may create committees as needed for the efficient conduct of its business. The chair will appoint members to committees shortly after the joining of new members in July. The chair will also appoint a chair for each committee. Committee assignments are valid for one year; the chair may reappoint a member to the same committee in succeeding

years. Standing Committees are the Executive Committee, Finance and Development Committee, Medical Advisory Committee, Personnel Committee, and Strategy Committee. The chair may appoint other committees as needed to facilitate agency business.

Committees have no governance responsibility but rather aid the Board in segments of its overall ministry. Committees may make recommendations to the full Board for action, as seem appropriate.

Committees may develop detailed procedures, guides and other aids to facilitate their work.

Committee chairs call meetings as needed or as requested by any committee members. The chair will preside over meetings and provide minutes to the Board secretary. The chair also organizes and ensures presentation of committee reports.

Section 2 – Executive Committee

The Executive Committee is composed of the three officers and the chair of all standing committees.
The Executive Director and the Moderator of General Synod are advisors to the Executive Committee.

The Executive Committee gives general supervision to the affairs of the Board and Executive Director between regular Board meetings. It also deals with critical issues that may arise. Except for the power to amend the Policy Manual and Bylaws, the Executive Committee will have all the powers and authority of the full Board in intervals between Board meetings.

The Board Chair, in consultation with the Executive Director, may call a meeting of the Executive Committee to meet emergency situations. Three members of the Board or the Executive Director may also call for a meeting.

The Executive Committee will report all actions to the full Board at its next stated meeting. The full Board may affirm, amend or set aside any Executive Committee action.

Section 3 – Finance and Development Committee

The Finance and Development Committee develops and monitors the World Witness budget, income, and expenditures. Key roles include:

- Develop the budget for the coming year and make updates, as appropriate. (The full Board approves the World Witness budget and expenditures must be within the budget allocations. The Board, or Executive Committee, must approve any major change in the budget.)
- Oversee the development program and encouragement to churches to participate
- Ensure sound fiscal record keeping and controls; including an annual independent audit of finances
- Maintain liaison with General Synod's Board of Stewardship in relation to investment accounts.
- In coordination with Executive Director, set missionary salary levels.

Reviews the annual audit and makes appropriate recommendations to the Board.

Working with the Board Chairman, annually review the compensation plan for all missionaries and employees. The Board Chairman will specifically approve reimbursements to directors.

Section 4 – Medical Advisory Committee

The Medical Advisory Committee develops overall direction for medical programs. It also serves as the liaison with the Christian Hospital Sahiwal Board and Director. Key roles include:

- Set standards for medical and paramedical volunteers and short-term workers
- Identify medical needs (personnel and equipment) for fields and special areas
- Identify sources for volunteers.

Section 5 – Personnel Committee

The Personnel Committee develops overall direction for personnel programs. The committee chair may split the committee into Candidate and Missionary Subcommittees as needs suggest. Key roles include:

- Oversee proper recruiting, screening, selection, orientation and preparation of candidates to fill missionary positions
- Evaluate candidates and make recommendations to the Board concerning continued development and appointment
- Inform the Board of the ability to recruit candidates to meet field slots
- Meet regularly with missionaries to evaluate and address their needs (at home and on the field)
- Evaluate missionary life (pastoral care)
- Maintain WW policies directly related to candidates and missionaries Recommend to the Board changes in missionary status
- Coordinate missionary activities in supporting development.

Section 6 – Strategy Committee

The Strategy Committee develops long-term policies. It also oversees determination and changes in the mission fields. Key roles include:

- Maintain WW Policy Manual
- Project field staffing plans to include determining slots by fields
- Oversee the short-term missions program
- Recommend cooperative agreements with other mission organizations
- Evaluate the missionaries' ability to implement the fields' strategy
- Coordinate preparation of the annual report to Synod
- Review the mission statement and field status periodically
- Maintain Crisis Management procedures

ARTICLE V – EXECUTIVE DIRECTOR AND STAFF

Section 1 – Executive Director

The Board develops objectives, policy and strategy. It hires the Executive Director as the Administrator of the agency. The Executive Director has day-to-day responsibility for the organization, including carrying out the organization's objectives, policies and strategies. The Executive Director will attend all Board meetings, report on the progress of the organization, answer questions of the Board members and carry out the duties described in the job description.

The Executive Director, operating within Board's policies and directives, acts on behalf of the Board between meetings. When Board guidance is not present, or as seems prudent, he brings matters to the Board for discussion and decision.

The Executive Director is usually the spokesperson for the agency. He may speak for the Board and sign papers on its behalf, within limits established by the Board.

Section 2 – Staff

The Executive Director is responsible to hire, organize and supervise a staff necessary to support the World Witness ministry. These duties include:
Recruiting missionary candidates and mentoring them through their commissioning
Pastoral care of missionaries, employees, and their families
Support development
Financial management and record keeping. This includes routine handling of agency funds, within the guidelines established by the Board.
General office management
Administrative support to the Board

The Executive Director is the sole official link between the Board and the staff. He may delegate detailed discussions to staff members while retaining decision authority.

ARTICLE VI - MISCELLANEOUS

Section 1 – Fiscal year

The fiscal year of World Witness will begin the 1st day of January and terminate on the 31st day of December each year.

Section 2 – Annual report

World Witness must submit an annual report to the General Synod each year for consideration at its June meeting. The report will include personnel changes, financial information, key activities in the mission fields and other information as seem prudent. The Executive Director will draft this report for approval of the Board at its spring meeting.

ARTICLE VII – AMENDMENTS

Section 1 – Amendments

Proposed amendments must be presented at a meeting and may not be voted on until a subsequent meeting. A two-thirds majority of the members of the Board may amend these bylaws.

Section 2 – Reporting

Amendments to these bylaws will be reported to the General Synod in the World Witness' annual re- port.

CERTIFICATION

The Board approved these bylaws by a two-thirds majority vote on March 10, 2011.
The Board reported these bylaws to General Synod on June 7, 2011

COMMITTEES OF THE GENERAL SYNOD
OF THE ASSOCIATE REFORMED PRESBYTERIAN CHURCH

The *Form of Government 13.11* defines a committee as a body appointed to study matters committed to it and to recommend appropriate action and carry into effect specific directives or decisions made by the appointing court.

Committees shall perform designated work according to specific instructions of the appointing court. All recommendations of committees require action by the appointing court. All committees shall make written reports to the appointing court.

The *Form of Government* 13.13.B.1 classifies committees as follows:

Moderator's Committees: These are temporary committees appointed by the moderator to serve at his pleasure. These committees function only during the meeting of Synod. A moderator's committee shall be appointed to consider reports to fulfill the requirements as set forth in and to consider other matters referred to it by the court. Moderator's committees shall be appointed to consider reports of the boards of Synod and memorials of presbyteries. Other moderator's committees may be appointed at the discretion of the Moderator, subject to the confirmation of the court.

Special Committees: These committees are appointed whenever the work of the court requires it. These committees may be appointed by the Moderator or the Committee on Nominations whenever authorized by the court.

Standing Committees: These are permanent committees appointed by the court to study and implement specific orders of the court. The General Synod has appointed the following standing committees:

Committee on Conferences (Effective August 1, 2022)
Committee on Inter-Church Relations
Committee on Investment
Committee on Minister and His Work
Committee on Nominations

The following is a description of the authorities and duties of the standing committees appointed by the General Synod.

COMMITTEE ON CONFERENCES

(Synod 2026)

Membership: At Large: Four (4) members.
Ex-officio: The Directors and Assistant Directors of each ARP Conference. Currently, those conferences include the Youth Conferences of Quest/Horizon (Q/H), and the Appalachia Mission Trip (AMT), and the Family Bible Conference (FBC)
Advisory: Executive Director of Central Services.

Terms of Service: At Large: Four (4) year term, no more than two consecutive terms.
Ex-officio: Four (4) year term, no more than two consecutive terms.

Manner of Selection: At Large: Shall be nominated by the Synod Committee on Nominations and approved by Synod. Special Consideration will be given to those who have been involved and/or have experience with conferences.
Ex-officio (Directors): Shall be recommended by the Committee on conferences, nominated by the Committee on Nominations, and approved by Synod. The Director of each conference shall be responsible for staffing his planning team as best serves the purposes of the conference.
Every even year, three (3) ex-officio members of like position will be elected to a four-year term, alternating between the Directors and the Assistant Directors.
The following four-year rotation will be used to elect committee members:
Year 1: Two (2) At Large Members
Year 2: Three (3) Directors (Director of Appalachia Mission Trip, Director of Youth Conferences and Director of Family Bible Conference)
Year 3: Two (2) At Large Members
Year 4: Three (3) Assistant Directors (Assistant Director of Youth Conferences, Assistant Director of Appalachia Mission Trip and Assistant Director of Family Bible Conference)

Stated Meetings: At least two (2) stated meetings per year.

Organization: Officers: Chairman, Vice Chairman, Secretary

Authority: The Committee on Conferences is authorized to oversee the planning teams of all ARPC conferences. Currently, those conferences include the Youth Conferences of Quest/Horizon (Q/H), the Appalachia Mission Trip (AMT), and the Family Bible Conference (FBC). The Committee on Conferences shall approve themes and speakers, prepare and deliver all necessary reports, and advise the planning teams of each conference as needed. In the exercise of its authority the Committee shall comply with The Standards of the Associate Reformed Presbyterian Church, and its policies and programs shall be consistent with the purpose of the General Synod.

Duties:

1. To financially and programmatically oversee the planning teams of all ARPC conferences.
2. To prepare and deliver a report to Synod each year.
3. To prepare and deliver a report to the Executive Board of General Synod twice annually (typically in the fall and the spring).
4. To approve the themes and speakers for each conference.
    a. The Directors of each conference have the authority to invite speakers within the NAPARC community and who conform to the standards of the ARP Church
    b. If there is a desire to invite someone outside of the NAPARC community, the committee will present the request to the executive board, with accompanying reasoning, no later than the Spring Executive Board Meeting
5. To inform Synod, presbyteries, pastors, sessions, youth directors, and others of the dates, themes, and speakers for each conference.
6. To prepare an annual operating budget for submission to General Synod.

COMMITTEE ON INTER-CHURCH RELATIONS

Membership: At Large: Nine (9) members
Advisory: Moderator of Synod, Moderator-Elect of Synod, Principal Clerk of Synod, Executive Director of Central Services

Terms of Service: At Large: Six (6) years.
Advisory: As determined by the office to which elected or appointed.

Stated Meetings: At least annually.

Organization: Officers: Chairman, Vice Chairman, Secretary.

Authority: The Committee on Inter-Church Relations is responsible for maintaining relations with church bodies and interdenominational agencies as specified by the General Synod.

In the exercise of its authority, the Committee on Inter-Church Relations shall comply with *The Standards of the Associate Reformed Presbyterian Church.*

Policies regarding inter-church relations previously approved by the General Synod which are not in conflict with these revisions of the *Manual of Authorities and Duties* shall continue in full force unless and until revoked.

In order to maintain our Ecclesiastical Relationships in the following ways:

1. Relationship through Organization
   a. North American Presbyterian and Reformed Council (NAPARC)
   b. International Conference of Reformed Churches (ICRC)
   c. World Reformed Fellowship (WRF)
2. Fraternal Relations
3. Fraternal Fellowship
   Canadian Reformed Churches
   Evangelical Presbyterian Church
   Evangelical Presbyterian Church of England and Wales
   Free Church of Scotland
   Iglesia Presbiteriana Associada Reformada de Mexico (IPAR)
   Korean-American Presbyterian Church
   Orthodox Presbyterian Church
   Presbyterian Church in America
   Reformed Presbyterian Church in North America
   United Reformed Churches

NOTE: Fraternal delegates and representatives to other general assemblies shall be ministers or elders of the Associate Reformed Presbyterian Church.

Duties:

1. Report to the General Synod for approval of the names of delegates to serve as Fraternal representatives to the various denominations and ecclesiastical bodies with whom we have established relationships. To require that persons serving as a representative or delegate submit an outline of intended comments prior to the assembly and then a written report subsequent to the assembly to the chairman and secretary of the committee.
2. To present to the General Synod for approval the names of delegates to the annual meeting of North American Presbyterian and Reformed Council (NAPARC). (Delegates to include the Moderator, Moderator-Elect, or their representative /Vice-Moderators as alternatives).
   In consultation with the Moderator of Synod, to appoint the General Synod representatives to NAPARC Study Committees.
   To receive and review the report of NAPARC as well as from the delegates and disseminate information from these reports through the denominational magazine.

3. To present to the General Synod for approval the names of two delegates to the meeting of International Conference of Reformed Churches (ICRC) which meets every four years. Two other delegates are appointed by World Witness. Whenever possible, at least one of the delegates be someone who has attended a meeting of the ICRC in the past.
   To receive and review the report of ICRC as well as from the delegates and disseminate information from these reports through the denominational magazine.
4. To present to the General Synod for approval the names of delegates to the meeting of the World Reformed Fellowship (WRF) which meets about every four years. To receive and review the report of WRF as well as from the delegates and disseminate information from these reports through the denominational magazine.
5. To consider annually the feasibility and, when deemed appropriate, to present to the General Synod for approval the names of delegates for consideration for nominations as fraternal delegates for assignment during the following calendar year to the Synods of the Associate Reformed Presbyterian Church in Mexico and Pakistan and other denominational bodies as directed by the Synod. In the event a selected delegate is unable to serve, it shall be the duty of the chairman of the Committee on Inter-Church Relations to make a suitable appointment of a substitute.
6. To maintain Fraternal Relationships with the denominations approved by the General Synod. Fraternal delegates and representatives to other general assemblies shall be ministers or elders of the Associate Reformed Presbyterian Church.

   Fraternal Fellowship

   Those who are in Fraternal Fellowship will be Reformed as to confession (the Westminster Confession and Catechism, the Heidelberg Catechism, the Belgic Confession, and the canons of the Synod of Dordt), polity; and liturgy, as determined not only by their formal standards, but also by their actual practice.
   This relationship is understood to involve the exchange of fraternal delegates; occasional pulpit supplies under the oversight of presbytery (where the ministers in question would satisfy the ordination requirements of the ARP Church); inter-communion under the oversight of the local session [i.e., fellowship the table of the Lord]; joint actions in areas of common responsibility; communication on major issues of joint concern; the exercise of mutual concern and admonition with a view to promoting the fundamentals of Christian unity.

7. To exchange official minutes with those denominations approved by the General Synod.
   When requested, we will send a copy of our Minutes of Synod. Otherwise, other denominations are made aware that our official minutes are on the ARPC website.
8. To investigate and study ecumenical relations that would be beneficial to Synod and to make recommendations accordingly.
9. In consultation with World Witness, investigate establishing interchurch relations with at least one national church in each of the countries of the world where World Witness is engaged in missions activity.

   Note: Relationships which involve a channeling of finances or people resources in programs overseas are the responsibility of the Board of World Witness.

10. To evaluate present relationships of our denomination with other church bodies and interdenominational agencies and to make recommendations accordingly.
11. Facilitate and encourage cooperation of ARPC boards, agencies, and committees with their counterparts in the other NAPARC denominations and federations.
12. To host delegates from organizations mentioned herein and present them to the General Synod.
13. Upon the request of another denomination, when it is not feasible for us to send a representative, to insure that a written greeting be sent to their assembly. The letter is to be prepared by the Committee Secretary and be signed by the Committee Chairman and the Principal Clerk of Synod.
14. To prepare an annual budget for submission to the General Synod, which shall include membership fees for interdenominational bodies, our fraternal delegates' and representatives' expenses, hospitality for fraternal delegates and representatives attending our General Synod (but not their travel expenses), Inter-Church Relations Committee meeting and travel expense, and when necessary, assistance in bringing Mexican and Pakistan delegates to our General Synod.
15. To make an annual report to the General Synod including an index listing of all reports received by the committee during the year.

The North American Presbyterian and Reformed Council is an advisory organization. Thus, any actions and decisions taken in no way curtail or restrict the autonomy of the member bodies.
The purpose and function of NAPARC is:

1. to facilitate discussion and consultation between member bodies on those issues and problems which divide them as well as on those which they face in common and by the sharing of insights “communicate advantages to one another” (Institutes IV, 2, 1).
2. to promote the appointment of joint committees to study matters of common interest and concern.
3. to exercise mutual concern in the perpetuation, retention, and propagation of the Reformed faith.
4. to promote cooperation wherever possible and feasible on the local and denominational level in such areas as missions, relief efforts, Christian schools, and church education.

More information, including the Statement of Faith, can be found at www.naparc.org.

The International Conference of Reformed Churches is a fellowship of denominations who hold to the Reformed faith. The purpose of the conference shall be:

1. to express and promote the unity of faith that the member churches have in Christ;
2. to encourage the fullest ecclesiastical fellowship among the member churches;
3. to facilitate and promote cooperation among the member churches in such areas as missions, theological education, and ministries of mercy;
4. to study the common problems and issues that confront the member churches; 5) to present a Reformed testimony to the world.

More information, including the Statement of Faith, can be found at www.icrconline.com.

The World Reformed Fellowship is a fellowship of like-minded denominations, groups, and even individuals. The goals are:

1. to express accurately the common elements of the historic Reformed Confessions which we have used to define ourselves theologically - The Gallican Confession, The Belgic Confession, The Heidelberg Catechism, The Thirty-Nine Articles, The Second Helvetic Confession, The Canons of Dort, The Westminster Confession of Faith, the London Confession of 1689, and the Savoy Declaration;
2. to bring that historic Reformed orthodoxy to bear on some of the critical issues facing the church of the 21st century - abortion, genetic manipulation, the nature of marriage, poverty, suffering, and oppression; and
3. to include the voices of evangelical Reformed Christians from the entire world, in light of the fact that all of the historic Reformed confessions were written in Western Europe or Great Britain.

More information, including the Statement of Faith, can be found https://wrf.global/

COMMITTEE ON INVESTMENT

(Revised, 2012 Synod)

Membership: At Large: Five (5) members. Members are required to have knowledge applicable to their responsibilities.
Ex-Officio: Treasurer of General Synod
Advisory: Representatives from each denominational agency or board with funds invested with the Investment Committee; Moderator, Moderator-Elect and Executive Director of Central Services.

Terms of Service: At Large: Five (5) years.
Ex-Officio and Advisory: As determined by the office to which elected or appointed.

Stated Meetings: Quarterly. Three (3) of those meetings may be via conference call.

Organization: Officers: Chairman, Vice Chairman, Treasurer, Secretary (Executive Director of Central Services).

Authority: The Investment Committee is charged with the management of investment funds of the denomination and its agencies as entrusted to it. The Investment Committee may also manage funds from presbyteries and churches.

In the exercise of its authority, the Committee shall comply with *The Standards of the Associate Reformed Presbyterian Church*, and its policies and programs shall be consistent with the purpose of the General Synod.

Duties:

The initial membership shall have the following duties and responsibilities:

1. developing guidelines for the work of the Committee;
2. management of all investments funds under the auspices of the ARP Foundation/Stewardship (including funds of the General Synod) and the Board of Benefits:
3. reviewing all current investment relationships for funds currently invested under the auspices of the ARP Foundation/Stewardship (including funds of the General Synod) and funds of the Board of Benefits; and
4. discuss with other boards and agencies the possibility of including their funds in those under management.

COMMITTEE ON MINISTER AND HIS WORK
(Revised, 2012 Synod)

Membership: At Large: None.
Ex-officio: Chairman of each Presbytery Committee (Commission) on Minister and His Work or his designated alternate, Chairman of each Presbytery Committee that has oversight of Students and Licentiates, Director of Outreach North America, and Vice President of Erskine Theological Seminary.
Advisory: Moderator of Synod, Moderator-Elect of Synod, Executive Director of Central Services.

Terms of Service: Ex-officio and Advisory: As determined by the office to which elected or appointed.

Stated Meetings: At least annually.

Organization: Officers: Chairman, Vice Chairman, Secretary.

Authority: The Committee on Minister and His Work shall serve as an enabling instrument for the courts, agencies, and congregations of the General Synod who are involved in securing the services of theological students and ministers who desire work or a change of work.

In the exercise of its authority, the Committee on Minister and His Work shall comply with the Standards of the Associate Reformed Presbyterian Church, and its policies and programs shall be consistent with the purpose of the General Synod.

Duties:

1. To keep the General Synod informed of the work of our military and chaplains informed of the work of the church. To recommend to Synod representatives to the PRCC. (2011 Synod)
2. To encourage presbyteries to maintain close ties with their ministers who are serving in work not specifically under the supervision of the presbyteries.
3. To assist the minister in areas of his work so long as it does not usurp the authority and responsibility of the presbytery.
4. To prepare, on a periodic basis, a uniform, written examination for all candidates for ordination, to be administered by the Presbyteries as they think appropriate.
    a. The sole purpose of the examination would be to determine the candidate's knowledge of Bible, theology, church history, church government and pastoral care. The written examination would not solicit the candidate's personal views on issues but would leave that part of the examination to the presbyteries when the candidate would have the opportunity to elaborate upon his personal views.
    b. The written examination would not prohibit the Presbytery from asking additional questions about the candidate's knowledge of the Bible, theology, church history, church government and pastoral care. The purpose of the written exam is to provide the Presbytery with advanced information about the candidate's knowledge and to permit the Presbytery more time to evaluate the candidate's personal views and his ability to apply his knowledge to life situations.
    c. It is understood that the uniform written examination would be only one aspect of the overall evaluation of the suitability of the candidate for ministry.
5. To submit an annual operating budget to the General Synod.
6. To make an annual report to the General Synod.

COMMITTEE ON NOMINATIONS
(Revised, Synod 2012)

Membership: At Large: One (1) who shall be nominated from a name or names submitted by ARP Women's Ministries
Presbytery Appointees: One (1) from each Presbytery.
Advisory: Moderator of Synod, Moderator-Elect of Synod, Executive Director of Central Services

Terms of Service: At Large and Presbytery Appointees: Up to 4 consecutive years. Members may not succeed themselves, but may be reappointed after an absence of at least one year. The original appointing body will appoint members to fill vacancies due to unexpired terms. (2012 Synod)
Advisory: As determined by the office to which elected or appointed.

Stated Meetings: At least annually.

Organization: Officers: Chairman, Vice Chairman, Secretary.
Sub-Committee: Sub-committee on Nominations for Erskine. (2012 Synod)

Authority: The Committee on Nominations has the responsibility to review the qualifications and to nominate to the General Synod those persons best qualified to fill vacant membership positions to serve on General Synod's boards, standing committees, commissions, and for special assignments.

In the exercise of its authority, the Committee on Nominations shall comply with *The Standards of the Associate Reformed Presbyterian Church*, and its policies and programs shall be consistent with the purpose of the General Synod.

The Sub-committee on Nominations for Erskine (SCONE) will consist of three (3) members of the Committee on Nominations selected annually by the Committee at its stated meeting. Terms of service are for one (1) year and will begin on July 1 and continue through June 30 of the following year. Sub-committee members may succeed themselves. Mid-year vacancies will be appointed by the Chairman of the Committee on Nominations, or the Vice Chairman if the Chairman is unable or unwilling. The Sub-committee will select its own Chairman and Secretary. (2012 Synod)

Duties:

1. To identify persons and maintain a list of those who can serve on Synod's boards, committees, and ecclesiastical commission, and as officers of the General Synod.
2. To maintain a file of those who have served on boards and committees and on special assignments in the past.
3. To determine positions to be filled (the committee shall receive and act on resignations in determining positions to be filled), review the qualifications of those considered for service, and nominate to the Synod those persons best qualified to serve.
4. To nominate to the Synod those persons best qualified to serve the Synod in special assignments, to include the clerks of Synod, Synod's Parliamentarian, and the Treasurer of Synod's Funds.
5. To insure that the directives of Synod are complied with concerning such matters as presbytery distribution, service limitations, and balance between lay and clergy representation.
6. To ascertain the willingness to serve of all persons nominated.
7. To submit budget requirements to the General Synod.
8. The Sub-committee on Nominations for Erskine will recommend to the Committee on Nominations a slate of nominees for the Erskine Board of Trustees who meet all existing requirements for service set forth in the *Manual of Authorities and Duties.* The work of the Sub-committee will be guided, but not bound, by the Trustee Selection Process Guide maintained jointly by the Sub-Committee of Nominations for Erskine and the Committee on Trustees of the Erskine Board. (Copies of the Trustee Selection Process Guide are available from the ARP Center.) (2012 Synod)

GUIDELINES FOR COMMITTEE ON NOMINATIONS

The Committee on Nominations is charged by the Synod with the responsibility of submitting to the Synod a slate of nominees to fill all of the vacancies which come open each year on all of the boards and committees of Synod. In order that this task be accomplished in the best way possible, the Committee goes through the following procedures:

1. Ministers, sessions, board and committee chairmen, presbytery clerks, and members of the Committee on Nominations are:
   a. notified in writing of the annual meeting of the Committee on Nominations;
   b. provided with a list of vacancies to be filled;
   c. invited to submit recommendations to fill those vacancies; and
   d. provided with a form to be used in submitting recommendations, to include:
      (1) Complete mailing address and telephone numbers(s)
      (2) Church membership and offices held
      (3) Position or vacancy for which recommendation is submitted
      (4) Background information and qualifications

   A notice shall be published in *The Associate Reformed Presbyterian* inviting the general membership to make recommendations. Recommendations must be made on the form provided by the Committee on Nominations and must include the satisfactory evidence of his or her belief and adherence to the basic doctrines of evangelical Christianity as adopted by the General Synod and as set forth in a *Manual of Authorities and Duties*. (2005 Synod)
2. Presbyteries are requested to appoint Presbytery Representatives and Presbytery Nominees at the fall meeting of Presbytery to preclude the nomination of such persons to other vacancies.
3. Prior to the annual meeting of the Committee on Nominations each committee member is provided with a set of the submitted recommendations. In the absence of nominees or for other pertinent reasons, committee members are encouraged to seek nominees for consideration at the annual meeting, securing the information outlined in Guideline No. 1.
4. It is the purpose of the Committee to seek out and name individuals best qualified to serve. The Synod has designated that certain positions are to be filled by women and by presbytery appointments. Geographic representation is a strong consideration, there being an effort to have each presbytery fairly represented. An attempt is also made to have laity and clergy equitably represented or represented according to Synod's policy.
5. Prospective nominees are contacted to confirm their willingness to serve.
6. The slate of nominees with church affiliation indicated is provided to delegates to Synod in advance of the annual meeting for study.
7. The Committee submits to the Synod at its annual meeting, the slate of nominees, and recommends that, if additional nominees come from the floor, the matter of geographic representation and prior consent of the individual must be kept in mind.
8. The following additional guidelines are followed in the selection of nominees:
   a. Persons who have served for more than a half term on a board or committee are ineligible to succeed themselves, except as specifically authorized in the *Manual of Authorities and Duties.*
   b. Employees are ineligible for nomination to a board or committee under whose jurisdiction that person is employed. This includes mission developers.
   c. Except for those persons who are serving as advisory or ex-officio members from another board or standing committee, persons shall not be nominated to more than one board, standing committee, or Ecclesiastical Commission.
   d. Persons who are serving as presbytery representatives on boards and standing committees ordinarily shall not be nominated to other boards and standing committees.
   e. Effort shall be made to preclude the nomination to a board or committee of more than one person from the same congregation. The Committee on Nominations shall not nominate more than one person from a congregation to a board or committee per year. (1986 Synod)
   f. Members of the Committee on Nominations shall refrain from nominating themselves for terms on any board or committee. (1986 Synod)
   g. An employee of a board or committee who is serving as a presbytery appointee on the Committee on Nominations shall not make nominations for appointments on the board or committee that employs or governs the institution which employs the individual and shall be excused when nominees for the employing board or agency are being discussed.

APPENDIX

BOARD MEMBER REMOVAL POLICY

[Adopted by 2013 Synod]

The Objective: Synod's Policy on Board Member Removal seeks to create a biblical, lawful, and just process for the removal of ineffective Trustees and/or Committee Members while, at the same time, discouraging frivolous and harassing complaints.

The Definitions: The policy referenced below contains certain terms that may require clarification in order to understand fully the process for removal. Those terms are as follows:

1. "Duty of Care" should be understood as the duty to carry out the responsibilities of a trustee or board member.
2. "Fiduciary Duty" should be understood to mean the avoidance of conflicts of interest, the duty to maintain the confidentiality of the Board or Committee, or similar duties defined by law.
3. "Physical or Mental Capacity" should be understood to mean the physical and mental ability to be involved and to make reasoned judgments.
4. "Moral Duty" should be understood to mean compliance with moral and legal standards of behavior.
5. "Statements of Belief" should be understood to mean:
    a. for Trustees, Officers and Board members other than Erskine, the Standards of the Associate Reformed Presbyterian Church; and
    b. for Erskine Trustees, the Synod's Philosophy of Christian Higher Education and Synod's Definition of an Evangelical, as they existed at the Erskine Trustee's time of appointment.
6. "Preponderance of the Evidence" should be understood to mean evidence which, taken as a whole, is more probable than not.

The Policy:

Process for the Removal of Trustees and/or Committee Members from the Agencies and Standing Committees of the Associate Reformed Presbyterian Church (ARPC).

Introduction: The Synod of the ARPC reserves the right and duty to remove for cause members of its Boards and Standing Committees through the following process:

Causes For Removal: The Synod of the ARPC expressly adopts the removal of members of its Boards and Standing Committees only "for cause" including, but not limited to, the following:

1. Neglect of Duty;
2. Breach of Fiduciary Duty;
3. Physical or Mental Incapacity;
4. Moral Failure; and,
5. Doctrinal Deviation; including:
    a. for Trustees, Officers, and Board Members (excluding Erskine) failure to accept, believe and affirm in practice The Standards of the Associate Reformed Presbyterian Church; or.
    b. for Erskine Trustees failure to accept, believe and affirm in practice the Synod's Philosophy of Higher Education and Synod's Definition of An Evangelical.

Process for Removal:

1. Based upon the enumerated causes referenced above, any Pastor in good standing in a Presbytery of the ARP Church or any Elder in good standing in an ARPC Session may file a Petition for Removal against any member of any Board, Agency or Standing Committee of the ARPC.
2. Prior to initiating a Petition for Removal, in the spirit of Matthew 18:15–17, a concerned Pastor or Elder should attempt to resolve his concerns with the Board/Agency/Committee member.
3. If the matter is unresolved and the Petitioner feels further action should be initiated, he should in the same spirit of Matthew 18:15–17, notify the Board/Agency/Committee member immediately of the intent to file a petition for removal.
4. The Petition for Removal shall include the following:
    a. The contact information and church status of the Petitioner;
    b. The name of the member or members being charged and the Board or Standing Committee they represent;
    c. The nature of the charge and the evidence to support the charge;

d. A statement that the requirements of 1 – 3 above have been met;
e. The names and contacts of at least two additional Pastors or Elders in good standing that support and confirm the accuracy and truthfulness of the Petition; and,
f. The Petitioner's signature under the following - "I submit this Petition in good faith and Christian conscience. I understand and accept that should this Petition be found untrue or frivolous, the Ecclesiastical Commission on Judiciary Affairs may recommend to my Presbytery the initiation of proceedings against me."

5. The Petition for Removal shall be filed with the Principal Clerk of the ARPC. The Principal Clerk shall present the Petition for Removal within 14 days to the Moderator who shall call a special meeting on the matter with the Executive Board of the ARPC, unless a meeting of the Executive Board is scheduled to occur within six (6) weeks of the filing of the Petition for Removal, in which case the matter shall be considered at the regularly scheduled meeting.
6. The Executive Board shall review the Petition for Removal for conformity to this policy and determine by a preponderance of the evidence and by majority vote whether or not the Petition for Removal warrants further investigation. Should the Executive Board find the petition frivolous or without merit, no further action shall be taken on the Petition for Removal. If the petition is found to be untrue or frivolous, the Executive Board may refer the matter to the Ecclesiastical Commission on Judiciary Affairs for appropriate action against the petitioner.
7. Upon the finding that the Petition for Removal has merit, the Executive Board shall refer the matter to the Board, Agency or Committee unless such body has already considered the matter. The Board or Committee shall report back to the Executive Board within ninety (90) days of its findings and actions. If the actions of the Board, Agency or Committee are satisfactory to the Executive Board of Synod, then the issue is closed.
8. Should the Executive Board by majority vote not be satisfied with the Board's, Agency's or Committee's report and actions, it shall refer the matter to the Ecclesiastical Commission on Judiciary Affairs for investigation and adjudication on the merits of the case.
9. Should the Ecclesiastical Commission on Judiciary Affairs, by majority vote, approve the Petition for Removal, the member is considered "removed for cause" and shall be immediately ineligible to participate furthermore in the work of the Board, Agency, or Committee unless and until such time as the General Synod shall reverse the decision of the Executive Board on appeal from the member removed for cause.
10. The member "removed for cause" shall have the right of appeal to the General Synod at its annual meeting. Said appeal shall be in writing and filed with the Principal Clerk of the ARPC within 10 days of the final adjudication of the matter by the Ecclesiastical Commission.

PRESBYTERY BOUNDARIES
(Revised Synod 2026)

In extenuating circumstances, the General Synod may assign a church to a presbytery regardless of the established geographical areas. Except for those circumstances the geographical areas are as follows:

Catawba Presbytery - Constituted in 1919 by the division of First Presbytery. It now includes all of the state of South Carolina.

Cumberland Valley - (Formerly Tennessee-Alabama Presbytery) – Constituted in 1937, it now includes the state of Alabama and Georgia, the eastern two-thirds of the state of Tennessee east of the Tennessee River except for the counties of Anderson, Blount, Campbell, Carter, Claiborne, Cocke, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Johnson, Knox, Sevier, Sullivan, Unicoi, Union, and Washington.

First Presbytery - Constituted in October 1800, it was formed by the division of the Associate Reformed Presbytery of the Carolinas and Georgia. As of 2019, it now includes Surry, Yadkin, Davie, Rowan, Stanly and Anson counties along with all North Carolina counties westward, and the following counties in Appalachia: Kentucky - Bell, Clay, Harlan, Knott, Knox, Laurel, Leslie, Letcher, Perry, and Whitley; Tennessee - Anderson, Blount, Campbell, Carter, Claiborne, Cocke, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Johnson, Knox, Sevier, Sullivan, Unicoi, Union, and Washington; Virginia - Lee, Russell, Scott, Washington, and Wise.

Florida Presbytery - Constituted October 16, 1963 by the division of Second Presbytery. It now includes the states of Florida, Oklahoma, and Minnesota. (Synod 2021)

Grace Presbytery – To be constituted in January 2019, will be defined geographically as including the following North Carolina counties: Stokes, Forsyth, Davidson, Montgomery, Richmond and all other NC counties to the east.

Mississippi Valley Presbytery - Constituted in 1931 when the Memphis and Louisville Presbyteries merged. It now includes the states of Arkansas, Kentucky (Except Bell, Clay, Harlan, Knott, Knox, Laurel, Leslie, Letcher, Perry, and Whitley), Louisiana, Mississippi, Missouri, the western part of the state of Tennessee west of the Tennessee River, Washington, Idaho, Montana, Wyoming, Texas, California, and Indiana.

Northeast Presbytery - Constituted January 1, 1987, it was formed by the division of Virginia Presbytery. It now includes the states of Connecticut, Delaware, Maryland, Maine, New Hampshire, Massachusetts, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, and Vermont; Washington, DC and in Virginia the County of Fairfax, the independent city of Alexandria, the independent city of Falls Church, and in West Virginia those counties north of the southern boundaries of Preston, Taylor, Harrison, Doddridge, Ritchie and Wood counties. (2012 Synod)

Second Presbytery – Dissolved by the General Synod 2024. The bounds of Catawba Presbytery were extended to include those churches in South Carolina that were formerly in Second Presbytery. The boundaries of Cumberland Valley were extended to include the State of Georgia.

Virginia Presbytery – Constituted in 1854, it includes the State of Virginia, except for the counties of Fairfax, Lee, Russell, Scott, Washington, and Wise, the independent city of Alexandria, the independent city of Falls Church, and the State of West Virginia except for the counties north of the southern boundaries of Preston, Taylor, Harrison, Doddridge, Ritchie, and Wood Counties.

RULES OF ORDER

It has been said that if there were no rules or established customs to guide an assembly of persons, and if each could talk on any subject as long and as many times as he pleased, and if all could talk at the same time, it would be impossible in most cases to ascertain their deliberate judgment on any particular matter. Certainly, therefore, important business such as that relating to our Lord and Saviour should be carried out with decency and order as the Apostle Paul has indicated.

The following Rules of Order are written primarily for use during the meeting of Synod but are to be observed by all Courts of the Church, insofar as they may be applicable.

I. Constituting the Court. At the time appointed, the Moderator, or his alternate, shall call the court to order and the Court shall be constituted with prayer. At the opening service the retiring moderator will present a sermon, or if he is an elder, will present an appropriate address. At the first business session the Principal Clerk shall constitute the Roll of Voting Members in a manner approved by the Court. For the meeting of the General Synod, the roll shall be prepared in the following manner:

   A. Each Presbytery shall submit a list of ministers who are to be enrolled as voting members for the current meeting according to the Form of Government, Chapter XIII, C. Ministers must sign-in at Synod's Registration to be recorded as present on the Official Roll of Synod.
   B. Each elder representative shall present from his Session a statement signed by the moderator and clerk, in the form specified in Form of Government 12.5 – 12.8.
   C. Former Moderators of Synod who are in attendance at Synod, and who are in good standing as members of an Associate Reformed Presbyterian Church are granted the right to sit, deliberate and vote at subsequent meetings of the General Synod. (2012 Synod)

II. Officers of the Court: The officers of the Court shall be the Moderator, Vice moderator, a Principal Clerk, a Reading Clerk, a Recording Clerk, and a Parliamentarian.
   A. Election of Officers.
      1. Moderator. A Moderator-elect shall be elected by the Court for a specific period. The Moderator-elect must be a Minister or Elder and shall be nominated from the floor, and shall previously have assured his nominator of his willingness to serve, if elected. Voting shall be by secret ballot if more than one person is nominated. In the absence of any nomination from the floor, the Moderator will submit a name to the Court. In the event of the Moderator's death or his inability to perform the duties of his office within the first 180 days of his term of service, the Vice Moderator shall automatically become Moderator and shall nominate a Vice Moderator to the Executive Board of Synod which shall, acting on behalf of the General Synod, elect a Vice Moderator to fill the unexpired term. The records of the Synod shall certify that the initially elected Moderator and his successor, the Vice Moderator, were both Moderators of Synod for the year they served.
      2. Vice Moderator. A Vice moderator-elect shall be elected by the Court for a specific period one year before service. The Vice moderator-elect must be a Minister or Elder and shall be nominated from the floor, and shall previously have assured his nominator of his willingness to serve, if elected. Voting shall be by secret ballot if more than one person is nominated. The Moderator-elect shall be allowed to submit a name to the Court. The Vice moderator-elect shall become the Moderator-elect in the event of the death, resignation, or other incapacities of the Moderator-elect.
      3. Clerks. The clerks will be nominated to the body by the Committee on Nominations and upon election serve for a specific period.
      4. Parliamentarian. The Parliamentarian shall be nominated by the Committee on Nominations and elected for a four (4) year period. No officer of the court shall serve more than two consecutive terms in any single office.
   B. Duties of Officers. (These duties are limited to duties during Court Sessions.)
      1. Moderator.
         a. Open the Session. At the hour appointed, the Moderator shall take the chair, call the house to order, and open the meeting with prayer, unless a worship service has been held. If a quorum is present, the Court shall proceed to business.
         b. Announce the business before the Court in the order in which it is to be acted upon, keeping in mind any "order of the day."
         c. State and put all questions properly brought before the Court.
         d. Take the vote and announce the result.

e. Decide all questions of order, subject to an appeal to the house by any two members. He may, without appeal, submit the question to the Court.
f. Appoint Moderator's Committees, subject to the approval of the Court.

2. Vice Moderator. The Vice moderator shall preside in the absence of the Moderator and assist in his official duties if desired.
3. Principal Clerk. It shall be the duty of the Principal Clerk to keep a roll of the members and call it whenever required by the Court; to record the proceedings; to receive and record documents acted upon by the Court; to make record of all unfinished business to come before the Court; to sign all orders and official papers; to provide a presbytery a written report on disposition of its memorial to include a statement, if any, from the Moderator's Committee; and to publish the minutes of the proceedings.
4. Reading Clerk. It will be the responsibility of the Reading Clerk to present the business to the Court in the order determined by the Moderator and agenda. In the absence of a directive from the Moderator or an order of the day, the Reading Clerk will determine the order in which business is to be taken from the table and presented to the court. The Reading Clerk will present reports to the body, except in those cases where the reports are presented by particular representatives of a board or committee.
5. Bill Clerk. The Bill Clerk will receive, record, and distribute matters to come before the Court. It is his responsibility to see that papers and reports referred are placed in the hands of the proper committees and properly returned by such committees. In the absence of any clerk, the Recording Clerk will perform the functions assigned to the absent clerk.
6. Parliamentarian. The Parliamentarian should be a person with expert knowledge of the rules and use of adopted parliamentary procedures. He should be a person who is impartial, systematic, knowledgeable, and reliable. He should see to it that the business procedures are carried out according to these Rules of Order. He should call attention to an improper procedure and on request advise the Moderator on procedural matters.

III. Quorum. No business may be conducted without the presence of a quorum as prescribed in the Form of Government. If a quorum has not assembled at the hour appointed, and if two or more members are present, the Court may adjourn to a set time to provide an opportunity for a quorum to assemble.

IV. Moderator's Committees. At his discretion, the Moderator shall appoint committees to consider the reports of boards and records and reports of lower courts. These shall be referred without reading unless there is a request for reading. The Moderator is encouraged to direct memorials which address concerns that have been assigned to a particular board of the General Synod to the Moderator's Committee which will be considering that board's report. Reports of committees shall be considered by the Court as a whole, unless referred by the Moderator to a moderator's committee. Membership. The Moderator will appoint the members, subject to the approval of the Court, and will designate a chairman and a vice chairman. Voting members of the Committee must be voting members of the Court. Advisors and observers may be appointed by the Moderator, subject to the approval of the Court.

A. Duties. Moderator's committees are to carefully consider and make recommendations on all matters referred to them. Moderator's committees are not to change or alter the content of the matters referred to them. In those circumstances where the moderator's committee recommends that a Memorial NOT BE ADOPTED or where the moderator's committee recommends SUBSTANTIVEALTERATIONS, the moderator's committee shall draft a statement explaining its actions and submit the statement with its official report.
B. Discharge. Action of the Court on a report from the moderator's committee discharges the committee. If the report is recommitted, the committee is to reconvene and resubmit recommendations until such report is accepted by the Court.

V. Order of Business. Subsequent to the opening service described elsewhere, and following prayer or worship, the following order of business is to be observed:

A. Declaration of Quorum
B. Presentation of Minutes from the previous session
C. Special Order of the Day, if there be such
D. Unfinished Business
E. New Business

VI. Matters to be Considered by the Court.

A. Reports from boards, commissions, standing committees, and special committees of the Court and reports and memorials from lower courts will be filed with the Bill Clerk through Central Services no later than six weeks prior to the first business session. These reports should be submitted in editable electronic form by the Chairman, Secretary, or Clerk. These

communications will be distributed by Central Services electronically one month prior to the first business session and considered in the ordinary routine of business.

B. Reports of boards, committees, commissions and memorials of presbyteries which are received by Central Services too late to be distributed according to VI.A above, along with the Official Changes and Additions document (which includes any supplements and additions other than the editorial corrections) will be distributed electronically delegates when signing in at the Registration Office. These late reports and additions, along with matters received directly during the business session, will be filed with the Bill Clerk at the Call for Reports, to be considered in the ordinary routine of business only if approved by a two-thirds majority vote.

C. All other matters to be considered by the Court must be brought before the assembly by a motion of a member to that effect and seconded and then announced by the Moderator. If the matter is not to be considered at the time of the motion, it must be reduced to writing and submitted to the Bill Clerk. If the matter is to be considered by the Court at the time of the motion, the motion must be reduced to writing and submitted to the Principal Clerk. (This applies only to main motions and motions to amend, to include substitute motions.)

D. All requests for funding from the unrestricted funds of Synod are expected to be presented to the Board of Stewardship in time for the Board to give careful consideration to the request and to make recommendation in its report to the General Synod. Requests brought before the General Synod that have not been considered by the Board of Stewardship will be referred to the Board of Stewardship for consideration and for reporting its recommendation at the next meeting of the General Synod. Emergency requests may be made a matter of business at that meeting of the General Synod by two thirds of the representatives present and voting and shall be referred to the chairman of the Board of Stewardship or in his absence the Treasurer of Synod or the administrative officer of the Board of Stewardship for review and comment prior to a decision of the court.

VII. Deliberations of the Court. Matters to be presented to the Court which were submitted to the Bill Clerk will be presented to the Court by the Reading Clerk or if they so desire, by a member of the committee or board making such report. Matters not considered by moderator's committees will be read to the Court while matters considered by the moderator's committees will have only the Report of the Moderator's Committee read, unless the moderator's committee or the Court determines that the original report be read. Following reading, the person presenting the report will make a motion that the Report be approved. Debate may then ensue. Other deliberations of the Court will be by motion and second as per paragraph VI, C.

A. Motions, General Classification. Motions range from the "Main Motion" which is the lowest in rank to "To Fix the Time to Which to Adjourn," the highest. Motions fall into four (4) general classifications.

1. Main Motions. The object is to introduce business, such as accept or adopt reports and ratify or confirm action. No main motion can be made when any other question is before the Court. It is debatable, takes precedence of nothing, and yields to all privileged, incidental, and subsidiary motions. Motions to adopt a report are main motions. The "Motion to Reconsider" is a main motion and can be made only by one who voted on the prevailing side. Anyone may second the motion. The "Motion to Reconsider" is undebatable. If the motion is carried, the original motion is again open to discussion and vote. No question can be twice reconsidered unless it was materially amended after its first reconsideration. Certain affirmative votes and certain negative votes cannot be reconsidered.
2. Subsidiary Motions. These are such as are applied to other motions for the purpose of most appropriately disposing of them. They take precedent of a main motion and must be decided before the main motion can be acted upon. They yield to privileged and incidental questions and are as follows (being arranged in their order of precedence among themselves):
    a. Lay on the Table. The object is to postpone the subject in such a way that it can be taken up at any time, and if decided in the affirmative on the main motion or any amendment or substitute, remove the whole subject from before the Court until it is taken up again. This motion is undebatable and unamendable and may be applied to main motions, to questions of privilege, to specific orders of the day (but not as a whole), to appeals, and to reconsider when immediately pending. It cannot be applied to unfinished business or formal reports of boards, committees, or reports or memorials from lower courts. Business laid on the table should be brought up by the clerk when the docket is cleared but only prior to the adjournment of the General Synod.
    b. The Previous Question. This is the name given to a motion "to close debate now, stop further motions to amend, and proceed to vote on the immediately pending question." It requires a second, is undebatable, and is unamendable. It does yield to privileged and incidental motions and to the motion to "Lay on the Table." A 2/3 vote is required.
    c. Postpone to a Set Time. The object is to set a time when a matter must be considered. It requires a second and is debatable only as to propriety of postponing. It may be amended as to time and as to special or general order. If a matter is postponed to a certain day, it becomes a "General Order" of business and majority vote carries it. It can only be considered on the day appointed when all business has been disposed of. If the business is "Postponed to a Set or Certain Time," it becomes a "Special Order," requires a 2/3 vote to carry, and must be

considered at the appointed time. Motions that hold over are "Previous Questions," "Table," privileged motions, and incidental motions.

d. Commit. Object is to place business in the hands of a few. The motion requires a second and is debatable, as to propriety of committing, and is amendable. Motions that hold over are all motions except "Postpone Indefinitely" and "Main Motions." Majority vote is required. Instructions may be given to a committee any time before it submits its report by majority vote. It may be "Reconsidered" if the committee has not begun consideration of the business.

e. Amend. Object is to change or modify. It requires a second and is debatable, but debate must be confined to the amendment. It may be amended. All motions, except "Postpone Indefinitely" and "Main Motions" hold over a motion to amend. A majority vote is required, and it may be "Reconsidered." A "Substitute Motion" is an "Amendment."

f. Postpone Indefinitely. Object is to kill a motion and requires a second. It is debatable and opens up "Main Motion" to debate. It is unamendable and cannot have any subsidiary motion applied to it except "Previous Question" and motion to "Limit or Extend Debate." All motions except "Main Question" hold over motion to "Postpone Indefinitely." It can be reconsidered.

3. Incidental Motions are such as arise out of other motions, and consequently take precedence of, and are to be decided before, the questions which gave rise to them. They yield to privileged questions and cannot be amended. Excepting on appeal, they are undebatable. They are:

a. Appeal. Any member, with a second, may appeal from any decision of the Moderator. After debate, as allowed by Robert's Rules of Order, the question shall be put in this form: "Shall the decision of the Moderator be sustained?"

b. Objection to the Consideration of a Motion. An objection can be made to the consideration or any main motion, but only when it is first introduced. It can be made while another member has the floor and does not require a second. It cannot be debated or amended or have any subsidiary motion applied to it. When a motion is made and any member objects to its consideration, the Moderator shall immediately put the question, "Will the Court consider it?" If decided in the negative by a 2/3 vote, the whole matter is dismissed for that meeting.

c. Suspension of the Rules. This motion is not debatable and cannot be amended, nor can any subsidiary motion be applied to it, nor a vote on it be reconsidered. The rules of the assembly shall not be suspended except for a definite purpose, and by a 2/3 vote.

d. Other Incidental Motions include "Reading Papers," "Withdraw a Motion," motions relating to voting and nomination. They yield to "Table" generally and to privileged motions. They take precedence of the motions they affect.

4. Privileged Motions. These are motions which take precedence of all other questions whatever, and on account of this very privilege, they are undebatable, except when relating to the rights of the Court or its members, as otherwise they could be made use of to seriously interrupt business. They are as follows, being arranged in their order of precedence among themselves.

a. To Fix the Time to Which to Adjourn

b. Adjourn

c. Questions Relating to the Rights and Privileges of the Court or Any of Its Members. The object is to get the attention of the Chair at once, to ask a question, to attend to some matter of business that cannot wait. Question cannot interrupt voting or verifying the vote. It is undebatable, unamendable, and may be reconsidered.

d. Orders of the Day. A call on the "Orders of the Day" takes precedence of every other matter, excepting "To Reconsider," and the three preceding, to which latter three it yields. It is not debatable nor can it be amended.

B. Debate.

1. Addressing the Moderator. When any member desires to speak, he must rise and address the Moderator, and may not proceed until the Moderator recognizes him and announces his name.

2. Obtaining the Floor. The member who first addresses the Moderator is to be granted the floor. If two or more address him at the same time, the one who is farthest from the chair is to be given the floor. The one who fails to obtain the floor is to be granted it next in order. The chair will refrain from recognizing a member who has risen and remained standing while another member is speaking, provided anyone else rises after the speaker has yielded the floor. EXCEPTIONS: The mover of a resolution, or in the case of official reports the chairman or some other member of the body making the report, is entitled to the floor immediately after the motion is announced, if he desires it; and when two members in succession have been heard on the same side of a question, the Moderator is to grant the floor to some member of the other side, if any member desires it.

3. Decorum of Speakers and Attention of Members. Every member when speaking shall first address himself to the Moderator, and then speak to the house in general, but shall not address any member individually except through the Moderator; he shall treat all members with decorum and respect, and shall attend closely in his speech to the

question under consideration. Members of the Court shall attend closely to the business in hand, and shall not engage in private conversation or in anything that may cause confusion or disorder, while any member is speaking or the Moderator is taking a vote.

4. Debate by Officers of the Court. The Moderator may speak on questions of order without leaving the chair. However, when he would express his views on any subject under debate, he shall call on the Vice moderator to fill the chair and take the floor as other members of the Court. The other officers of the Court may speak on questions of order when requested by the Moderator and when necessary to perform their duties. However, to speak to subjects under debate, the officer shall call on the Assistant Clerk to perform the duties of his office and take the floor as other members of the Court.
5. Calls to Order. If a speaker acts in any respect in a disorderly manner, it shall be the right of any member and the duty of the Moderator to call him to order; and when thus called to order, he shall at once take his seat, until it is determined whether or not he was out of order, or until he is given leave by the Court to proceed.
6. Opportunity to Debate. Before putting any debatable question to a vote, the Moderator shall first give an opportunity for remarks.
7. End of Debate. When the "Call on the Question" and "The Call for the Previous Question" have been decided in the affirmative, or when the Moderator has begun taking the vote, no further debate or remarks shall be admitted, unless there has evidently been a mistake; in which case, the mistake shall be rectified and the Moderator shall begin to take the vote.

C. Voting.

1. Presenting a Motion to the Court for Vote. In placing a motion before the Court for vote, the Moderator shall repeat the motion, and if there should be any cause for doubt, the result of the vote should be repeated. The motion shall be put in the following form, "All who are in favor of this motion will say aye"; and after the affirmative is expressed, "All who are opposed will say no." The Moderator will immediately announce the vote.
2. Division. If there is any doubt as to the result, the Moderator or any two (2) members (motion and second) may call for a division. In that case, the Moderator shall repeat the motion and require first the ayes and then the noes to rise and be counted, and shall pronounce accordingly. The vote shall be taken by officers of the Court.
3. Recording of Votes.
    a. Should one third of the members present wish to have votes recorded, the roll shall be called and vote of each member recorded in the minutes. Those not voting will be counted with the majority, but recorded as not voting in the minutes. To have the vote recorded an "Incidental Motion" should be made and seconded and the question put to the Court should be "Should the vote be recorded?" Unless 2/3 vote negative, the votes shall be recorded.
    b. In lieu of a roll call vote, any member of the court, who had the right to vote on a question, is entitled to have his name recorded in the Minutes indicating what his vote was. He may support his signature with a brief respectful statement setting forth the reason for his vote.
4. Vote of Moderator. In a vote taken by ballot or by roll call, he shall vote with the other members. In all other cases he shall have the casting vote if the house is equally divided. If he is unwilling to decide, he shall put the question a second time, and if the result shall be the same and he still declines to vote, the question shall be lost.
5. Majority Vote. In all cases not otherwise prescribed, a majority of the votes cast shall be sufficient for adoption or election.

VIII. Miscellaneous Procedures of the Court.

A. Executive Sessions. All courts have the right to sit in executive session on any business which in their judgment ought not to be made a matter of public discussion.

B. Official Roll of Synod. The official roll of the Court shall be constituted when the delegates sign the official enrollment form at Synod's Registration Office. Members are encouraged to remain for all proceedings of the Court. Should a member find it necessary to miss a portion of the Synod meeting, he shall sign out at Synod's Registration Office.

C. Recording of Minutes. Minutes are a record of proceeding, and may be corrected at any time, without reconsidering the vote that approved them. Minutes should record all "Main Motions" (not withdrawn); name of maker of "Main Motions"; "Points of Order"; "Appeals" (whether lost or sustained);
all other motions not lost or withdrawn; hour of meeting and adjournment; and roll call vote. Main Motions are interpreted to include official correspondence and reports submitted to this body for its consideration. All reports are to be printed in full in order to preserve the integrity of the reports. All actions of the General Synod which are intended to be of a binding nature are to be placed within the framework of the official documents of the church.

D. Final Adjournment. Before the final adjournment the minutes of that day's session shall be read and adopted, the minutes of the meting as a whole approved, the roll called and the names of those present recorded. Then, after prayer and the singing of praise, the Moderator shall declare the court adjourned to meet at the appointed time and place, and shall then pronounce the apostolic benediction.

E. Changes to Associate Reformed Presbyterian Retirement Plan. Proposed changes to the Associate Reformed Presbyterian Retirement Plan which are not submitted by the Board of Benefits must be referred to that Board for study and recommendation.

F. Commitment of Synod's Operating Reserve. Proposed commitments of Synod's operating funds which would reduce the operating reserve below 6.5% of the anticipate funds for allocation shall be referred to the Board of Stewardship for study and recommendation.

IX. Amendment of Rules. Amendments to the Rules of Order shall be proposed by the General Synod to the presbyteries and must be approved by a majority of all those voting in all the presbyteries. The General Synod shall certify the vote at its next meeting.

X. Cases Unprovided For. All cases unprovided for in the foregoing Rules of Order are to be governed by the general principles of parliamentary law as per Robert's Rules of Order.

—END—

Listing of Amendments

Amendment No. 1 effective June 4, 1979 (II,A,2)
Amendment No. 2 effective June 2, 1980 (I, Constituting the Court; II,A, Election of Officers; II,A,2; II,B,1, Moderator; VI,A; VII,A,1; VIII,B)
Amendment No. 3 effective June 9, 1981 (VIII,C)
Amendment No. 4 effective June 11, 1985 (VIII,E)
Amendment No. 5 effective June 9, 1992 (VIII,F)
Amendment No. 6 effective June 9, 1998 (IV, Moderator's Committees)
Amendment No. 7 effective June 9, 1998 (IV,B)
Amendment No. 8 effective June 9, 1998 (II,B,3)
Amendment No. 9 effective June 11, 2001 (VI,D)
Amendment No. 10 effective June 10, 2003 (II,A,1)
Amendment No. 11 effective June 9, 2011 (VII,A,2,a)
Amendment No. 12 effective June 9, 2011 (VII,C,3,b)
Amendment No. 13 effective June 5, 2012 (I C, Former Moderators)
Amendment No. 14 effective June 12, 2013 (VIII, B)
Amendment No. 15 effective June 10, 2014 (VI, A, B)