

FIRST PRESBYTERY MANUAL OF PROCEDURE

TABLE OF CONTENTS

Article I:	Purpose.....	3
Article II:	Authority and Responsibilities.....	3
Article III:	Organization.....	4
Article IV:	Meetings.....	4
Article V:	The Program Committee.....	5
Article VI:	Officers.....	6
	A. Moderator.....	6
	B. Vice-Moderator.....	6
	C. The Stated Clerk.....	7
	D. The Reading Clerk.....	8
	E. The Parliamentarian.....	8
	F. The Treasurer.....	9
	G. The Assistant Treasurer.....	9
Article VII:	Procedures.....	10
Article VIII:	The Standing Committees.....	11
	A. The Associate Reformed Presbyterian Home.....	12
	B. Standing Committee on Candidates & Examinations.....	13
	Concerning Churches without a Pastor.....	13
	Duties Concerning Ministers Transferring into the Presbytery.....	13
	Duties Concerning Ministers Transferring within the Presbytery.....	14
	Duties of Churches and Ministers Entering Tent-Making or Part-Time Relationships.....	14
	Duties Concerning Candidates for the Ministry.....	14
	Concerning exceptions to the Standards.....	16
	C. Standing Committee on Christian Education.....	17
	D. Standing Committee on Church Extension.....	18
	E. Standing Committee on Congregations.....	20
	F. Standing Committee on the Minister and His Work.....	20
	As a Commission.....	20
	Concerning Churches with a Pastor.....	20
	Concerning Churches without a Pastor.....	21
	Concerning Ministers Laboring Outside the Ecclesiastical Bounds.....	21
	G. Standing Committee on Nominations.....	22
	H. Standing Committee of Stewardship and Finance.....	23
	I. Standing Committee on Theological and Social Concerns.....	24
	J. Standing Committee on The Trustees of First Presbytery.....	25
	K. Standing Committee on World Witness.....	26
Article IX:	The Moderator’s Committees.....	27
Appendix 1.	Rules for Sessions and Sessional Records.....	28
Appendix 2.	Policy for Pulpit Supply within the Presbytery.....	29
Appendix 3.	Procedure for Securing a Pastor for a Local Congregation.....	30
Appendix 4.	Recognition Service for a Candidate for the Ministry.....	34
Appendix 5.	Requirements for a Candidate for the Ministry.....	35
Appendix 6.	Policy Concerning the Ethical Relationships of a Minister to His Former Field of Labor.....	36
Appendix 7.	Administrative Procedures for Erskine Seminary Education Fund. (Including the Doctor of Ministry).....	37
Appendix 8.	Form of Enrollment for Elder-Representatives.....	39

Appendix 9.	Job Description, First Presbytery’s Director of Church Extension.....	40
Appendix 10	Policy for Churches Making Inquiry to First Presbytery.....	41
Appendix 11	Guidelines for Short-Term Positions.....	42
Appendix 12	Policy for Sabbatical Leave	44
Appendix 13	Policy Concerning Sexual Harassment.....	46
Appendix 14	Policy Concerning Sexual Misconduct.	48
Appendix 15	Districts of First Presbytery.....	50
Appendix 16	Comity Agreement of NAPARC Member Churches.....	51

ARTICLE 1: PURPOSE

The Court of the Church next higher than the Session is the Presbytery. It is the essential court of the Presbyterian system in administering its general order. The higher courts, General Synod, etc. are constituted simply by a wider application of the general principles of the Presbytery. The precedent for this Court is found in the example of the Apostolic Church. The name is scriptural, derived from the Greek of the New Testament.

ARTICLE II: AUTHORITY AND RESPONSIBILITIES

- A. The Presbytery shall have as its primary responsibility the initiation, planning, organization and administration of programs designed to enable it to carry on the mission of God in Christ's Church by work and deed in the Presbytery and also in the local congregations, the General Synod and the whole world.
- B. In order to carry out its responsibilities, the Presbytery has power: (a) To enforce the lawful injunctions of the higher courts, (b) To receive, hear, resolve, and decide references, appeals, and complaints according to constitutional procedures, including questions of doctrine or discipline. (c) To advise and to assume original jurisdiction for adjudication on matters from church sessions where their authority cannot be exercised. (d) To review and approve or censure the records of sessions and to require their correction, to redress anything contrary to order, and to take effectual care for the observance of the Constitution of the Church. (e) To unite, divide, organize, dissolve, receive, dismiss, and transfer congregations. (f) To hold, dispose, and supply the properties of dissolved congregations at its discretion. (g) To approve or disapprove the buying, selling, mortgaging, or leasing of any real property by a congregation over which the Presbytery may have control or jurisdiction. (h) To inquire into the condition of the congregations under its care, correcting, and advising in any matter and taking special oversight of congregations without pastors by appointing moderators of sessions, supplying preaching and other ordinances of worship for congregations without pastors. (i) To receive under its care students of theology as candidates for the ministry. (j) To examine and approve candidates for the ministry. (k) To ordain, install, receive, dismiss, remove, and try ministers of the Gospel, requiring ministers to devote themselves diligently to their sacred calling and censuring the delinquent. (l) To examine and approve calls and changes in terms of calls. (m) To establish the pastoral relation and to dissolve it at the request of one or both of the parties, or at its own discretion. (n) To direct the labors of ministers who have no pastoral charge. (o) To establish and direct mission work within its bounds. (p) To institute and superintend the agencies necessary for its work and to concert measures for the enlargement of the Church within its bounds. (q) To consider and pass upon all proposed measures referred to it by the General Synod which would change the established order of doctrine and government of the Church. (r) To propose to the General Synod such measures as may be of common advantage to the whole Church. (s) In general, to take whatever action may be necessary for the spiritual welfare of the congregations under its care and for the extension of the Kingdom of Christ.
- C. The Presbytery shall: (a) Keep full and accurate records of its proceedings and submit annually such records to the General Synod for inspection and review. (b) Report annually its proceedings to the General Synod with details in reference to: (1) Students of theology received. (2) Ordinations, installations, and dissolutions, unions, and divisions of congregations, and the receiving and transferring of congregations within the General Synod. (3) Election, ordination, and installation of ruling elders. (4) Deaths of ministers, rulings elders, deacons, and members. (5) The receiving and dismissing or members. (6) Condition and progress of work within its bounds. (7) In general, all of the important business that has been transacted and changes that have taken place during the year. (c) Issue a certificate of standing to a minister upon valid application. Such certificate shall not be valid for more than one year.

ARTICLE III: ORGANIZATION

First Presbytery includes those Associate Reformed Presbyterian Churches within the geographical bounds of the Presbytery (at present in North Carolina). The membership shall consist of all ministers of the Presbytery and at least one Ruling Elder from the Session of each church. Every congregation whose active communicant membership exceeds four hundred in number shall be represented by two Ruling Elders and shall be entitled to one additional Ruling Elder for each additional four hundred active communicants.

ARTICLE IV: MEETINGS

Amended March 8, 2011

A. STATED MEETINGS

1. First Presbytery shall have four Stated Meetings during the year:

Winter Meeting:	January –Fourth Tuesday	10:00 a.m.
Spring Meeting:	April - Second Tuesday	10:00 a.m.
Summer Meeting:	June - Tuesday Synod begins	2:00 p.m.
Fall Meeting:	October - Second Tuesday	10:00 a.m.
2. Winter, Spring and Fall Stated Meetings shall ordinarily be held in the churches of the Presbytery in alphabetical order of the names of the churches. Churches unable to host the meetings shall notify the Stated Clerk in a timely manner.
3. A quorum for Stated Meetings of Presbytery shall be one-third of the ministers of the Presbytery and duly elected elders from one-third of the congregations.
4. Excuses are not required by retired ministers and missionaries but shall be required for active Ruling and Teaching Elders.
5. A report on the proceedings of the Stated meetings in the form of a bulletin insert will be sent to the churches by First Presbytery's Reporter.

B. CALLED MEETINGS

1. If any matters which require immediate attention arise between the Stated Meetings, meetings may be held upon the call of the moderator, or, in his failure to act, of the Stated Clerk, or upon the request of three members of the Presbytery from at least two congregations. Time and place for called meetings shall be arranged by the Moderator and the Stated Clerk. (Excuses are not required.)

At least one week's notice of called meetings shall be given to all members of the Presbytery specifying the time and place of meeting and the particular business for which the meeting is called.

No other business shall be transacted at Called Meetings except that specified in the notice.
2. A quorum for Called Meetings of the Presbytery shall be two ministers and the duly elected elders from at least two congregations.

ARTICLE V: THE PROGRAM COMMITTEE

Amended, March 9, 2010

- A. The Program for all Stated Meetings of Presbytery shall be prepared by the host Pastor, a ruling elder representative of the host congregation, and the Officers of First Presbytery, including the Moderator-Elect. The Moderator shall serve as Chairman of the Program Committee. The Program shall be presented to the Presbytery for approval. The Program for the Summer Meeting shall be prepared by the Moderator and the Stated Clerk.
- B. The Program Committee shall work with the Standing Committee on Candidates & Examinations in arranging a schedule for seminary students to preach before the Presbytery.
- C. The Program Committee shall endeavor to stress some feature of the work of Presbytery and Synod at various times.
- D. The Program Committee may invite Fraternal Delegates from sister denominations from time to time.
- E. The Program for the Spring and Fall Stated Meetings shall ordinarily include the following:
 - Registration (30 minutes prior to the time of meeting)
 - Moderator constitute meeting with prayer
 - *Address by the retiring Moderator or someone appointed by Moderator
 - Sacrament of the Lord's Supper (Fall Meeting)
 - Welcome
 - Constitution of Roll (through registration)
 - Recognition of guests
 - Unfinished business
 - Moderator-Elect called to the Chair
 - Introduction of Vice-Moderator
 - Announcement of Committees, if needed
 - Presentation of Program
 - New Business
 - Report of the President of First Presbyterial (Spring Meeting)
 - Standing Committee Reports
 - Lunch
 - Devotional Service
 - Stewardship Service
 - Continuation of Business
 - Election of Moderator
 - Announcement of place for meeting
 - Adjournment
 - **Singing of 133rd Psalm

* The Program Committee shall dispense with the Retiring Moderator's Sermon when there are two or more student sermons scheduled at any meeting of First Presbytery.

**The custom of the Presbytery, as well as the General Synod, has been to close each stated meeting with the singing of the 133rd Psalm.

ARTICLE VI: OFFICERS

The Officers of First Presbytery shall be as follows: Moderator, Vice-Moderator, Stated Clerk, Reading Clerk, Parliamentarian, and Treasurer. The Officers of Presbytery are excused from serving on Moderator's Committees.

A. MODERATOR

Amended, October 10, 2006

MANNER OF SELECTION:

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

TERM OF OFFICE:

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

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

DUTIES:

1. Appoint a Vice-Moderator. He shall be confirmed by the Presbytery six months prior to his assuming office.
2. Appoint a Moderator's Committee on Memorials and Resolutions and report this information to the Program Committee prior to the meeting of Presbytery.
3. Serve as Chairman of the Program Committee.
4. Call to order and preside over the meetings of Presbytery.
5. Announce the business before the court.
6. State and put all questions properly brought before the court.
7. Take the vote and announce the result.
8. Decide all questions of order subject to an appeal to the house by any two members.
9. Deliver a sermon or give an appropriate address at the opening of the Presbytery before retiring from his office except in cases where he shall appoint someone else to speak (cf. Article V, Section E, * at bottom of page 4 for exception).

B. THE VICE-MODERATOR

Amended October 10, 2006

MANNER OF SELECTION:

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

TERM OF OFFICE:

Six months.

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

DUTIES:

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

C. THE STATED CLERK

Amended October 10, 2006, June 9, 2009

MANNER OF SELECTION:

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

TERM OF OFFICE:

Three years. He may succeed himself.

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

DUTIES:

1. Keep a roll of the Presbytery.
2. Constitute the roll at the meeting of Presbytery. The roll shall be constituted from enrollment forms (See Appendix 8) and by signing an enrollment form prepared by the Stated Clerk at the meeting.
3. Serve as a member of the Program Committee.
4. Send out notices of Stated and Called Meetings at least one week before the date of the meeting.
5. Take responsibility of all papers and reports to be referred and place such papers and reports in the hands of the proper committees or persons.
6. Make a note of unfinished business to come before the Presbytery at its next meeting.
7. Keep accurate minutes of the proceedings of Presbytery.
8. Prepare the minutes of the Presbytery and distribute as soon as possible. One hard copy will be sent to each church and to ministers, officers, chairmen of committees, and students without e-mail. An electronic copy of the Minutes will be sent to all others. Receive and send all official communications on behalf of the Presbytery.
9. Sign all official papers of the Presbytery.
10. Give a *Manual of Procedure of First Presbytery* to each minister who becomes a member of First Presbytery and to each candidate for the ministry.
11. Serve as custodian of all Presbytery records.
12. Serve as an advisory member of the Committee on Stewardship and Finance.
13. Keep an up-to-date calendar of Presbytery meetings, committee meetings, retreats, Christian Education workshops, Mission Conferences, Elders and Deacons Associations, etc., in order to help avoid conflicts in scheduling meetings.

14. Upon the death of a minister of the Presbytery, send a message of condolence to the family, ask someone in each district of the Presbytery to inform the churches in their district, appoint a representative to attend the funeral service if possible, and appoint some member of Presbytery to prepare a memorial tribute for the records of Presbytery and Synod.

D. THE READING CLERK

Amended October 10, 2006

MANNER OF SELECTION:

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

TERM OF OFFICE:

Three years. He may succeed himself.

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

DUTIES:

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

E. THE PARLIAMENTARIAN

Amended October 10, 2006

MANNER OF SELECTION:

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

TERM OF OFFICE:

Three years. He may succeed himself.

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

DUTIES:

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

F. THE TREASURER

Amended October 10, 2006; October 9, 2012

MANNER OF SELECTION:

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

TERM OF OFFICE:

Three years. He may succeed himself.

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

DUTIES:

1. Serve as the custodian of all funds committed to First Presbytery.
- 2a. Maintain an up-to-date and accurate record of all receipts and disbursements using a computer program.
- 2b. The Treasurer shall present timely and complete financial reports to be distributed with the Stated Clerk's packet for stated meetings. These report shall be computer generated and done according to accepted accounting practices.
3. Serve as a member of the Program Committee.
4. Serve as an advisory member of the Committee on Stewardship and Finance.
5. Assist the Committee on Stewardship in the development and supervision of an annual budget.
6. Pay expenses of Presbytery Officers and Committees as approved by Presbytery. Appropriately documented expense report will be maintained by the Treasurer.
7. Unless otherwise designated, the Treasurer will post the amount received through church commitments to the General Fund first.
8. The Treasurer shall notify in the month of June churches that have failed to remit one-half of their commitments by the Summer Stated Meeting.

G. THE ASSISTANT TREASURER

(Added to Manual March 11, 2003); Amended October 9, 2012

MANNER OF SELECTION:

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

TERM OF OFFICE:

Three years. He may succeed himself.

DUTIES:

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

ARTICLE VII: PROCEDURES

Amended June 11, 2001; March 14, 2006; June 7, 2011

A. Reports

1. In order to be considered at Presbytery, all reports are to be submitted to the Stated Clerk in the form of a good typed copy no later than 21 days prior to the meeting of Presbytery. The Committee on Candidates & Examinations, the Committee on Congregations, the Committee on the Minister and His Work, and the Committee on Church Extension are excused from this requirement provided some of their work is still pending.
2. All Memorials, Resolutions to Synod, Constitutional Amendments, and changes in the *Manual of Procedure* are to be considered only if they are received by the Stated Clerk in time to be mailed with the announcement of the Presbytery meeting.
3. All reports of Standing Committees shall be acted on by the Presbytery without reference. Each committee is to be prepared and required to defend its proposals, recommendations, etc. on the floor of Presbytery.
4. Requests for Special Speakers to address First Presbytery by committees or individuals must be submitted in writing to the Stated Clerk no later than 30 days before the Stated meeting of Presbytery for which the request is made.

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

C. Representatives to Presbytery

1. Each session is required to send to the Stated Clerk the name of its representative to the meeting of Presbytery not later than one week prior to the meeting. See Appendix 8 for a copy of this form. If this form is not mailed to the clerk, then it should be taken to Presbytery meeting. (It is important that all churches be represented.)
2. Excuses for Teaching Elders, Ruling Elders and Candidates for the Ministry are to be sent to the Stated Clerk who will make the report and recommendations to the Presbytery.
3. While the Presbytery desires and needs the participation and counsel of all its ministers, the Presbytery will not require that honorably retired ministers send an excuse for not attending a Presbytery meeting.

D. Presbytery shall be governed in its meetings by the *Form of Government Of the Associate Reformed Presbyterian Church*, the *Manual of Procedure of First Presbytery*, and where none of these applies, by *Robert's Rules of Order, Revised*.

1. When the Presbytery conducts its business in Executive Session, the first order of business should be to constitute itself as a committee of the whole; to recognize its moderator as the chairman of the committee; and to elect a committee reporter whose responsibility it shall be to report to the Presbytery the actions taken by the committee, which report when adopted shall be considered the official records of the Executive Session and shall be entered into the Minutes of the Presbytery.

E. Changing the Rules

1. Proposed changes to the *Manual of Procedure of First Presbytery* are to be considered only if they are received by the Stated Clerk in time to be mailed with the announcement of the Presbytery meeting. Precise references shall be given regarding these changes. Such changes must be approved by Presbytery at a Stated Meeting and shall become an Order of the Day at the next Stated Meeting. If approved at the time of final consideration, the change becomes a part of the *Manual of Procedure*.
2. Any rule of Presbytery, except those from the *Form of Government of the Associate Reformed Presbyterian Church* and those provided for in the changing of the *Manual of Procedure of First Presbytery*, may be suspended for a particular meeting or until the next Stated Meeting by consent of two-thirds of the members present.
3. Committees are encouraged to review their duties and submit any proposal that will improve the work of the committee and the Presbytery.

ARTICLE VIII: THE STANDING COMMITTEES

- A. The Presbytery has appointed Standing Committees to take the management of a specified area of Presbytery's work. Standing Committees shall have power to manage the work entrusted to them without particular instructions from the Presbytery, but they shall be required to obey the Presbytery's instructions whenever given to them. The Presbytery has full power to approve or set aside any action taken by a Standing Committee. All Standing Committee assignments are to begin the first day of July and end the last day of June of the years indicated.
- B. Each Standing Committee shall elect a Chairman, Vice-Chairman, and a Secretary. Elections shall be held before the Fall Meeting of Presbytery. The term of service for the Vice-Chairman and Secretary shall be at the discretion of the Committee. The term of service for the Chairman of Standing Committees shall ordinarily be three (3) years. C. The term of service for committee members ordinarily shall not exceed four (4) years, and no member shall be eligible to serve longer than six (6) years without rotating off the committee for a period of one (1) year.
- D. Any member who misses two committee meetings in succession of any committee of Presbytery is to be replaced unless he has a valid excuse. The committee will determine the validity of the excuse and will determine whether or not to accept it.
- E. No person shall serve on a Standing Committee who is called or employed by the committee or whose work or studies are supervised by the committee or who is directly affected by the outcome of the committee's work. (For example, a mission developer shall not serve on the Committee on Church Extension, or a resident of the ARP Manor shall not serve on the ARP Home Board of Directors.)
- F. In the event the chairman of a standing committee can no longer serve due to resignation, illness or transfer, the senior minister on the committee shall convene the committee for the purpose of electing a chairman.
- G. An annual report shall be made by all standing committees at either the Spring or Fall meeting of First Presbytery.

A. THE ASSOCIATE REFORMED PRESBYTERIAN HOME

Amended October 8, 2002, Amended January 10, 2012

MEMBERSHIP:

The Board of Directors of the Associate Reformed Presbyterian Home shall be composed of nine members. Each of the nine members shall serve a term of three years beginning the first day of July and ending the last day of June of the years indicated, with three members retiring each year. The Board shall elect a treasurer to serve at the pleasure of the Board. The treasurer, if not an elected board member, shall be an ex-officio member of the board.

DUTIES:

1. The Board shall be responsible for the maintenance and operation of the Associate Reformed Presbyterian Homes in the bounds of First Presbytery.
2. The Board will hold a minimum of two meetings a year.
3. The Board shall study and make recommendations to Presbytery concerning ways that Presbytery can enhance its ministry to people who have retired or who are living on fixed or supplemented income
4. The Board shall make periodic visits to the various homes under its oversight.
5. The Board shall receive requests and investigate sites on which additional homes can be constructed, and when appropriate make recommendations to Presbytery concerning these opportunities.
6. The Board shall make semi-annual written reports to the Presbytery at the Spring and Fall Stated Meetings.

B. STANDING COMMITTEE ON CANDIDATES AND EXAMINATIONS

Amended October 9, 2007, Amended October 10, 2011

MEMBERSHIP:

This Standing Committee shall be composed of twelve members each, with each member serving a term of four years, beginning the first day of July and ending the last day of June of the years indicated with three members retiring each year, with the memberships ordinarily consisting of one Teaching Elder and one Ruling Elder from each of the four districts of the Presbytery. Each district will ordinarily also have one additional representative. The members of this committee shall be excused from serving on the Moderator's Committees at the meeting of the Presbytery. The Nominating Committee will nominate candidates to be elected by First Presbytery at a stated meeting and is to try to maintain an equal balance of Teaching and Ruling Elders. The Chairman shall be elected by the Committee before the Fall Meeting of Presbytery and shall serve The Chairman shall be elected by the Committee before the Fall Meeting of Presbytery and shall serve for the remainder of his time on the Committee, preferably at least two years. A Vice-Chairman shall be elected to overlap the final year of the outgoing Chairman, and shall normally then succeed to the position of Chairman as stated above, to ensure a smoother transition from one chairmanship to the next. The Chairman shall be Presbytery's second representative on the Synod's Committee on the Minister and His Work.

1. CONCERNING CHURCHES WITHOUT A PASTOR:

It shall be responsible for counseling with churches regarding a pastoral call. A Procedure for Securing a Pastor for a Local Congregation has been adopted by the Presbytery. (Appendix 3)

2. CONCERNING MINISTERS TRANSFERRING INTO THE PRESBYTERY:

- a. It shall examine all Ministers who have applied for transfer into the Presbytery. Ministers transferring from outside the ARP Synod shall be given the theology portion of the written exam and then subsequently be examined orally by the Candidates and Examinations Committee primarily in regard to their theological views, but also their personal testimony and call and other areas as the committee sees fit. Ministers transferring from another ARP presbytery shall normally only be examined orally by the Candidates and Examinations Committee primarily in regard to their theological views, but also their personal testimony and call and other areas as the committee sees fit. The Committee though may administer the written exam in part or the whole to anyone if they have cause to explore a minister's views and competence more fully, though they should be ready to provide a rationale for doing so to the presbytery.

Ministers shall not be recommended for transfer unless they have an acceptable call within the presbytery or are eligible to be approved to a work outside the bounds of presbytery. Ministers who are honorably retired may also be recommended for transfer if they are from another ARP presbytery and their theological views remain in agreement with the ARP Standards as ascertained by the Committee.

- b. It shall examine the credentials and standing of Ministers transferring into the Presbytery and shall report to the Presbytery whether or not they are in order. Ministers seeking transfer shall not be presented to the full presbytery until the Candidates and Examinations Committee believes them to be acceptable candidates.
- c. If a minister wishes to transfer into First Presbytery who was ordained by a non-Presbyterian body, the Candidates and Examinations Committee shall make a determination as to whether to recommend the candidate for re-ordination or not, at which time the presbytery shall decide how to proceed.
- d. The Stated Clerk shall provide a Manual of Procedure of First Presbytery for each minister transferring into the Presbytery.

3. CONCERNING MINISTERS TRANSFERRING WITHIN THE PRESBYTERY:

It shall examine the call to ensure that it meets the requirements of Appendix 3. It may act as a commission to approve a call from a congregation in First Presbytery or an agency of the General Synod to a member in good standing of First Presbytery, providing that the call meets all requirements set forth in Appendix 3.

4. CONCERNING CHURCHES AND MINISTERS ENTERING TENT-MAKING OR PART-TIME RELATIONSHIPS

a. Purpose:

To provide a procedure for ministers and churches desiring to enter into tent-making or part-time relationships.

b. Definitions:

- i. Tent-making does not refer to a full-time minister who with the permission of his session spends only a minor part of his time in employment other than his church-related responsibilities.
- ii. The term tent-making ministry includes part-time ministries.
- iii. A tent-making minister is one whose working hours are more or less equally divided between serving a congregation in any ministerial capacity and working in another capacity of employment in order to obtain a total income necessary to provide a living for himself and his family.
- iv. A tent-making ministry that is self-initiated by a minister and that does not involve a call from a church is to be considered labor outside the ecclesiastical bounds of the Presbytery and shall be excluded from these provisions.

c. Policies and Guidelines

- i. Before a church and a minister may enter into any tent-making relationship, the call must be approved by the Presbytery.
- ii. The terms of call for a tent-making relationship must specify the number of hours in which the minister is expected to labor in his church related responsibilities and the total number of hours in which he may labor in any other capacity of employment. Any change in these terms must receive the approval of the Presbytery.
- iii. In tent-making relationships, First Presbytery's minimum compensation package shall be prorated according to the amount of time the minister is expected to labor in his church-related responsibilities. For example, if a minister is called for half-time work, one-half of the minimum terms shall apply.
- iv. Insurance and retirement consideration:
 - (A). A tent-making minister must be employed by a church for at least thirty hours a week in order to be eligible for Synod's insurance program. If it is available, and he so desires, he may seek coverage under a program carried by his non-church employer.
 - (B). A tent-making minister must be employed by a church for at least twenty hours a week in order to be eligible for Synod's retirement program. If a minister qualifies for this program, the church should pay the required amount into Synod's plan, and this should be included in the call.
- v. Any reference in this policy to another employer should be understood to apply equally to self-employment.
- vi. All provisions of this policy shall apply when conditions within a congregation make it necessary for a relationship to be changed from full-time to tent-making.

5. CONCERNING CANDIDATES FOR THE MINISTRY:

COMING UNDER CARE

- a. a. It shall examine men who ask to be taken under the care of the Presbytery as students of theology as to their Christian character, their conviction of being called of God to the ministry, their qualifications and their saving relationship with the Lord Jesus Christ. The candidate will normally be expected to give before Presbytery a testimony of his personal relationship to Christ and his reasons for desiring to be received, as a part of a recog-

mination service. A candidate must be enrolled in or a recent graduate of a graduate program (Master of Divinity) at a school approved by the Presbytery.

It is expected that a student will seek to come under care by the end of his middler year of studies at the latest (roughly 2/3 through his program of studies) – preferably sooner. Should a student seek to come under care later in his studies, the Candidates and Examinations Committee may require that he remain under care for a minimum of six months prior to a licensure exam in order to allow the presbytery enough time to sufficiently evaluate his qualifications and call. Students under the care of another presbytery (ARP or other) may be received by transfer under the status of a student if the Committee approves them. Students from another presbytery (ARP or other) who have completed their studies and have been extended a call from a congregation in First Presbytery may simply be examined for licensure and ordination without coming under care if the Committee so desires.

OVERSIGHT

- b. It shall appoint annually (12-month term, July-June) a Student Liaison to work with students under care. The Student Liaison shall be a minister in good standing of the Presbytery; if he is not currently serving on this committee, he shall serve as a non-voting advisory member of the committee. The Student Liaison is meant to assist and facilitate the work of the committee and in particular the chairman in keeping up with students under care. The Student Liaison shall work with each student in coordination with the committee, and shall:
 - 1. Contact them 3-4 times annually to stay up to date on their academic progress as well as their other needs and plans. Contact should be face to face when possible. A written report shall be given on each student to the committee 4 weeks prior to the spring and fall stated Presbytery meetings.
 - 2. Help to arrange their preaching schedule in coordination with the chairman of this committee as needed.
 - 3. Help to set up their written exam proctoring in coordination with the chairman of this committee as needed.
 - 4. Help to arrange the grading of the written exam if requested by the committee.
- c. It shall keep a careful check on the scholastic records of the candidates as needed and in keeping with privacy laws.
- d. It shall report to the Presbytery the progress of each student at the spring stated meeting of Presbytery.

FIELD WORK

- e. It shall cooperate with the seminary's Director of Field Work (or similar position) in seeking field work for the students as fits the student's schedule and also meets the requirements of the seminary they attend.

PREACHING

- f. It shall be responsible for having each student preach twice for Presbytery. The committee shall work with the student on selecting a text for each sermons, and shall require the student to submit to the Committee the manuscript of his sermon at least 2 weeks before the meeting of presbytery at which he is to preach. One sermon shall be from an Old Testament text and the other from a New Testament text (in either order).

The middler sermon will give evidence of his developing gifts, and shall be preached before the Committee after the student has taken at least the first course in preaching or homiletics. The student shall submit to the committee (1) a 3-5 page exegetical study on the passage, and (2) a manuscript of the sermon itself. The Committee on Candidates and Exams shall function as a commission of Presbytery to decide whether the middler sermon is acceptable as evidence of their progress. If not, they may ask the student to preach again.

The senior sermon will be delivered at a stated meeting and will be considered by the Presbytery as part of the trial for licensure. The student shall submit (1) a 3-5 page exegetical study on the passage and (2) a manuscript of the sermon itself to the committee. The sermon should not exceed 20 minutes in length (though the presbytery may further limit the length as needed). After the sermon, a pastor designated by the committee will

lead the suggestions and criticisms of the sermon. If the trials for licensure are sustained, the Moderator shall lead the service of licensure (FOG X C 8-9).

WRITTEN & ORAL EXAMINATION

- g. When a student candidate is ready to be examined in the areas of English Bible, church history and government (polity), theology, and pastoral care, he will request examination by the committee. The student will take the written exam in the above subject areas, completing it at least one week prior to meeting with the committee (the committee shall arrange a proctor and schedule for the student to take the written exam as they deem best). A grade of 80% in each subject area shall be necessary to pass; if a student scores lower than that on any section, he may retake that section as arranged by the committee. A section may only be retaken once. He will then meet with the committee for an oral exam in which briefer questioning shall occur for clarification of his answers or views. Reasonable accommodations shall be made for those who do not speak English as their first language. If the committee passes the candidate, they will arrange for him to be examined briefly on the floor of Presbytery primarily in theological views and will lead the exam that is representative of the committee exam. (FOG X C 3; D 2 b (1-4)). If the committee does not think the student ready, they will not present him to Presbytery.
- h. The Stated Clerk shall provide a Manual of Procedure of First Presbytery for each student in paper or electronically

6. CONCERNING EXCEPTIONS TO THE STANDARDS

- a. Candidates for licensure and ministers seeking membership in the Presbytery will let it be known to the Candidates and Examinations Committee whether they hold to any exceptions to the Standards. They will then provide the Committee with a written statement on biblical and theological grounds upon which the exceptions are held and in what circumstances and manner the exceptions would be taught.
- b. The Candidates and Examinations Committee shall inform the Presbytery as part of its presentation and written report: The exceptions taken by a candidate, and the exact reference in the Standards; the biblical and theological grounds on which the exceptions are held by the candidate; the Committee's recommendation on whether or not the exception should be accepted and may be taught.
- c. Presbytery then makes the final determination whether a man's exceptions are acceptable or not. In any case, the candidate's or minister's statement shall be recorded in the minutes of Presbytery.

C. STANDING COMMITTEE ON CHRISTIAN EDUCATION

MEMBERSHIP:

The Standing Committee on Christian Education shall be composed of eight members, each serving a term of four years beginning the first day of July and ending the last day of June of the years indicated, with two members retiring each year, with the membership consisting of four Teaching Elders and four lay persons. The Presbyterial Youth Chairman and the President of the First Presbytery High School Youth Council shall serve as ex-officio members. The Directors of the High School and the Middle School Retreats are to serve as advisory members. A Treasurer shall be elected by the committee before the Fall meeting, shall serve for four years and shall be an Advisory member. The Chairman shall be elected by the Committee before the Fall Meeting of Presbytery and shall ordinarily serve for three years. The Chairman shall be Presbytery's representative on the Synod's Board of Christian Education.

DUTIES:

1. This Committee cooperates with the Board of Christian Education and other Boards and Committees of Synod in carrying out Synod Programs related to this Committee's work. It will seek to coordinate Synod, Presbytery and local programs.
2. On the Presbytery level, the Committee is responsible for all Presbytery matters related to Christian Education. This would include such things as providing and promoting opportunities for leadership training, for providing and promoting a program of vocational guidance and of camps, conferences, retreats, etc. in cooperation with Synod, for providing and promoting opportunities for church officer training, for the promotion of Christian higher education through Erskine College and Erskine Theological Seminary and through work with Associate Reformed Presbyterian students in other colleges and universities, for advising local congregations concerning the local program of Christian education, and for studying and recommending to Presbytery long-range proposals for furthering the work of Christian Education in the Presbytery.
3. This Committee prepares a complete budget, which is recommended to Presbytery at the Fall Meeting. Careful records are kept and an annual accounting of income and expenditures is given to Presbytery at the Spring Meeting.
4. This Committee shall make a report to each Stated Meeting of Presbytery.

D. STANDING COMMITTEE ON CHURCH EXTENSION

Amended March 12, 2002

MEMBERSHIP:

The Standing Committee on Church Extension shall be composed of eight members, each serving a term of four years beginning the first day of July and ending the last day of June of the years indicated with two members retiring each year, with the membership consisting of a Teaching Elder and a lay person from each of the four districts of First Presbytery. The Presbyterial Witness and Outreach Chairman shall serve as an ex-officio member. The Chairman shall be elected by the Committee before the Fall meeting of Presbytery and shall ordinarily serve for three years. The Chairman shall be Presbytery's representative on the Synod's Board of Outreach North America.

DUTIES:

1. **EVANGELISM:** This Committee shall continually stimulate the spirit of Evangelism in the Presbytery. It shall cooperate with the Synod's Board of Outreach North America, the Presbytery Committee on World Witness and the Board of World Witness, and shall devise and present to the congregations various programs of endeavor and appropriate motivation of evangelistic effort.
2. **CHURCH EXTENSION:** This Committee shall always be informed of Presbytery's Church Extension work and of Synod's Board participation in work within the Presbytery; specifically as follows: (a) It shall promote the work of Church Extension within the bounds of the Presbytery. (b) It shall work with Synod's Board of Outreach North America to provide for assistance as needed, always encouraging the aided churches toward self-support. (c) It shall maintain a current study of all Church Extension Congregations within the Presbytery, noting their present and probable future needs, and their own ability to meet those needs, and therefore affording a body of factual information for its guidance. (d) It shall recommend elders from organized congregations to serve on the provisional sessions of mission congregations. (e) It shall review all the budgets of Church Extension Churches before the congregation adopts them. (f) The Committee shall receive and respond to inquiries from churches/groups who desire to explore a relationship with the Presbytery. The Committee will make recommendations to the Presbytery concerning the reception of these congregations/groups (cf. Appendix 10). (g) The Committee will serve as the liaison between newly received organized congregations and the Presbytery for a period of up to one year to provide assistance and orientation to congregations transferring into the Presbytery. (h) It shall analyze Church Extension work in its entirety and shall recommend policies to the Presbytery when necessary. (i) The Committee is to communicate with the appropriate NAPARC Presbyteries concerning church extension work as per Items #2 and #3 of the NAPARC "Comity Agreement" (Appendix 12).
3. **CHURCH LOCATION AND PLANNING:** This Committee's responsibility shall include all areas of Church Extension, such as: guidance for churches in locating new buildings, the organization of new churches, and the grouping of churches for more effective pastoral service and preaching (cf. Appendix 11).
4. The Committee shall recommend to First Presbytery a candidate for the position of Director of Church Extension.
5. This Committee shall oversee the work of the Presbytery's Director of Church Extension.
6. This Committee shall make a report to each Stated Meeting of Presbytery.

E. STANDING COMMITTEE ON CONGREGATIONS

MEMBERSHIP:

The Standing Committee on Congregations shall be composed of eight members, each serving a term of four years beginning the first day of July and ending the last day of June of the years indicated with two members retiring each year, with the membership consisting of four Teaching Elders and four lay persons. The Chairman shall be elected by the Committee before the Fall Meeting of Presbytery for the following year.

DUTIES:

1. This Committee shall receive the reports of the congregations within the Presbytery, which shall be sent by the local Sessions to the Stated Clerk of Presbytery by February 15, and shall tabulate the information contained within them. The report of the Committee on Congregations shall be sent to the Stated Clerk by March 1 of each year and approved at the Spring Meeting of Presbytery.
2. This Committee shall offer observations and recommendations pertinent to congregational life as it deems appropriate.
3. This Committee shall check the Sessional records of Churches in Districts 1 and 2 of First Presbytery at the Spring Meeting of Presbytery and Districts 3 and 4 at the Fall meeting. Each Church shall be responsible to bring its own sessional records to this meeting and the Committee on Congregations, along with additional help drafted from Presbytery, if needed, will do the work.
4. This Committee shall counsel and advise the Elders and Deacons Associations of First Presbytery.
5. This Committee shall counsel and advise First Presbytery's Reporter and shall be responsible for conveying the Reporter's needs to the appropriate committee of Presbytery.

F. STANDING COMMITTEE ON THE MINISTER AND HIS WORK

Amended June 8, 2004, March 8, 2005, October 9, 2007, March 9, 2010)

MEMBERSHIP:

The Minister and His Work Committee shall be composed of twelve members, with each member serving a term of four years, beginning the first day of July and ending the last day of June of the years indicated with three members retiring each year, with the memberships ordinarily consisting of one Teaching Elder and one Ruling Elder from each of the four districts of the Presbytery. Each district will ordinarily also have one additional representative. The members of these committees shall be excused from serving on the Moderator's Committees at the meeting of the Presbytery. The Nominating Committee, in consultation with the Minister and His Work Committee and in consideration of the needs of the Committee, will nominate candidates to be elected by First Presbytery at a stated meeting and is to try to maintain an equal balance of Teaching and Ruling Elders. The Chairman shall be elected by the Committee before the Fall Meeting of Presbytery and ordinarily shall serve for four years. The Chairman of the Minister and His Work Committee shall be Presbytery's first representative on the Synod's Committee on the Minister and His Work.

DUTIES:

1. AS A COMMISSION OF FIRST PRESBYTERY:

- a. It shall dissolve pastoral relationships when requested to do so by the Minister, provided the congregation of the Church Extension Committee has concurred in either a duly called congregational meeting or a committee meeting of the Church Extension Committee.
- b. It shall authorize the Stated Clerk of the Presbytery to grant letters of transfer to other Presbyteries. The Commission shall contact the appropriate standing committee in order to ascertain if ministers have outstanding financial obligations to the Presbytery or Synod.
- c. It shall visit churches in which difficulties have arisen for the purpose of inquiring into the difficulties and to counsel with the parties concerned. It may act to correct these difficulties when requested to do so by the minister and/or Session. It shall act to correct these difficulties as directed by the Presbytery.
- d. All such corrective actions taken as a commission shall be reported to the Presbytery for review within 4 weeks. Upon direction of the Presbytery a full account of a case requiring commission action is to be provided.
- e. When action is taken as a commission, all parties involved shall be informed that the matter will be reviewed by the Presbytery. All such actions, including actions in judicial cases without process (see *Book of Discipline* V.A.8), stand until review and action by the Presbytery. Such actions by a commission may be sustained, overruled, or modified by the Presbytery.
- f. If the difficulty entails the need for a judicial case with process under the jurisdiction of the Presbytery, the Committee shall report this need to the Presbytery for review and action. In such matters requiring process, the Committee is not to act as a judicial commission unless agreed upon by the parties involved (see *Form of Government*, XIV.B.2.b) and as directed to do so by the Presbytery.
- g. It shall function as an ecclesiastical commission to carry out ordination and/or installation services for those pastors who have been approved and who have an approved Call by previous action of Presbytery to accept a Call to a pastoral position in First Presbytery or in an approved ministry laboring outside the bounds of First Presbytery.

2. CONCERNING CHURCHES WITH A PASTOR:

- a. It shall encourage congregations to take care of the minister (adequate, salary, housing, etc.)
- b. Study the annual review of the compensation package of each congregation and inquire when they feel a problem has arisen. The Stated Clerk of First Presbytery will mail an annual review form with the announcement of the Fall Meeting of Presbytery. This form will be mailed to the Committee secretary. The results will be published in the Spring *Minutes of First Presbytery*.

- c. It may visit churches in which difficulties have arisen for the purpose of inquiring into the difficulties and to counsel with the parties concerned when requested to do so by the Minister and/or Session or as directed by the Presbytery.

3. CONCERNING CHURCHES WITHOUT A PASTOR:

- a. It shall maintain active supervision over all vacant churches in the Presbytery and shall appoint Moderators of Sessions after consultation with the Session.
- b. It shall be responsible for counseling with Sessions regarding Stated Supplies, and Occasional Supplies when a church is without a Pastor. The Session shall seek the counsel of the Committee before making arrangements for the supply of the church's pulpit during a period of vacancy. A Policy for Pulpit Supply has been adopted by the Presbytery (Appendix 2).
- c. It may visit churches in which difficulties have arisen for the purpose of inquiring into the difficulties and to counsel with the parties concerned when requested to do so by the Session or as directed by the Presbytery.

4. CONCERNING MINISTERS LABORING OUTSIDE THE ECCLESIASTICAL BOUNDS OF FIRST PRESBYTERY:

- a. It shall receive and review the annual reports of ordained ministers laboring outside the ecclesiastical jurisdiction of First Presbytery. An ordained minister shall not be considered to be laboring outside the bounds of First Presbytery when he is serving in any capacity with any agency or institution of the General Synod of the ARP Church.
- b. Not less than thirty days before the annual reports are to be submitted to the committee, it shall, through its chairman, send a written notice by mail, return receipt requested, to ministers who are laboring outside the ecclesiastical bounds of the Presbytery.
- c. It shall present a condensation of these annual reports to the Spring Stated Meeting of the Presbytery.
- d. In its report, it may make recommendations on matters arising from these reports in relation to the *Book of Discipline*, Chapter VIII. Withdrawals. A. Ministers.: Paragraphs 4 and 5.

G. STANDING COMMITTEE ON NOMINATIONS

MEMBERSHIP:

The Standing Committee on Nominations shall be composed of eight members, each serving a term of four years, beginning the first day of July and ending the last day of June of the years indicated, with two members retiring each year, with the membership consisting of four Teaching Elders and four Ruling Elders. The members of this Committee shall be excused from serving on the Moderator's Committees at the meeting of Presbytery. The Chairman shall be elected by the committee before the Fall Meeting of Presbytery and ordinarily shall serve for three years. The Chairman shall be Presbytery's representative on the Synod's Committee on Nominations.

DUTIES:

1. This Committee shall determine the best available persons to perform the Presbytery's work and to present their names to the Presbytery for election to the respective offices. It shall not be required to appoint by districts but shall be mindful of the need of district representation.
2. It shall nominate persons for all Presbytery offices that are vacant or are to become vacant through rotation with the exception of the Moderator and Vice-Moderator.
3. It shall nominate persons for all vacancies occurring on the Standing Committees of the Presbytery and for any special committees of the Presbytery.
4. It shall select a Page to represent First Presbytery at the General Synod, according to Synod's policy.
5. It shall place in nomination only the names of those persons (including Teaching Elders) who have expressed their willingness to serve and shall give to the Stated Clerk the full name, address, and telephone number of each nominee.
6. It shall be responsible through its chairman to notify newly elected appointees of Presbytery's Boards and Committees of their respective position of service. Said notification shall be made within 30 days of election.

H. STANDING COMMITTEE OF STEWARDSHIP AND FINANCE

Amended March 12, 2002, March 11, 2003; October 9, 2012

MEMBERSHIP:

The Standing Committee on Stewardship and Finance shall be composed of eight members, each serving a term of four years beginning the first day of July and ending the last day of June of the years indicated with two members retiring each year, with the membership consisting of four Teaching Elders and four lay persons. The Stated Clerk, the Treasurer of First Presbytery and the Assistant Treasurer of First Presbytery shall serve as advisory members. The chairman shall be elected by the Committee before the Fall Meeting of Presbytery and ordinarily shall serve for three years. The chairman shall be Presbytery's representative on Synod's Committee on Stewardship and Finance.

DUTIES:

1. It shall aid the local congregations in finding vital means of promoting stewardship among their people.
2. It shall work with Synod's Committee on Stewardship in carrying out Synod's Stewardship program in the Presbytery.
3. It shall determine annually the amount assessed per active member to satisfy the funding for First Presbytery's General and Church Extension Fund. The amounts shall be presented for approval at the Fall Stated Meeting. Churches should contribute one-half of their commitments before the Spring and Fall Stated Meetings of Presbytery. Newly established missions who have yet to establish membership rolls participate in the funding of the presbytery by contributing annually a minimum of \$50.00 to be invested equally in the General Fund and the Church Extension Fund.
4. It is to prepare a budget which shall be presented to the Presbytery for approval at its Fall Meeting.
5. It shall serve as an advisor to the Treasurer, or the Assistant Treasurer, as required in the fulfillment of their duties. The committee will consult at least annual with such financial advisors as are available regarding the investment of the monies of the Presbytery.
6. It shall perform, or cause to perform, an annual review of the Treasurer's record and reports. This review will be submitted to Presbytery at a Stated Meeting.

I. STANDING COMMITTEE ON THEOLOGICAL AND SOCIAL CONCERNS

MEMBERSHIP:

The Standing Committee on Theological and Social Concerns shall be composed of eight members, each serving a term of four years beginning the first day of July and ending the last day of June of the years indicated with two members retiring each year, with the membership consisting of four Teaching Elders and four Ruling Elders. The Chairman shall be elected by the Committee before the Fall Meeting of Presbytery for the following year.

DUTIES:

1. This committee shall receive any overtures dealing with Doctrinal matters which may come into the hands of the Presbytery. It shall make a detailed study of the Overtures and to the Doctrines to which they relate and shall make appropriate recommendations to the Presbytery concerning them.
2. This committee shall survey matters of Doctrine within the Presbytery and any trends or teaching contrary to the teachings of the Word of God which would affect the church's work, life, and fellowship. It shall be proper for this committee to confer with any minister or congregation within the Presbytery in an effort to correct any Doctrinal Matters affecting that congregation, at the request of the Presbytery.
3. This committee shall be responsible for the presentation to the Fall Meeting of Presbytery a *Doctrinal Sermon*. This sermon shall be for the purpose of challenging the Presbytery through our Doctrines to a greater understanding of, love for, and service to, our God. The Committee is not to be limited to members of First Presbytery in selecting one to render this service.

J. STANDING COMMITTEE ON THE TRUSTEES OF FIRST PRESBYTERY

MEMBERSHIP:

The Standing Committee on the Trustees of First Presbytery shall be composed of eight members, each serving a term of four years beginning the first day of July and ending the last day of June of the years indicated with two members retiring each year, with the membership consisting of a Teaching Elder and a lay person from each of the four districts of the Presbytery. At least one member shall be an attorney. The Chairman shall be elected by the Committee before the Fall Meeting of Presbytery for the following year.

DUTIES:

1. The duties of this committee are defined in the *Form of Government*, Chapter 12, Section B, 2, g., as follows: “To approve or disapprove the buying, selling, mortgaging or leasing of any real property by a congregation over which the Presbytery may have control or jurisdiction.”
2. This committee may advise and counsel local congregations concerning the buying, selling and/or leasing of real property, and, when appropriate, make recommendations to the Presbytery concerning these matters.
3. This committee may advise and counsel local congregations concerning new construction, and, when appropriate, make recommendations to the Presbytery concerning these matters.
4. This committee shall be charged with the oversight of any real property owned by First Presbytery. (Church property in the ARP Church is owned and controlled by the local congregation. On occasion the Presbytery may purchase property on behalf of a mission congregation. Said property is to be deeded to the local congregation on the day the mission is organized.)
5. The chairman and a trustee of his choosing are authorized to sign and execute documents relating to the borrowing of funds from the Board of Outreach North America, General Synod Associate Reformed Presbyterian Church Revolving Loan Fund.
6. The Clerk of Presbytery will forward a statement of official actions that authorize the borrowing of funds to the chairman of the trustees.

K. STANDING COMMITTEE ON WORLD WITNESS

MEMBERSHIP:

The Standing Committee on World Witness of First Presbytery shall be composed of eight members, each serving a term of four years beginning the first day of July and ending the last day of June of the years indicated with two members retiring each year, with the membership consisting of a Teaching Elder and a lay person from each of the four districts of the Presbytery. The Chairperson shall be elected by the committee before the Fall Meeting of Presbytery for the following year. Also, the mission chairman of First Presbyterial shall serve as an advisory member.

DUTIES:

1. The Committee shall encourage each local Session to select a World Witness Coordinator, who:
 - a. is vitally concerned about the church's world wide mission
 - b. will give this work a high priority in serving Christ.
2. The Committee shall disseminate information to the local churches through the World Witness Coordinator and to communicate to the World Witness Office through the Presbytery on the needs and the plans of the local churches for promoting missions.
3. The Committee shall provide in cooperation with Synod's Board of World Witness the following:
 - a. information, instruction and encouragement to pastors, mission coordinators and congregations
 - b. the exchange of information on local church programs and plans for promoting missions
 - c. assistance in the promotion of short-term mission trips with World Witness Coordinator.
4. The Committee shall report to the Spring and Fall Stated meetings of First Presbytery
5. The Committee shall serve as a liaison between the Presbytery and ordained ministers of First Presbytery who are serving as missionaries in foreign countries. The Committee's responsibilities to these missionaries will include:
 - a. assign one of its members as a liaison for each missionary.
 - b. report on missionaries who are members of First Presbytery.
 - c. correspond with the churches in First Presbytery when special prayers are needed for missionaries from First Presbytery.
6. The Committee may report to First Presbytery on the work and prayer needs of World Witness missionaries from churches within First Presbytery.

ARTICLE IX: THE MODERATOR'S COMMITTEES

- A. The Moderator's Committees are committees appointed by the Moderator-Elect of the Presbytery to serve for the duration of one regular meeting of the Presbytery. Generally, their function is to review any papers which are referred to them and to convey to the Presbytery recommendations concerning them. At each Stated Meeting the Moderator shall appoint the Committee on Memorials and Resolutions and any other special committees as needed. The Moderator's Committee in making its report to Presbytery shall submit at least three typewritten copies for the use of the Moderator and Clerks.
- B. The Committee on Memorials and Resolutions shall be composed of three Teaching Elders and Ruling Elders from three churches. (Churches are appointed alphabetically.) Candidates for the Ministry may be assigned to a committee as an observer. The Chairman of this Committee is to be appointed by the Moderator. The officers of Presbytery, members of the Standing Committee on the Minister and His Work and Standing Committee on Nominations are excused from serving on Moderator's Committees.
- C. The Committee on Memorials and Resolutions shall consider all Memorials placed before the Presbytery by Sessions or by individual Teaching Elders or Ruling Elders or by any other source, and shall offer to the Presbytery appropriate recommendations regarding them.

APPENDIX 1 RULES FOR SESSIONS AND SESSIONAL RECORDS

1. Each meeting should be opened and closed with prayer.
2. Sessions should meet at least monthly.
3. Sessions must send the name of the appointed delegate to Presbytery to be enrolled, whether or not he attends, and afterwards call upon the delegate appointed to report as to his attendance.
4. Minutes of each meeting should be read and approved at the next subsequent meeting, or as soon thereafter as practicable.
5. Records of baptisms, deaths, admissions, and demissions must be kept in the regular minutes. For ready reference, it is recommended that another listing be separately maintained in the church office.
6. Minutes must be sent to the appropriate meeting of Presbytery, and delinquency without an approved reason is to be regarded as censurable neglect. The Clerk of Presbytery is to make a note of such delinquents and call the matter up at the Spring Meetings as unfinished business. (Cf. Article VIII, Section C, Duty 3, p. 12)
7. The name of the congregation to which it belongs should appear in plain letters on Records.
8. Minutes must be signed by Moderator and Clerk of Sessions.
9. Minutes should include names of Elders present and absent, time, and location of the meeting.
10. A Quorum's presence should be indicated.
11. A copy of the church budget commensurate with the records being examined should be included.
12. A statement of purpose for the church involved should be drafted and located in the opening pages of the record book.
13. Minutes of Congregational meetings should be signed and attached.
14. In compliance with the *Form of Government* XI, B, (h), the Session should have read the minutes of the Board of Deacons, preferably early in the calendar year for the previous calendar year.
15. Neatness is always insisted upon.
16. The Committee of Presbytery on Sessional Records will mark defects and note points worthy of commendation on Records just after last page.
17. These rules are to be pasted on the first inside page of the records of Sessions.

APPENDIX 2 POLICY FOR PULPIT SUPPLY WITHIN THE PRESBYTERY

Amended October 14, 2003

The Minister and His Work Committee shall be responsible for working with (1) local congregations that needs persons to supply and (2) persons available for supply work.

I. LIST OF PERSONS AVAILABLE

The Minister and His Work Committee shall maintain an approved list of persons available for pulpit supply. The list shall include retired ministers, ministers serving in special ministries, i.e., ministers who are on the roll of Presbytery in non-pastoral duties and non-ordained students and lay persons. Suggestions for this list shall be received from ministers and sessions.

II. PROCEDURE FOR CONGREGATIONS THAT NEED A SUPPLY

Congregations that need a supply, occasional or stated, may contact the Minister and His Work Committee, through the chairman, requesting the names of available persons for supply work. The Minister and His Work Committee, if requested, will make contact with an available supply to fulfill a requested appointment.

III. RESPONSIBILITY OF PERSONS WHO SUPPLY

Persons who permit their names to be placed on the supply list shall be careful to fulfill all commitments. Failure to meet an appointment, unless providentially hindered, shall be reason for removal of names from supply list.

IV. RESPONSIBILITY OF CONGREGATION TO SUPPLY

1. Remuneration for occasional supply shall be at least \$100.00 flat amount, plus IRS travel rate.
2. Congregations seeking stated supplies shall negotiate with the minister the terms of service and monthly remuneration with the approval of Presbytery (Cf. Form of Government, Chapter X, E., 4).

V. UPDATING AND CHANGING OF SUPPLY LIST

New names shall be added at the discretion of the Minister and His Work Committee. Persons wishing to withdraw their names may do so at any time by notifying the Minister and His Work Committee.

APPENDIX 3 PROCEDURE FOR SECURING A PASTOR FOR A LOCAL CONGREGATION

Amended October 10, 2011

The following outline sets forth the sequential steps that must be followed by a congregation and the Presbytery.

I. ELECTION OF A NOMINATING COMMITTEE

The congregation shall elect a Nominating Committee to recommend a pastor (*FOG X, E: 6*). It is suggested the Committee be made up active members in good standing who are mature in their faith; at least two elders shall be on the committee.

II. NOMINATING COMMITTEE TO CONFER WITH PRESBYTERY'S COMMITTEE ON CANDIDATES & EXAMINATIONS

The chairperson of the Nominating Committee before any minister is considered or contacted shall contact the chairperson of Presbytery's Committee on Candidates & Examinations and arrange for a meeting. It shall be the responsibility of the Committee on Candidates & Examinations to provide counsel in the consideration and selection of possible candidates. The Committee on the Candidates & Examinations shall be responsible for counseling with churches regarding a pastoral call. The Committee shall be available to consult with every (Nominating) Committee which is seeking the services of a full-time minister. When requested, it shall advise the (Nominating) Committee regarding the merits, availability and suitability of any man whose name is contemplated for nomination to the congregation, and shall have the privilege of suggesting names to the (Nominating) Committee. No call to a permanent pastoral relationship shall be in order for consideration by the Presbytery unless the church has received and considered the counsel of the Presbytery through its Committee before action is taken to issue a call.

III. THE PROCEDURE TO BE FOLLOWED BY PERSONS OUTSIDE A CONGREGATION WHEN SUBMITTING NAMES TO THE NOMINATING COMMITTEE

1. Any Person or persons who have the name of a prospective minister to recommend to a Nominating Committee are to consult with Presbytery's Committee on Candidates & Examinations and seek its advisement.
2. The Committee shall act on the name received and inform the person submitting said name of the action taken by the Committee within fourteen days. The individual submitting the name shall then proceed at his own discretion.
3. *Under the guidance of the Holy Spirit*, Nominating Committees are free to search for any candidate they see *fit and inform* the Committee on Candidates & Examinations for the purpose of examination, prior to presentation to their Session.
4. Any person approached by a Nominating committee has a right to submit a name and shall immediately notify the Committee on Candidates & Examinations.

IV. REPORT OF NOMINATING COMMITTEE TO PRESBYTERY'S COMMITTEE ON CANDIDATES & EXAMINATIONS.

When the Nominating Committee has agreed upon a person to recommend, it shall then relate this information to Presbytery's Committee on Candidates & Examinations, which shall examine the pending call and arrange for examination of the candidate..

V. REPORT OF PRESBYTERY'S COMMITTEE CANDIDATES & EXAMINATIONS

After examination of Candidate, Presbytery's Committee on Candidates & Examinations shall then make its recommendation to the Nominating Committee: (1) To approve candidate; or (2) to disapprove candidate. If the recommendation is for disapproval, the Candidates & Examinations Committee will explain the reason for its recommendation to the Nominating Committee and recommend that the Nominating Committee begin again with Section II.

When the Nominating Committee disagrees with the recommendations of the Presbytery's Committee on the Candidates & Examinations, the matter shall be resolved by the Presbytery.

VI. REPORT OF NOMINATING COMMITTEE TO SESSION

The Nominating Committee, having secured permission to submit a candidate's name for congregational consideration, shall request the Session to call a congregational meeting for the purpose of hearing and acting upon the request of the Nominating Committee. The Nominating Committee's report should include all pertinent data concerning the nominee: education, experience, and other qualifications. The report should also include the terms of the Call agreed upon between the Nominating Committee and the prospective Pastor.

The recommended minimum compensation package for Pastors serving one or more churches as the installed Pastor is:

1. \$19,000 base salary
2. Housing allowance or provide manse and utilities
3. 100% of Synod's life and health insurance.
4. \$2,000 minimum travel allowance
5. Ministerial retirement as prescribed by Synod
6. \$300 for continuing education
7. Expenses for meetings of Presbytery and Synod
8. One month vacation
9. Two weeks to hold evangelistic services with church paying supply
10. One week for continuing education
11. Other fringe benefits as determined by the local session
12. 100% moving expenses
13. Review annually the terms of compensation. This review will take place prior to the annual preparation of the church budget and will involve the participation of an Elder and a Deacon meeting with the minister to discuss his needs and the most beneficial allocation of salary and allowances.

VII. CALL OF CONGREGATIONAL MEETING

After the Session approves the report of the Nominating Committee and calls a congregational meeting, the "...meeting shall be presided over by the Moderator of the Session appointed by the Presbytery, who shall be responsible for having a call properly drafted" (*FOG X, E. 7b*). The form of the call shall be as follows:

CALL FOR A PASTOR

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

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

- a. Pay you an annual salary of \$_____, in at least monthly payments.
- b. Housing (Check all that apply):
 - (1)_____Provide you with the free use of a manse with utilities.
 - (2)_____Provide you with the free use of a manse without utilities.
 - (3)_____Provide you with a housing allowance of \$_____, in at least monthly payments.
- c. Pay your moving expenses
- d. Grant you a travel allowance of \$_____ annually.
- e. Pay into the Associate Reformed Presbyterian Retirement Plan Fund as prescribed by the General Synod.
- f. Group Insurance (Check all that apply):
 - (1)_____Pay_____% of the cost of your participation in Synod's insurance programs (life, dependent life, medical, dental, accidental death and dismemberment, and disability).
 - (2)_____Pay_____% of the cost of your family's participation in Synod's insurance programs (medical and dental)
- g. Grant you an annual vacation of _____ weeks.
- h. Grant you two weeks to hold evangelistic services with church paying supply
- i. Grant one week for continuing education.

- j. Pay \$_____ for continuing education.
- k. Pay expenses for Meetings of Presbytery and Synod.
- l. Review with you annually the adequacy of this compensation.
- m. Other. (Attach)

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

In the event of **total disability**, as defined in the Synod's insurance program, we promise:

- a. _____ To continue the provisions of this call during the prescribed waiting period for commencement of benefits from Synod's insurance program. (90 days)
- b. _____ To continue the provisions of this call for a period not to exceed _____ months from the onset of total disability.
- c. _____ If you are residing in the manse, and during the month following the terms outlined in "a" or "b" above, to assist you in relocating and to contribute \$_____ toward your relocation expenses.
- d. _____ Other. (Attach)

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

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

In testimony whereof we have respectively subscribed our names this _____ day of _____, A.D. _____.

Signatures:

- 1. Elders
- 2. Deacons
- 3. Members

"It is desirable that the choice be unanimous, or nearly so. If the minority persists in its rejection of the nominee, the congregation shall be asked to reconsider its vote. A full account of the voting will accompany the Call" (*FOG X, E: 8*).

Following the moderation of the call, "The signed call shall be confirmed in writing by the Moderator. It shall be presented by one or more congregational commissioners to the Presbytery for approval (*FOG X, E.10*). The form to be used is as follows:

ATTESTATION OF A CALL

On (month) , (day) , (Year) , I presided in the moderation of a call for (candidate) as pastor at the (local) Church.

_____, Moderator

VIII. REPORT OF CONGREGATIONAL MEETING TO COMMITTEE ON CANDIDATES & EXAMINATIONS

Following the congregational meeting, the Moderator shall forward the call and the attestation of the call to the Committee Candidates & Examinations for review and recommendation to Presbytery. If the call is in order, the Committee on Candidates & Examinations shall arrange for a meeting of the Presbytery to examine the pastor-elect.

IX. MEETING OF PRESBYTERY

“No person shall be chosen for pastor of a congregation who has not been regularly ordained, or examined by the Presbytery and approved for ordination” (*FOG* X, E: 1). If the Presbytery approves, the call will be tendered to the pastor-elect for acceptance.

If the call is accepted, the pastor-elect shall then be granted permission to move onto the field of service.

X. INSTALLATION

The Committee on the Minister and His Work, along with the pastor-elect and Session, shall arrange for the service of installation.

An Ecclesiastical Commission appointed by the Presbytery to ordain and install a minister at a called meeting of First Presbytery shall not be fewer in number than three (3) members, consisting of at least two (2) ministers and one (1) ruling elder. (*FOG*, XIV B. 3. (d) (2)).

All members of an Ecclesiastical Commission shall participate in a service of ordination and installation of a minister at a called meeting of First Presbytery. Others may be allowed to participate (including guest outside our denomination) if approved by the Committee on the Minister and His Work, the Session, and the pastor-elect.

An Ecclesiastical Commission appointed by the Presbytery to install a previously ordained minister shall consist of the same number of members as above without need of a called meeting of First Presbytery.

APPENDIX 4 RECOGNITION SERVICE FOR A CANDIDATE FOR THE MINISTRY

The candidate shall stand before the Moderator, who shall preside. The Moderator shall ask the following questions, to which the candidate shall answer, "I do." The Moderator shall begin by saying, "The First Presbytery, having approved your testimonials and sustained your examination, now requires you to answer the following questions:

1. Do you promise in reliance upon the grace of God to maintain a character consistent with your Christian profession and to be diligent and faithful in making full preparation for your ministry?
2. Do you promise to submit yourself to the supervision of the Presbytery in matters concerning your preparation for the ministry of the Word?
3. Do you desire now to be received by this Presbytery as a candidate for the Christian ministry in the Associate Reformed Presbyterian Church?"

The Moderator shall then offer an appropriate prayer, at which time the candidate may kneel.

Following the prayer the Moderator shall say:

"In the name of the Lord Jesus Christ, the great head of the Church, I do now by the authority of the Presbytery declare that you are acknowledged and received as a Student of Theology in the Associate Reformed Presbyterian Church, and I do now direct that your name be recorded on the roll of this Presbytery as a Candidate for the Gospel Ministry."

The Moderator shall then present to the candidate a Bible provided by the Presbytery for this purpose. The Moderator shall say:

"Take now this Holy Bible, and be diligent to study the things which are written therein, that, as much as in you lies, you may faithfully and truly teach the Gospel of the grace of God."

Following this the Moderator shall close the service with a Benediction or Prayer.

APPENDIX 5 REQUIREMENTS FOR A CANDIDATE FOR THE MINISTRY

Amended October 14, 2003

1. A Candidate for the Ministry shall be a member of a congregation in First Presbytery and endorsed by the church's Session (cf. *Form of Government*, Chapter X, D, 1a).
2. Candidates for the ministry under the care of the First Presbytery shall be graduates of an accredited college.
3. Candidates for the ministry under the care of First Presbytery who matriculate with the desire to be ordained by the Presbytery, i.e.,:
 - a. candidates enrolled by the Presbytery,
 - b. candidates who transfer to First Presbytery from other Presbyteries within the ARP Church, and
 - c. candidates who transfer to First Presbytery from non-A.R. Presbyterian communions,shall be required to pass an objective test administered by the Candidates and Examinations Committee which shall include Associate Reformed Presbyterian Church History, Polity, Systematic Theology, Bible, and Worship and Sacraments.
4. Candidates for the ministry under the care of First Presbytery for ordination must be graduates from a seminary approved by the American Association of Theological Schools.
5. Candidates coming from another judicatory (whether from within or outside of our denomination) will follow these guidelines if they become candidates for the ministry under our care.
6. Candidates shall be required to attend one stated meeting of Presbytery each year unless providentially hindered.
7. The candidate will preach twice before Presbytery. The committee on Candidates and Examinations shall work with the student, his Minister-Sponsor, faculty advisor or homiletics professor on selecting a text for each of these sermons, with one being from an Old Testament passage and one from a New Testament passage, and shall require the student to submit to the Committee the manuscript of his sermon at least 4 weeks before the meeting of presbytery at which he is to preach. The first sermon will give evidence of his developing gifts. The second sermon will be delivered at a stated meeting and will be considered by the Presbytery as part of the trial for licensure. After the sermon, the student's minister sponsor will lead the considerations (suggestions and criticisms) of the Presbytery. If the trials for licensure are sustained, the moderator shall lead the service of licensure (FOG X C 8-9).
8. Candidates in their final year of seminary shall prepare a statement of their faith which shall be sent to the Committee at least one month before they preach before Presbytery.
9. Candidates shall inform Presbytery, in writing, through the Stated Clerk, of their desire for Licensure and/or ordination at least one month prior to the time for such services to be held.
10. Candidates shall not be ordained until the completion of courses required for graduation from Seminary and have a commitment to a definite phase of the Christian Ministry.
11. Candidates are to be examined by Presbytery prior to licensure, ordination and installation.
12. Candidates from another denomination may be ordained by the Presbytery after they have completed the education work and other requirements prescribed for ordination by the Presbytery for our candidates, have satisfactorily passed examination given by the Presbytery on Doctrine, Church Government, Church History, Spiritual Experience, and personality qualifications, and after the proper credentials have been received by the Presbytery.
13. A Candidate that has been licensed has fulfilled all the requirements for ordination except having a call to a congregation or approved ministerial labor. The time of his probation (i.e., after being licensed) is especially designed for him to exhort and lead in ministry so that the church may see his gifts in action to the end that he be called to a particular ministry (FOG XC 8-11).

**APPENDIX 6 POLICY CONCERNING THE ETHICAL RELATIONSHIPS
OF A MINISTER TO HIS FORMER FIELD OF LABOR**

1. When Presbytery dissolves the pastoral relationship, that pastoral relationship is dissolved. Only the person duly installed by Presbytery is authorized to perform pastoral services among a particular congregation.
2. For a Pastor or Associate Pastor to return to a former parish to perform pastoral services for the people, when they have another person as their pastor, is for him to show lack of taste and disregard for the minister who is there. The same is true for continued attendance at congregational functions, continued visiting among the congregation, or in the hospitals.
3. If he does return to assist in pastoral services, such as weddings, baptisms or funerals, it should be at the invitation of the pastor who is on the field, or the Session if a pastor is not on the field.
4. In this connection, the people are urged to give consideration to the pastor on the field, whom they have called; and to give him due respect by calling upon him to perform these services.
5. When a minister is released from his pastoral charge by First Presbytery, the Stated Clerk of First Presbytery shall send a copy of these relationships both to him and to the Clerk of the Session of the local church from which the pastoral relationship was dissolved in order that we may all be reminded to give respect to those who succeed us.

APPENDIX 7 ADMINISTRATIVE PROCEDURES FOR ERSKINE SEMINARY EDUCATION FUND

Amended June 11, 2001, October 14, 2008

I. **PREAMBLE:** The members of the First Charlotte, A.R. Presbyterian Church, through the duly elected officers of the congregation, have directed that a portion of the sale of the First Charlotte Property be given to First Presbytery for the express purpose of assisting Candidates for the Ministry of First Presbytery of the A.R. Presbyterian General Synod. The following guidelines as set forth by the donor and by action of the Special Commission appointed to work with the congregation's officers shall prevail (adopted October 12, 1982):

1. That a permanent fund be established, that these funds be invested, and that the earnings only be used for scholarships. That the balance of the fund be maintained at a minimum of \$100,000.00, and that 75% of the previous year's annual earnings be utilized for fund requests as needed each year and 25% be preserved towards the growth of the fund.
2. That each individual receiving assistance from the fund be endorsed by his local church session and approved as a candidate for the ministry by First Presbytery.
3. The Treasurer of First Presbytery shall be the administrator of the fund under the terms and conditions specified in this agreement. Funds shall be transmitted directly to Erskine Seminary by the Treasurer of First Presbytery to be credited to the candidate's account per provisions approved by the Presbytery.
4. The candidate, after completing studies at Erskine Seminary, is to serve a pastorate or other ministry in the Associate Reformed Presbyterian Church and prosecute it fully and zealously for five years; in that event he will not be required to repay any of the scholarship funds or interest thereon. If the full five years are not given in service to the A.R. Presbyterian Church, the Presbytery may require that the individual repay with interest the amount pertaining to those years, or portions of years, not served.

Addendum: It should be understood that interest derived from the First Associate Reformed Presbyterian Church of Charlotte, North Carolina Educational Fund is to be used for the purpose of providing tuition and/or educational support for seminary students at Erskine Theological Seminary who are candidates for the Master of Divinity degree. If unused funds are available, such funds may be used, in order of priority, to: (a) provide tuition and/or educational support for Erskine Seminary students enrolled in other post-graduate professional academic degrees offered by Erskine Theological Seminary; (b) provide tuition (only) for Doctor of Ministry degree candidates at Erskine Seminary; and, (c) provide financial assistance to facilitate Continuing Education programs conducted by Erskine Theological Seminary within the bounds of First Presbytery.

II. **SCHOLARSHIP ELIGIBILITY:** Those persons who are eligible to receive assistance through the First A.R. Presbyterian Church of Charlotte Education Fund must be:

1. Candidates for the ministry under the care of First Presbytery of the Associate Reformed Presbyterian Church who have been members of a congregation of First Presbytery for a minimum of one year. Eligibility for tuition for the Doctor of Ministry degree requires that a person shall have completed three years of prior service in the ministry of the Associate Reformed Presbyterian Church. Eligibility for financial assistance for any other post-graduate professional academic degree offered by Erskine Theological Seminary requires that a person shall have been an active member of an Associate Reformed Presbyterian Church of First Presbytery or a member in good standing of First Presbytery for one year. Said recipient for tuition or financial assistance must have the endorsement of the candidate's session or governing board under which the candidate is serving and the endorsement of First Presbytery's Committee on the Minister and His Work.
2. Enrolled as full-time or part-time students at Erskine Theological Seminary, Due West, South Carolina, or any off-campus extension location of Erskine Theological Seminary.
3. Enrolled in a program of postgraduate study leading toward ordination or other service to the Gospel Ministry in the Associate Reformed Presbyterian Church.

4. Able to give evidence of a demonstrated need as required by Erskine Seminary or through a similar evaluation program established by First Presbytery through its Committee on Candidates & Examinations. The Seminary Financial Aid Office will forward a copy of the candidate's demonstrated need evaluation to the chairman of the Committee on Candidates & Examinations who shall present the request to the committee for consideration as soon as possible. Once the committee has approved release of the funds, the chairman shall send a written notice forthwith to the treasurer of presbytery authorizing payment of funds. The candidate and the Seminary Financial Aid Office also shall be sent written notice of the amount of funding approved by the committee for the candidate.

III. SCHOLARSHIP TERMS AND CONDITIONS:

1. Loans from this fund shall be made by check, payable jointly to the candidate and Erskine Theological Seminary.
2. The candidate shall execute a promissory note, to become due one year from the date of note, for the amount of the loan. Interest shall accrue at the lower of the following rates: one-half of prime rate at Bank of America, Charlotte, N.C, on the date of maturity of the note, or 6%.
3. At maturity, subject to paragraph 5 below, the note shall be renewed, at option of the candidate, and a new note executed for principal of the matured note, interest on the matured note, and any additional loan which may be authorized, under conditions of paragraphs 1 and 2.
4. At maturity, the second note shall be subject to renewal under terms set forth in paragraph 3. Funding shall not be provided for repeated courses nor in the event that the candidate fails to complete the prescribed courses within the normal time allotted as deemed appropriate by Erskine Theological Seminary or First Presbytery's Committee on Candidates & Examinations.
5. No note shall be renewed if the candidate ceases to be a student or discontinues studies at Erskine Theological Seminary. Any amount due at the time the candidate ceases to be a student or discontinues studies shall become payable in full at the date of maturity. In the event such note is not paid when due, the student may negotiate with representatives of the endowment for a term note, at Bank of America prime rate, providing for payment in full in not more than three years, with annual equal payments from date of note to maturity. Should the candidate re-enter the Seminary, the note may be re-negotiated, and any interest paid adjusted to rates set forth in paragraph 2.
6. At maturity of the note (immediately following the graduation of student) a term note shall be executed payable in five equal installments, with interest at rates set forth in paragraph 2.
7. Payment of each annual installment of the note issued under provisions of paragraph 6 shall be waived and become a grant, provided at due date the individual is engaged in ministry to a church in the A.R. Presbyterian denomination or is employed by the A.R. Presbyterian General Synod, one of its presbyteries, or one of its agencies, including Erskine College and Erskine Theological Seminary. No interest shall accrue on any installment waived under provisions of this paragraph. If the individual should cease to be employed as described herein, and become employed in other work, the existing balance of this term note at that time shall become due and payable. A new note may be executed, under conditions and terms as provided in paragraph 5 and shall be prorated on the basis of full months served.
8. Any notes issued under the terms of this instrument shall be signed by the candidate, and, if married, by the candidate's spouse. If the student is a minor, the note shall be co-signed by one parent of the candidate.
9. If a candidate for the Doctor of Ministry degree or any other degree is removed from the membership roll of First Presbytery, that candidate shall cease to receive funds upon the completion of the semester in which the candidate was removed from the roll of First Presbytery.
10. Any scholarship assistance given to Erskine D.Min. candidates shall be for tuition costs only and may provide up to one hundred percent (100%) of tuition costs, based upon available funding, as determined by the Committee on Candidates & Examinations.
11. The provisions of these administrative procedures shall be retroactive to September 1, 2000.

APPENDIX 8 FORM OF ENROLLMENT FOR ELDER-REPRESENTATIVE

The Session of the _____ Church, meeting on the _____ of _____, hereby appoints Ruling Elder _____, or in the case of his absence, Ruling Elder _____ to be a representative of this Session to the _____ Meeting of the First Presbytery of the Associate Reformed Presbyterian Church, at _____ on the _____ day of _____, or wherever and whenever the said Court may meet, to consult, determine, and vote on all things that may come before the Court according to the principles, Constitution and Standards of this Church and the Word of God.

Moderator

Clerk

When the appointed Ruling Elder and his alternate are unable to attend a Stated meeting of First Presbytery, an excuse for the absence shall be submitted to the Stated Clerk. It is important for every congregation to be represented at all Stated meetings of First Presbytery.

APPENDIX 9 JOB DESCRIPTION, DIRECTOR OF CHURCH EXTENSION

First Presbytery's Director of Church Extension will report directly to and work under the supervision and guidance of the Outreach North America Committee.

The Church Extension Committee will recommend to Presbytery a person or persons who meet the qualifications for this position. The Director of Church Extension's work will be reviewed by the Committee on Church Extension annually.

Major responsibilities:

1. Be a resource person and provide support and guidance to all new missions and new church developments in First Presbytery in cooperation and consultation with Synod's Board of Outreach North America.
2. Prepare and submit bi-monthly reports to the Committee on Church Extension concerning the work of mission developments.
3. In cooperation with Outreach North America's consultant, prepare demographic studies and do the necessary work to locate areas that can best support new Associate Reformed Presbyterian Churches.
4. Work with and guide the mission developers in their labors.
5. Assist the Church Extension Committee in the location and selection of men who will be named mission developers for First Presbytery.
6. Be responsible to keep all churches in the Presbytery informed of the status and progress of the Church Extension program.
7. Attend the regular and called meetings of Presbytery and the Committee on Church Extension. (The Director will not be a voting member of the committee.)
8. Provide public relations for Church Extension through correspondence, retreats and other speaking engagements designed to enhance the ministry of Church Extension.

Initially this position will be funded through the Presbytery's Church Extension Fund and will cover only travel and correspondence costs.

APPENDIX 10 POLICY FOR CHURCHES MAKING INQUIRY TO FIRST PRESBYTERY

When a congregation of another denomination, or an independent congregation makes inquiry into possible relationship with First Presbytery, the contact shall be made through the Committee on Church Extension with the knowledge of the Moderator and the Stated Clerk of First Presbytery.

The following procedures shall be followed:

1. First Presbytery will officially respond to such inquiries when a letter of intent from the Session of the interested congregation has been supplied to the Committee on Church Extension.
2. The Committee on Church Extension can respond, send letters, make visits and perform other responses as may be requested.
3. If affiliation is pursued, the Committee on Church Extension shall ascertain, among other things, if the Session and the minister adhere to the *Standards of the Associate Reformed Presbyterian Church*.
4. The Committee on Church Extension is charged with the examination of the elders. The Committee on Candidates and Examinations is charged with the examination of the minister.
5. The congregation desiring to be received into First Presbytery shall present a letter of dismissal from its Presbytery, or other recognized judicatory, to First Presbytery's Committee on Church Extension, along with a complete roll of its membership (communicant and non-communicant) and a list of elders and deacons currently serving the church.
6. The Committee on Church Extension shall inform the Session or other appropriate representatives of the congregation to be present at the meeting of First Presbytery when their request for reception is docketed for consideration.
7. The Committee on Church Extension shall report its actions to First Presbytery and make its recommendations to First Presbytery concerning the congregation making application for membership. If it is mutually agreed upon that the minister continue to serve the church in the capacity as pastor, he shall be examined for reception in the regular manner before action is completed to receive the congregation. Then, a motion may be made to receive the congregation.
8. The minister and elders and deacons shall continue in office in the church without re-installation.
9. The Committee on Church Extension shall be established as a Commission of First Presbytery to hold a Service of Reception and Welcome for the newly received congregation at a date and time convenient to all parties involved. (The Service of Reception and Welcome will include prayer; the bringing of greetings from First Presbytery; the preaching of the Word; the renewing of vows by the pastor, the officers and the congregation; and other items deemed appropriate.)

APPENDIX 11 GUIDELINES FOR SHORT-TERM POSITIONS

The following guidelines are given so as to fit the categories of short-term positions as described by Outreach North America into the examination and approval processes of First Presbytery in accordance with its Manual of Procedure and General Synod’s Form of Government. Both the church Extension Committee and the Candidates and Examinations Committee shall take these procedures into account when deal with any candidate seeking such a position.

ONA Category*	ONA Description*	Relation to FOG/MOP for approval process
Church planting resident	“Intended for an experienced minister who needs further preparation related to church planting, or needing to build relationships in the ARP. Resident is placed with a mentor near the potential church plant site.”	<p>Such a call shall be considered to be in the same category as that of a longer-term “mission developer” (FOG X.B.1.). Terms of a call are not encouraged to be less than 12 months.</p> <p>Since this is intended to be an ordained position, such a candidate shall go through the normal process for approval to receive a call.</p>
Church planting intern	“Same as Church Planting Resident, but for someone who also needs general ministerial experienced. May be a licentiate who is not yet ordained.”	<p>Such a position shall not be construed as a call to an ordained ministerial position. But any candidate for this position must be given a basic oral examination as to his beliefs and call to ministry by the Candidates & Examinations Committee if he is not already under the care of this or any other ARP Presbytery – all prior to being issued an offer to this position. Terms of an offer are not encouraged to be less than 12 months.</p> <p>If the candidate is not under care of an ARP Presbytery, he should at least be under the care of another body approved by the Candidates and Examinations Committee. He shall be examined as to the orthodoxy of his beliefs and call to ministry and be approved by this Presbytery before beginning this work.</p>
Full-time student intern	“Interns with skills that can help a church planter immediately. Interns will be placed in a church plant or newly organized church. The goal is to help the congregation and to create a heart for church planting in the intern. These interns do not necessarily need to be potential church planters, but be willing to be involved in church planting in some way in the	Such a position shall not be construed as a call to an ordained ministerial position. But any candidate for this position must be given a basic oral examination as to the orthodoxy of his beliefs and call to ministry by the Candidates & Examinations Committee if he is not already under the care of this or any other ARP Presbytery – all prior to being

	future.”	<p>issued an offer to this position.</p> <p>If the student is not under care of an ARP Presbytery, he should at least be under the care of another body approved by the Candidates and Examinations Committee. He shall be examined as to his beliefs and call to ministry and be approved by this Presbytery before beginning this work.</p>
Part-time student intern	“Same as full-time, but for students who continue to go to school, or who are working part-time at another job during the internship.”	(Guidelines shall be the same as for a full-time student intern.)

APPENDIX 12 SABBATICAL LEAVE POLICY FOR MINISTERS IN FIRST PRESBYTERY

Policy Statement and Overview

The Presbytery recommends to the sessions of its churches that Ministers of the Word and Sacrament be granted a compensated sabbatical of at least three (3) months after four (4) to seven (7) years of service to an individual church. A sabbatical is intended for the mutual benefit and growth of both the minister and the congregation. The timing for the sabbatical is an important consideration and should be determined in the light of and be compatible with, the congregation's present needs and programming. Therefore, the exact timing, its funding, and pastoral care for the congregation during the sabbatical is to be approved by the session in consultation with the minister and the Presbytery's Minister & His Work Committee. The guidelines of this policy include the following key points:

- 1 This policy is for full-time ministers; but it may be used at the discretion of churches as a guide for other educators, workers & employees.
- 2 Eligibility for a sabbatical begins after the fourth year in a particular ministry.
- 3 Sabbaticals should be granted before the eighth year in a particular ministry.
- 4 Sabbaticals are to be three *consecutive* months in duration and are to be in addition to vacation, continuing education and speaking engagement provisions of the call.
- 5 Sabbaticals are to be taken only after a plan prepared by the minister in consultation with the session has been submitted to the session and a copy provided to the Minister & His Work Committee of the Presbytery.
- 6 Pulpit supply and pastoral care during the sabbatical is to be approved by the Presbytery. Funding for the interim care is the responsibility of the local church.
- 7 Ministers returning from a sabbatical are to make a report of the sabbatical to the session, congregation, and the Minister & His Work Committee of the Presbytery.
- 8 Churches are to provide payment of salary and all benefits to the minister for the duration of the sabbatical.

Rationale

The purpose of a sabbatical (derived from the word "Sabbath") is to enable a minister to be renewed through an extended time away spent in spiritual formation and rest, the vital pursuit of continuing education, and/or receiving fresh mentoring by respected teachers. A sabbatical enables a minister to return to the responsibilities of the ministry with new energy, spiritual vision, and effectiveness. Sabbaticals give congregations an opportunity to minister to their minister, an opportunity to develop greater congregational involvement in the ministry of the church and an opportunity to assess the current strengths and weaknesses of their congregational labors. Sabbaticals also have the potential benefit of guarding against unnecessary ministerial changes which often occur when a pastor and/or a congregation believe that such a change is the only way to achieve a "fresh start."

Responsibilities

Minister & His Work Committee

1. Review the sabbatical timetable and usage plan as submitted by the minister.
2. Serve as mediator in any concerns of session or minister relative to the sabbatical.
3. Appoint a moderator of the session for the length of the sabbatical after consultation with the session and report the appointment to the Presbytery.
4. Counsel with the session about stated supplies. Stated supplies are to be approved by the Presbytery.

5. Encourage retired ministers and those ministers laboring outside the bounds of the Presbytery to receive special training in interim pastoral care and to be available to serve in such capacities in churches whose ministers are away on sabbatical.

Minister

1. Bring the sabbatical proposal before the session a minimum of six months before the intended commencement of the sabbatical.
2. Secure the approval of the session for the sabbatical proposal and work with the session on a plan for the necessary coverage of pastoral and pulpit responsibilities.
3. Bring up to date all pending responsibilities as determined in consultation with the session before departing on a sabbatical.
4. Submit to the Minister & His Work Committee in writing the sabbatical timetable and outline of plans.
5. Upon return, present an overview of the sabbatical experience to the session, congregation, and the Minister & His Work Committee.

Session Responsibilities

1. Receive “for approval” the minister’s proposal for a sabbatical, at least six (6) months in advance of the intended commencement of the sabbatical.
2. Grant approval of the finalized plan no later than three (3) months in advance of the intended commencement of the sabbatical.
3. Consult with the Minister & His Work Committee about a temporary moderator of session and about stated supplies.
4. Continue terms of call commitments to the minister during sabbatical leave.
5. Communicate to the congregation the importance and values to the church of a sabbatical.
6. Request a written overview of the sabbatical from the minister upon return.

APPENDIX 13 POLICY STATEMENT ON SEXUAL HARASSMENT FOR FIRST PRESBYTERY

Christians in general, and especially the ordained ministers of the church of Jesus Christ, are called to the highest standards of behavior. To the church at Ephesus, Paul wrote, “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs.” (Eph. 4:29 NIV). Paul also wrote that his protégé in ministry Timothy was to “set an example for the believers in speech, in life, in love, in faith, and in purity” (I Tim. 4:14). Moreover, in its treatment of the Seventh Commandment, the Westminster Shorter Catechism (A. 72) declares, “The seventh commandment forbiddeth all unchaste thoughts, words, and actions.”

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

Definition of Sexual Harassment

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

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

Legal Liability

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

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

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

Reporting and Investigation

First Presbytery encourages persons who believe that they have experienced or witnessed sexual harassment by a minister who is a member of, or a student of theology who is under the care of, First Presbytery to seek assistance in accordance with this policy as well as the Scriptural guidelines of Matthew 18:15-27 for conflict resolution. Such individuals are encouraged to advise the offender that his behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem.

Whenever a person is unable to address the offender directly, or if such action does not bring an end to the offensive conduct, the individual should notify a member of the Session of his or her church. They may also notify the Chairman (or another member) of the Minister and His Work Committee of First Presbytery.

Upon receipt of a report or complaint alleging sexual harassment, the Minister and His Work Committee shall promptly undertake or authorize an investigation. The alleged incident will be evaluated by considering the totality of the particular circumstances, including the nature frequency, intensity, location, context, and duration of the questioned behavior. Even a single incident of sexual harassment may be grounds for corrective or disciplinary action. To protect both the complainant and the accused, complaints of sexual harassment shall be treated with the maximum degree of confidentiality under the circumstances, consistent with the Presbytery's legal obligations.

Conclusion

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

APPENDIX 14 SEXUAL MISCONDUCT POLICY FOR FIRST PRESBYTERY

Purpose: To establish proper preventative measures to protect individuals against sexual misconduct as well as to specify courses of action in the case of allegations or an actual Incident regarding sexual misconduct

Standard of Conduct: All workers, volunteer, paid, full-time and part-time, of (Organization Name) are expected to comply with the established policy on Sexual Misconduct. Any actions contrary to the organization's policy will be dealt with swiftly and may include disciplinary measures up to and including termination, as well as legal ramifications when applicable.

Definitions

Child Sexual Abuse - any sexual activity with a child-whether in the home by a caretaker, in a day care situation, a foster/residential setting, or any other setting, including on the street by a person unknown to the child The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim" (National Resource Center on Child Sexual Abuse, 1992).

Sexual activity - may be violent or non-violent, touching or non-touching, and is an exploitation of a child's vulnerability and powerlessness. It involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.

Sexual Misconduct - inappropriate behavior relating to or involving a sexual nature.

A. Pre-screening of Workers

1. All paid workers, part time and full time, will fill out an application and a primary screening for volunteer workers application.
2. All volunteer workers will fill out a primary screening for volunteer workers application
3. All workers, volunteer, paid, full-time and part-time, will be interviewed by an authority within the applicable department.
4. All workers, volunteer, paid, full-time and part-time, will provide a valid form of ID (i.e., state driver's license, social security card, or other acceptable form of ID)
5. All workers, volunteer, paid, full-time and part-time, will provide at least two (2) professional/personal references upon application to be conducted prior to any service with the church. The references are to be conducted by an authority within the church The authority should note any information they tried to secure but could not verify or obtain.
6. All workers, volunteer and paid, full-time and part-time, will sign a release for Criminal Records Check to be used at the church's discretion.
7. All full-time paid workers will sign a release for Criminal Records Check and undergo a criminal background check prior to any activity of employment with the church
- 8 All workers in a leadership position with direct relation to children must have been members for a minimum of six (6) months prior to filling the position.
9. No applicant or volunteer ever convicted of a sexual related crime is eligible for service in a position with direct relation to children.
10. Any applicant or volunteer who is a survivor of child abuse in the past must meet with a staff member prior to service in a position with direct relation to children.

B. Common Supervisory Policies and Procedures

1. Two Adult Rule - minimum of two (2) adults in any setting or activity regarding children. In cases where an adult has a legitimate reason to be alone with a child (i.e., counseling, visitation), all workers should obtain the consent of the child's parent or guardian prior to being alone with the child.
2. Badges or signing in and out of children.
3. Have adults (age 18 or older) present with teenage volunteers The law does not allow criminal background screening on anyone under age 18.
4. Any supervisor is responsible to address suspicious behavior or any behavior that may be contrary to church policy and to document and report such occurrences to the proper authorities.

C. Reporting Procedures

1. All allegations must be taken seriously
2. All allegations should be reported to the established authority and/or Human Resources as immediately as possible.
3. The established authority and/or Human Resources will notify the parents or legal guardian
4. All situations will be handled forthrightly with due respect for people's privacy and confidentiality.
- 5 Full cooperation will be given to civil authorities when applicable.
6. No accused will be addressed by anyone other than the established authorities and/or Human Resources until the safety of the child or victim is secured.
- 7 No victim involved in an allegation or anyone responsible for reporting an allegation will be retaliated against.

D. Investigation of an Allegation

1. All allegations will be investigated expeditiously by established authorities and/or Human Resources.
2. Any accused worker will be relieved temporarily of his or her duties until the investigation is completed.
- 3 All details, interviews, and information will remain confidential to those legitimately involved in the investigation. Any individual or group responsible for a breach in this confidentiality is subject to disciplinary action up to and including termination.
4. No individual involved in an allegation or anyone responsible for investigating an allegation will be retaliated against.

APPENDIX 15 DISTRICTS OF FIRST PRESBYTERY

(revised 12/10/12)

DISTRICTS OF FIRST PRESBYTERY

DISTRICT I	DISTRICT II	DISTRICT III	DISTRICT IV
African	Bethesda	Afton Run	Adams Farm
Back Creek	Boyce Memorial	Christ Church	Ambassador
Ballantyne	Brookside	Coddle Creek	Bethel Korean (F)
Bethany Korean	City Church of Asheville	Commnity Chapel	Burlington, First
Bethel Korean (CH)	Crowders Creek	Covenant (S)	Christ Coastal
Chalmers Memorial	Garrison Memorial	DaySpring	Christ Community
Charlotte Adelpbos	Gaston Community	Elks Shoals	City Church of G.
Concord	Gastonia First	Lakeside Fellowship	Covenant (J)
Ebenezer	Hendersonville Hispanic	Maupin Avenue	Covenant Fellowship
Gilead	Hephzibah	Mooreville	Covenant of Grace
Huntersville	Linden	New Amity	Durham Chapel
Kings Cross	Messiah Christian Fellowship	New Perth	Emmanuel
Matthews Korean	Pinecrest	New Sterling	Faith Chapel
Mint Hill	Pisgah	Pressly Memorial	Grace Community
Monroe First	Providence	Statesville First	Grace Hill
New Covenant	Reformation	Statesville Korean	Grace of the Lord Kor
Peace Korean*	Sandy Plains	Stony Point	Hillside
Rodam Korean	Westview	Wilkes Covenant*	Hope Chapel
Tapestry			New Beginnings
The Point			Northside
			Progressive
			Triangle Onnuri Kor
			Westminster
			Concepcion Bethel*
			Hyo Shin*

Out-of-Bounds

Grace Leith

* Exploratory

**APPENDIX 16 COMITY AGREEMENT OF NAPARC MEMBER CHURCHES
(ADOPTED BY MEMBER DENOMINATIONS, 1986)**

**THE “GOLDEN RULE” COMITY AGREEMENT FOR CHURCHES IN THE NORTH AMERICAN
PRESBYTERIAN AND REFORMED COUNCIL (NAPARC)**

Comity has meant different things to different people. We representatives of the home missions agencies and committees or boards of our denominations resist territorial statements on comity in light of the social and cultural complexity of North America society and the great spiritual need of our many countrymen who are apart from Jesus Christ. Out of a concern to build the Church of Jesus Christ, rather than our own denominations, and to avoid the appearance of competition, we affirm the following courteous code of behavior to guide our church planting ministries in North America:

1. We will be sensitive to the presence of existing churches and missions ministries of other NAPARC churches and will refrain from enlisting members and take great care in receiving members of those existing ministries.
2. We will communicate with the equivalent or appropriate agency (denominational missions committee or board, presbytery missions or church extension committee, or session) before initiating church planting activities in a community where NAPARC churches or missions ministries exist.
3. We will provide information on at least an annual basis describing progress in our ministries and future plans.
4. We will encourage our regional home missions leadership to develop good working relationships.