

# Organization and Structure<sup>1</sup>

## 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 will remain 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.

### 1) *The Presbytery*

- A. Name- The name of the presbytery shall be The Presbytery of Arkansas.
- B. Geographical Boundaries- The geographical area of the Presbytery of Arkansas includes the following counties within the State of Arkansas: Arkansas, Baxter, Benton, Boone, Carroll, Clark, Cleburne, Conway, Craighead, Crawford, Cross, Desha, Faulkner, Franklin, Fulton, Garland, Grant, Greene, Hot Spring, Independence, Izard, Jackson, Jefferson, Johnson, Lawrence, Lee, Logan, Lonoke, Madison, Marion, Monroe, Montgomery, Newton, Perry, Phillips, Pike, Poinsett, Polk, Pope, Prairie, Pulaski, Randolph, St. Francis, Saline, Scott, Searcy, Sebastian, Sharp, Stone, Van Buren, Washington, White, Woodruff and Yell. This section shall be automatically amended by subsequent action of the General Assembly of the Presbyterian Church (USA).
- C. Membership- The membership of the Presbytery includes all Teaching Elders enrolled by the presbytery and all congregations within its boundaries. Ruling Elders elected as General Presbyter, Stated Clerk, Assistant Stated Clerk, or Treasurer; Commissioned Ruling Elders in current service; members of the General Committee; or current commissioners to General Assembly shall be enrolled as members of the presbytery during the term of elected service. Ruling Elders who are Certified Christian Educators as defined by the most recent edition of the Book of Order of the PC(USA) may be enrolled as members of the presbytery.

<sup>1</sup> Certified as up to date as of 1-26-2017. Stated Clerk TE Robert Wm Lowry

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39 **2) Authority and Order**

40 A. Ecclesiastical Authority- The presbytery shall be governed by the most  
41 recent edition of the Book of Order of the PC(USA).

42 B. Presbytery Organization- The presbytery shall maintain written rules,  
43 policies and procedures in a Ministry Manual. In the event any rule or  
44 policy is deemed in conflict with the Book of Order of the PC(USA), the  
45 Book of Order shall have precedence.  
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82 **3) Meetings and Membership of the Presbytery**

83 A. Stated Meetings- The presbytery shall meet no fewer than two times per  
84 year.

85 B. Types of Meetings- In addition to its stated meetings, the presbytery may  
86 meet in Special, Called, or Adjourned meetings.

87 C. Special Meetings- Special, Called, or Adjourned meetings should be held  
88 on a Saturday. Only those Teaching Elders and Ruling Elder  
89 commissioners within a 75-mile radius of the place of meeting shall be  
90 expected to attend a special meeting.

91 D. Membership- All Teaching Elders enrolled by the presbytery, Ruling  
92 Elder commissioners duly elected by member congregations, and  
93 Ruling Elder members as defined in section 1.3 of the Organization and  
94 Structure, shall be enrolled as members of the presbytery for a  
95 particular meeting. All members shall have voice and vote.

96 1. Attendance- It is the duty and responsibility of all member  
97 teaching elders of the presbytery (except those honorably retired  
98 on inactive status) to attend all meetings and it is the duty and  
99 responsibility of member churches to be represented by duly  
100 elected ruling elders at all meetings.

101 2. Parity- The presbytery may provide by rule to achieve numerical  
102 parity between Teaching and Ruling Elder members at a  
103 particular meeting.

104 3. Ruling Elder Commissioners- All congregations shall elect at least  
105 one Ruling Elder commissioner for all meetings. Ruling Elder  
106 commissioners shall be elected as follows:

107 a) One commissioner from churches of 300 or fewer reported  
108 members;

109 b) Two commissioners from churches of 301-1000 reported  
110 members;

111 c) Three commissioners from churches of 1001-1500 reported  
112 members;

113 d) Four commissioners from churches of 1501-2000 reported  
114 members;

115 e) One additional commissioner for every additional 500  
116 reported members or major fraction thereof.

- 117 f) In no case shall the total number of Ruling Elder  
 118 Commissioners allotted to a particular congregation be less  
 119 than the total number of installed or interim Teaching Elders  
 120 serving that congregation serving at least ½ time.
- 121 E. Other Attendees- The presbytery may enroll as corresponding members  
 122 or visitors with voice but not vote:
- 123 1. Youth Advisory Delegates- Each member congregation may elect  
 124 up to two (2) Youth Advisory Delegates (YADs).
- 125 a) Eligibility- Active confirmed members of member congregations  
 126 from 9<sup>th</sup> to 12<sup>th</sup> grades are eligible to serve as YADs.
- 127 b) Attendance- No less than one stated meeting per year shall be  
 128 designated for participation by YADs.
- 129 c) Advisory Role- YADs serve as advisors to the presbytery in its  
 130 work. Prior to a vote by the full presbytery, an advisory vote of  
 131 YADs should be taken on those issues they have studied as  
 132 group. The results of the advisory vote will be reported to the  
 133 presbytery prior to the vote of commissioners.
- 134 2. Young Adult Advisory Delegates- Each member congregation or  
 135 recognized campus ministry of the presbytery may elect up to two  
 136 (2) Young Adult Advisory Delegates (YAADs).
- 137 a) Eligibility- Active confirmed members of member congregations  
 138 who are 18-28 years old and active members of a recognized  
 139 campus ministry who are also confirmed members of any  
 140 PC(USA) congregation are eligible to serve as YAADs.
- 141 b) Attendance- No less than one stated meeting per year shall be  
 142 designated for participation by YAADs.
- 143 c) Advisory Role- YAADs serve as advisors to the presbytery in its  
 144 work. Prior to a vote by the full presbytery, an advisory vote of  
 145 YAADs should be taken on those issues they have studied as  
 146 group. The results of the advisory vote will be reported to the  
 147 presbytery prior to the vote of commissioners.
- 148 3. Presbyterian Women- The Moderator of Presbyterian Women, if a  
 149 Teaching or Ruling Elder in good standing, shall have voice and  
 150 vote.
- 151 4. Others- By majority vote of commissioners present and voting, the  
 152 presbytery may enroll other visitors and grant privilege of voice  
 153 but not vote.

154 **4) Officers and Staff**

- 155 A. Officers- The officers of the presbytery shall be the Moderator, Vice-  
156 Moderator, Treasurer, and Stated Clerk. The presbytery may provide  
157 for the election of an assistant Stated Clerk or assistant Treasurer if  
158 needed.
- 159 B. Election- The Moderator and Vice-Moderator shall be elected to a one-  
160 year term at the last meeting of the year preceding the year of service.  
161 The Vice-Moderator shall normally be elected to serve as Moderator the  
162 following year. The Stated Clerk and assistant Stated Clerk shall be  
163 elected to a three-year term at the last meeting preceding the  
164 commencement of service.
- 165 C. Installation- The Moderator and Vice-Moderator shall normally be  
166 installed at the first meeting in the year of service.
- 167 D. Authority- The Moderator shall have such authority as granted by the  
168 most recent edition of the Book of Order of the PC(USA) and such other  
169 authority granted by vote of the presbytery. The Vice-Moderator shall  
170 have the authority to serve in the Moderator's place when the office of  
171 Moderator is vacant or when requested by the Moderator. The Stated  
172 Clerk shall have such authority as required by the most recent edition of  
173 the Book of Order of the PC(USA) and such other authority granted by  
174 vote of the presbytery.
- 175 E. Parity- The office of Moderator shall normally alternate between Ruling  
176 and Teaching Elders.
- 177 F. Vacancy- In the event of vacancy in the office of Moderator, the Vice-  
178 Moderator shall serve as Moderator for the remainder of the term of  
179 service. In the event of vacancy in the office of Vice-Moderator, a new  
180 Vice-Moderator shall be elected at the next stated meeting of the  
181 Presbytery. In the event of vacancy in the office of Stated Clerk, the  
182 General Committee shall appoint a temporary clerk from among past  
183 Stated Clerks or otherwise qualified candidates. The Acting Stated Clerk  
184 shall serve until a replacement is elected.
- 185 G. Staff- The presbytery staff shall normally include an Executive/General  
186 Presbyter, Stated Clerk, and Treasurer and may include such other staff  
187 approved by the presbytery for the fulfillment of the presbytery's  
188 mission and ministry.  
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190 **5) Ministry Areas and Standing Committees**

191 A. Ministries of the Presbytery- In order to more fully and effectively live  
192 into its vision, the work of the presbytery shall be partitioned into four  
193 broad ministry areas: *Administration, the Church and Its Ministries, the*  
194 *Mission of the Church, the Future of the Church, and Ministries with*  
195 *Youth, Young Adults, and Campus Ministry*. Within these areas, the  
196 presbytery shall maintain such committees necessary to carry-out the  
197 functions of the presbytery as required by the most recent edition of the  
198 Book of Order of the PC(USA) and the vision set forth by the presbytery.

199 B. Administration- The Administration Ministry Area shall oversee the  
200 budget and financial operations of the presbytery, act as the Personnel  
201 committee of the presbytery, and relate to the constitutionally required  
202 committees and commissions of the presbytery,

203 1. Membership- One member from each of the regions of the  
204 presbytery shall be elected for a three-year term. Terms should  
205 be staggered to ensure even distribution over each yearly class.  
206 Up to three at-large members may be elected if the principle of  
207 representation or a need for specific skills or gifts requires.

208 2. Sub-committees and Task Forces- The Ministry Area may establish  
209 such sub-committees and task forces needed to carry out their  
210 duties. In no case shall a sub-committee or task force be  
211 established for longer than 12 months without the approval of  
212 the presbytery or provided by rule.

213 C. The Church and Its Ministries- The Church and Its Ministries Area shall be  
214 responsible for oversight of the enrolling and dismissing of Teaching  
215 Elders, the call process for congregational ministry, validation of other  
216 ministries, the training and oversight of Commissioned Ruling Elders,  
217 the oversight of Inquirers and Candidates for ministry, the health and  
218 welfare of member congregations in times of need or pastoral  
219 transition, and the support and nurture of church professionals.

220 1. Permanent Committees- There shall be two permanent  
221 committees in the Ministries of the Church Area: the Committee  
222 on Leadership Development (CLD) and the Committee on the  
223 Church's Ministries (CCM).

- 224 a) Committee on Leadership Development- The Committee on  
225 Leadership Development (CLD) shall oversee the training,  
226 certification, and commissioning of Inquirers and  
227 Candidates for the office of Teaching Elder and candidates  
228 for the role of Commissioned Ruling Elder. The CLD shall  
229 also provide for the certification of qualified Christian  
230 Educators and Associate Christian Educators.
- 231 (1) Membership- One members from each region of the  
232 presbytery shall be elected to serve a three-year  
233 term. five additional at-large members representing  
234 the diversity of the presbytery shall be elected. At  
235 least one member of the CLD shall be a Certified  
236 Christian Educator or Certified Associate Christian  
237 Educator.
- 238 (2) Co-Opting- CLD may co-opt members of the  
239 presbytery for particular duties including liaising  
240 with inquirers and candidates, teaching and training  
241 CREs, and assisting with the certification process for  
242 Christian Educators.
- 243 b) Committee on the Church's Ministries- The Committee on  
244 the Church's Ministries shall oversee the enrollment and  
245 dismissal of teaching elders, the call process for both  
246 teaching elders and CREs, the care and nurture of church  
247 professionals, and, in cooperation with the Future of the  
248 Church Ministry Area, inquire into difficulties in  
249 congregations per presbytery policies.
- 250 (1) Membership- Two members from each region of the  
251 presbytery shall be elected to serve a three-year  
252 term. Ten additional at-large members representing  
253 the diversity of the presbytery shall be elected to  
254 serve a three-year term.
- 255 (2) Co-Opting- CCM may co-opt members of the  
256 presbytery for particular duties including but not  
257 limited to liaising with congregations, examining  
258 candidates for enrollment in the presbytery, or  
259 inquire into congregational difficulties.



- 260 (3) Regional Cooperation- The unified mission and  
 261 ministry of the presbytery are essential to the  
 262 corporate witness of the church. When possible, the  
 263 work of the presbytery and its ministries and  
 264 committees should be done in the most  
 265 representative and inclusive way. This commitment  
 266 must be balanced by the demands of the geographic  
 267 diversity of the presbytery. In order to more  
 268 effectively meet the needs of the presbytery, the  
 269 CCM may organize its routine work regionally  
 270 provided the final decision on matters of policy,  
 271 recommendations for presbytery action, and  
 272 enrollment/dismissal remain with the full  
 273 committee.
- 274 2. Ministry Coordination- The Leadership of the Church and  
 275 Ministries of the Church committees should meet together at  
 276 least annually to review shared goals and priorities and to  
 277 coordinate their work for the benefit of the whole church.
- 278 D. The Church and Its Mission- The Church and Its Mission Area provides  
 279 oversight, planning, and support for programs that connect our  
 280 congregations in practicing our faith through mission and outreach,  
 281 Christian education, and spiritual development. The Mission of the  
 282 Church Area will provide guidance and resources to help connect  
 283 congregations in mission and ministry.
- 284 1. Membership- Two members from each of the regions of the  
 285 presbytery shall be elected for a three-year term. Up to five at-  
 286 large members may be elected if the principle of representation  
 287 or a need for specific skills or gifts requires. The Moderator of  
 288 Presbyterian Women or her designee shall be a member with  
 289 voice and vote.
- 290 2. Sub-committees and Task Forces- The Ministry Area may establish  
 291 such sub-committees and task forces needed to carry out their  
 292 duties. In no case shall a sub-committee or task force be  
 293 established for longer than 12 months without the approval of  
 294 the presbytery unless provided by rule.
- 295 3. Permanent Sub-Committee- One permanent sub-committee of no  
 296 less than five (ideally one from each of the regions) members  
 297 shall be elected for the Disaster Preparedness Sub-Committee.

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

- 331 F. The Future of the Church Ministry Area- The Future of the Church serves  
332 as a catalyst to engage congregations and Presbytery Ministry Areas in  
333 creative thinking and planning beyond current models of ministry and  
334 programming to meet the challenges of new demographics and trends  
335 as society continues to change. The Future of the Church area assists  
336 with visioning, branding, technology, and development of new  
337 ministries. It provides new church development functions of the  
338 Presbytery.
- 339 1. Membership- Two members from each of the regions and six at-  
340 large members shall be elected to three year terms.
- 341 2. Sub-committees and Task Forces- The Ministry Area may establish  
342 such sub-committees and task forces needed to carry out their  
343 duties. In no case shall a sub-committee or task force be  
344 established for longer than 12 months without the approval of  
345 the presbytery.
- 346 G. Required Committees- The presbytery shall maintain the following  
347 committees and commissions to meet constitutional requirements: a  
348 Permanent Judicial Commission, a Committee on Representation, a  
349 Nominating Committee, and such other committees and commissions  
350 required by the most recent edition of the Book of Order of the  
351 PC(USA).
- 352 H. Coordinating Team- The Coordinating Team shall serve as the  
353 coordinating and program oversight body of the presbytery between  
354 meetings. When necessary, the Coordinating Team may act on behalf of  
355 the presbytery for routine business or when a called, special, or regular  
356 meeting of the presbytery is impractical.
- 357 1. Membership- There shall be no more than 17 and no fewer than  
358 10 members of the Coordinating Team.
- 359 a) Members from Ministry Areas: Two elected members from  
360 each of the four ministry areas shall be elected each January  
361 to represent that area on the Coordinating Team.
- 362 b) At-Large Members: Five additional members shall be elected  
363 from the presbytery (no more than two from any region.)  
364 Three additional at-large members may be elected to meet  
365 the principles of representation and parity.

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

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

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

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

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

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449 **7) Incorporation**

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

455 B. Meetings of the Corporation- Meetings of the presbytery shall be  
456 meetings of the corporation.

457 C. Officers- Officers of the corporation shall be the moderator and stated  
458 clerk of the Presbytery of Arkansas.

459 D. Counselor-at-Law- The presbytery shall elect a counselor-at-law and may  
460 elect associate counselors-at-law, each of whom shall be active  
461 members of churches in the Presbytery of Arkansas. Terms shall be for  
462 three years and reelection shall be permitted.

463 The counselor shall be an advisory member of the Coordinating Team of  
464 the presbytery, and shall advise the Coordinating Team and the  
465 presbytery on such legal matters as may become of concern to the  
466 Coordinating Team and the presbytery. The counselor may seek the  
467 advice and assistance of the associate counselors when necessary.

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

471 The counselor may, at the direction of the presbytery, retain or employ  
472 such additional attorneys as may be deemed necessary to represent the  
473 presbytery from time to time.

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478 **8) Amendment**

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