

# **THE PRESBYTERY OF ARKANSAS MINISTRY MANUAL**

## **Part III: Standing Rules**

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Revised March 6, 2020

## **Standing Rule #1**

### **Deadlines for Presbytery Meetings**

All business to come before the presbytery must be submitted in writing to the Stated Clerk no later than 7 days prior to the date of the stated or calling meeting. Business not submitted by the deadline is treated as new business. It is the responsibility of the maker of the motion of any new business to provide hard copies for all commissioners. The Stated Clerk will post the docket and all relevant documents no later than 7 days prior to a Stated Meeting. (Approved 10/22/16, Revised 3/6/20)

## **Standing Rule #2**

### **~~Limitations on Committee Ministry Service~~**

~~In an effort to engage diverse voices from across the presbytery and honor the commitment of time and energy of ministry members, individuals may not serve concurrently on more than one of the following committees and subcommittees: COM, CPM, Mission, Youth/Young Adults/ and Campus Ministry, Campus Ministry subcommittee (except those automatically assigned to Youth, Young Adults, and Campus Ministry), Administration, Future of the Church, or Disaster Preparedness and Response. An exception is made for those who are automatically members of more than one ministry, committee or subcommittee by virtue of office or role in the presbytery. (Approved 10/22/16; Deleted 3/6/20)~~

## **Standing Rule #3**

### **Terms of Service for Presbytery Leadership (Moderator, Vice-Moderator, Past Moderator)**

The terms of service for the Past Moderator (as moderator of Coordinating Team), Moderator of Presbytery and Vice-Moderator of Presbytery shall be from January 1-December 31 of each year of service. (NB if Section 4 of the O&S is amended, the titles will be changed to reflect the change) (Approved 2/17/17)

#### **Standing Rule #4**

##### **Ex-Officio Members and Quorum**

Ex-officio members of the Coordinating Team (Moderator of Presbytery, Vice-Moderator of Presbytery, General Presbyter, Stated Clerk, Treasurer, and representative of the Committee on Nominations) shall count toward the presence of a quorum pursuant to the rules set forth in the Organization and Structure and Committee and Ministry Duties sections of the Presbytery Ministry Manual. (Approved 2/17/17; Revised 3/6/20)

#### **Standing Rule #5**

##### **Terms of Service for Coordinating Team Members from Ministry Area**

Members of the CT appointed to represent ministry areas or committees shall remain members of CT until their successors are named. If an individual is no longer an active member of the committee he/she represented, the position is declared vacant until a successor is named. (Approved 2/17/17)

#### **Standing Rule #6**

##### **Quorum**

A quorum for stated meetings of the Presbytery of Arkansas shall be twenty (20) Ruling Elders and twenty (20) Ministers of the Word and Sacrament, with representation from at least twenty (20) congregations by either a Ruling Elder or Minister of the Word and Sacrament.

A quorum for Special, Called, or Adjourned meetings of the Presbytery of Arkansas shall be ten (10) Ruling Elders and ten (10) Ministers of the Word and Sacrament, with representation from at least ten (10) congregations by either a Ruling Elder or Minister of the Word and Sacrament. (Note: "Only those ministers and elder commissioners within a 75-mile radius of the place of meeting shall be expected to attend a special meeting." Ministry Manual Part 1: Organization and Structure, lines 63-65) (Approved 2/17/18)

#### **Standing Rule #7**

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### **Appointment of an Investigating Committee**

Upon receipt of a written statement of an alleged offense, the Stated Clerk of the Presbytery, together with the Moderator of Presbytery and the Moderator of the Committee on Ministry, without undertaking further inquiry, shall appoint an Investigating Committee (IC). The Stated Clerk shall report to the Presbytery at the next stated or called meeting of presbytery, or the Coordinating Team (CT) if the CT meets prior to the next presbytery meeting, only that an offense has been alleged within naming the accused, the members of the Investigating Committee, or the nature of the alleged offense. At no time shall any information about the accusation, the accuser, or the accused be shared with anyone being considered to serve on the IC, or anyone else in the presbytery or outside of the bounds of the Presbytery of Arkansas other than those three officers and the General Presbyter. The General Presbyter will be informed so that he or shall may provide pastoral care of the accused, accuser or those affected. The Stated Clerk will gather and train the IC in as timely a manner as possible, at which time the accusation will be shared with the IC. See Book of Order D-10.0103. (Approved 2/17/18)

### **Standing Rule #8**

#### **Commissions of Installations and Ordinations**

Commissions of Presbytery to install and/or ordain shall ordinarily be held at times when members of Presbytery can attend.

Commissions of Presbytery to install and/or ordain shall ordinarily be moderated by the Moderator of Presbytery or his/her designee. (Approved 10/02 and amended adding "ordinarily" 2/17/18)