

1 **THE PRESBYTERY OF ARKANSAS MINISTRY MANUAL**

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

3
4 **February 17, 2018**

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7 **General Duties of Ministries and Committees**

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

- 11 • Each ministry area, standing committee or sub-committee is responsible for
12 implementing that part of the Presbytery’s vision and goals that pertain to its
13 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 ministry area, standing committee or
18 sub-committee.
- 19 • Advise the Stated Clerk of all standing subcommittees established by the
20 standing committee along with the membership, chair, and functions thereof;
21 and advise the Stated Clerk of all non-voting members added to the standing
22 committee.
- 23 • Maintain and forward to the Stated Clerk minutes or other records of
24 meetings and decisions of the ministry area, standing committee or sub-
25 committee within 14 days.
- 26 • Maintain its portions of any policies or procedures in this Ministry Manual.
- 27 • Perform such other tasks as may be assigned by the Presbytery or the
28 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 individuals to the Presbytery to be elected to the Committee on Nominations.
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.

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Membership

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

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

Meetings

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

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

Reporting

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

Limitations

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

The Administration Ministry Area

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Purpose

The Administration Ministry Area is responsible for the budget and financial areas of the Presbytery, matters concerning the personnel of the Presbytery, and the property of the Presbytery.

Duties

The Administration Ministry Area is responsible to the Presbytery as follows:

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

Membership

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

The General Presbyter and Treasurer will normally be the staff resource persons.

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Meetings

Ordinarily the Administration Ministry Area will 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 Administration Ministry Area 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.

The Future of the Church Ministry Area

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Purpose

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

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Duties

- 204 1. Provide resources and resource persons to assist congregations to perform
205 visioning activities for their churches and communities.
- 206 2. Develop branding for the Presbytery and templates for churches to adapt for
207 individual needs.
- 208 3. Develop advertising plan and funding to promote branding of Presbytery and
209 PC(USA) in media outlets throughout the Presbytery.
- 210 4. Maintain accessible technology consultant, as either employee or volunteer,
211 to assist congregations and actively encourage congregations' use of
212 technology, websites, and social media.
- 213 5. Assist congregations with development of new ministries and utilization of
214 1001 New Worshiping Communities resources.
- 215 6. Continue to ask "what's next?" for the church and actively seek resources and
216 programming ideas for implementation through congregations and
217 Presbytery committees.
- 218 7. Identify sites for new church plants, develop core memberships, and
219 encourage and empower their growth and ministry with collaboration
220 between a standing New Church Committee and task forces appointed by the
221 Future of the Church Ministry Area for each new church plant.
- 222 8. Assist churches to re-develop their mission and ministry as needed by
223 forming a team of representatives from the five ministry areas to conduct a
224 mission study and develop an action plan and timeline.
- 225 9. Oversee the work of special working groups and task forces formed to
226 address special needs.
- 227 10. Assist congregations seeking funding or grants from other councils or
228 agencies of the church.
- 229 11. Receive requests for encumbrance or sale of real property held in trust by
230 congregations and forward such requests to the Presbytery Coordinating
231 Team.
- 232 12. Oversee all real property purchased for new church development and make
233 recommendations to the Presbytery for its use or disposal.
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Membership

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

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

Meetings

The Future of the Church Ministry Area shall meet at least quarterly.

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

Special meetings may be called by the Moderator as needed.

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

Reporting

All actions of the Future of the Church Ministry Area and any subcommittees 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 should be provided to the Moderator of the Coordinating Team and the Stated Clerk within fourteen days of regular or special meeting.

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Church and Its Ministries Ministry Area

General Provisions

Purpose

The Church and Its Ministries Ministry Area 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 Lay Pastors, the oversight of Inquirers and Candidates for ministry, the health and welfare of member congregations, the founding and dissolution of congregations and fellowships, and the support and nurture of church professionals.

Duties

The Church and Its Ministries Ministry Area 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 the Church and Its Ministries Ministry Area 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.

310 **Committee on Preparation for Ministry**

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Purpose

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

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Duties

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

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

335 For elders seeking commission to service in a particular congregation the committee
336 shall:

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

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346 For the certification of Christian Educators the committee shall:

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

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Membership

Membership shall be according to the provisions of the Organization and Structure of the Presbytery of Arkansas.
The General Presbyter and Stated Clerk serve as staff liaisons.

Meetings

The Committee on Preparation for Ministry will normally 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.

Reporting

All actions shall be reported to the Presbytery at the next regular meeting. Between meetings, all actions shall be reported to the Coordinating Team.

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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 Lay Pastors, 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 CLPs.
3. Approve examination 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. Inquire with each session of the Presbytery at least once every three years and report information from these visits to relevant Presbytery ministries.
12. Recommend minimum terms of call to the Presbytery and review those minimums annually.
13. Report to the Presbytery annually the terms of call for all MWSs and CLPs.
14. Provide for pastoral care for MWSs, CLPs, Certified Christian Educators and their families.
15. 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.
16. Coordinate opportunities for education and professional development within the bounds of the Presbytery.
17. Liaise with new MWSs, CLPs, and Christian Educators to welcome them into the life of the Presbytery and assist with their transition into the Presbytery. Normally a liaison will be appointed on behalf of the committee.

429 18. Annually review, and make recommendations to the Presbytery,
430 regarding the contract with the Wellspring Renewal Center.
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Membership

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

435 The General Presbyter and Stated Clerk serve as staff liaisons.
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Meetings

438 The Committee on Ministry shall meet at least quarterly.

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

440 A quorum shall be a majority of the currently serving members of the committee as
441 determined by the records of the Presbytery office.
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Reporting

444 All actions shall be reported to the Presbytery at the next regular meeting. Between
445 meetings, all actions shall be reported to the Coordinating Team.
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The Mission of the Church Ministry Area

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Purpose

467 The Mission of the Church Ministry Area provides oversight, planning, and support
468 for programs that connect our congregations in practicing our faith through mission
469 and outreach, Christian Education, and spiritual development. The Mission of the
470 Church Ministry Area will provide guidance and resources to help connect
471 congregations in mission and ministry.

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Duties

474 The Mission of the Church Ministry Area is responsible to the Presbytery for the
475 following:

- 476 1. Uphold the priorities of the Presbytery that relate to mission and the work of
477 the church in the world, including interpretation of the vision and priorities
478 of the larger church.
- 479 2. Evaluate requests for funding for mission related ministries and projects.
- 480 3. Provide strategies and resources in areas of leadership development,
481 educational ministries, worship and theology through such programs as:
 - 482 - Retreats
 - 483 - Workshops
 - 484 - Informational packets
- 485 4. Help develop ministries of justice and compassion and facilitate
486 opportunities for individuals and congregations to participate in the same.
- 487 5. Educate the Presbytery on matters of social concern and help the Presbytery
488 engage in thoughtful and constructive dialogue on issues challenging our
489 communities and world to the end that we witness in word and deed.
- 490 6. Identify new concerns and issues that arise in our culture which call for
491 spiritual engagement and action. Provide information and opportunities for
492 engagement.
- 493 7. Keep before the Presbytery and its congregations the need to care for God's
494 creation.
- 495 8. Build ecumenical relationships and encourage ecumenical efforts in the
496 Presbytery.
- 497 9. Receive reports from, review the covenants with, and encourage the ministry
498 of the following entities:
 - 499 - Ferncliff
 - 500 - Presbyterian Pilgrimage
 - 501 - Presbytery Resource Center Advisory Board (and oversee Board)
 - 502 - Presbyterian Women
- 503 10. Appoint special work groups and task forces as needed to address particular
504 needs or support individual ministries.

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Membership

Membership shall be according to the provisions of the Organization and Structure of the Presbytery of Arkansas.
The General Presbyter or his/her designee will serve as staff liaison

Meetings

The Mission of the Church Ministry Area normally meets 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.

Reporting

All actions of the Mission of the Church Ministry Area 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 should be provided to the moderator of the Coordinating Team and the Stated Clerk within fourteen days of 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. Provide an annual report to Presbytery.

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Presbyterian Women of the Presbytery of Arkansas

Purpose

Forgiven and freed by God in Jesus Christ, empowered by the Holy Spirit we commit ourselves:
to nurture our faith through prayer and Bible study,
to support the mission of the church worldwide,
to work for justice and peace, and to build an inclusive, caring community of women that
strengthen the Presbyterian Church (U. S. A.) and witness to the promise of God’s kingdom.

Membership

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

Organization

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

Meetings

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

Accountability and Support

The organization of Presbyterian Women will be accountable to the Presbytery through the Mission of the Church Ministry Area. The Moderator of Presbyterian Women shall have voice and vote in Presbytery as provided by the organization and structure of the Presbytery. This organization of women in the Presbytery is nurtured and financially supported by the Presbytery of Arkansas and shall annually submit a budget to the Administration Ministry Area and shall make a report to a meeting of Presbytery at least annually.

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Sub-Committee on Honduran Ministry

Purpose

The permanent Sub-Committee on Honduran Ministry provides the Presbytery with planning and coordination of the Presbytery’s ministry in Honduras through the Presbyterian Church (USA) and with the Presbyterian Church of Honduras.

Duties

The permanent Sub-Committee on Honduran Ministry shall:

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

665 **Ministries with Youth, Young Adults and Campus Ministry Area**

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Purpose

668 The Ministries with Youth, Young Adults and Campus Ministry Area oversees the
669 ministry of the church with middle school and high school youth, college and
670 campus based ministries within the bounds of the Presbytery, and ministries with
671 Young Adults up to age 35.

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Duties

673 The Ministries with Youth, Young Adults and Campus Ministry Area shall:

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

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Membership

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

689 The General Presbyter or his/her designee will serve as staff liaison.

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Organization

692 There are two permanent sub-committees (for youth and for campus ministry).

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Meetings

695 The Ministries with Youth, Young Adults and Campus Ministry Area will normally
696 meet at least quarterly.

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

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

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Reporting

All actions of the Ministries with Youth, Young Adults and Campus Ministry Area 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 should be provided to the moderator of the Coordinating Team and the Stated Clerk within fourteen days of regular or special meeting.

742 **Permanent and Constitutionally**
743 **Required Committees and Commissions**

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745 **The Committee on Nominations**

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747 **Purpose**

748 This committee shall be responsible for the nomination process in the Presbytery.
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750 **Responsibilities**

751 The Committee shall:

- 752 1. After consulting with the ministries of the Presbytery and seeking input from
753 congregations, minister members, ministry areas and committees, the
754 committee shall nominate all Presbytery officers, trustees, and permanent
755 committee members, except those positions elected in a different manner as
756 delineated in other places in this document.
 - 757 2. Nominate all commissioners, alternates, and special delegates from this
758 Presbytery to the General Assembly and Synod. Ordinarily, election of
759 commissioners to the General Assembly and Synod shall occur at the last
760 stated Presbytery meeting of the year. Criteria for selection of commissioners
761 have been set.
 - 762 3. Nominate moderators of Presbytery committees. (Service would resemble
763 the model of the Presbytery moderator and vice-moderator, with former
764 moderators serving in an advisory role their third year. Terms would be
765 staggered so that the majority of moderators do not rotate off in the same
766 year.)
 - 767 4. Nominate a Counselor-at-law, who is an elder in the Presbyterian Church
768 (USA), to serve for three years.
 - 769 5. Present nominations to the Presbytery at its last stated Presbytery meeting
770 of the year at which time election will take place. The names and addresses of
771 such nominees shall be presented in printed form. Persons thus elected shall
772 ordinarily assume office at the beginning of the next year.
 - 773 6. Secure in advance from the persons it nominates their willingness to be
774 nominated and to serve if elected.
 - 775 7. Exercise care to achieve fair representation as regards geographical
776 distribution.
 - 777 8. Nominate to the Coordinating Team, for immediate election and service,
778 members to fill unexpired terms as vacancies develop between Presbytery
779 meetings and subsequently seek Presbytery's ratification of these elections.
 - 780 9. Maintain a current list of individuals currently serving the Presbytery and a
781 record of past service.
- 782

783 10. Do the best job possible to match gifts of people with needs of the presbytery
784 while honoring parity between elders and Ministers of the Word and
785 Sacrament, and laity, where allowed, and representing both genders, several
786 ethnicities and regional geography, aspiring to the standards required in the
787 (presbytery's) documents. However, when these standards cannot be met
788 despite their best efforts, it is up to the Committee on Nominations'
789 discretion to bring names of persons to the presbytery as appropriately as
790 possible, favoring those who volunteer for particular service.

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Membership

- 793 1. This Committee shall be composed of ten members divided into three classes
794 (two classes of three members and one class of four) of three years each.
795 2. Four members shall be elected from the four regions of the Presbytery (one
796 from each region). Six shall be at large members. In no case may more than
797 three members be from the same region.
798 3. Members of each class shall be elected at the last stated Presbytery meeting
799 of the year prior to the beginning of service. Those elected to fill an
800 unexpired term will begin service immediately.
801 4. This committee will conform to the principles of equality and parity.
802 5. The Stated Clerk shall serve as staff liaison.

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Meetings

805 The committee shall meet at least annually.

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

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

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Accountability

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

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823 The Committee on Representation

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Purpose

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

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Duties

832 The Committee shall:

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

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Membership

846 Presbytery shall elect an eight (8) member COR whose membership shall consist of
847 equal numbers of men and women. Normally, at least one member from each region
848 shall be elected. A majority of members shall be selected from racial ethnic groups
849 within the governing body and the total membership shall include persons from
850 each of the following categories:

- 851 a. Majority male membership
- 852 b. Majority female membership
- 853 c. Racial ethnic male membership
- 854 d. Racial ethnic female membership
- 855 e. Youth male and youth female membership
- 856 f. Persons with disabilities

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

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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

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

899 The Permanent Judicial Commission

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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

The Permanent Judicial Commission shall be composed of 12 members, six being elders and six being Ministers of the Word and Sacrament, who shall be elected for six-year terms with four persons in each of three classes; classes shall be elected in alternate years. The members shall be recommended by Committee on Nominations and shall be elected by Presbytery. No person who has served for a full term of six years shall be eligible for reelection until four years have elapsed after the expired six-year term (D-5.0105).

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)