

1           **THE PRESBYTERY OF ARKANSAS MINISTRY MANUAL**

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3                           **Part I: Organization and Structure**

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**March 2, 2019**  
**Amended March 6, 2020**

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**Preface**

10   The Vision of the Presbytery of Arkansas is “to make visible the body of Christ,” and  
11   the Mission of the Presbytery of Arkansas is “Trusting that we serve God better  
12   together, we are a family of congregations, ministries, and their leaders empowering  
13   and supporting one another to embody Christ’s love for all.” To that end the  
14   Presbytery adopts an internal structure that provides for both the decent and orderly  
15   work of the church and the creative engagement of the church with the world.

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17   This structure is not the final word, nor should it be. As part of the church reformed  
18   always being reformed according to the Word of God, the Presbytery of Arkansas  
19   remains open to the guidance of the Holy Spirit and the wisdom of the people of God  
20   as we continue to seek to live into Christ’s calling.

21 **1) The Presbytery**

- 22 A. Name- The name of the Presbytery shall be The Presbytery of Arkansas.
- 23 B. Geographical Boundaries- The geographical area of the Presbytery of  
24 Arkansas includes the following counties within the State of Arkansas:  
25 Arkansas, Baxter, Benton, Boone, Carroll, Clark, Cleburne, Conway,  
26 Craighead, Crawford, Cross, Desha, Faulkner, Franklin, Fulton, Garland,  
27 Grant, Greene, Hot Spring, Independence, Izard, Jackson, Jefferson,  
28 Johnson, Lawrence, Lee, Logan, Lonoke, Madison, Marion, Monroe,  
29 Montgomery, Newton, Perry, Phillips, Pike, Poinsett, Polk, Pope, Prairie,  
30 Pulaski, Randolph, St. Francis, Saline, Scott, Searcy, Sebastian, Sharp,  
31 Stone, Van Buren, Washington, White, Woodruff and Yell. This section  
32 shall be automatically amended by subsequent action of the General  
33 Assembly of the Presbyterian Church (USA).
- 34 C. Membership- The membership of the Presbytery includes all Ministers of  
35 Word and Sacrament enrolled by the Presbytery and all congregations  
36 within its boundaries. Ruling Elders elected as General Presbyter, Stated  
37 Clerk, Assistant Stated Clerk, Treasurer, Moderator, and Moderator-in-  
38 Waiting (Vice Moderator); Commissioned Lay Pastors in current service;  
39 members of the Coordinating Team; ~~œ~~ and current commissioners to  
40 General Assembly shall be enrolled as members of the Presbytery during  
41 the term of elected service. Ruling Elders who are Certified Christian  
42 Educators as defined by the most recent edition of the *Book of Order* of  
43 the PC(USA) shall be enrolled as members of the Presbytery.

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45 **2) Authority and Order**

- 46 A. Ecclesiastical Authority- The Presbytery shall be governed by the most  
47 recent edition of the *Book of Order* of the PC(USA).
- 48 B. Presbytery Organization- The Presbytery shall maintain written rules,  
49 policies and procedures in a Ministry Manual. In the event any rule or  
50 policy is deemed in conflict with the *Book of Order* of the PC(USA), the  
51 *Book of Order* shall have precedence.

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60 **3) Meetings and Membership of the Presbytery**

- 61 A. Stated Meetings- The Presbytery shall meet no fewer than two times per  
62 year.
- 63 B. Types of Meetings- In addition to its stated meetings, the Presbytery may  
64 meet in Special, Called, or Adjourned meetings.
- 65 C. Special Meetings- Special, Called, or Adjourned meetings should be held  
66 on a Saturday. Only those ministers and elder commissioners within a  
67 75-mile radius of the place of meeting shall be expected to attend a  
68 special meeting.
- 69 D. Quorum: A quorum for stated meetings of the Presbytery of Arkansas  
70 shall be twenty (20) Ruling Elders and twenty (20) Ministers of the Word  
71 and Sacrament, with at least twenty (20) congregations represented  
72 overall. A quorum for Called or Adjourned meetings of the Presbytery of  
73 Arkansas shall be ten (10) Ruling Elders, and ten (10) Ministers of the  
74 Word and Sacrament with at least ten (10) congregations represented  
75 overall. Only those ministers and elder commissioners within a 75-mile  
76 radius of the place of meeting shall be expected to attend.
- 77 E. Membership- All Ministers of Word and Sacrament enrolled by the  
78 Presbytery, Ruling Elder commissioners duly elected by member  
79 congregations, and other elder members as defined in the Organization  
80 and Structure, shall be enrolled as members of the Presbytery for a  
81 particular meeting. All members shall have voice and vote.
- 82 1. Attendance- It is the duty and responsibility of all member  
83 ministers of the Presbytery (except those honorably retired) to  
84 attend all meetings and it is the duty and responsibility of member  
85 churches to be represented by duly elected Ruling Elders at all  
86 meetings.
- 87 2. Parity- The Presbytery may provide by rule to achieve numerical  
88 parity between Minister of Word and Sacrament and Ruling Elder  
89 members at a particular meeting.
- 90 3. Elder Commissioners- All Sessions shall elect at least one Ruling  
91 Elder commissioner for all meetings. Ruling Elder commissioners  
92 shall be elected as follows:
- 93 a) One commissioner from churches of 300 or fewer reported  
94 members;
- 95 b) Two commissioners from churches of 301-1000 reported  
96 members;
- 97 c) Three commissioners from churches of 1001-1500 reported  
98 members;

- 99 d) Four commissioners from churches of 1501-2000 reported  
100 members;
- 101 e) One additional commissioner for every additional 500 reported  
102 members or major fraction thereof.
- 103 f) In no case shall the total number of Ruling Elder Commissioners  
104 allotted to a particular congregation be fewer than the total  
105 number of installed or transitional ministers of Word and  
106 Sacrament serving that congregation serving at least ½ time.
- 107 g) Moderators of COM, CPM, Future of the Church, Administration,  
108 Y/YA/C, Mission of the Church, Nominations, and  
109 Representation who are Ruling Elders shall be enrolled as  
110 members with voice and vote if not otherwise members of the  
111 Presbytery. Moderators who are not Ruling Elders may be  
112 seated as Corresponding Members with voice but not vote.
- 113 h) Ruling Elder members of the Coordinating Team not otherwise  
114 members of the Presbytery shall be enrolled as members of the  
115 Presbytery during their time of service on the Coordinating  
116 Team.
- 117 F. Other Attendees- The Presbytery may enroll as corresponding members  
118 or visitors with voice but not vote:
- 119 1. Youth Advisory Delegates- Each member congregation may elect up  
120 to two (2) Youth Advisory Delegates (YADs).
- 121 a) Eligibility- Active members of member congregations from 9<sup>th</sup> to  
122 12<sup>th</sup> grades are eligible to serve as YADs.
- 123 b) Attendance- No fewer than one stated meeting per year shall be  
124 designated for participation by YADs.
- 125 c) Advisory Role- YADs serve as advisors to the Presbytery in its  
126 work. Prior to a vote by the full Presbytery, an advisory vote of  
127 YADs should be taken on those issues they have studied as a  
128 group. The results of the advisory vote will be reported to the  
129 Presbytery prior to the vote of commissioners.
- 130 2. Young Adult Advisory Delegates- Each member congregation or  
131 recognized campus ministry of the Presbytery may elect up to two  
132 (2) Young Adult Advisory Delegates (YAADs).
- 133 a) Eligibility- Active members of member congregations who are  
134 18-28 years old and active members of a recognized campus  
135 ministry who are also members of any PC(USA) congregation  
136 are eligible to serve as YAADs.

- 137                                    b) Attendance- No fewer than one stated meeting per year shall be  
138                                    designated for participation by YAADs.
- 139                                    c) Advisory Role- YAADs serve as advisors to the Presbytery in its  
140                                    work. Prior to a vote by the full Presbytery, an advisory vote of  
141                                    YAADs should be taken on those issues they have studied as a  
142                                    group. The results of the advisory vote will be reported to the  
143                                    Presbytery prior to the vote of commissioners.
- 144                                    3. Presbyterian Women- The Moderator of Presbyterian Women, if a  
145                                    Minister of Word and Sacrament or Ruling Elder in good standing,  
146                                    shall have voice and vote.
- 147                                    4. Others- By majority vote of commissioners present and voting, the  
148                                    Presbytery may enroll other visitors and grant privilege of voice  
149                                    but not vote.

150    **4) Officers and Staff**

- 151                    A. Officers- The constitutional officers of the Presbytery shall be the  
152                    Moderator and Stated Clerk. The Presbytery also provides by rule for  
153                    Moderator-in-Election and Moderator of Coordinating Team.
- 154                    1. Moderator: The Moderator shall preside at meetings of the  
155                    Presbytery and fulfill such other duties as provided by rule and the  
156                    most recent edition of the PC(USA) *Book of Order*.
- 157                                    a. Election: An individual nominated to serve as Moderator will  
158                                    normally be elected as “Moderator-in-Election” (or Vice-  
159                                    Moderator) in the fall preceding the first year of service.  
160                                    Upon election as Moderator-in-Election, the individual is  
161                                    deemed to have been elected to the full three years of service  
162                                    as Moderator-in-Election, Moderator, and Moderator of  
163                                    Coordinating Team unless resignation or removal from  
164                                    office prevent the completion of the term.
- 165                                    b. Installation: The Moderator shall normally be installed at the  
166                                    first meeting in the year of service as Moderator.
- 167                                    c. Vacancy: Should a vacancy occur during the first year of  
168                                    service (Moderator-in-Election), the Committee on  
169                                    Nominations shall bring to the next stated or called meeting  
170                                    of the Presbytery the name of an individual to be elected for  
171                                    the remainder of the term. Should a vacancy occur during  
172                                    the second year of service (Moderator), the Moderator-in-  
173                                    Election shall assume the role of Moderator for the rest of  
174                                    the term.

175 the unexpired term and continue to serve his or her own  
176 elected term. Should a vacancy occur during the third year  
177 of service (Moderator of Coordinating Team), the  
178 Moderator-in-Election shall serve the remainder of the  
179 unexpired term as Moderator of Coordinating Team.

180 2. Stated Clerk: The Stated Clerk shall serve as the parliamentarian of  
181 the Presbytery and as the designated authority on matters of policy  
182 and polity.

183 a. Election- Upon vacancy or upon the nomination of more than  
184 one candidate, the Committee on Nominations shall bring to  
185 the Presbytery a Stated Clerk Nominating Committee to be  
186 elected and charged with presenting a candidate to the  
187 Presbytery for election. Nominations shall be allowed from  
188 the floor.

189 b. Vacancy: Should a vacancy occur a Temporary Stated Clerk  
190 shall be named by the Coordinating Team from among  
191 previous Stated Clerks or otherwise qualified individuals.  
192 The appointment shall be presented to the Presbytery at the  
193 next stated meeting for its approval. A search for a new  
194 Stated Clerk shall commence for the election of a Stated  
195 Clerk to complete the unexpired term.

196 B. Parity- The office of Moderator shall normally alternate between elder  
197 and Minister of Word and Sacrament.

198 C. Staff- The Presbytery staff shall normally include an Executive/General  
199 Presbyter, Stated Clerk, and Treasurer and may include such other staff  
200 approved by the Presbytery for the fulfillment of the Presbytery's  
201 mission and ministry.  
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203 **5) Ministry Areas and Standing Committees**

204 A. Ministries of the Presbytery- In order to more fully and effectively live into  
205 its vision and mission, the work of the Presbytery shall be partitioned  
206 into three broad ministry areas: Institutional Support, Mission and  
207 Vision, and Leadership and Ministry, and a Coordinating Team. Within  
208 these areas, the Presbytery shall maintain such committees necessary to  
209 carry-out the functions of the Presbytery as required by the most recent  
210 edition of the *Book of Order* of the PC(USA) and the vision set forth by the  
211 Presbytery.

212 B. Coordinating Team- The Coordinating Team shall serve as the  
213 coordinating and program oversight body of the Presbytery between  
214 meetings. When necessary, the Coordinating Team may act on behalf of  
215 the Presbytery for routine business or when a called, special, or regular  
216 meeting of the Presbytery is impractical.

217 1. Membership- There shall be twelve members of the Coordinating  
218 Team, and six ex-officio members, appointed and elected in the  
219 following ways:

220 a) Members from Ministry Areas: One appointed member from  
221 each of the following committees: Administration; Ministry;  
222 Preparation for Ministry; Mission of the Church; Future of the  
223 Church; and Youth, Young Adults, and Campus Ministry.  
224 Appointment by a committee is for one year, with that person  
225 eligible to be reappointed for up to six years.

226 b) At-Large Members: Four at-large members shall be elected for  
227 a three-year term, divided into classes of two members each,  
228 with each region of the Presbytery represented by at least one  
229 member. Members may serve no more than two terms, or six  
230 years total, without at least one year off the committee.

231 c) Moderator: The Moderator of the Coordinating Team shall be  
232 the most recent Moderator of the Presbytery. S/he shall serve  
233 with voice and vote. In the event the most recent past  
234 moderator is unable or unwilling to serve, the Nominations  
235 Committee shall bring a name to the Presbytery to fill the role  
236 of Moderator of the Coordinating Team. The nominee will  
237 normally come from the roster of past moderators.



- 238 d) Ex-officio Members: The General/Executive Presbyter,  
239 Treasurer, Stated Clerk, Moderator of Presbytery, Moderator  
240 or designee of Moderator of Committee on Nominations, and  
241 Moderator-in-election (Vice-Moderator) of Presbytery shall  
242 be ex-officio members with voice but not vote. Other ex-officio  
243 members may be provided for by policy.  
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- 245 C. Institutional Support- Institutional Support comprises those  
246 committees, and the Permanent Judicial Commission, who focus on the efforts  
247 of the Presbytery to conduct its business decently and in order, in keeping with  
248 the PC(USA) *Book of Order*.  
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- 250 1. Permanent Committees- There shall be three permanent committees  
251 under Institutional Support: Administration, Representation, and  
252 Nominations. Also within the purview of Institutional Support is the  
253 Permanent Judicial Commission and such other committees and  
254 commissions required by the most recent edition of the *Book of Order*.
- 255 a. Administration- Administration shall oversee the budget and  
256 financial operations of the Presbytery, act as the Personnel  
257 committee of the Presbytery, and relate to the constitutionally  
258 required committees and commissions of the Presbytery,
- 259 1) Membership- Six members shall be elected for a three-year  
260 term, divided into three classes of two members each, with  
261 each region of the Presbytery represented by at least one  
262 member. Members may serve no more than two terms, or  
263 six years total, without at least one year off the committee.
- 264 2) Sub-committees and Task Forces- Administration may  
265 establish such sub-committees and task forces needed to  
266 carry out their duties.  
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- 268 b. Committee on Representation- The Committee on Representation  
269 promotes and reviews the Presbytery of Arkansas' implementation  
270 of the Presbytery's commitment to inclusivity and representation.  
271 The Committee on Representation fulfills the following functions:  
272 to advise the Presbytery "regarding the implementation of  
273 principles of unity and diversity, to advocate for diversity in  
274 leadership, and to consult with the Presbytery on the employment  
275 of personnel, in accordance with the principles of unity and  
276 diversity in F-1.0403," in the Book of Order. *G-3.0103*  
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- 278 1. Membership- Six members shall be elected for a three-year term,  
279 divided into three classes of two members each. Members may



- 280 serve no more than two terms, or six years total, without at least  
281 one year off the committee. The Committee on Representation  
282 shall be intentionally comprised of the diversity of the  
283 presbytery, such diversity to include, but not be limited to,  
284 gender, racial ethnic background, age, geographical location,  
285 congregation and community size, and persons with disabilities.  
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- 287 c. Committee on Nominations- The Committee on Nominations shall be  
288 responsible for the nomination process in the Presbytery.  
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- 290 1. Membership- Nine members shall be elected for a three-year  
291 term, divided into three classes of three members each, with  
292 each region of the Presbytery represented by at least one  
293 member. Members may serve no more than two terms, or six  
294 years total, without at least one year off the committee. The  
295 Coordinating Team shall nominate and elect members of the  
296 Committee on Nominations.  
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- 298 d. The Permanent Judicial Commission- Constitutionally mandated by  
299 the *Book of Order*, the Permanent Judicial Commission is  
300 responsible for adjudicating cases of the Presbytery of Arkansas  
301 according to the Rules of Discipline of the PC(USA)'s *Book of Order*.  
302
- 303 1) Membership- The Permanent Judicial Commission shall be  
304 composed of 12 members, six being ruling elders and six being  
305 Ministers of Word and Sacrament, who shall be elected for six-  
306 year terms with four persons in each of three classes; classes  
307 shall be elected in alternate years. The members shall be  
308 recommended by the Committee on Nominations and shall be  
309 elected by Presbytery. No person who has served for a full term  
310 of six years shall be eligible for reelection until four years have  
311 elapsed after the expired six-year term (D-5.0105).  
312

- 313 D. Leadership and Ministry- Leadership and Ministry shall be responsible for  
314 oversight of the enrolling and dismissing of Ministers of the Word and  
315 Sacrament, the call process for congregational ministry, validation of  
316 other ministries, the training and oversight of Commissioned Ruling  
317 Elders, the oversight of Inquirers and Candidates for ministry, the health  
318 and welfare of member congregations in times of need or pastoral  
319 transition, and the support and nurture of church professionals.
- 320 1. Permanent Committees- There shall be two permanent  
321 committees in Leadership and Ministry: the Committee on  
322 Preparation for Ministry (CPM) and the Committee on Ministry  
323 (COM).
- 324 a) Committee on Preparation for Ministry- The Committee on  
325 Preparation for Ministry (CPM) shall oversee the training,  
326 certification, and commissioning of Inquirers and  
327 Candidates for the office of minister and candidates for the  
328 role of Commissioned Ruling Elder. The CPM shall also  
329 provide for the certification of qualified Christian Educators  
330 and Associate Christian Educators.
- 331 (1) Membership- Nine members shall be elected for a  
332 three-year term, divided into three classes of three  
333 members each, with each region of the Presbytery  
334 represented by at least one member. Members may  
335 serve no more than two terms, or six years total,  
336 without at least one year off the committee. At least  
337 one member of the CPM shall be a Certified Christian  
338 Educator or Certified Associate Christian Educator.
- 339 (2) Co-Opting- CPM may co-opt members of the  
340 Presbytery for particular duties including liaising  
341 with inquirers and candidates, teaching and training  
342 CLPs, and assisting with the certification process for  
343 Christian Educators.
- 344 b) Committee on Ministry- The Committee on Ministry shall  
345 oversee the enrollment and dismissal of Ministers of Word  
346 and Sacrament, the call process for both ministers and  
347 CREs, the care and nurture of church professionals, and, in  
348 cooperation with the Committee on the Future of the  
349 Church, inquire into difficulties in congregations per  
350 Presbytery policies.

- 351                                    (1) Membership- Eighteen members shall be elected for a  
352                                    three-year term, divided into three classes of six  
353                                    members each, with each region of the Presbytery  
354                                    represented by at least one member. Members may  
355                                    serve no more than two terms, or six years total,  
356                                    without at least one year off the committee.
- 357                                    (2) Co-Opting- COM may co-opt members of the  
358                                    Presbytery for particular duties including but not  
359                                    limited to liaising with congregations, examining  
360                                    candidates for enrollment in the Presbytery, or  
361                                    inquiry into congregational difficulties.
- 362                                    (3) Regional Cooperation- The unified mission and  
363                                    ministry of the Presbytery are essential to the  
364                                    corporate witness of the church. When possible, the  
365                                    work of the Presbytery and its ministries and  
366                                    committees should be done in the most  
367                                    representative and inclusive way. This commitment  
368                                    must be balanced by the demands of the geographic  
369                                    diversity of the Presbytery. In order to more  
370                                    effectively meet the needs of the Presbytery, the COM  
371                                    may organize its routine work regionally provided  
372                                    the final decision on matters of policy,  
373                                    recommendations for Presbytery action, and  
374                                    enrollment/dismissal remain with the full  
375                                    committee.
- 376                                    2. Ministry Coordination- The Moderators of the Committees on  
377                                    Preparation for Ministry (CPM) and Ministry (COM) shall  
378                                    communicate regularly to review shared goals and priorities and  
379                                    to coordinate their work for the benefit of the whole church.  
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- 381                                    E. Mission and Vision- Mission and Vision shall be responsible for supporting  
382                                    and encouraging the ministry of the congregations and various  
383                                    ministries of the Presbytery in three very purposeful and interlocking,  
384                                    but distinct ways: mission and educational programming and support, a  
385                                    focus on youth, young adults, and campus ministry, and connecting  
386                                    congregations serving as a catalyst to engage in creative thinking and  
387                                    planning.  
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- 389                                    a. Permanent Committees – There shall be three permanent committees in  
390                                    Mission and Vision: Mission of the Church (CMC), Youth, Young Adults, and  
391                                    Campus Ministry (CY,YA,CM), and Future of the Church (CFC).  
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- a. The Committee on the Mission of the Church- The Committee on the Mission of the Church provides oversight, planning, and support for programs that connect our congregations in practicing our faith through mission and outreach, Christian education, and spiritual development. Mission of the Church will provide guidance and resources to help connect congregations in mission and ministry.
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1. Membership- Nine members shall be elected for a three-year term, divided into three classes of three members each, with each region of the Presbytery represented by at least one member. The Moderator of Presbyterian Women or her designee shall be a member with voice and vote.
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2. Sub-Committees and Task Forces- Mission of the Church may establish such sub-committees and task forces needed to carry out their duties.
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3. Permanent Sub-Committees- The Disaster Preparedness and Response Sub-Committee; and the Honduran Ministry Sub-Committee shall be self-populated.
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4. Other Relating Entities- Unless otherwise required by charter or covenant with the Presbytery, all partner agencies (i.e. Ferncliff, PW, Presbyterian Pilgrimage, etc.) shall report to the Presbytery through the Mission of the Church Ministry Area.
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- b. The Committee on Youth, Young Adults and Campus Ministry- The Committee on Youth, Young Adults and Campus Ministry shall coordinate, support, and encourage the ministry of the church with middle school and high school youth, college and campus-based ministries within the bounds of the Presbytery, and ministries with Young Adults up to age 35. It shall serve as the Presbytery's conduit between the sub-committees of the Presbytery that carry out the programming aspects of the Presbytery's ministries with youth and campus ministry, as the entity that encourages prioritization of youth, young adults, and campus ministry within the context of the work of the other committees of Mission and Ministry, and as the resource for congregational ministry to these age groups.
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- 1) Membership- Six members in classes of two each shall be elected for three-year terms, with each region of the presbytery represented.
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- 2) Ex-Officio Members: One representative from each campus ministry and the Youth Advisory Team shall serve as ex-officio members with voice but not vote.

- 434                    5. Sub-committees and Task Forces- The Ministry Area may establish  
435                    such sub-committees and task forces needed to carry out their  
436                    duties.
- 437                    6. Permanent Sub-Committees- Two permanent sub-committees  
438                    shall be appointed to oversee Youth and Campus ministries  
439                    respectively.
- 440                    a) Youth Ministry Team: The Youth Advisory Team (YAT) shall  
441                    consist of youth and adults from across the Presbytery. The  
442                    Youth Advisory Team shall establish a process to annually  
443                    invite youth and adults to join the team.
- 444                    b) The Campus Ministry Sub-Committee: The Campus Ministry  
445                    Sub-committee shall consist of representatives from each  
446                    UKirk registered campus ministry or congregation-based  
447                    campus ministry within the bounds of the Presbytery and  
448                    others appointed by the Ministries with Youth, Young Adults  
449                    and Campus Ministry Area.
- 450                    F. The Committee on the Future of the Church- The Future of the Church  
451                    serves as a catalyst to engage congregations and Presbytery Ministry  
452                    Areas in creative thinking and planning beyond current models of  
453                    ministry and programming to meet the challenges of new demographics  
454                    and trends as society continues to change. The Committee on the Future  
455                    of the Church assists with visioning, branding, technology, and  
456                    development of new ministries. It encourages and supports the new  
457                    church development efforts of the Presbytery.
- 458                    1. Membership- Nine members shall be elected for a three-year  
459                    terms, divided into three classes of three members each, with  
460                    each region of the Presbytery represented by at least one  
461                    member.
- 462                    2. Sub-committees and Task Forces- The Committee may establish  
463                    such sub-committees and task forces needed to carry out their  
464                    duties. In no case shall a sub-committee or task force be  
465                    established for longer than 12 months without the approval of the  
466                    Presbytery.
- 467                    G. Nominations and Elections- The Presbytery shall provide by rule for the  
468                    nomination and election of members to serve on all permanent  
469                    committees, sub-committees, and commissions. The principles of  
470                    representation and parity shall apply to all committees, sub-committees,  
471                    commissions, task forces, and other extensions of the Presbytery.

- 472 H. Additional and at-Large Members of Committees: When the Organization  
473 and Structure provides for the option of additional members, a  
474 committee may request that the Nominating Committee put forward the  
475 name(s) of at-large members to meet particular needs of the committee.  
476 The Nominating Committee may, at its own discretion, also put forward  
477 at-large members for election if the committee deems it necessary to  
478 meet the demands of representation and parity.
- 479 I. Representation and Parity- The principles of representation and parity  
480 shall apply to all committees, sub-committees, commissions, task forces,  
481 and other extensions of the Presbytery.

482 **6) Standing Rules**

- 483 A. Definition- A standing rule of the Presbytery is any action of the  
484 Presbytery of a general nature that will govern the actions of Presbytery  
485 for an indefinite period of time. Standing rules may order the operations  
486 of Presbytery; elaborate on existing policies and practices; direct its  
487 officers, staff, or agencies; establish procedures; or provide any kind of  
488 specific guidance. However, they must be within the framework of  
489 existing policies of the Presbytery; they may not establish policy nor  
490 modify parliamentary procedure. Policy is established by this Manual or  
491 by specific procedures established by the Manual.
- 492 B. Expiration- Any action of the Presbytery that meets the definition of a  
493 standing rule, but which is not so identified and numbered in the  
494 minutes, will expire one year from the date of its passage, unless  
495 readopted.
- 496 C. Records- The Stated Clerk will keep a Compendium of Standing Rules,  
497 numbering each chronologically, or by another numbering system,  
498 assigning each a number immediately after passage, which number will  
499 appear in the minutes.

500 The list of Standing Rules should not be renumbered following repeal of  
501 a rule. When a rule expires or is repealed, a note shall be added to the  
502 Compendium in place of the rule.  
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505 **7) Incorporation**

506 A. Incorporation- The Presbytery of Arkansas is incorporated as a not for  
507 profit ecclesiastical corporation in accordance with the constitution of  
508 the Presbyterian Church (U.S.A.) as well as in compliance with the laws  
509 of the State of Arkansas, and in conformity with appropriate sections of  
510 the Federal Internal Revenue Code.

511 B. Meetings of the Corporation- Meetings of the Presbytery shall be meetings  
512 of the corporation.

513 C. Officers- Officers of the corporation shall be the Moderator and Stated  
514 Clerk of the Presbytery of Arkansas.

515 D. Counselor-at-Law- The Presbytery shall elect a counselor-at-law and may  
516 elect associate counselors-at-law, each of whom shall be active members  
517 of churches in the Presbytery of Arkansas. Terms shall be for three years  
518 and reelection shall be permitted.

519 The counselor shall be an advisory member of the Coordinating Team of  
520 the Presbytery, and shall advise the Coordinating Team and the  
521 Presbytery on such legal matters as may become of concern to the  
522 Coordinating Team and the Presbytery. The counselor may seek the  
523 advice and assistance of the associate counselors when necessary.

524 The counselor and associate counselors shall serve without  
525 compensation, but they shall be reimbursed for such reasonable  
526 expenses as they may from time to time incur.

527 The counselor may, at the direction of the Presbytery, retain or employ  
528 such additional attorneys as may be deemed necessary to represent the  
529 Presbytery from time to time.

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534 **8) Amendment**

- 535 A. Amendments- The **Ministry Manual** may be amended by vote of the  
536 Presbytery as follows:
- 537 1. Amending Organization and Structure- The **Organization and**  
538 **Structure** section may be amended by 3/5 vote of the Presbytery  
539 present and voting if the proposed amendment is distributed to  
540 all members and member congregations no less than 30 days  
541 prior to the meeting during which the vote is to take place. This  
542 rule may be waived by a 2/3 vote of the Presbytery present and  
543 voting.
- 544 2. Ministry Duties and Presbytery Policies- The Ministry Duties and  
545 Presbytery Policies sections may be amended by majority vote of  
546 the Presbytery.
- 547 3. Standing Rules- A Standing Rule may be adopted by a 3/5 vote of  
548 the Presbytery present and voting.
- 549 4. Covenants and Partnerships- Once adopted by the Presbytery, all  
550 covenants and partnership agreements shall be deemed added to  
551 the Ministry Guide.
- 552 5. Policies and Procedures- A policy or procedure may be added,  
553 amended, or deleted by majority vote of the Presbytery.
- 554 B. Suspension- A particular provision of this manual may be suspended by a  
555 2/3 vote of the Presbytery. No provision may be suspended if such  
556 suspension violates the *Book of Order* of the Presbyterian Church (USA).
- 557 C. Editorial Changes- The Stated Clerk shall provide for annual review of this  
558 Manual and its contents. The Stated Clerk, in consultation with the  
559 Moderator and General Presbyter, is empowered to make minor changes  
560 to correct grammar or spelling, to eliminate redundancies, or to make  
561 such changes necessitated by action of the General Assembly of the  
562 PC(USA) or the GAPJC. Any changes (other than scrivener's corrections)  
563 shall be reported to the Presbytery at its next stated meeting. At least  
564 annually, the Stated Clerk shall provide each Clerk of Session in the  
565 Presbytery the updated contents to this manual.