

1 **THE PRESBYTERY OF ARKANSAS MINISTRY MANUAL**

2 **Part II: Ministry and Committee Duties**

3  
4 **February 17, 2018**  
5 **Amended March 6, 2020**  
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8 **General Duties of Ministries and Committees**

9 In addition to the specific duties and responsibilities listed, each ministry area,  
10 standing committee or sub-committee has the following general duties and  
11 responsibilities:

- 12 • Each committee or sub-committee is responsible for implementing that part  
13 of the Presbytery's vision and goals that pertain to its purpose.
- 14 • Prepare, as part of the budget process, a proposal for the budget for its own  
15 operation.
- 16 • Consult, as part of the nominations process, with the Committee on  
17 Nominations particular needs of the committee or sub-committee.
- 18 • Advise the Stated Clerk of all subcommittees established by the committee  
19 along with the membership, chair, and functions thereof; and advise the Stated  
20 Clerk of all ad hoc members added to the standing committee.
- 21 • Maintain and forward to the Stated Clerk minutes or other records of meetings  
22 and decisions of the committee or sub-committee within 14 days.
- 23 • Maintain its portions of any policies or procedures in this Ministry Manual.
- 24 • Perform such other tasks as may be assigned by the Presbytery or the  
25 Coordinating Team.

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## *The Presbytery Coordinating Team*

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### Purpose

The Coordinating Team serves as the coordinating and program oversight body of the Presbytery between meetings. When necessary, the Coordinating Team may act on behalf of the Presbytery for routine business or when a called, special, or regular meeting of the Presbytery is impractical.

### Duties

1. Appoint special task forces of the Coordinating Team and, when instructed, the Presbytery.
2. Provide oversight and coordination of the committees and task forces of the Presbytery.
3. Coordinate the mission and programs of the Presbytery.
4. Review and evaluate annually Presbytery’s mission and structure in light of the vision statement and the *Book of Order*.
5. Receive and provide for the implementation of referrals from the Presbytery. Ordinarily, response to requests for Presbytery action (other than those actions delegated to the Coordinating Team by policy) will be:
  - a. by referring the request, with or without a recommendation as to its approval, to the appropriate committee or task force, or
  - b. by a vote of the members of the Presbytery at the next meeting of the Presbytery.
6. Provide for the planning of the Presbytery’s meetings, the Presbytery’s worship, and approve all offerings to be taken at Presbytery meetings or in worship services of the Presbytery.
7. Work with the Stated Clerk to provide for the polity responsibilities of the Presbytery.
8. Be elected as the trustees of the Presbytery who will transact the legal business of the Presbytery.
9. Nominate and elect individuals to the Committee on Nominations and subsequently seek Presbytery’s ratification of these elections.
10. In extraordinary cases, it may be essential that action be taken before the next Presbytery meeting and before a Presbytery meeting can be called. In such circumstances, the Coordinating Team may act on behalf of Presbytery to conduct such necessary and urgent business. Care should be taken to provide for action by the full Presbytery when possible.
11. Annually review the boundaries of Presbytery regions.

### Membership

Membership shall be according to the provisions of the Organization and Structure of the Presbytery of Arkansas.

76 The General Presbyter, Stated Clerk, and Treasurer shall serve as staff resources.

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**Meetings**

79 The Coordinating Team shall ordinarily meet four times a year including an annual  
80 retreat. A quorum shall be a majority of the currently serving members as determined  
81 by the records of the Presbytery office, but in no event shall a quorum be less than  
82 five elected voting members.

83 Called meetings of the Coordinating Team shall be at the request of three members of  
84 the Coordinating Team.

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**Reporting**

87 The Coordinating Team shall report its work directly to the Presbytery by submitting  
88 a written report at every Stated Meeting of the Presbytery. This report shall be  
89 prepared by the Moderator of the Coordinating Team and the Stated Clerk or  
90 Assistant Stated Clerk.

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**Limitations**

93 The Coordinating Team shall not take any action contrary to the *Book of Order* or the  
94 Ministry Manual of the Presbytery of Arkansas.

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## *Institutional Support*

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### The Committee on Administration

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#### Purpose

115 The Committee on Administration is responsible for the budget and financial areas of  
116 the Presbytery, matters concerning the personnel of the Presbytery, and the property  
117 of the Presbytery.

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#### Duties

120 The Committee on Administration is responsible to the Presbytery as follows:

- 121 1. Recommend an annual budget based upon priorities set by Presbytery and  
122 funded in accordance with all monies anticipated for the coming year.
- 123 2. Supervise the approved annual budget with regular reports to the  
124 Presbytery, including an annual audit. A full audit will normally be  
125 performed every 5 years with annual reviews on intervening years.
- 126 3. Recommend benevolence funding, mission program funding for Synod and  
127 General Assembly and allocate per capita assessments of the General  
128 Assembly, Synod and Presbytery.
- 129 4. Provide and review procedures for routine financial matters and  
130 investment practices.
- 131 5. Review annually the insurance portfolio of the Presbytery and make  
132 recommendations for changes.
- 133 6. Annually review the job descriptions and salaries (if any) of all Presbytery  
134 personnel (full-time and part-time) and make recommendations of any  
135 changes to the Presbytery.
- 136 7. Maintain and review a personnel manual for the Presbytery office.
- 137 8. Conduct annual performance reviews for the General Presbyter and Stated  
138 Clerk in accordance with the Presbytery Personnel Performance Manual.
- 139 9. Through the General Presbyter, oversee the day-to-day operation of the  
140 Presbytery office and the treasurer's office.
- 141 10. Approve unusual expenditures. Non-budget purchases over \$500 must be  
142 approved by Committee on Administration.
- 143 11. Have responsibility for all stewardship duties for the Presbytery of  
144 Arkansas.

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#### Membership

147 Membership shall be according to the provisions of the Organization and Structure of  
148 the Presbytery of Arkansas.

149 The General Presbyter and Treasurer shall ordinarily be the staff resource persons.

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**Meetings**

Ordinarily the Committee on Administration shall meet at least quarterly.  
Special meetings may be called by the Moderator as needed.  
A quorum shall be a majority of the currently serving members of the committee as determined by the records of the Presbytery office, but in no event shall a quorum be less than three members.  
Written minutes of all meetings shall be kept and copies provided to the moderator of the Coordinating Team and the Stated Clerk within fourteen days of regular or special meeting.

**Reporting**

All actions of the Committee on Administration and any sub-committees or task forces reporting to it shall be reported to the next regular meeting of the Presbytery. Between regular meetings of the Presbytery, reports shall be made to the Coordinating Team.  
Written minutes of all meetings shall be kept and copies provided to the Moderator of the Coordinating Team and the Stated Clerk within fourteen days of regular or special meeting.

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**The Committee on Representation**

**Purpose**

The Committee on Representation (COR) advises the Presbytery with respect to its membership and that of committees, agencies, and other entities under the direction of the Presbytery to insure fair and effective representation according to the principles of parity and representation.

**Duties**

The Committee shall:

1. Serve both as an advocate for the representation of racial ethnic members, women, different age groups, and persons with disabilities and as a continuing resource to the Presbytery in these areas.
2. Review the performance of the Presbytery in these matters and shall report annually to it and to the Synod with recommendations for any needed corrective action.
3. Advise the Committee on Nominations of any need for nominations in particular categories needing increased representation, and shall regularly inform the Presbytery of its progress toward fair representation of racial ethnic members, women, different age groups, persons regardless of marital status, and persons regardless of disabilities.

**Membership**

Membership shall be according to the provisions of the Organization and Structure of the Presbytery of Arkansas.

The Stated Clerk shall ordinarily be the staff resource person.

**Organization**

The Presbytery shall elect the Moderator of the committee, to serve for one year. The committee shall elect its own clerk for one year who shall take minutes of the meeting and distribute them among its members, the Presbytery office, the Stated Clerk and the Moderator of Coordinating Team within ten days of the meeting.

**Meetings**

The COR ordinarily meets following receipt of the current year's General Assembly statistics and ordinarily reports to the following meeting of Presbytery.

Other meetings may be called as needed.

**Accountability**

Amended March 6, 2020

225 Statistical information shall be given to the COR by the Presbytery office. The COR  
226 then compares all categories with the Presbytery's general membership to show  
227 weaknesses and strengths. The COR works closely with the Committee on  
228 Nominations and may submit names of nominees if necessary. The COR reports  
229 directly to the Presbytery through an annual written report. The COR coordinates  
230 appropriate activities and requests for other ministries in the Presbytery through the  
231 Coordinating Team.

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**The Committee on Nominations**

**Purpose**

This committee shall be responsible for the nomination process in the Presbytery.

**Responsibilities**

The Committee shall:

1. After consulting with the ministries of the Presbytery and seeking input from congregations, minister members, and committees, the committee shall nominate all Presbytery officers, trustees, and permanent committee members, except those positions elected in a different manner as delineated in other places in this document.
2. Nominate all commissioners, alternates, and special delegates from this Presbytery to the General Assembly and Synod. Ordinarily, election of commissioners to the General Assembly and Synod shall occur at the last stated Presbytery meeting of the year. Criteria for selection of commissioners have been set.
3. Nominate moderators of Presbytery committees. (Service would resemble the model of the Presbytery moderator and vice-moderator, with former moderators serving in an advisory role their third year. Terms would be staggered so that the majority of moderators do not rotate off in the same year.)
4. Nominate a Counselor-at-law, who is an elder in the Presbyterian Church (USA), to serve for three years.
5. Present nominations to the Presbytery at its last stated Presbytery meeting of the year at which time election will take place. The names and addresses of such nominees shall be presented in printed form. Persons thus elected shall ordinarily assume office at the beginning of the next year.
6. Secure in advance from the persons it nominates their willingness to be nominated and to serve if elected.
7. Exercise care to achieve fair representation as regards geographical distribution.
8. Nominate to the Coordinating Team, for immediate election and service, members to fill unexpired terms as vacancies develop between Presbytery meetings and subsequently seek Presbytery's ratification of these elections.
9. Maintain a current list of individuals currently serving the Presbytery and a record of past service.
10. Do the best job possible to match gifts of people with needs of the presbytery while honoring parity between Ruling Elders and Ministers of the Word and Sacrament, and laity, where allowed, and representing both genders, several ethnicities and regional geography, aspiring to the standards required in the Presbytery's documents. However, when these standards cannot be met despite their best efforts, it is up to the Committee on Nominations' discretion

275 to bring names of persons to the presbytery as appropriately as possible,  
276 favoring those who volunteer for particular service.

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**Membership**

279 Membership shall be according to the provisions of the Organization and Structure of  
280 the Presbytery of Arkansas.

281 The Stated Clerk shall ordinarily be the staff resource person.

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**Meetings**

284 The committee shall meet at least annually.

285 The moderator may call special meetings as the needs of the Presbytery demand. To  
286 facilitate meetings with the most inclusive attendance, the committee is encouraged  
287 to make use of the Electronic Meeting Policy.

288 A quorum shall be a majority of the currently serving members according to the  
289 records of the Presbytery office.

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**Accountability**

292 The Committee on Nominations reports directly to the Presbytery of Arkansas by  
293 submitting a written report at least annually. The Committee on Nominations  
294 coordinates appropriate activities and requests for other ministries in the Presbytery  
295 through the Coordinating Team.

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**The Permanent Judicial Commission**

**Purpose**

The Permanent Judicial Commission shall consider all cases either of a remedial or a disciplinary nature transmitted to it from the Presbytery.

**Duties**

All its powers and proceedings must be in compliance with the constitution of the Presbyterian Church (U.S.A.) and its rules of discipline (D-1.0000 – D-14.0502) as amended from time to time.

**Membership**

Membership shall be according to the provisions of the Organization and Structure of the Presbytery of Arkansas.

The Stated Clerk shall ordinarily be the staff resource person.

**Organization**

A quorum is a majority of the members. (D-5.0204). When a new class is elected, the Stated Clerk shall arrange for training and orientation for the entire Commission. At this meeting the Commission shall elect its own Moderator and clerk who shall serve until the new Moderator and clerk are elected. (D-5.0201)

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## **Leadership and Ministry**

### **General Provisions**

#### **Purpose**

Leadership and Ministry shall be responsible for oversight of the enrolling and dismissing of ministers, the call process for congregational ministry, validation of other ministries, the training and oversight of Commissioned Ruling Elders, the oversight of Inquirers and Candidates for ministry, the health and welfare of member congregations, and the support and nurture of church professionals.

#### **Duties**

Leadership and Ministry committees are responsible for their individual roles in the life of the Presbytery and for coordinating their work. Each permanent committee's duties are described in this manual.

#### **Meetings**

The Moderators of Leadership and Ministry committees shall communicate regularly to coordinate the work of the ministry area.

Meetings of individual permanent committees shall be according to the policy for that particular committee.

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**Committee on Preparation for Ministry**

**Purpose**

The Committee on Preparation for Ministry (CPM) oversees the training, certification, and examination of Inquirers and Candidates for the office of Minister of Word and Sacrament (MWS) and candidates for the role of Commissioned Ruling Elder. The CPM shall also provide for the certification of qualified Christian Educators and Associate Christian Educators.

**Duties**

For Inquirers and Candidates for the ordered ministry of Minister of Word and Sacrament, the Committee on Preparation for Ministry (CPM) shall:

1. Enter into a covenant relationship with the Inquirer that shall allow the individual to explore the call to the ordered ministries of the church and shall help the individual make a decision regarding her or his suitability for that ministry.
2. Provide for the full preparation of persons to serve the church as MWSs. This shall be accomplished through the guidance and evaluation of Candidates, using contacts within a context of supportive relationship.
3. Instruct sessions on their role in the Inquiry and Candidacy process.
4. Maintain written reports of each annual consultation, including a statement of the individual's strengths and areas of needed growth.
5. Certify, at the conclusion of the individual's Candidacy period, that the Candidate is ready to receive a call, and, when the call is issued, is ready to be ordained.

For Ruling Elders seeking commission to service in a particular congregation the committee shall:

1. In cooperation with the Committee on Ministry, consult with congregations seeking Commissioned Ruling Elder (CRE) leadership and instruct sessions on their responsibilities.
2. Receive *Application for Enrollment in the Process Leading to Commissioned Ruling Elder*.
3. Oversee the preparation and commissioning of CREs according to the Manual for the Preparation and Oversight of Elders Commissioned to Pastoral Service.

For the certification of Christian Educators the committee shall:

1. Assist educators pursuing certification according to the process prescribed by G-2.11.
2. Encourage congregations to make continuing education funds and time available for those seeking certification.

Amended March 6, 2020

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**Membership**

383 Membership shall be according to the provisions of the Organization and Structure of  
384 the Presbytery of Arkansas.

385 The General Presbyter and Stated Clerk shall serve as staff liaisons.

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**Meetings**

388 The Committee on Preparation for Ministry shall ordinarily meet at least quarterly.

389 Special meetings may be called by the Moderator as needed.

390 A quorum shall be a majority of the currently serving members of the committee as  
391 determined by the records of the Presbytery office.

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**Reporting**

394 All actions shall be reported to the Presbytery at the next regular meeting. Between  
395 meetings, minutes of meetings shall be submitted to the Stated Clerk.

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**Committee on Ministry**

**Purpose**

The Committee on Ministry shall oversee the enrollment and dismissal of Ministers of Word and Sacrament, the call process for both MWSs and Commissioned Ruling Elders, the care and nurture of church professionals, and, in cooperation with the Future of the Church Ministry Area, inquire into difficulties in congregations per Presbytery policies.

**Duties**

The Committee on Ministry is responsible to the Presbytery in the following ways:

1. Consult with congregations, fellowships, and partner agencies seeking pastoral leadership.
2. Find in order calls issued by congregations and present calls to MWSs and CREs.
3. Approve examinations of MWSs transferring from other presbyteries.
4. Dissolve pastoral relationships in cases where the MWS and congregation concur.
5. Grant permission to labor within the bounds of the Presbytery.
6. Dismiss MWSs to other presbyteries.
7. Assist congregations seeking transitional pastoral leadership.
8. Regularly consult with transitional pastoral leaders and sessions during congregational transitions.
9. Approve Ministry Information Forms for congregations seeking pastoral leadership.
10. Ensure compliance with equal opportunity and other hiring policies.
11. Recommend minimum terms of call to the Presbytery and review those minimums annually.
12. Report to the Presbytery annually the terms of call for all MWSs and CLPs.
13. Provide for pastoral care for MWSs, CLPs, Certified Christian Educators and their families.
14. Celebrate and affirm the gifts of retired ministers within the Presbytery and provide for recognition of those minister members of the Presbytery who have died.
15. Coordinate opportunities for education and professional development within the bounds of the Presbytery.
16. Liaise with new MWSs, CREs, and Christian Educators to welcome them into the life of the Presbytery and assist with their transition into the Presbytery. Ordinarily a liaison will be appointed on behalf of the committee.
17. Annually review, and make recommendations to the Presbytery, regarding the contract with the Wellspring Renewal Center.

Amended March 6, 2020

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**Membership**

441 Membership shall be according to the provisions of the Organization and Structure of  
442 the Presbytery of Arkansas.

443 The General Presbyter and Stated Clerk shall serve as staff liaisons.

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**Meetings**

446 The Committee on Ministry shall meet at least quarterly.

447 Special meetings may be called by the Moderator as needed.

448 A quorum shall be a majority of the currently serving members of the committee as  
449 determined by the records of the Presbytery office.

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**Reporting**

452 All actions shall be reported to the Presbytery at the next regular meeting. Between  
453 meetings, minutes of meetings shall be submitted to the Stated Clerk.

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455 *Mission and Vision*

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*General Provisions*

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**Purpose**

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Mission and Vision shall be responsible for assisting the congregations and ministries of the Presbytery of Arkansas to live into the mission and vision priorities of the Presbytery.

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**Duties**

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Mission and Vision committees are responsible for their individual roles in the life of the Presbytery and for coordinating their work. Each permanent committee's duties are described in this manual.

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**Meetings**

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The Moderators of Mission and Vision committees shall communicate regularly to coordinate the work of the ministry area.

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Meetings of individual permanent committees shall be according to the policy for that particular committee.

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## Mission of the Church

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### Purpose

478 The Committee on the Mission of the Church provides oversight, planning, and  
479 support for programs that connect the congregations in practicing Christ-centered  
480 faith through mission and outreach, Christian Education, and spiritual development.  
481 Mission of the Church provides guidance and resources to help connect congregations  
482 in mission and ministry.

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### Duties

485 The Committee on the Mission of the Church is responsible to the Presbytery for the  
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1. Uphold the priorities of the Presbytery that relate to mission and the work of the church in the world, including interpretation of the vision and priorities of the larger church.
2. Evaluate requests for funding for mission related ministries and projects.
3. Provide strategies and resources in areas of leadership development, educational ministries, worship and theology through such programs as:
  - Retreats
  - Workshops
  - Informational packets
4. Help develop ministries of justice and compassion and facilitate opportunities for individuals and congregations to participate in the same.
5. Educate the Presbytery on matters of social concern and help the Presbytery engage in thoughtful and constructive dialogue on issues challenging communities and the world to the end that the Presbytery of Arkansas and its congregations and ministries witness in word and deed.
6. Identify new concerns and issues that arise in the culture which call for spiritual engagement and action. Provide information and opportunities for engagement.
7. Keep before the Presbytery and its congregations the need to care for God's creation.
8. Build ecumenical relationships and encourage ecumenical efforts in the Presbytery.
9. Receive reports from, review the covenants with, and encourage the ministry of the following entities:
  - Ferncliff
  - Presbyterian Pilgrimage
  - Presbytery Resource Center Advisory Board (and oversee Board)
  - Presbyterian Women
10. Appoint special work groups and task forces as needed to address particular needs or support individual ministries.

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**Membership**

518 Membership shall be according to the provisions of the Organization and Structure of  
519 the Presbytery of Arkansas.

520 The General Presbyter or his/her designee shall serve as staff liaison

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**Meetings**

523 The Committee on the Mission of the Church ordinarily meets at least quarterly.

524 Special meetings may be called by the Moderator as needed.

525 A quorum shall be a majority of the currently serving members of the committee as  
526 determined by the records of the Presbytery office, but in no event shall a quorum be  
527 less than three members.

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**Reporting**

530 All actions of the Mission of the Church and any sub-committees or task forces  
531 reporting to it shall be reported to the next regular meeting of the Presbytery.  
532 Between regular meetings of the Presbytery, reports shall be made to the  
533 Coordinating Team.

534 Written minutes of all meetings shall be kept and copies should be provided to the  
535 moderator of the Coordinating Team and the Stated Clerk within fourteen days of  
536 regular or special meeting.

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**Sub-Committee on Disaster Preparedness and Response**

**Purpose**

The permanent Sub-Committee on Disaster Preparedness and Response provides the Presbytery with planning and coordination in preparation for and response to natural or human-induced disasters within the bounds of the Presbytery and response to such disasters outside the Presbytery.

**Duties**

The permanent Sub-Committee on Disaster Preparedness and Response shall:

1. Recommend to the Presbytery means by which the Presbytery and its congregations can best prepare for natural or human-induced disasters.
2. Serve as a resource to congregations preparing disaster preparedness plans.
3. Prepare and disseminate a disaster response plan for Presbytery.
4. Review and revise this plan as needed.
5. Coordinate a rapid response to local disasters and disasters outside the Presbytery of Arkansas.
6. Form and activate communication protocols as needed.
7. Ensure that pastors affected by disasters receive pastoral care.
8. Disseminate assessment and response information to affected churches and responding churches, Presbyterian Disaster Assistance (PDA), and other organizations including local inter-faith networks and Volunteer Organizations Active in Disasters (VOAD).
9. Plan training for DPRC members and field volunteers.
10. Liaison with inter-faith and civic disaster response agencies, and provide representatives as requested.
11. Develop and maintain master phone lists of DPRC members and field volunteers as well as resources available for prompt disaster response.
12. Recommend creation of financial accounts to receive and disburse relief funds.
13. Develop and maintain a Memorandum of Understanding with PDA.
14. Recruit and elect members to serve on the Sub-Committee in three-year classes, reporting those members at the October meeting of the Presbytery.
15. Provide an annual report to Presbytery.

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**Sub-Committee on Honduran Ministry**

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**Purpose**

576 The permanent Sub-Committee on Honduran Ministry provides the Presbytery with  
577 planning and coordination of the Presbytery's ministry in Honduras through the  
578 Presbyterian Church (U.S.A.) and with the Presbyterian Church of Honduras.

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**Duties**

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582 The permanent Sub-Committee on Honduran Ministry shall:

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- 584 1. Be a member of the Presbyterian Church (U.S.A.)'s Honduran Network.
- 585 2. Work through the Presbyterian Church (U.S.A.)'s Honduran Network to serve  
586 in partnership with the Presbyterian Church of Honduras as the churches,  
587 together, work to improve the quality of life of the people of Honduras, deepen  
588 relationships between the Presbyterian Church of Honduras and the  
589 Presbytery of Arkansas/PC(USA) and the people of Honduras and  
590 Arkansans/North Americans, and assist in what ways possible to enable the  
591 Presbyterian Church of Honduras to share the good news we know through  
592 Jesus Christ.
- 593 3. Communicate regularly with the Presbytery of Arkansas about the ministry of  
594 the Honduran Ministry through reports to Presbytery, reports to the Mission  
595 of the Church Ministry Area, articles in the Banner, and through speakers who  
596 are available to speak to congregations and other groups.
- 597 4. Promote and provide speakers to share the good news of the ministry.
- 598 5. Encourage individuals and congregations to become involved in the ministry  
599 in Honduras through prayer, financial giving, developing relationships with  
600 the people of Honduras, and personal involvement.
- 601 6. Organize efforts of the Presbytery of Arkansas, planning the ministry of the  
602 Presbytery in service to the people of Honduras and the Presbyterian Church  
603 of Honduras, particularly mission trips.
- 604 7. Work closely with Solar Under the Sun and Living Waters for the World in  
605 providing a reliable, sustainable power source for those in areas of Honduras  
606 not served by the country's power grid, and clean water for those without
- 607 8. Establish an account with the Texas Presbyterian Foundation, in cooperation  
608 with the Presbytery of Arkansas, through which funds may be received and  
609 disbursed.
- 610 9. On behalf of the Presbytery, oversee the funds specifically designated to the  
611 Honduran Ministry, serving as the receiving and disbursing agent for the funds  
612 generated for the ministry, keeping accurate records, and being transparent in  
613 how those funds are utilized.
- 614 10. Recruit and elect members to serve on the Sub-Committee in three-year  
615 classes, reporting those members at the October meeting of the Presbytery.
- 616 11. Provide an annual report to Presbytery.

616

617 **Presbyterian Women of the Presbytery of Arkansas**

618

619 **Purpose**

620 Forgiven and freed by God in Jesus Christ, empowered by the Holy Spirit we commit  
621 ourselves:

622 to nurture our faith through prayer and Bible study,  
623 to support the mission of the church worldwide,  
624 to work for justice and peace, and to build an inclusive, caring community of  
625 women that

626 strengthen the Presbyterian Church (U. S. A.) and  
627 witness to the promise of God's kingdom.

628

629 **Membership**

630 Presbyterian Women of the Presbytery of Arkansas shall be composed of all the  
631 women in the congregations of the Presbytery of Arkansas who choose to participate  
632 in, or be supportive of the Presbyterian Women.

633

634 **Organization**

635 Presbyterian Women of the Presbytery is headed by a coordinating team of leaders  
636 elected at the annual general meeting in the spring of each year. These elected leaders  
637 serve a two or three-year-term. There is an approved Manual of Operations for  
638 Presbyterian Women in the Presbytery of Arkansas by which they are guided.

639

640 **Meetings**

641 The Coordinating Team of Presbyterian Women in the Presbytery shall normally  
642 meet at stated meetings a minimum of two times a year. Presbyterian Women in the  
643 Presbytery meet together at the Annual Spring Gathering. In the fall, cluster meetings  
644 are held in each cluster to provide for worship, fellowship, Bible study review, and to  
645 provide information to empower the leadership of Presbyterian Women.

646

647 **Accountability and Support**

648 The organization of Presbyterian Women will be accountable to the Presbytery  
649 through the Committee on the Mission of the Church. The Moderator of Presbyterian  
650 Women shall have voice and vote in Presbytery as provided by the organization and  
651 structure of the Presbytery. This organization of women in the Presbytery is nurtured  
652 and financially supported by the Presbytery of Arkansas and shall annually submit a  
653 budget to the Committee on Administration and shall make a report to a meeting of  
654 Presbytery at least annually.

655

656

657

## **Youth, Young Adults and Campus Ministry**

658

659

### **Purpose**

660 Youth, Young Adults and Campus Ministry coordinates, supports, and encourages the  
661 ministry of the church with middle school and high school youth, college and campus-  
662 based ministries within the bounds of the Presbytery, and ministries with Young  
663 Adults up to age 35. It serves as the Presbytery's conduit between the sub-committees  
664 of the Presbytery that carry out the programming aspects of the Presbytery's  
665 ministries with youth and campus ministry, as the entity that encourages  
666 prioritization of youth, young adults, and campus ministry within the context of the  
667 work of the other committees of Mission and Ministry, and as the resource for  
668 congregational ministry to these age groups.

669

670

### **Duties**

671 Youth, Young Adults and Campus Ministry shall:

672

- 673 1. Develop and provide strategic leadership for programs and resources to  
674 develop ministries with youth, collegiate, and young adults on the Presbytery  
675 and congregational levels.
- 676 2. Oversee the work of the Youth Advisory Team of the Presbytery and assist it  
677 in providing opportunities for youth to connect at the Presbytery, synod, and  
678 national level.
- 679 3. Encourage and promote campus ministry within the bounds of the Presbytery.
- 680 4. Appoint sub-committees and task forces as needed to address particular needs  
681 or support individual ministries.
- 682 5. Encourage congregations to elect YADs and YAADs for Presbytery meetings.

682

683

### **Membership**

684 Membership shall be according to the provisions of the Organization and Structure of  
685 the Presbytery of Arkansas.

686 The General Presbyter or his/her designee shall serve as staff liaison.

687

688

### **Organization**

689 There are two permanent sub-committees for youth and for campus ministry.

690

691

### **Meetings**

692 Youth, Young Adults and Campus Ministry shall normally meet at least quarterly.

693 Special meetings may be called by the Moderator as needed.

694 A quorum shall be a majority of the currently serving members of the committee as  
695 determined by the records of the Presbytery office, but in no event shall a quorum be  
696 less than three members.

697

698

**Reporting**

699 All actions of Youth, Young Adults and Campus Ministry and any sub-committees or  
700 task forces reporting to it shall be reported to the next regular meeting of the  
701 Presbytery. Between regular meetings of the Presbytery, reports shall be made to the  
702 Coordinating Team.

703 Written minutes of all meetings shall be kept and copies should be provided to the  
704 moderator of the Coordinating Team and the Stated Clerk within fourteen days of  
705 regular or special meetings.

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**Future of the Church**

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**Purpose**

The Committee on the Future of the Church serves as a catalyst to engage congregations and the Presbytery in creative thinking and planning beyond current models of ministry and programming to meet the challenges of new demographics and trends as society continues to change. Future of the Church assists with visioning, branding, technology, and development of new ministries. It provides new church development functions of the Presbytery.

**Duties**

1. Provide resources and resource persons to assist congregations to perform visioning activities for their churches and communities.
2. Develop branding for the Presbytery and templates for churches to adapt for individual needs.
3. Develop advertising plan and funding to promote branding of Presbytery and PC(USA) in media outlets throughout the Presbytery.
4. Maintain accessible technology consultant, as either employee or volunteer, to assist congregations and actively encourage congregations' use of technology, websites, and social media.
5. Assist congregations with development of new ministries and utilization of 1001 New Worshiping Communities resources.
6. Continue to ask "what's next?" for the church and actively seek resources and programming ideas for implementation through congregations and Presbytery committees.
7. Identify sites for new church plants, develop core memberships, and encourage and empower their growth and ministry with collaboration between a standing New Church Committee and task forces appointed by the Future of the Church Ministry Area for each new church plant.
8. Assist churches to re-develop their mission and ministry as needed by forming a team of representatives from the five ministry areas to conduct a mission study and develop an action plan and timeline.
9. Oversee the work of special working groups and task forces formed to address special needs.
10. Assist congregations seeking funding or grants from other councils or agencies of the church.
11. Oversee all real property purchased for new church development and make recommendations to the Presbytery for its use or disposal.

**Membership**

749 Membership shall be according to the provisions of the Organization and  
750 Structure of the Presbytery of Arkansas.

751  
752 The General Presbyter or his/her designee shall serve as staff liaison.

753

754 **Meetings**

755

756 Future of the Church shall meet at least quarterly.

757

758 Meetings of standing committees, subcommittees, and task forces shall be on  
759 "as needed" basis, at least once annually.

760

761 Special meetings may be called by the Moderator as needed.

762

763 A quorum shall be a majority of the currently serving members as determined  
764 by the records of the Presbytery office, but in no event shall a quorum be less  
765 than three members.

766

767 **Reporting**

768

769 All actions of Future of the Church and any subcommittees or task forces  
770 reporting to it shall be reported to the next regular meeting of the Presbytery.  
771 Between regular meetings of the Presbytery, reports shall be made to the  
772 Coordinating Team.

773

774 Written minutes of all meetings shall be kept and copies should be provided  
775 to the Moderator of the Coordinating Team and the Stated Clerk within  
776 fourteen days of regular or special meeting.