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THE PRESBYTERY OF ARKANSAS MINISTRY MANUAL

Part I: Organization and Structure

February 17, 2018

Preface

The Vision of the Presbytery of Arkansas is “to make visible the body of Christ.” To that end the Presbytery adopts an internal structure that provides for both the decent and orderly work of the church and the creative engagement of the church with the world.

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

18 **1) The Presbytery**

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

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42 **2) Authority and Order**

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

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

58 A. Stated Meetings- The Presbytery shall meet no fewer than two times per
59 year.

60 B. Types of Meetings- In addition to its stated meetings, the Presbytery may
61 meet in Special, Called, or Adjourned meetings.

62 C. Special Meetings- Special, Called, or Adjourned meetings should be held
63 on a Saturday. Only those ministers and elder commissioners within a
64 75-mile radius of the place of meeting shall be expected to attend a
65 special meeting.

66 D. Quorum: A quorum for stated meetings of the Presbytery of
67 Arkansas shall be twenty (20) Ruling Elders and twenty (20) Ministers of
68 the Word and Sacrament, with at least twenty (20) congregations
69 represented overall. A quorum for Called or Adjourned meetings of the
70 Presbytery of Arkansas shall be ten (10) Ruling Elders, and ten (10)
71 Ministers of the Word and Sacrament with at least ten (10) congregations
72 represented overall. Only those ministers and elder commissioners within
73 a 75-mile radius of the place of meeting shall be expected to attend.

74 E. Membership- All Ministers of Word and Sacrament enrolled by the
75 Presbytery, elder commissioners duly elected by member
76 congregations, and other elder members as defined in the Organization
77 and Structure, shall be enrolled as members of the Presbytery for a
78 particular meeting. All members shall have voice and vote.

79 1. Attendance- It is the duty and responsibility of all member
80 ministers of the Presbytery (except those honorably retired on
81 non-active status) to attend all meetings and it is the duty and
82 responsibility of member churches to be represented by duly
83 elected elders at all meetings.

84 2. Parity- The Presbytery may provide by rule to achieve numerical
85 parity between minister and elder members at a particular
86 meeting.

87 3. Elder Commissioners- All Sessions shall elect at least one elder
88 commissioner for all meetings. Elder commissioners shall be
89 elected as follows:

90 a) One commissioner from churches of 300 or fewer reported
91 members;

92 b) Two commissioners from churches of 301-1000 reported
93 members;

- 94 c) Three commissioners from churches of 1001-1500 reported
 95 members;
- 96 d) Four commissioners from churches of 1501-2000 reported
 97 members;
- 98 e) One additional commissioner for every additional 500
 99 reported members or major fraction thereof.
- 100 f) In no case shall the total number of elder Commissioners
 101 allotted to a particular congregation be fewer than the total
 102 number of installed or transitional ministers serving that
 103 congregation serving at least ½ time.
- 104 g) Moderators of COM, CPM, Future of the Church, Administration,
 105 Y/YA/C, Mission of the Church, Nominations, and Representation
 106 who are elders shall be enrolled as members with voice and vote
 107 if not otherwise members of the Presbytery. Moderators who are
 108 not elders may be seated as Corresponding Members with voice
 109 but not vote.
- 110 h) Elder members of the Coordinating Team not otherwise
 111 members of the Presbytery shall be enrolled as members of the
 112 Presbytery during their time of service on the Coordinating Team.
- 113 F. Other Attendees- The Presbytery may enroll as corresponding members
 114 or visitors with voice but not vote:
- 115 1. Youth Advisory Delegates- Each member congregation may elect
 116 up to two (2) Youth Advisory Delegates (YADs).
- 117 a) Eligibility- Active confirmed members of member congregations
 118 from 9th to 12th grades are eligible to serve as YADs.
- 119 b) Attendance- No fewer than one stated meeting per year shall be
 120 designated for participation by YADs.
- 121 c) Advisory Role- YADs serve as advisors to the Presbytery in its
 122 work. Prior to a vote by the full Presbytery, an advisory vote of
 123 YADs should be taken on those issues they have studied as a
 124 group. The results of the advisory vote will be reported to the
 125 Presbytery prior to the vote of commissioners.
- 126 2. Young Adult Advisory Delegates- Each member congregation or
 127 recognized campus ministry of the Presbytery may elect up to
 128 two (2) Young Adult Advisory Delegates (YAADs).

- 129 a) Eligibility- Active confirmed members of member congregations
 130 who are 18-28 years old and active members of a recognized
 131 campus ministry who are also confirmed members of any
 132 PC(USA) congregation are eligible to serve as YAADs.
- 133 b) Attendance- No fewer than one stated meeting per year shall be
 134 designated for participation by YAADs.
- 135 c) Advisory Role- YAADs serve as advisors to the Presbytery in its
 136 work. Prior to a vote by the full Presbytery, an advisory vote of
 137 YAADs should be taken on those issues they have studied as a
 138 group. The results of the advisory vote will be reported to the
 139 Presbytery prior to the vote of commissioners.
- 140 3. Presbyterian Women- The Moderator of Presbyterian Women, if a
 141 Minister of Word and Sacrament or elder in good standing, shall
 142 have voice and vote.
- 143 4. Others- By majority vote of commissioners present and voting, the
 144 Presbytery may enroll other visitors and grant privilege of voice
 145 but not vote.

146 **4) Officers and Staff**

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

176 2. Stated Clerk: The Stated Clerk shall serve as the
177 parliamentarian of the Presbytery and as the designated authority on
178 matters of policy and polity.

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

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

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

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

200 A. Ministries of the Presbytery- In order to more fully and effectively live
201 into its vision, the work of the Presbytery shall be partitioned into five
202 broad ministry areas: *Administration, the Church and Its Ministries, the*
203 *Mission of the Church, the Future of the Church, and Ministries with*
204 *Youth, Young Adults, and Campus Ministry*. Within these areas, the
205 Presbytery shall maintain such committees necessary to carry-out the
206 functions of the Presbytery as required by the most recent edition of the
207 *Book of Order* of the PC(USA) and the vision set forth by the Presbytery.

208 B. Administration- The Administration Ministry Area shall oversee the
209 budget and financial operations of the Presbytery, act as the Personnel
210 committee of the Presbytery, and relate to the constitutionally required
211 committees and commissions of the Presbytery,

212 1. Membership- One member from each of the regions of the
213 Presbytery shall be elected for a three-year term. Terms should
214 be staggered to ensure even distribution over each yearly class.
215 Up to three at-large members may be elected if the principle of
216 representation or a need for specific skills or gifts requires.

217 2. Sub-committees and Task Forces- The Administration Ministry
218 Area may establish such sub-committees and task forces needed
219 to carry out their duties. In no case shall a sub-committee or
220 task force be established for longer than 12 months without the
221 approval of the Presbytery or provided by rule.

222 C. The Church and Its Ministries- The Church and Its Ministries Ministry
223 Area shall be responsible for oversight of the enrolling and dismissing
224 of Ministers of the Word and Sacrament, the call process for
225 congregational ministry, validation of other ministries, the training and
226 oversight of Commissioned Lay Pastors, the oversight of Inquirers and
227 Candidates for ministry, the health and welfare of member
228 congregations in times of need or pastoral transition, and the support
229 and nurture of church professionals.

230 1. Permanent Committees- There shall be two permanent
231 committees in the Church and Its Ministries Ministry Area: the
232 Committee on Preparation for Ministry (CPM) and the
233 Committee on Ministry (COM).

234 a) Committee on Preparation for Ministry- The Committee on
235 Preparation for Ministry (CPM) shall oversee the training,
236 certification, and commissioning of Inquirers and
237 Candidates for the office of minister and candidates for the
238 role of Commissioned Lay Pastor. The CPM shall also
239 provide for the certification of qualified Christian
240 Educators and Associate Christian Educators.

241 (1) Membership- One member from each region of the
242 Presbytery shall be elected to serve a three-year
243 term. Seven at-large members representing the
244 diversity of the Presbytery shall be elected. At least
245 one member of the CPM shall be a Certified Christian
246 Educator or Certified Associate Christian Educator.

247 (2) Co-Opting- CPM may co-opt members of the
248 Presbytery for particular duties including liaising
249 with inquirers and candidates, teaching and training
250 CLPs, and assisting with the certification process for
251 Christian Educators.

252 b) Committee on Ministry- The Committee on Ministry shall
253 oversee the enrollment and dismissal of Ministers of Word
254 and Sacrament, the call process for both ministers and
255 CLPs, the care and nurture of church professionals, and, in
256 cooperation with the Future of the Church Ministry Area,
257 inquire into difficulties in congregations per Presbytery
258 policies.

259 (1) Membership- Two members from each region of the
260 Presbytery shall be elected to serve a three-year
261 term. Sixteen at-large members representing the
262 diversity of the Presbytery shall be elected to serve a
263 three-year term.

264 (2) Co-Opting- COM may co-opt members of the
265 Presbytery for particular duties including but not
266 limited to liaising with congregations, examining
267 candidates for enrollment in the Presbytery, or
268 inquiry into congregational difficulties.

- 269 (3) Regional Cooperation- The unified mission and
 270 ministry of the Presbytery are essential to the
 271 corporate witness of the church. When possible, the
 272 work of the Presbytery and its ministries and
 273 committees should be done in the most
 274 representative and inclusive way. This commitment
 275 must be balanced by the demands of the geographic
 276 diversity of the Presbytery. In order to more
 277 effectively meet the needs of the Presbytery, the
 278 COM may organize its routine work regionally
 279 provided the final decision on matters of policy,
 280 recommendations for Presbytery action, and
 281 enrollment/dismissal remain with the full
 282 committee.
- 283 2. Ministry Coordination- The Preparation for Ministry (CPM) and
 284 Ministry (COM) committees should meet together at least
 285 annually to review shared goals and priorities and to coordinate
 286 their work for the benefit of the whole church.
- 287 D. The Mission of the Church- The Mission of the Church Ministry Area
 288 provides oversight, planning, and support for programs that connect
 289 our congregations in practicing our faith through mission and outreach,
 290 Christian education, and spiritual development. The Mission of the
 291 Church Ministry Area will provide guidance and resources to help
 292 connect congregations in mission and ministry.
- 293 1. Membership- Two members from each of the regions of the
 294 Presbytery shall be elected for a three-year term. Up to five at-
 295 large members may be elected if the principle of representation
 296 or a need for specific skills or gifts requires. The Moderator of
 297 Presbyterian Women or her designee shall be a member with
 298 voice and vote.
- 299 2. Sub-committees and Task Forces- The Mission of the Church
 300 Ministry Area may establish such sub-committees and task
 301 forces needed to carry out their duties.
- 302 3. Permanent Sub-Committees- Permanent sub-committees of no
 303 fewer than four (ideally one from each of the regions) members
 304 shall be elected for the Disaster Preparedness and Response
 305 Sub-Committee; the Honduran Ministry Sub-Committee shall be
 306 self-populated.

- 307 4. Other Relating Entities- Unless otherwise required by charter or
308 covenant with the Presbytery, all partner agencies (i.e. Ferncliff,
309 PW, Presbyterian Pilgrimage, etc.) shall report to the Presbytery
310 through the Mission of the Church Ministry Area.
- 311 E. Ministries with Youth, Young Adults and Campus Ministry Area- The
312 Ministries with Youth, Young Adults and Campus Ministry Area shall
313 oversee the ministry of the church with middle school and high school
314 youth, college and campus-based ministries within the bounds of the
315 Presbytery, and ministries with Young Adults up to age 35.
- 316 1. Membership- Two members from each of the regions of the
317 Presbytery shall be elected for a three-year term. One member
318 from each UKirk registered campus ministry shall be appointed
319 by their ministry to serve with voice and vote. Two members of
320 the Youth Advisory Team shall be appointed by the Youth
321 Advisory Team to serve with voice and vote.
- 322 2. Sub-committees and Task Forces- The Ministry Area may establish
323 such sub-committees and task forces needed to carry out their
324 duties. In no case shall a sub-committee or task force be
325 established for longer than 12 months without the approval of
326 the Presbytery.
- 327 3. Permanent Sub-Committees- Two permanent sub-committees
328 shall be appointed to oversee Youth and Campus ministries
329 respectively.
- 330 a) Youth Ministry Team: The Youth Advisory Team (YAT) shall
331 consist of youth and adults from across the Presbytery. The
332 Youth Advisory Team shall establish a process to annually
333 invite youth and adults to join the team.
- 334 b) The Campus Ministry Sub-Committee: The Campus Ministry
335 Sub-committee shall consist of representatives from each
336 UKirk registered campus ministry or congregation-based
337 campus ministry within the bounds of the Presbytery and
338 others appointed by the Ministries with Youth, Young Adults
339 and Campus Ministry Area.

- 340 F. The Future of the Church Ministry Area- The Future of the Church serves
341 as a catalyst to engage congregations and Presbytery Ministry Areas in
342 creative thinking and planning beyond current models of ministry and
343 programming to meet the challenges of new demographics and trends
344 as society continues to change. The Future of the Church Ministry Area
345 assists with visioning, branding, technology, and development of new
346 ministries. It encourages and supports the new church development
347 efforts of the Presbytery.
- 348 1. Membership- Two members from each of the regions and six at-
349 large members shall be elected to three-year terms.
- 350 2. Sub-committees and Task Forces- The Ministry Area may establish
351 such sub-committees and task forces needed to carry out their
352 duties. In no case shall a sub-committee or task force be
353 established for longer than 12 months without the approval of
354 the Presbytery.
- 355 G. Required Committees- The Presbytery shall maintain the following
356 committees and commissions to meet constitutional requirements: a
357 Permanent Judicial Commission, a Committee on Representation, a
358 Nominating Committee, and such other committees and commissions
359 required by the most recent edition of the *Book of Order* of the PC(USA).
- 360 H. Coordinating Team- The Coordinating Team shall serve as the
361 coordinating and program oversight body of the Presbytery between
362 meetings. When necessary, the Coordinating Team may act on behalf of
363 the Presbytery for routine business or when a called, special, or regular
364 meeting of the Presbytery is impractical.
- 365 1. Membership- There shall be no more than 22 and no fewer than
366 15 members of the Coordinating Team, including six ex-officios.
- 367 a) Members from Ministry Areas: Two elected members from
368 each of the five ministry areas shall be elected each January
369 to represent that area on the Coordinating Team.
- 370 b) At-Large Members: Five at-large members shall be elected
371 from the Presbytery (no more than two from any region.)
372 Three additional at-large members may be elected to meet
373 the principles of representation and parity.

- 374 c) Moderator: The Moderator of the Coordinating Team shall be
 375 the most recent Moderator of the Presbytery. S/he shall
 376 serve with voice and vote. In the event the most recent past
 377 moderator is unable or unwilling to serve, the Nominations
 378 Committee shall bring a name to the Presbytery to fill the
 379 role of Moderator of the Coordinating Team. The nominee
 380 will normally come from the roster of past moderators.
- 381 d) Ex-officio Members: The General/Executive Presbyter,
 382 Treasurer, Stated Clerk, Moderator of Presbytery, Moderator
 383 or designee of Moderator of Committee on Nominations, and
 384 Moderator-in-election (Vice-Moderator) of Presbytery shall
 385 be ex-officio members with voice but not vote. Other ex-
 386 officio members may be provided for by policy.
- 387 e) Geographic Limitations: At no time shall more than four voting
 388 members of Coordinating Team be from the same geographic
 389 region.
- 390 2. Terms- Terms of service shall be for two years. The terms of
 391 Ministry Area representatives and at-large members should be
 392 staggered to ensure consistent representation and continuity of
 393 leadership. Members may be elected for up to two successive
 394 terms. No member may serve for more than four consecutive
 395 years without approval of the Presbytery.
- 396 I. Nominations and Elections- The Presbytery shall provide by rule for the
 397 nomination and election of members to serve on all permanent
 398 committees, sub-committees, and commissions. The principles of
 399 representation and parity shall apply to all committees, sub-
 400 committees, commissions, task forces, and other extensions of the
 401 Presbytery.
- 402 J. Additional and at-Large Members of Committees: When the
 403 Organization and Structure provides for the option of additional
 404 members, a committee may request that the Nominating Committee put
 405 forward the name(s) of at-large members to meet particular needs of
 406 the committee. The Nominating Committee may, at its own discretion,
 407 also put forward at-large members for election if the committee deems
 408 it necessary to meet the demands of representation and parity.
- 409 K. Representation and Parity- The principles of representation and parity
 410 shall apply to all committees, sub-committees, commissions, task forces,
 411 and other extensions of the Presbytery.
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415 **6) Standing Rules**

416 A. Definition- A standing rule of the Presbytery is any action of the
417 Presbytery of a general nature that will govern the actions of Presbytery
418 for an indefinite period of time. Standing rules may order the
419 operations of Presbytery; elaborate on existing policies and practices;
420 direct its officers, staff, or agencies; establish procedures; or provide
421 any kind of specific guidance. However, they must be within the
422 framework of existing policies of the Presbytery; they may not establish
423 policy nor modify parliamentary procedure. Policy is established by this
424 Manual or by specific procedures established by the Manual.

425 B. Expiration- Any action of the Presbytery that meets the definition of
426 standing rule, but which is not so identified and numbered in the
427 minutes, will expire one year from the date of its passage, unless
428 readopted.

429 C. Records- The Stated Clerk will keep a Compendium of Standing Rules,
430 numbering each chronologically, or by another numbering system,
431 assigning each a number immediately after passage, which number will
432 appear in the minutes.

433 The list of Standing Rules should not be renumbered following repeal of
434 a rule. When a rule expires or is repealed, a note shall be added to the
435 Compendium in place of the rule.

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457 **7) Incorporation**

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

463 B. Meetings of the Corporation- Meetings of the Presbytery shall be
464 meetings of the corporation.

465 C. Officers- Officers of the corporation shall be the Moderator and Stated
466 Clerk of the Presbytery of Arkansas.

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

471 The counselor shall be an advisory member of the Coordinating Team of
472 the Presbytery, and shall advise the Coordinating Team and the
473 Presbytery on such legal matters as may become of concern to the
474 Coordinating Team and the Presbytery. The counselor may seek the
475 advice and assistance of the associate counselors when necessary.

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

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

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486 **8) Amendment**

- 487 A. Amendments- The **Ministry Manual** may be amended by vote of the
488 Presbytery as follows:
- 489 1. Amending Organization and Structure- The **Organization and**
490 **Structure** section may be amended by 3/5 vote of the
491 Presbytery present and voting if the proposed amendment is
492 distributed to all members and member congregations no less
493 than 30 days prior to the meeting during which the vote is to
494 take place. This rule may be waived by a 2/3 vote of the
495 Presbytery present and voting.
- 496 2. Ministry Duties and Presbytery Policies- The Ministry Duties and
497 Presbytery Policies sections may be amended by majority vote
498 of the Presbytery.
- 499 3. Standing Rules- A Standing Rule may be adopted by a 3/5 vote of
500 the Presbytery present and voting.
- 501 4. Covenants and Partnerships- Once adopted by the Presbytery, all
502 covenants and partnership agreements shall be deemed added
503 to the Ministry Guide.
- 504 5. Policies and Procedures- A policy or procedure may be added,
505 amended, or deleted by majority vote of the Presbytery.
- 506 B. Suspension- A particular provision of this manual may be suspended by
507 a 2/3 vote of the Presbytery. No provision may be suspended if such
508 suspension violates the *Book of Order* of the Presbyterian Church (USA).
- 509 C. Editorial Changes- The Stated Clerk shall provide for annual review of
510 this Manual and its contents. The Stated Clerk, in consultation with the
511 Moderator and General Presbyter, is empowered to make minor
512 changes to correct grammar or spelling, to eliminate redundancies, or
513 to make such changes necessitated by action of the General Assembly of
514 the PC(USA) or the GAPJC. Any changes (other than scrivener's
515 corrections) shall be reported to the Presbytery at its next stated
516 meeting. At least annually, the Stated Clerk shall provide each Clerk of
517 Session in the Presbytery the updated contents to this manual.