

RULES OF PROCEDURE

CATAWBA PRESBYTERY
ASSOCIATE REFORMED PRESBYTERIAN CHURCH

REVISION

MAY 2021

***The Rules of Procedure* replace all previous editions.**

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Stated Clerk/Administrator

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NOTE

By action of the Presbytery June 7, 1993, each chapter is designated under the chapter heading as policy or procedure.

ARTICLE I: NAME
[Policy]

The name of this Presbytery shall be Catawba Presbytery of The General Synod of the Associate Reformed Presbyterian Church.

Catawba Presbytery of the General Synod of the Associate Reformed Presbyterian Church is incorporated under the laws of the State of South Carolina.

ARTICLE II: BOUNDARIES
[Policy]

The boundaries of Catawba Presbytery as established by the General Synod are as follows:

Catawba Presbytery was constituted in 1919 by the division of First Presbytery. It now includes all of the state of South Carolina, except for the western counties of Abbeville, Aiken, Allendale, Anderson, Barnwell, Edgefield, Greenville, Greenwood, Laurens, McCormick, Newberry, Oconee, Pickens, Saluda, Spartanburg, and Union; the state of Louisiana; and the state of Texas.

ARTICLE III: MEETINGS
[Policy]

Section 1: Stated Meetings

- a. Catawba Presbytery shall have three stated meetings each year:
 - 1] Spring Meeting: March - Second Tuesday - 10:00 a.m.
 - 2] Summer Meeting: On the day Synod begins – The Moderator and Stated Clerk/Administrator shall set the time.
 - 3] Fall Meeting: October – Second Tuesday – 10:00 a.m.
- b. Spring and Fall shall ordinarily be held in the churches of the Presbytery in alphabetical order of the names of the churches. Churches unable to host the meetings shall notify the Stated Clerk. Churches hosting the Spring Meeting and Fall Meeting shall ordinarily plan to serve a meal during the meeting.
- c. A quorum for stated meetings of Presbytery shall be one-third of the ministers of the Presbytery and duly elected representatives from one-third of the congregations of the Presbytery

Section 2: Adjourned Meetings

- a. Adjourned meetings of Presbytery are those designated by adjournment from a stated meeting or another adjourned meeting of Presbytery. Presbytery shall always set the time and place of adjourned meetings.
- b. Officers, standing committees and elder representatives for adjourned meetings are those of the stated meeting of which the adjourned meeting is a continuation.

Section 3: Called Meetings

- a. If any matters require immediate attention between the stated meetings, called meetings may be held in accord with the Form of Government.

Time and place for the called meeting shall be arranged by the Moderator and Stated Clerk.

- b. Notice of at least one week shall be given for called meetings specifying the time, place, and business to be considered. No other business shall be transacted except that specified in the notice.
- c. A quorum for called meetings of the Presbytery shall be two ministers and the duly elected elder representatives from two congregations.
- d. Elder representatives or alternates from the previous stated meeting shall be official representatives to the called meetings of the Presbytery.

Section 4: Called Meeting for the Purpose of Ordination

- a. A Commission of the Presbytery may be appointed by the Commission on the Minister and His Work for the purpose of ordaining a candidate to the Gospel Ministry providing the following criteria has been met:
 - 1] The candidate has met all the requirements for ordinations in accord with the Rules of Procedure of the Presbytery and the Form of Government.
 - 2] The call for the candidate has been approved by the Presbytery.
 - 3] Three ministers from the Presbytery, one of whom shall be the chairman and who shall record the action of the meeting and report said action to the Stated Clerk along with a copy of the program.
 - 4] Three elders from the Presbytery representing three different churches.
 - 5] A quorum of the Commission shall be two ministers and two of the appointed elders. The ordination shall not be done if the quorum is not present.
- b. The Commission shall consist of the following
 - 1] Three ministers from the Presbytery, one of whom shall be the chairman and who shall record the action of the meeting and report said action to the Stated Clerk along with a copy of the program.
 - 2] Three elders from the Presbytery representing three different churches.
 - 3] A quorum of the Commission shall be two ministers and two of the appointed elders. The ordination shall not be done if the quorum is not present.
- c. Notices shall be sent as with a called meeting and other members of Presbytery invited to attend.

ARTICLE IV: MEMBERSHIP
[Procedure]

- Section 1: Certification and Attendance
- a. Ministers on the roll of Presbytery and elder representatives duly elected by sessions according to the *Form of Government* and the *Rules of Procedure* shall have the privilege of voice and vote at meetings of the Presbytery.
 - b. Congregations having more than three hundred communicant members are entitled to send two elder representatives, the basis for representation continues in this proportion. [FOG 12.8]
 - c. Duly elected representatives shall be certified by signing the appropriate registration card at each meeting of the Presbytery.
 - d. Ministers on the roll of Presbytery, duly elected elder representatives, licentiates, and students of theology and licentiates under care of the Presbytery are expected to attend the stated meetings of the Presbytery.
- Section 2: Students of Theology and licentiates under care of the Presbytery shall have the privilege of voice but not vote at the meetings of Presbytery.
- Section 3: Members of the Commissions and committees of this Presbytery who are not official representatives shall have the privilege of voice but not vote while the report and recommendations of their committee is being considered.
- Section 4: Alternate representatives who are not serving as official representatives and visitors to the Presbytery, including ministers not on the roll of Presbytery, must be specifically given privilege of voice by a majority vote of the Presbytery before they are allowed to speak.

ARTICLE V: OFFICERS

[Procedure]

- Section 1: The Moderator
- The Moderator shall be nominated by the Committee on Nominations and elected by the Presbytery for a term of one year beginning July 1. The duties of the Moderator shall be:
- a. Preside at the meetings of the Presbytery.
 - b. Serve as chairman of the Program Committee.
 - c. Serve as chairman of the Trustees of Catawba Presbytery.
 - d. Serve as chairman of the Executive Committee of Presbytery.
 - e. Appoint any other committees necessary to expedite the work of the Presbytery. The terms of committees appointed by the Moderator shall be concurrent with that of the Moderator.
- Section 2: Vice Moderator
- The Vice Moderator shall be nominated by the Committee on Nominations and elected by the Presbytery for a term of one year. The duties of the Vice Moderator shall be:
- a. Preside in the absence of the Moderator.
 - b. Serve as a member of the Executive Committee.
 - c. Serve as a member of the Program Committee.
- The Vice Moderator shall normally be the Moderator-elect. The Moderator-elect shall assume the chair at the conclusion of the summer stated meeting.
- Section 3: Stated Clerk/Administrator
- The Stated Clerk/Administrator shall be nominated by the Committee on Nominations and elected by the Presbytery for a term of three years. He may succeed himself. His duties shall be as follows:
- a. Maintain the roll of Presbytery:
 - 1] Make the necessary notations when changes occur in the status of ministers and students and notify the Associate Reformed Presbyterian Center.
 - 2] Prepare a roll of ministers, students, and elder representatives prior to each Presbytery meeting.
 - 3] Constitute the roll at the Presbytery meeting. The roll shall be constituted from enrollment cards using a different color card for minister, elder representatives, students of theology and visitors. These cards shall be signed at each meeting to certify those present.
 - 4] Prepare the official roll for Catawba Presbytery for the meeting of the General Synod each year
 - b. Prior to the meeting of Presbytery:
 - 1] Serve as a member of the Program Committee for the meeting of Presbytery.

- 2] Send out notices of the stated meetings in accord with the *Form of Government*.
- 3] Send out notices of called meetings when required in accord with the *Form of Government*.
- c. During the meeting of Presbytery:
 - 1] Take charge of the docket.
 - 2] Take charge of all papers and reports to be referred and place such papers and reports in the hands of the proper committees or persons.
 - 3] Make a note of unfinished business to come before the Presbytery at its next meeting.
 - 4] Keep accurate minutes of the meeting of Presbytery.
- d. After the meeting of Presbytery:
 - 1] Prepare the minutes of Presbytery and distribute them as soon as possible. The minutes are to be printed only after a stated meeting, and a different color cover is to be used to designate a particular year.
 - 2] Handle such correspondence as Presbytery may direct.
 - 3] Inform the Presbytery Treasurer of any action that will impact the disbursement of funds.
- e. General:
 - 1] Preserve all records and papers of the Presbytery.
 - 2] Serve as a member of the Executive Committee of the Presbytery.
 - 3] Serve as a member of the Trustees of Catawba Presbytery.
 - 4] Serve as a member of the Program Committee of the Presbytery.
 - 5] Serve as an advisory member of the Committee on Commitment and Finance.
 - 6] Sign all official papers of the Presbytery as approved by the Presbytery.
 - 7] Review all yearly congregational reports to the Presbytery:
 - (a) Refer Sections A and B to the Shepherding Commission on the Minister & His Work for review and recommendations.
 - (b) Review Sections C-F noting any areas of non-compliance and refer to the appropriate commission/committee.
 - (c) After reviewing the reports make any recommendations that would be helpful to the local congregation or to the Presbytery.
 - 8] Normally the Presbytery will provide a copy of the minutes by email or regular mail to each minister, clerk of session and church.
 - 9] Send copies of the minutes and other historical data to the repository of denominational documents and to The Archivist, Erskine College, Due West, SC 29639.
 - 10] Perform all duties traditionally handled by the Stated Clerk and assume the responsibilities that ordinarily come through the position of administrator.

- 11] In case Presbytery's Treasurer is unable to perform his duties (due to emergency illness, extended trip, etc.), those responsibilities will be handled by the Stated Clerk/Administrator
- f. The office of the Stated Clerk/Administrator shall serve as a communication center:
 - 1] Through a newsletter that is to be published as necessary. The content will be left to the Stated Clerk who shall serve as editor.
 - 2] By serving as a central source of information for churches, committees, and individuals.
 - 3] By keeping an up-to-date calendar of Synod and Presbytery events so that, where possible, conflicting meetings may be avoided.
- g. Financial Matters:
 - 1] Expenses for the office (postage, paper, secretarial help, etc.) shall be paid by the Treasurer of Presbytery.
 - 2] An honorarium plus expenses shall be provided for the Stated Clerk/Administrator. The honorarium shall be recommended to the Presbytery by the Committee on Commitment and Finance as part of the annual budget of the Presbytery and shall be paid from Presbytery funds on a time schedule agreed on by the Stated Clerk/Administrator and the Treasurer of Presbytery.
 - 3] When the Treasurer of Catawba Presbytery is unable to perform his duties (due to emergency illness, extended trip, etc.), those responsibilities will be handled by the Stated Clerk/Administrator

Section 4: The Reading Clerk

The Reading Clerk shall be nominated by the Committee on Nominations and elected by the Presbytery for a term of three years. He may succeed himself. His duties shall be:

- a. Read such reports and correspondence that are to be considered by the Presbytery. Only recommendations contained in the report are to be read. Presbytery will determine whether or not the narrative section of the report is to be published in the minutes. Each report is to be judged on its own merit.
- b. Serve on the Program Committee to prepare the program for the meeting of the Presbytery.
- c. Serve as a member of the Executive Committee of the Presbytery.

Section 5: The Communication Clerk

The Communication Clerk will be nominated by the Committee on Nominations and elected by the Presbytery for a term of three years. He may succeed himself. His duties shall be

- a. To work in conjunction with the officers of the presbytery and chairmen of each committee to maintain a website that would give basic information about the ministries of the Presbytery and provided contact information for the officers, chairmen of committees, and each church, minister, and student in the Presbytery.

- b. To work with the Committee on Nominations to maintain a web page within the Presbytery website that would encourage service within the Presbytery.
- c. To maintain within the website a platform for reports to be published, especially in cases such as called meetings or supplemental reports, so that the work of the Presbytery might be made more efficient by having information ahead of time.
- d. To maintain a list of E-mail address for all Pastors and Clerks of Session from each church and to forward this list to the Stated Clerk.
- e. To maintain a list of Ministers without the ability to communicate electronically and make the list available to the officers and committee chairmen of the Presbytery.
- f. To maintain an e-mail group for the Presbytery.
- g. To work with the Stated Clerk on ways to use the website and internet to help facilitate communication and the sending and receiving of annual reports.

Section 6: The Parliamentarian

The Parliamentarian shall be nominated by the Committee on Nominations and elected by the Presbytery for a term of three years. He may succeed himself. His duties shall be:

- a. To advise the Presbytery and its officers in matters concerning the meaning and interpretation of the *Rules of Procedure* and the *Form of Government*.
- b. To advise the Presbytery on procedural matters.

Section 7: The Treasurer of the Catawba Presbytery

The Treasurer of Catawba Presbytery shall be nominated by the Committee on Nominations and elected by the Presbytery for a term of three years. He may succeed himself.

- a] Duties of the Treasurer
 - 1) Handle all funds of the Presbytery.
 - 2) Serve as a member of the Trustees of Catawba Presbytery.
 - 3) Serve as an ex-officio member of the Committee on Commitment and Finance.
 - 4) Serve as a member of the Executive Committee of Catawba Presbytery.
 - 5) Submit a line item budget report with expenses noted at each meeting of Presbytery.
- b] When the Treasurer of Catawba Presbytery is unable to perform his duties (due to emergency illness, extended trip, etc.), those responsibilities will be handled by the Stated Clerk/Administrator.
- c] An honorarium shall be provided for the Treasurer. The honorarium shall be recommended to the Presbytery by the Committee on Commitment and Finance as part of the annual budget of the Presbytery and shall be paid from Presbytery funds on at least a quarterly basis.

- d] The Stated Clerk/Administrator shall submit an expense voucher quarterly for the Treasurer's honorarium. The Treasurer will write the check following receipt of the expense voucher from the Stated Clerk.

Section 8: The Trustees of Catawba Presbytery
The Trustees of Catawba Presbytery are the Moderator, who serves as chairman; the Stated Clerk/Administrator; and the Treasurer of Catawba Presbytery; and their successors in office. Their duties shall be as follows:

- a. Receive and/or transfer real property on behalf of the Presbytery.
- b. Enter into purchasing and/or selling property on behalf of the Presbytery.
- c. Represent the Presbytery in all legal matters relating to the Presbytery, its committees, and properties at the direction of the Presbytery.
- d. Secure an attorney to represent the Presbytery when necessary.

Section 9: The Executive Committee

- a. The Executive Committee of the Presbytery shall consist of the Moderator, Vice Moderator, Stated Clerk/Administrator, Treasurer and the Reading Clerk.
- b. The Moderator shall serve as chairman.
- c. The Executive Committee shall normally act on matters referred to it by the Presbytery; on matters concerning rescheduling Presbytery meetings; on matters concerning extraordinary expenditure of Presbytery funds other than those previously approved by the Presbytery; and on matters of urgency arising between Presbytery meetings. In Urgent matters, the Executive Committee shall act as a Commission of Presbytery. Before action is taken, the Executive Committee shall vote unanimously that the matter is a valid, urgent situation that cannot be delayed until the following meeting of Presbytery without creating unnecessary or unreasonable problems.

Section 10: Special Ministries

- a. Terms
The directors and assistant directors of special ministries in the Presbytery are nominated by the Committee on Nominations and elected by the Presbytery for a term of four (4) years.
- b. Description of Responsibilities and Supervision
 - 1] Director and Assistant Director of Senior High Work: Committee on Christian Education
 - 2] Director and Assistant Director of Middle School: Committee on Christian Education
 - 3] Director and Assistant Director of Adult Retreat: Committee on Christian Education
 - 4] Director and Assistant Director of Children's Work: Committee on Christian Education

Section 11: Unless otherwise stated, the officers of the Presbytery may not succeed themselves.

Section 12: Election of Officers shall be held at the Spring Meeting. The officers shall take office on July 1 following election to office. Nominations may be made from the floor following the report of the Committee on Nominations. Terms of office for officers filling unexpired terms will begin upon election by the Presbytery

ARTICLE VI: GENERAL
[Procedure]

Section 1: Funding of the Work of Presbytery

- a. The annual budget shall be approved by the Presbytery at its Fall Meeting.
- b. Each Committee and Officer shall present a line item budget signed by the Chairman or Officer of projected income and expenditures to the Commitment and Finance Committee by August 1 of the current year. Budget requests that have changed from the prior year shall be explained.
- c. The Committee on Commitment and Finance shall be responsible for:
 - 1] Reviewing the budget of each committee to determine if funds are adequate to meet expenditures. The Committee may meet with the chairman and officers to discuss expenditures and income requests prior to making final recommendations on the budget
 - 2] If funds are not available the Committee shall notify the various committees and officers informing them what funds are available and giving them an opportunity to adjust line items in their budget prior to the presentation of the budget to the Presbytery
 - 3] Recommending to the Presbytery a balanced budget.
 - 4] Reviewing annually the amount to be assessed each congregation for the support of the programs of Presbytery; and recommending what portion of these annual funds shall be designated for the work of Church Extension. The assessment is based on the total communicant members reported in the Minutes of Synod for the previous year.
 - 5] Using the mileage rate for Presbytery reimbursement as established for the Boards and Committees of the General Synod.
 - 6] Ensuring that all committees use Presbytery vouchers for reimbursement of budgeted items and submit original receipts for reimbursement; and that all unbudgeted, undesignated requests from Presbytery committees be forwarded to the Committee on Commitment and Finance for a recommendation to Presbytery before expenditures are paid.
- d. Reporting Use of Lump Sum Monies

- 1] Those in Presbytery receiving a lump sum of money through the Treasurer of Catawba Presbytery including Presbytery Youth Directors, and Adult Retreat Directors, shall submit a detailed annual financial statement to the Treasurer by January 15. This statement shall include beginning balance, income received, disbursements and closing balance as of December 31 of the calendar year in which the funds were received.
- 2] The Treasurer of a Presbytery Mission receiving lump sum money through the Treasurer of Catawba Presbytery shall submit a detailed quarterly financial statement to the Presbytery Treasurer due by the end of the following month. This statement shall include beginning balance, income received, disbursements and closing balance for the quarter in which the funds were received.

Section 2: Official Reports:

- a. Standing committee reports are to be sent to the Stated Clerk/Administrator in good typed copy form not later than one (1) month prior to the meeting of the Presbytery with the following exceptions:
 - Exception 1: The Shepherding and Credentials Commissions on the Minister and His Work and the Committee on Church Extension are exempt from this requirement *provided* some of their work is still pending. However, should no work be pending, *both shall abide* by the above provision.
 - Exception 2: The Committee on Theological and Judicial Affairs reports only when work has been assigned to it by the Presbytery. When work is assigned, the committee shall follow the above provision.
- b. All reports of standing committee shall be acted on by the Presbytery without reference. Each committee is to be prepared and required to defend its proposals and recommendations on the floor of the Presbytery.
- c. Resolutions and proposals submitted by churches or individuals to the Presbytery for consideration are to be prepared and sent to the Stated Clerk/Administrator not later than one month prior to the meeting of the Presbytery. Except in cases of pressing nature, items not meeting the requirements stipulated may be introduced but no action taken.
- d. Reports are considered by the Presbytery, only recommendations contained in the report are to be read. Presbytery will determine whether or not the narrative section of the report will be published in the minutes.

Section 3: Presbytery and local sessions are reminded and admonished to function within the prescribed rules of the *Form of Government*

ARTICLE VII: PROGRAM
[Procedure]

- Section 1: The program for Presbytery is to be prepared by the Program Committee consisting of the Moderator, who serves as chairman; the Vice Moderator, the Stated Clerk/Administrator, the Reading Clerk, and the host pastor. The host church shall prepare sufficient copies of the program for distribution at the meeting of Presbytery.
- Section 2: The Program Committee shall endeavor to stress some feature of the work of Presbytery and Synod at various times.
- Section 3: The Program Committee shall work with the Credentials Commission on the Minister and His Work in arranging a schedule for students of theology to preach before the Presbytery.
- Section 4: The program shall ordinarily include a devotional service, a sermon, or the Communion service (Fall meeting); constitution of the roll; unfinished business; introduction of the new moderator (when in order); reading of the minutes; a closing song; and the benediction. The custom of the Presbytery since its organization has been to close each stated meeting of the Presbytery with the singing of Psalm 133.

ARTICLE VIII: COMMITTEE SELECTION AND ORGANIZATION

[Procedure]

- Section 1: Selection
- a. Standing Committee members shall be nominated by the Committee on Nominations at the Spring meeting. Terms of office will begin July 1 following election.
 - b. Presbytery appointees to Synod's boards and committees shall be elected at the Fall meeting of Presbytery and the names sent by the Stated Clerk to Synod's Committee on Nominations.
 - c. Chairmen of standing committees will be nominated by the Committee on Nominations and elected by the Presbytery. Terms of chairmen of standing committees shall be three (3) years *except* for the chairmen of Christian Education, Church Extension, Commitment and Finance, Nominations and the Shepherding Commission whose terms shall be four (4) years to correspond with their service on the corresponding board or committee of Synod.
 - d. Each standing committee shall elect a vice chairman and a secretary. The names of the vice chairman and secretary shall be sent to the Stated Clerk as soon as possible after July 1 of each year.
 - e. Presbytery representatives shall also be named to the World Witness, Dunlap and Executive Boards. The terms shall also be four (4) years."
 - f. The Committee on Theological and Judicial Affairs shall not be a permanent committee. When an item is referred to this committee, the Executive Committee of Presbytery shall appoint a committee of six (6) members to serve in this capacity. The Committee once appointed shall follow the guidelines as outlined in the *Rules of Procedure*.
- Section 2: Organization

- a. Standing committees of Presbytery shall normally be composed of six (6) members with each member serving a term of three (3) years unless as stated below:
 - 1] The Committees on Christian Education and Church Extension shall consist of nine (9) members with each member serving a term of (3) years.
 - 2] The Committees on Christian Education, Church Extension, and Nominations shall have one additional member who shall serve as chairman. The term of these chairmen shall be four (4) years and they shall represent the Presbytery on the corresponding boards or committee of Synod. The chairmen of each committee shall be nominated by the Committee on Nominations.
 - 3] The Shepherding Commission on the Minister and His Work shall consist of seven {7} members: a chairman whose term shall be four {4} years, three {3} ministers and three {3} elders whose terms shall be three (3) years. Members of the Shepherding Commission may serve no more than two consecutive terms.. The chairman shall be nominated by the Committee on Nominations. His term shall be four {4} years and may succeed himself for one additional term. The chairman of the Shepherding Commission will represent the Presbytery on General Synod's Committee on the Minister and His Work and as an advisory member of Synod's Board of Benefits.
 - 4] The Credentials Commission on the Minister and His Work shall consist of seven {7} members: a chairman whose term shall be four {4} years, three {3} ministers and {3} elders whose terms shall be three {3} years. Members of the Credential Commission may serve no more than two consecutive terms. The chairman shall be nominated by the Committee on Nominations. His term shall be four {4} years and may succeed himself for one additional term.
- b. Special committees appointed either by the Moderator or the Committee on Nominations shall serve to the completion of the assignment or until dissolved by the Presbytery.

Section 3: Replacement of committee members

- a. A standing committee member who misses two committee meetings in succession is to be replaced unless he has a valid excuse. The committee will determine the validity of the excuse and will determine whether or not to accept it. If the excuse is not accepted and the member needs to be replaced, the Stated Clerk shall be notified immediately.
- b. The Committee on Nominations may recommend replacements at any stated meeting. Terms of office for those filling unexpired terms will begin upon election by the Presbytery.

ARTICLE IX: COMMITTEES AND THEIR DUTIES

A. THE SHEPHERDING COMMISSION ON THE MINISTER AND HIS WORK [Policy]

Section 1: Shepherding Commission Composition

- a. The Shepherding Commission on the Minister and His Work shall consist of seven {7} members: a chairman whose term shall be four {4} years, three {3} ministers and {3} elders whose terms shall be three {3} years.
- b. The chairman shall be nominated by the Committee on Nominations. His term shall be four {4} years and may succeed himself for one additional term.
- c. Members shall serve no more than two consecutive terms or portions thereof.
- d. The Chairman shall represent the Presbytery on Synod's Committee on the Minister and His Work and as an advisory member of Synod's Board of Benefits.
- e. A quorum for any meeting of the Commission shall be at least four (4) members.

Section 2: Shepherding Commission Responsibilities

The Shepherding Commission shall:

- a. Promote the peace and harmony of individual congregations, especially in the area of relations of minister and congregations.
- b. Mediate differences between individual church members and/or between ministers and congregations, seeking reconciliation so that differences may be corrected at the session level whenever possible.
- c. Exercise wisdom and discretion in determining how to handle information concerning difficulties within a church.
- d. Provide guidance and assistance to churches in the matter of calling a pastor or dissolving a pastoral relationship.
- e. Appoint moderators for sessions without pastors. (**Note: the expenses of said moderators are to be paid by the local churches.**)
- f. The chairman shall serve as the representative on Synod's Committee on Minister and His Work.
- g. Report to the Presbytery at each stated meeting, if necessary.

Section 3: Shepherding Commission Functions as a Committee

The Shepherding Commission shall function of the Presbytery as a Committee in the following ways:

- a. It shall be responsible for making recommendations to Presbytery regarding calls for the services of its ministers.
 1. Every call for the services of a minister or candidate in a pastoral relation shall be placed with the Shepherding Commission for the examination and then presented by the Shepherding Commission to the Presbytery with a report for approval as to the call being in order and a recommendation as to whether or not the call should be placed in the hands of the minister or candidate.
 2. Every call for the services of a bi-vocational pastor shall be placed with the Shepherding Commission for examination and then presented by the Shepherding Commission to the Presbytery with a report as to the call being in order and a

- recommendation as to whether or not the call should be placed in the hands of the minister or candidate.
3. Every request for Presbytery's approval of a task not in a pastoral relation shall be placed with the Shepherding Commission for examination and recommendation for final action by the Presbytery.
- b. It shall be responsible for counseling with sessions regarding Stated Supplies, Interim Supplies, Occasional Supplies, and Student Supplies when a church is without a pastor. Regarding student supplies, the Shepherding Commission is to consult the Credentials Commission on the Minister and His Work for input and information regarding any student.
 1. The session shall seek the counsel and receive the approval of the Shepherding Commission before making arrangements for the supply of the church's pulpit during a period of vacancy.
 2. Two lists shall be kept by the Shepherding Commission and made available to churches requesting them.
 - i. A list of available ministers honorably retired from service, other ministers not regularly serving in a pastoral relation, qualified elders, and others qualified to supply pulpits.
 - ii. A list of available candidates under care of this or other Presbyteries. The Credentials Commission is to be consulted regarding this second list.
 - c. It shall be responsible for counseling with churches regarding a pastoral call. To carry out this function, the Shepherding Commission shall consult with every Nominating Committee appointed by a church to recommend the calling of a pastor or an associate pastor. When requested, it shall advise the church's committee regarding the merits, availability, and suitability of any man whose name is contemplated for nomination to the congregation, and shall have the right of suggesting names to the church's committee. The Presbytery will not consider a call to a permanent pastoral relationship unless the church has received and considered the counsel of the Presbytery through its Shepherding Commission (see Appendix A.2).
 - d. It shall be responsible in seeking to strengthen the pastoral care available to the ministers of this Presbytery and their families by:
 1. Maintaining and distributing a list of resources (helping professionals, literature, conferences, etc.) for the care of pastors and their families.
 - e. It shall be responsible in reminding the members of Presbytery of their obligation and responsibility of and participation in the higher courts of the church.

Section 4: Shepherding Commission functions as a Commission

The Shepherding Commission shall function for the Presbytery as a Commission between the meetings of the Presbytery in the following ways:

- a. To dissolve pastoral relationships when requested to do so by the minister, the congregation, or the Presbytery. Sufficient time shall be allowed for calling the Shepherding Commission together (see Appendix A.1).
- b. The chairman may authorize the Stated Clerk of Presbytery to grant letters of transfer to other presbyteries or other comparable judicatories. If there is not another Presbytery or comparable judicatory, their name shall be removed from the Roll of Presbytery without

censure, and they shall be divested of their office and their ordination removed. The chairman shall report his action to the Shepherding Commission at its next meeting.

- c. Where it is not feasible to wait until the next stated meeting of the Presbytery, the Shepherding Commission may:
 1. Move members within the bounds of Presbytery providing the terms of the call meet the minimum standards as set forth by the Presbytery.
 2. Arrange for installation of the above-mentioned ministers by appointing a Commission from the membership of the Presbytery consisting of three ministers and three elders.

All such action taken shall be reported to the Stated Clerk immediately for inclusion in the Presbytery records. The Shepherding Commission shall report such action to the next stated meeting of the Presbytery.

Section 5: The Shepherding Commission Functions as an Administrative Commission

The Shepherding Commission shall function for the Presbytery as an Administrative Commission to visit churches to inquire into and settle difficulties that have arisen therein. The Shepherding Commission shall proceed by the following steps:

- a. The Shepherding Commission on its own initiative shall bring its information to the attention of the session of the church involved. It shall counsel, with the session, as to the proper actions taken in correcting the reported difficulties.
- b. The Shepherding Commission may offer its help as a mediator.
- c. The Shepherding Commission may act to correct the difficulties if requested to do so by the parties concerned, or if this authority is granted by the Presbytery for the specific case. When acting to correct difficulties, the Shepherding Commission on the Minister and His Work shall hold hearing which afford procedural safe-guards as in cases of process, following in their procedures the requirements of the *Standards of the Associate Reformed Presbyterian Church* and the *Rules of Procedure of Catawba Presbytery*.

Section 6: Regarding the Examination of Ministers

Upon receiving all necessary information from the Credentials Commission regarding right qualification (to include all necessary examinations and the procedure for licensing), the Shepherding Commission can take up the procedure for ordination.

- a. The procedure for ordination is found in the "Form of Government of the Associate Reformed Presbyterian Church," to which the following is added:
 1. If the candidate for ordination so desires, he may be ordained at one of the stated meetings of Presbytery.
 2. Unless the candidate desires to be ordained at a stated meeting of the Presbytery, the ordination shall take place at a special meeting of the Presbytery, called for that purpose, in a church chosen by the candidate, the chairman of the Shepherding Commission, and the Moderator of Presbytery.

Section 7: The Shepherding Commission and Pastoral Needs for Ministers

- a. Regarding ministers, the Shepherding Commission shall:
 1. Appoint a clergy member of the Presbytery to counsel each newly ordained and installed pastor for two years.

2. Encourage congregations to include continuing education allowances for ministers not already receiving allowance.

Section 8: The Shepherding Commission and Service on Other Committees

The members of this Commission shall not serve on any other Presbytery Committee.

A. THE SHEPHERDING COMMISSION ON THE MINISTER AND HIS WORK

APPENDIX A: PROCEDURE FOR DISSOLVING THE PASTORAL RELATIONSHIP AND FOR SECURING A PASTOR, MISSION DEVELOPER OR BI-VOCATIONAL PASTOR

The following outline sets forth the steps that should be taken by a congregation when a pastor leaves and another is sought and the role that the Shepherding Commission on the Minister and His Work of Catawba Presbytery should play in helping to implement this.

Section 1: The Dissolution of the Pastoral Relationship

- a. The pastor or bi-vocational pastor serving a congregation informs the session of his desire to have the pastoral relationship Call dissolved.
- b. The congregation formally concurs in pastor's or bi-vocational pastor's desire to have the Call dissolved at congregational meeting duly called by the session.
- c. The Pastor or bi-vocational pastor submits to the Shepherding Commission a copy of his request that the pastoral relationship Call be dissolved on a specified date. The session writes a letter to the Shepherding Commission in regard to the minister or evangelist's request.
- d. When the congregation after a duly called congregational meeting has voted to dissolve the Call, the pastor or bi-vocational pastor shall be notified by letter along with the same written request to the Shepherding Commission.
- e. When a pastoral relationship is dissolved by the Presbytery, the Congregation shall be required to fulfill the terms of the Call for a minimum of three months after the date the pastoral relationship is dissolved. A new Call for the minister will invalidate this requirement.
- f. When a pastoral relationship is dissolved by the initiation of the Presbytery, the Presbytery shall be required to fulfill the terms of the Call for a minimum of three months, after the date the pastoral relationship is dissolved. A new Call for the minister will invalidate this requirement.
- g. When a minister has been accused of an offense, his call shall remain in effect until the judicial process is completed. If the offense is upheld, the congregation shall have no further responsibility to the minister.

- h. Between meetings of the Shepherding Commission, the chairman is permitted to authorize the Stated Clerk to grant letters of transfer to other presbyteries or comparable judicatories. The chairman shall report his action to the Shepherding Commission at its next meeting.
- i. The Shepherding Commission shall appoint an ordained minister from the Presbytery to serve as moderator of the session and he shall be notified of each meeting of the session. **[Local church bears expense of moderator.]**
- j. The Shepherding Commission will arrange to have the pulpit to be declared vacant on behalf of Catawba Presbytery by the first ordained Associate Reformed Presbyterian minister that supplies the pulpit.
- k. The Shepherding Commission on the Minister and His Work shall immediately consult with the session regarding a pulpit supply until a permanent pastor is called. If the session has a plan for supply, it should be approved by the Shepherding Commission before it is instituted by the session.

Section 2: Securing a Pastor or Mission Developer

- a. The congregation shall elect a Nominating Committee to recommend a pastor. {See Section 3, a., p. 39} The Shepherding Commission shall consult with the session on setting up such a committee and how the committee should proceed; and the Shepherding Commission shall meet with and advise the committee as to procedure, and will be available for consultation at any time. The Shepherding Commission shall recommend to the session that the session and the diaconate with the Nominating Committee be clear about all matters relative to securing a pastor.
- b. The Shepherding Commission shall institute and supervise a self-study program for congregations seeking a pastor.
- c. The Church Extension Committee functions as a Pulpit Nominating Committee when securing a candidate for a Mission Church, and shall follow the guidelines for calling a Pastor, as appropriate, including the signing of the call.
- d. An associate pastor shall not be considered for a call to become pastor of the church where he is serving until after having served at least a six (6) month term of work in another location.
- e. The Pulpit Nominating Committee is encouraged to give special consideration to ministers who are presently members of Associate Reformed Presbyterian presbyteries or candidates under care of its presbyteries.
- f. Upon receiving the Nominating Committee's request, the chairman of the Shepherding Commission is to notify the chairman of the Credentials Commission to begin the necessary task of examination of the candidate.

g. When the Nominating Committee has agreed upon a man to recommend and this man has been approved by the Credentials Commission, the Shepherding Commission shall give permission to the Nominating Committee to report its readiness to the Session and empower the present Moderator of the Session, or in the event of his unavailability, to appoint another Associate Reformed Presbyterian Minister to moderate a congregational meeting for the purpose of calling a pastor. The congregation must be given at least one (1) weeks' notice prior to said meeting.

h. The Nominating Committee's report should include all pertinent data concerning the nominee: education, experience and other qualifications. The report should also include the terms of the call agreed on between the Nominating Committee and the prospective pastor and the date the Call is to become effective. The requirement for a call for ministers serving as a pastor in one or more churches within the Presbytery shall be:

(1) Base Compensation—Select (a) or (b):

(a) When a manse is provided:

1. Base salary—Minimum of \$22,000 annually.
2. Provide you with the free use of a manse with utilities, and insurance coverage, commonly called tenant homeowners, in an amount of not less than \$40,000 or an amount equal to the actual replacement value of the minister's owned contents.
3. Grant you a travel allowance of \$3,000.

(b) When a housing allowance is provided it shall be a minimum compensation package of \$33,800 including:

1. A minimum base salary of \$22,000
2. Plus 40% of the base salary which is Synod's designated value of a manse;
3. Plus \$3,000 car allowance.

This basic package may be divided to the best advantage of the minister.

(2) Pay your moving expenses.

(3) Pay into the Associate Reformed Presbyterian Retirement Plan Fund as prescribed by the General Synod.

(4) **INSURANCE:** The congregation shall pay for the Pastor's participation in General Synod's health insurance program or its equivalent, unless the Pastor's health insurance is through his wife's health insurance program.

- (5) ____ week(s) to be away for evangelistic or other church related meetings.
- (6) One week and expenses for continuing education
- (7) Review with you annually the adequacy of this compensation. As part of the review the congregation shall be encouraged to consider an increase to the previous year's base compensation.
- (8) Grant you an annual vacation of _____ weeks.
- (9) Expenses for the meeting of General Synod.
- (10) Other fringe benefits
- (11) Date call is effective: _____
- (12) In the event of total disability, as defined in the Synod's insurance program, we promise:
 - (a) __To continue for a minimum of three months the provisions of this call awaiting commencement of benefits from Synod's insurance program.
 - (b) __If you are residing in the manse, and during the month following the terms outlined in "a" above, to assist you in relocating and to contribute a minimum of up to one month's base salary toward your relocation expenses.
 - (c) __Other [Attach]
- (13) In the event of death during the terms of this call, we promise:
 - (a) __To continue the provisions of this call dealing with annual salary, housing, and group insurance for a minimum of three months.
 - (b) __If you are residing in the manse, and during the month following the term outlined in "a" above, to assist your family in relocating and/or contribute a minimum of up to one month's base salary toward these relocation expenses.
 - (c) __Other [Attach]

Section 3: Securing a Pastor for a Mission Preparing to Organize as a Church

- a) Associate Reformed Presbyterian elders serving on the Provisional Session for a mission shall comprise the Pulpit Nominating Committee along with an equal number of advisory members from the Mission who have united with the mission as members. These advisory members shall be selected by the Mission Leadership Team."
- b) Once the Pulpit Nominating Committee has been selected and the chairman designated, the names shall be submitted to the Provisional Session for approval.

- c) The Chairman of the Pulpit Nominating Committee shall immediately contact the Chairman of the Shepherding Commission on the Minister and His Work for instructions to proceed.
- d) When the Pulpit Nominating Committee has completed its search and the Committee on Church Extension has recommended the Mission to the Presbytery for organization as a church, a date for organization shall be established by the Moderator and Stated Clerk/Administrator. The Moderator shall appoint the Organizing Commission that will function in accord with the guidelines establish in the Rules of Procedure Article IX, APPENDIX G.
- e) On the day of organization. the following action shall occur:
 - 1. The Congregation shall be organized by a Commission appointed by the Moderator of Presbytery.
 - 2. A congregational meeting shall be convened by the Moderator of Presbytery or his designee. Once the Congregational Chairman is elected, he will lead the congregational meeting.
 - 3. The Pulpit Nominating Committee shall present the name of the prospective pastor to the congregation for approval along with the terms of the Call for the Pastor.
 - 4. If the vote for approval is given and if the way is clear, the newly-elected pastor may be installed by the Presbytery.

- Section 4: Securing a Bi-Vocational Minister (FOG 9.11)
 A minister as a bi-vocational pastor of a particular congregation
- a.) A minister may be called to enter into a bi-vocational role with a congregation and some other employment as approved by the Presbytery. **[Note: If a minister works more than 30 hours a week shall be offered the Synod Insurance/Dental Plan according to the Affordable Care Act Guidelines and in addition, Life and Long-term Disability as required by Synod.]**
 - b) The bi-vocational pastor will split his time between his employment responsibilities and the pastoral duties of the congregation according to a preset plan with the Presbytery.
 - c) Presbytery determines the criteria for bi-vocational pastors. The Presbytery and the individual pastor shall have a good understanding of the guidelines from the Board of Benefits in regard to the requirements to qualify for insurance and retirement benefits. (IX, A, APPENDIX E)

- Section 4 Forms for Calls
 Blank forms for the call may be obtained from the Chairman of the Shepherding Commission or from the Stated Clerk.

- Section 5: Processing the Call

- (a) The Session should immediately forward the Call and the “Attestation of Call” to the Shepherding Commission with the request that Presbytery process it prior to the effective date of arrival of the new minister on the field Call.
- (b) The Shepherding Commission will examine the Call and the “Attestation of Call” to determine if the Call is in proper order, and will arrange for a meeting of Presbytery, if necessary. If the pastor-elect or evangelist is an ordained minister within the Associate Reformed Presbyterian Church, the Shepherding Commission may grant him permission to move onto the field. The Shepherding Commission will make its recommendation to the Presbytery and arrange for the examination of the candidate before the Presbytery if necessary. If the Presbytery approves, the call will be tendered the pastor-elect or evangelist for his acceptance.

Section 6: Installing the Pastor

At the time Presbytery approves a candidate for a call as a pastor and the call is presented, six (6) names (three ministers who are members of Catawba Presbytery and three elders who are members of churches in Catawba Presbytery) will be approved as the Installing Commission. Four (4) members of the Installing Commission must be present to constitute a quorum. At the time the call is presented, the date and time of installation are to be announced. Nominations to the Installing Commission may be made by the session and the pastor to be installed, subject to the approval of the Chairman of the Shepherding Commission on the Minister and His Work.

A. THE SHEPHERDING COMMISSION ON THE MINISTER AND HIS WORK

APPENDIX B: GUIDELINE FOR LABORING OUTSIDE THE BOUNDS OF PRESBYTERY

Ministers may be granted permission by the Presbytery to labor outside the bounds of Presbytery if such work is in the best interest of the church and the minister. Such activity shall be under the direct control of the Presbytery and shall be governed by the guidelines of the Form of Government.

Section 1: Description and Responsibilities

- a. The job description or call including salary arrangements of any work not under supervision of the Presbytery must be examined by the Shepherding Commission and submitted with recommendation to the Presbytery for its approval or disapproval.
- b. The job description should contain or have appended to it similar items to those in Catawba Presbytery's Rules of Procedure (Article IX, A, Appendix A)
- c. Those laboring outside the bounds including licentiates and students of theology, must submit to the Presbytery by February 1, through its Stated Clerk, a yearly evaluation sheet, performance chart, or comprehensive report showing the progress of the work for the year. Those who fail to submit annual reports for two successive years will be reported by the Shepherding Commission to the Presbytery for disciplinary action.
- d. Those laboring outside the bounds who are granted approval for indefinite periods [minister employed by Synod or one of its agencies—See Section 4, a, (2)] shall not be required to submit annual reports to the Presbytery.
- e. All correspondence relating to those laboring outside the bounds of the Presbytery shall be handled by the Stated Clerk.
- f. The Shepherding Commission is responsible for overseeing the yearly review of those laboring outside the bounds of Presbytery.

Section 2: Laboring Outside the Bounds of Presbytery

Ministers may be permitted to labor outside the bounds of Presbytery in the following areas:

- a. As a supply pastor of a particular congregation.
- b. As a teacher:
 - (1) Such work shall be in keeping with one's calling as a minister.
 - (2) Such work should be appropriate for a minister of the church and should not in any way dishonor Christ, the position of a minister, or the church.
 - (3) Such work should not limit the minister's role as a minister or as a pastor. He is to take pastoral oversight of those

- under his care, to be diligent in promoting the work of the kingdom, and to seek to win the lost to Jesus Christ.
- c. As an evangelist for the **Presbytery**:
 - (1) Such work shall be clearly an extension of the work of the church.
 - (2) Such work shall be under the direction of the appropriate court or agency.
 - d. As a missionary:
 - (1) A minister may be sent as a missionary by a court or agency of the church.
 - (2) Such work shall be under the direction of the appropriate court or agency.
 - e. In other positions:
 - (1) Ministers may be permitted to engage in other activities which advance the cause of Christ.
 - (2) Such work shall be an outgrowth of the work of the church and shall be meant to meet some special need.

- Section 3: Approval of the Presbytery
- Before accepting any such work a minister, evangelist, licentiate or student of theology shall seek and receive the approval of the Presbytery. If Presbytery denies such permission:
- a. The minister, if he should desire to persist in accepting such work, should request the Presbytery to be divested of his office without censure.
 - b. If he does not make such a request the Presbytery shall charge him with violating his ordination vows and institute judicial process against him.
 - c. If the licentiate or student of theology does not make such a request, the licentiate or student of theology shall be removed from his relationship with the Presbytery.

- Section 4: Permission to labor outside the bounds
- It shall be understood that all such work is under the authority of the Presbytery and may continue only as long as the Presbytery grants permission.
- a. Such permission may be granted as follows:
 - (1) For a definite term of service.
 - (2) For an indefinite period of time if the minister is employed by the Synod or one of its agencies. Such permission may remain valid as long as such arrangements are maintained.
 - (3) In all other cases permission must be granted on a yearly basis upon request of the minister.
 - b. Such permission may be withdrawn at any time.
 - c. Students of theology must request and be granted the permission of the Presbytery to engage in labors outside the bounds of the

Presbytery. The Shepherding Commission shall have authority to grant such permission in consultation with the Credentials Commission.

- d. Licentiates must request and be granted the permission of the Presbytery to engage in labors outside the bounds of the Presbytery. The Shepherding Commission shall have authority to grant such permission in consultation with the Credentials Commission.

Section 5: Retired Ministers

Retired ministers are automatically granted approval to labor outside the bounds of Presbytery. The yearly progress report is waived as long as such work does not dishonor Christ or the Church.

**A. THE SHEPHERDING COMMISSION ON THE MINISTER AND HIS WORK
APPENDIX C: SUPPLY ARRANGEMENTS**

All supply arrangements shall be established by the **Shepherding** Commission on behalf of the Presbytery.

When a congregation is without an installed Pastor or when a Mission is without a Mission Developer, the general oversight of the pulpit lies with the Presbytery. The session, or Church Extension Committee, as appropriate, shall request the Presbytery to approve a supply arrangement until a Pastor or Mission Developer is called. Permission for any supply arrangement must be secured from the Presbytery annually and may be requested in one of several ways: **[Note: If a supply works more than 30 hours a week shall be offered the Synod Insurance/Dental Plan according to the Affordable Care Act Guidelines, and in addition, Life and Long-term Disability as required by Synod.]**

Section 1: Stated Supply

A stated supply is called by the session to perform the functions of a pastor in a congregation. The relationship shall be established by permission of the Presbytery only after it has given careful consideration to the qualifications of the individual and to all factors involved. The term of a stated supply shall be for no more than twelve months and may be renewed. No formal call shall be issued by the congregation. The session shall prepare a written agreement for the stated supply listing salary arrangements and a job description.

Section 2: Occasional Supply

An occasional supply is a minister, a student of theology, or a layman secured by the session to conduct services during periods when the congregation is without a pastor or when its pastor or evangelist is unable to perform his duties. The session shall not secure any person as occasional supply, except in an emergency, without the approval of the Presbytery or the installed Pastor.

Section 3: Interim Supply

An Interim Supply is a minister, a student of theology or a layman secured by the session to conduct services during periods when the congregation is without a pastor or when its pastor is unable to perform his duties. An interim supply is someone who serves a church while the Pulpit Nominating Committee is engaged in looking for a Pastor. This position normally exists for less than one year. The session shall prepare a written agreement for the interim supply listing salary arrangements and a job description.

Section 4: Student Supply

A student supply is a student under care of a Presbytery who undertakes regular pastoral duties with a congregation on a weekly basis. When a student supply is secured after approval of the Credentials Commission, the Shepherding Commission on the Minister and His Work shall discuss and approve the Working Arrangement [see Appendix D] with the session.

Section 5: Outreach North America Intern

The Ministry of an Outreach North America (ONA) Church Planting Intern is that of a Stated Supply, or Student Supply, as appropriate.

A. THE SHEPHERDING COMMISSION ON THE MINISTER AND HIS WORK

APPENDIX D: WORKING ARRANGEMENTS FOR STUDENT SUPPLY

1. Catawba Presbytery recognizes the value both to congregations and to seminary students of having a student do pulpit supply work while a congregation is without a regular pastor. The student can begin to practice many of the skills which he is learning in the classroom and the congregation can be assured of having someone to conduct services while they are searching for a Pastor.
2. Whenever a church within Catawba Presbytery secures a student supply this arrangement is to be used in order that both the church and the student have a clear understanding about the expectations and limitations.
 - (a) The Working Arrangement for any Student Supply will include a written document that gives the details of such things as who is responsible for the utilities bills, who provides insurance on the contents of the residence, who has responsibility for cutting the lawn, etc.
 - (b) The working arrangement needs to include the following:
 - (1) A description of the work to be done by the student
 - (2) A description of the compensation package including:
 - a. Salary
 - b. Travel allowance
 - c. Assistance with tuition, if such assistance is to be provided
 - d. All details related to housing arrangements
 - e. Insurance payments
 - f. Total number of hours he is to work per week
[If a student is working more than 30 hours per week, then the congregation must pay Synod's Health Insurance for the student and his family unless the student has coverage under his wife's group health plan]
 - g. Any other provisions
 - (3) A statement from his academic advisor at the Seminary he attends
This statement will include the following:
 - a. His current grade point ratio, or similar academic evaluation.
 - b. His projected date of graduation
 - c. Any indication from the advisor as to difficulties the student might be having in completing his academic requirements.
 - (c). The arrangement shall be reviewed annually and it must be included as a part of the session records. The clerk of session must request in writing to the Presbytery when the session desires to begin such a relationship. This request must be sent to the Chairman of the Shepherding Commission on the Minister and His Work. This request must include all details of the Working Arrangement. Representatives from the Shepherding Commission on the Minister and his Work will meet with the session at least annually to discuss the Working Arrangement.
 - (d) Sessions and congregations need to be aware that a student is not ordained. Therefore, he cannot conduct the sacraments, [Baptism or the Lord's Supper], officiate at weddings, be the moderator of the session or vote at session, presbytery or synod meetings, unless he is otherwise qualified to do so. He,

however, can preach, conduct funeral services, do administrative duties at the church, teach Bible classes and visit in the homes, nursing homes, hospital, etc.

- (e) A session shall not place any requirements upon a student that would obligate him to become the pastor of the congregation upon his graduation and subsequent ordination. Likewise, the student shall recognize that the congregation is not under any obligation to issue a Call to him when he completes his seminary training.
- (f) These arrangements apply to any Student Supply working within Catawba Presbytery even if the student is not under care of Catawba Presbytery. These arrangements also apply to any student under care of Catawba Presbytery engaged in student supply work whether or not this work is within Catawba Presbytery.
- (g) The Credentials Commission is to be notified of all working arrangements approved or changed by the Shepherding Commission so as to appropriately fulfill its duties of care to students and licentiates.

A. THE SHEPHERDING COMMISSION ON THE MINISTER AND HIS WORK

APPENDIX E: PREPARATION FOR THE CALL A BI-VOCATIONAL MINISTER

The Presbytery believes that every church should strive diligently to have a full-time pastor. If a church is unable to call a full time pastor because it cannot meet the Presbytery minimums as set forth in the Rules of Procedure, the Session must provide **The Shepherding Commission on the Minister and His Work** of Catawba Presbytery the reasons why the Church cannot afford to meet the Presbytery conditions to call a full time minister.

FORMAT TO BE FOLLOWED IN PREPARATION FOR A BI-VOCATIONAL CALL.

Section 1: Justification of the Request (Answer each question in narrative form):

- a. Why and how did the Session determine the church could not afford a full-time minister?
- b. How did the Session involve the membership in reaching this decision?
- c. To what degree is the congregation supportive of this request to call a Bi-vocational Minister? (Actual vote or statistical results of a survey.)

Section 2: Documentation of the Church's Financial Position:

The Session must present to the **Shepherding** Commission on the Minister and His Work financial statements for each of the five years preceding the request to call **a bi-vocational minister**. This is to include all giving to:

- ◆ General fund
- ◆ Building fund(s) (If more than one, prepare and submit individually)
- ◆ Cemetery fund
- ◆ All other funds (listed individually – i.e. Van Fund, etc.)
- ◆ Special offerings for Synod/Presbytery (List with amounts.)
- ◆ Other income:
 - Interest from Savings Account
 - Interest from Endowments
 - Interest from all other special accounts (List)
 - From Certificates of Deposit
 - From rental property
 - Give balance at the end of each year.
 - List Market Value at the end of the 5th year.
- ◆ Except for the general operating fund, **documentation** of specific restrictions, purpose, etc., must also be provided for each fund. (**NOTE:** The **Shepherding** Commission will exclude from consideration any funds that are specifically exempted by our **Form Of Government**.)
- ◆ List all outstanding indebtedness and indicate amount of debt.

Section 3: Church Membership

- ◆ What was the average attendance for Sunday morning Worship for the past six months? (Actual count if available.)
- ◆ What was the average giving each week for the past six months?

- ◆ Does the membership see this need for a bi-vocational minister as a temporary measure or as a permanent arrangement? Why? (Explain.)
- ◆ Provide a history of total communicant membership for the past five years (from annual reports.)
- ◆ What has the congregation done in an effort to revive the members who do not attend regularly? (Explain.)
- ◆ What is your plan for growth? (Explain.)

Section 4: Job Description

- a. The Session will prepare an official job description for the Bi-Vocational Minister. (What you expect of him.) **All terms of the call must be adopted by the congregation.** (Keep in mind that sermon preparation, visitation, meetings, etc. are very time consuming. Your Bi-Vocational Minister will no doubt have family responsibilities and must work at another job to sustain his family.)
- b. Compensation
The Bible teaches us that a “laborer deserves his wages.” (I Timothy 1:18b.)

Section 5: The Role of the Presbytery and/or The Shepherding Commission on the Minister and His Work

- a. The call of a Bi-Vocational Minister must be approved by the Presbytery.
- b. The **Shepherding** Commission will reevaluate annually:
 - 1) The position a Bi-Vocational Minister in a given church.
 - 2) The individual filling the position of a Bi-Vocational Minister.

Section 6: The Congregation Responsibility

The congregation will be responsible for making a report to the Presbytery to be given to the **Shepherding** Commission every two years on a revised plan for growth and how well they are adhering to the original plan for growth.

**A. THE SHEPHERDING COMMISSION ON THE MINISTER AND HIS WORK
APPENDIX F: GUIDELINES FOR A SERVICE OF ORDINATION AND
INSTALLATION IN CATAWBA PRESBYTERY**

REQUIRES A MEETING OF PRESBYTERY FOR ORDINATION

When an installation service is held in conjunction with an ordination service, the service shall be done at a **called meeting** of Catawba Presbytery.

The Installing Committee shall consist of:

- a. **Three ministers elders who are members of Catawba Presbytery,**
- b. **Three elders who are members of Catawba Presbytery, preferably from different churches.**

The Moderator or Vice Moderator shall serve as Chairman for the Committee and also may be one of the members of the Committee in order to meet the qualifications of a called meeting of Presbytery.

The following order is to be followed:

Call to Order	Moderator of Catawba Presbytery
Statement of Purpose	Moderator of Catawba Presbytery
Service of Worship	
Call To Worship	Worship leader from Catawba Presbytery
Invocation	Minister or Elder
Song	
Scripture	Minister or Elder
Sermon	May be given by someone who is <u>not</u> a member of Catawba Presbytery.
Ordination Questions	Moderator of Catawba Presbytery
Ordination Prayer	Minister of Catawba Presbytery
Declaration of Ordination	Moderator of Catawba Presbytery
Presentation of Ordination Certificate	Moderator of Catawba Presbytery
Presentation of Call	Moderator of Catawba Presbytery
Questions of Installation	Moderator of Catawba Presbytery
Declaration of Installation	Moderator of Catawba Presbytery
**Charge to Pastor	Given by a <u>minister who is a member of Catawba Presbytery and a member of the Installing Commission.</u>
**Charge to the Congregation	Given by an <u>elder of Catawba Presbytery who is a Commission member.</u>
**Installation Prayer	Minister or Elder of Catawba Presbytery
	{**NOTE: These parts are omitted for if the ordination is separate from the installation service. They are also omitted for a Mission Developer or Missionary}
Song	
Benediction	Newly Installed Pastor or Associate

NOTE: The normal procedure is for the Chairman of the Shepherding Commission on the Minister and His Work to give final approval of the Ordaining and/or Installing Committee.

A. THE SHEPHERDING COMMISSION ON THE MINISTER AND HIS WORK
APPENDIX G: GUIDELINES FOR A SERVICE OF INSTALLATION FOR AN
ORDAINED MINISTER IN CATAWBA PRESBYTERY

1. When an installation service is held for a minister who is already ordained, the following procedure is in order:
2. Catawba Presbytery shall appoint an Installation Commission. The pastor to be installed may give input as to the make up of the Commission.
3. The Installing Commission shall consist of
 - a. **Three ministers who are members of Catawba Presbytery**
 - b. **Three elders who are members of Catawba Presbytery, preferably from different churches.**
4. The Service of Installation shall be held at a time when a minimum of four [4] of the members of the Installing Commission are able to attend.
5. The following components should be included in the service of worship
 - a. Prelude
 - b. Invocation May be given by a member of the Commission
 - c. Song
 - d. Scripture May be read by a member of the Commission
 - e. Sermon May be given by a person who is **not** a member of Catawba Presbytery.
 - f. Questions from the Form of Government for Renewal of Ordination
 - g. Questions from the Form of Government for Installation
The questions are the responsibility of the Chairman of the Commission.
 - h. Declaration of Installation Given by Chairman of the Commission
 - i. Prayer of Installation Given by a Commission Member
 - j. Charge to the Pastor
Given by a **minister who is a member of Catawba Presbytery and a member of the Installing Commission.**
 - k. Charge to the Congregation
Given by a **Elder of Catawba Presbytery who is a member of the Commission**
 - l. Song
 - m. Benediction Given by the newly Installed Pastor
 - n. The Chairman of the Installing Commission shall be responsible for filing a report of the Service and a copy of the program with the Stated Clerk of Catawba Presbytery following the service.

NOTE: The normal procedure is for the Presbytery to designate the Chairman of the Shepherding Commission to give his approval to the date for ordination and the Commission.

B. THE CREDENTIALS COMMISSION ON THE MINISTER AND HIS WORK [Policy]

Section 1: Credentials Commission Composition

- a. The Credentials Commission on the Minister and His Work shall consist of seven {7} members: a chairman whose term shall be four {4} years, three {3} ministers and {3} elders elected by the Presbytery whose terms shall be three {3} years.
- b. The chairman shall be nominated by the Committee on Nominations. His term shall be four {4} years and may succeed himself for one additional term
- c. Members shall serve no more than two consecutive terms or portions thereof.
- d. A quorum for any meeting of the Commission shall be at least four (4) members

Section 2: Credentials Commission Responsibilities

- a. Oversee the work (ministry and study), examine the qualifications, and pastorally care for all students of theology and licentiates under the care of Presbytery.
- b. Report to the Presbytery at each stated meeting, if necessary.

Section 3: Credentials Commission Functions as a Committee

- a. It shall be responsible for maintaining a current roll of students under care and licentiates (to be made available to the Shepherding Commission for the purposes of student supply arrangements).
- b. It shall be responsible for the pastoral care of each student and licentiate.
- c. It shall be responsible for the preparation and guidance regarding examination and qualifications for students of theology.

Section 4: The Credentials Commission Examines Candidates for Licensure and Transfer Into the Presbytery

The Credentials Commission on the Minister and His Work is responsible for the examination of all ministers who transfer into the Presbytery, as well as students of theology presenting themselves for licensure and/or ordination. Each shall be examined in open session as to their convictions on the crucial points of theology, the Bible, church history, ARP Church history, and church government. In the cases of transfers, the Credentials Commission shall examine such credentials as are required by the Presbytery, and shall report to the Presbytery whether or not these credentials are in order. Ministers transferring from other denominations to Catawba Presbytery must be examined by the Presbytery and approved for reception before they are allowed to move onto the field. Ministers transferring from other presbyteries within the Associate Reformed Presbyterian Church, and ministers who are members of Catawba Presbytery may be granted permission to move onto the field before examination by the Presbytery provided the call has been examined by the Shepherding Commission and has been found to be in order. The Credentials Commission's report is to be made orally in connection with the presentation of candidates for licensure and/or ordination.

- a. Two written examinations will be administered by the Credentials Commission: the Middler's Exam and the Licensure Exam. In the case of a transfer candidate, the Credentials Commission shall take up the appropriate examination avenue on a case by case basis.

1. The Middler's Exam is an examination administered at the halfway point of a student of theology's academic career. It is a diagnostic examination meant to reveal strengths and weaknesses as the student prepares for licensure.
 2. The Licensure/Ordination Examination is a comprehensive examination meant to reveal the qualifications as specified in the Scriptures and the *Associate Reformed Presbyterian Church's Standards*.
 3. The Credentials Commission is to keep these examinations up to date with all pertinent controversies of the past and present day and age.
- b. After each written examination is reviewed, the Credentials Commission will orally examine each candidate, keeping in mind strengths and weaknesses revealed in the written exams.
 - c. If the Commission is satisfied with the examination, recommendation will be made for examination on the floor of Presbytery.
 - d. Upon approval by the Presbytery, the procedure for licensing is found in the "Form of Government of the Associate Reformed Presbyterian Church."
 - e. Regarding the procedure for ordination, refer to F.1, section 6.

Section 5: The Credentials Commission and Theological Students

In the area of Theological Students, the Credentials Commission:

- a. Shall examine men who ask to be taken under care of the Presbytery as to their motive for desiring to enter the ministry, their character and Christian experience, their mental ability, and their genuine fitness for the ministry. In presenting candidates to be taken under care of Presbytery, the order of service in Appendix A shall be employed.
- b. Shall report to the Spring Meeting of Presbytery the status of each student whether in college or seminary.
- c. Shall oversee the trial sermons of all students under its care. The student shall be required to preach two sermons during his seminary training as a specimen of his progress. The sermon for licensure and ordination must be preached at a Stated Meeting of Presbytery. If necessary, the first student sermon may be preached at a Called meeting. The Credentials Commission will coordinate with the student the selection of Scripture and the submission of manuscripts or outlines.
- d. Shall consult with each student under care of the Presbytery at least two times a year, at which time a review of the academic progress (to include seminary grades) of the student will be made.
- e. Shall cooperate with the Board of Outreach North America and Erskine Seminary in seeking work for the theological students during their summer vacation.
- f. Shall make clear to students under care of the Presbytery the following obligations to the Presbytery:
 1. Students of theology shall attend all stated meetings of Presbytery, except in cases of sickness or other unavoidable circumstances, in which case they shall submit to the Credentials Commission chairman in writing a request for excuse for that meeting.
 2. Students in their final year of seminary shall prepare a statement of their faith, covering the general headings of systematic theology, to be placed in the hands of the chairman of the Credentials Commission, at least one month before licensure examination by the Credentials Commission.

3. Students shall inform the Presbytery in writing through the Credentials Commission of their desire for licensure and/or ordination at least one month prior to the examination by the Credentials Commission.
4. Students of theology and licentiates shall clear any regular supply work prior to acceptance with the Credentials Commission. Students shall inform the Credentials Commission of any full or part time work in which they are engaged whether it is within a church (youth work), or assisting a local church. In situations where a student is doing part time work within a church, but is not considered a student supply, the Credentials Commission must notify the Shepherding Commission, that they may request the appropriate information regarding working arrangements.
5. If a student has been under care of the Presbytery for five (5) years, his name shall be automatically removed from the roll unless he has requested in writing an extension, has given evidence of good faith in continuing preparation, and his request has been recommended by the Credentials Commission for approval by Presbytery.

Section 6: The Credentials Commission and Licentiates

In the area of licentiates, the Credentials Commission on the Minister and His Work:

- a. Shall continue oversight of the licentiates of the Presbytery.
- b. Shall report to the Spring meeting of Presbytery the status of each licentiate.
- c. Shall inform the licentiate of the following obligations to the Presbytery:
 1. Licentiates shall submit to the Presbytery through its Stated Clerk by February 1 of each year a yearly evaluation sheet, performance chart, or comprehensive report showing the progress of work for the year.
 2. Licentiates shall seek and request approval of Presbytery before laboring outside the bounds of the Presbytery.
 3. Licentiates may be permitted to engage in other secular activities or work in order to provide a livelihood for themselves as long as such work does not dishonor Christ or the Church.
 4. The license of the licentiate shall expire at the end of two (2) years unless the licentiate has requested in writing an extension and such extension has been recommended by the Credentials Commission for approval of Catawba Presbytery.

Section 7: The Credentials Commission and Pastoral Needs For Candidates

The Credentials Commission shall have the responsibility of the pastoral needs of the candidates of the Catawba Presbytery.

- a. Regarding candidates, the Credentials Commission shall:
 1. Encourage congregations to supplement a candidate's financial resources for attendance at seminary.
 2. Help a candidate secure summer job opportunity.

Section 8: The Credentials Commission and Service on Other Committee

The members of this Commission shall not serve on any other Presbytery Committee

B. THE CREDENTIALS COMMISSION ON THE MINISTER AND HIS WORK

APPENDIX A: RECOGNITION FOR A STUDENT OF THEOLOGY

The candidate shall stand before the Moderator, or his appointee, who will preside and propound the following questions:

1. Do you promise in reliance upon the grace of God to maintain a character consistent with your Christian profession and to be diligent and faithful in making full preparation for your ministry?
2. Do you promise to submit yourself to the supervision of the Presbytery in matters concerning your preparation for the ministry of the word?

When these questions have been answered in the affirmative, the moderator or his appointee shall briefly address the candidate and shall close the service with prayer. (Perhaps it would be well to ask the candidate to kneel.)

Prior to the closing of the service of recognition the Moderator or his appointee may make the following declaration “

“In the name of the Lord Jesus Christ, the Great Head of the Church I do now by the authority of the Presbytery declare that _____ is acknowledged and received as a student of theology in the Associate Reformed Presbyterian Church, and I do now direct that your name be recorded on the roll of this Presbytery as a student for the Holy Ministry.”

B. THE CREDENTIALS COMMISSION ON THE MINISTER AND HIS WORK

APPENDIX B: AID TO CANDIDATES UNDER CARE OF THE PRESBYTERY

The Presbytery through its Committee on Commitment and Finance shall establish an account to aid candidates under care of the Catawba Presbytery. The account shall be maintained by the Treasurer of Catawba Presbytery at an amount to be determined annually by the Presbytery. Funds shall be disbursed under the following conditions:

1. The candidate shall present a written request to the chairman of the Credentials Commission outlining the need.
2. The Credentials Commission Chairman shall consult with the Dean of the Seminary involved to determine the validity of the need.
3. The Credentials Commission will then present the request to the Presbytery for consideration.

If the Credentials Commission determines that there is an emergency need, up to \$200 may be granted immediately, and subsequently be reported to the Presbytery at the next stated meeting.

B. THE CREDENTIALS COMMISSION ON THE MINISTER AND HIS WORK

APPENDIX C: EXCEPTIONS TO THE STANDARDS OF THE GENERAL SYNOD AND PROCEDURE OF CATAWBA PRESBYTERY

With regard to exceptions taken to the Standards of the General Synod of the Associate Reformed Presbyterian Church, this procedure shall be followed:

- Section 1:** Candidates for licensure and ministers seeking membership in the Presbytery will be advised by the Credentials Commission on the Minister and His Work before being examined that if they hold an exception to the Standards, they must bring to the examination a written list of any exceptions.
- Section 2:** If an individual takes an exception to the Standards, the Credentials Commission will ask for the Biblical and theological grounds upon which the exception is held and in what circumstances and manner the exception would be taught.
- Section 3:** The Credentials Commission on the Minister and His Work shall inform the Presbytery as part of its written report:
- A] The exception, citing the exact reference in the Standards;
 - B] The Biblical and theological grounds on which the exception is held; and
 - C] Its recommendation on whether or not the exception may be taught.
- Section 4:** If the Presbytery sustains the examination, the church court or ministry preparing the call or seeking to employ the individual shall be informed of the exception by the chairman of the Credentials Commission on the Minister and His Work.

C. THE COMMITTEE ON SESSIONAL RECORDS

[Policy]

Section 1: The Function of this committee is:

- a. To provide oversight and assistance in a pastoral manner to the churches with regards to the maintenance of Session Records and the filing of required reports.
- b. The Chairman of the Committee shall be responsible for notifying churches when it is time for session records to be brought for examination.
- c. The Committee shall report at the Spring and Fall Meetings of Presbytery and otherwise as needed.

Section 2: Organization

- a. The Committee shall consist of six (6) regular members (three elders and three ministers), nominated by the Committee on Nominations and elected by the Presbytery, who shall serve terms of three years in rotation.
- b. The Chairman of the Committee shall be nominated by the Committee on Nominations and shall be one of the six members.

Section 3: General Responsibilities

- a. The Committee shall receive and examine [See Appendix A] the actual session records of the churches and missions as follows:
 1. The Committee shall divide the number of churches in the presbytery (currently 48) by four and schedule the appropriate amount of church sessional records (currently 12) to be examined. This will be in alphabetical order and happen over the course of two years.
- b. The Committee shall make recommendations concerning the session records as the Committee may deem necessary and the Chairman shall sign the session records.
- c. The Committee shall review the annual reports of churches to Presbytery and Synod and make recommendations as appropriate to the Presbytery. Upon identifying churches in need of care or renewal, the committee can refer these churches to the Shepherding Commission on the Minister and His Works or the Church Extension Committee depending on the need of the work.
- d. The Committee shall work with congregations who are consistently not submitting (two or more times in three years) either acceptable session records or reports to presbytery and synod in order to identify ways to help those congregations fulfill their reporting requirements, whether by providing consultants, workshops or recommendations back to Presbytery.
- e. The Committee shall report at the Spring and Fall Meetings of Presbytery and otherwise as needed.

C. THE COMMITTEE ON SESSIONAL RECORDS
APPENDIX A: SESSION RECORDS CHECKLIST

The Committee on Session Records has the responsibility to examine the session records of each church in Catawba Presbytery as noted in the Form of Government (XII.B.2.d.): “to review and approve or censure the records of sessions and to require their correction, to redress anything contrary to order, and to take effectual care for the observance of the Standards of the Church.”

The Session Records will be checked for the following items:

1. Name of congregation appears in plain letters on the front cover of the session record book.
2. Minutes are kept in a secure binding.
3. Each meeting was opened with prayer.
4. Members present at each regular and called meeting were recorded.
5. A quorum was declared present.
6. Minutes were read and approved at the next subsequent meeting or as soon as practicable. Dates of approval for specific minutes are to be indicated.
7. Each meeting was closed with prayer.
8. Minutes were signed by the Moderator and Clerk of Session.
9. The session normally meets once a month, but no fewer than 9 times a year to conform with our new Standards found in FOG 6.15.
10. Indicate at least quarterly approval of the Minutes of the Board of Deacons.
11. Minutes were neat, orderly and legible.
12. Comments to be made by the Committee on Session Records

Minutes brought to the Presbytery for approval are to be signed by the Chairman Committee on the Session Records.

D. COMMITTEE ON COMMITMENT AND FINANCE

[Policy]

- Section 1: Funding of the Work of Presbytery
- a) The annual budget shall be approved by the Presbytery at its Fall Meeting.
 - b) Each Committee and Officer shall present a line item budget signed by the Chairman or Officer of projected income and expenditures to the Commitment and Finance Committee by August 1 of the current year. Budget requests that have changed from the prior year shall be explained.
 - c) The Committee shall be responsible for:
 - 1) Reviewing the budget of each committee to determine if funds are adequate to meet expenditures. The Committee may meet with the chairman and officers to discuss expenditures and income requests prior to making final recommendations on the budget
 - 2) If funds are not available the Committee shall notify the various committees and officers informing them what funds are available and giving them an opportunity to adjust line items in their budget prior to the presentation of the budget to the Presbytery
 - 3) Recommending to the Presbytery a balanced budget.
 - 4) Reviewing annually the amount to be assessed each congregation for the support of the programs of Presbytery; and recommending what portion of these annual funds shall be designated for the work of Church Extension. The assessment is based on the communicant members reported in the Minutes of Synod for the previous year.
 - 5) Using the mileage rate for Presbytery reimbursement established for the Boards and Committees of the Synod.
 - 6) Ensuring that all committees use Presbytery vouchers for reimbursement of budgeted items and submit original receipts for reimbursement; and that all unbudgeted, undesignated requests from Presbytery committees be forwarded to the Committee on Commitment and Finance for a recommendation to Presbytery before expenditures are paid.
 - d) Securing Non-Budgeted Funds from the Treasurer
 - 1) The funds designated for specific budgeted purposes belong to the Presbytery and are disbursed on recommendation of the appropriate committees to the Committee on Commitment and Finance.
 - 2) The Treasurer does not disburse funds from a committee's budget at the request of an individual but rather at the request of the appropriate committee.
 - 3) For example: The procedure for a Mission Developer is:

- The Mission Developer submits a request to his Provisional Session which has all the power and authority of a regular session according to the Form of Government.
 - If the Provisional Session approves the request, they will submit a recommendation to the Committee on Church Extension which has oversight of the funds in behalf of Presbytery.
 - The Church Extension Committee would then recommend, or not recommend, the use of the funds to the Committee on Commitment and Finance who in turn recommends the use of the funds to Presbytery.
 - If the Committee on Commitment and Finance sees a problem with the use of funds, they would refer it back to Church Extension with the reason they see a problem.
 - The Committee on Church Extension would look at it again and decide whether to recommend going forward with the request.
- 4) If the Committee on Church Extension decides to extend funding to a mission beyond the 3-year plan, that request must be sent to Presbytery for approval.
- 5) Similarly, the same procedure would apply to the directors of the various retreats who would make their requests through the Committee on Christian Education who would assess the appropriateness of the request and, if approved, recommend the request to the Committee on Commitment and Finance for payment action.
- 6) On all matters the Treasurer needs to be provided with proper documentation.
- e) Reporting Use of Lump Sum Monies
- (1) Those in Presbytery receiving a lump sum of money through the Treasurer of Catawba Presbytery including Presbytery Youth Directors, and Adult Retreat Directors, shall submit a detailed annual financial statement to the Treasurer by January 15. This statement shall include beginning balance, income received, disbursements and closing balances as of December 31 of the calendar year in which the funds were received.
- (2) The Treasurer of a Presbytery Mission receiving lump sum money through the Treasurer of Catawba Presbytery shall submit a detailed quarterly financial statement to the Presbytery Treasurer due by the end of the following month. This statement shall include beginning balance,

income received, disbursements and closing balance for the quarter in which the funds were received.

- Section 2: Organization
- a) The Committee shall consist of six regular members, elected by the Presbytery, who serve terms of three years rotation. The Chairman of the Committee shall be nominated by the Committee on Nominations and shall be one of the six members
 - b) The Treasurer of Catawba Presbytery shall be an ex-officio member of the Committee.
 - c) The Stated Clerk/Administrator shall be an advisory member of the Committee.
- Section 3: Duties
- a) The Committee shall present a balance budget for all projected Presbytery expenditures annually at the Fall meeting of Presbytery in accord with Section 1.
 - b) The Committee shall encourage and stimulate the commitment and the practice of stewardship of the constituents of Presbytery through such means as the distribution of literature and the planning of workshops, seminars, conferences, etc.
 - c) The Committee shall recommend to the Presbytery useful literature on commitment and stewardship.
 - d) The Committee shall serve as a liaison between the local congregation and resource personnel in commitment and finance.
 - e) The Committee shall coordinate and carry out financial relations between the General Synod, the Presbytery, and the local congregation.
 - f) The Committee shall use the rate for mileage reimbursement in accord with that allowed the boards and agencies of the General Synod.
 - g) The Committee shall consider including in the budget of Presbytery an operating reserve following the example of General Synod [6.5%].
 - h) The Committee shall secure an independent audit of the Presbytery's total operation at least one time every three years.
 - i) Any request for funds/loans by congregations of Catawba Presbytery related to the buying or leasing of property and/or construction requiring Presbytery endorsement, shall come before the Commitment and Finance Committee for review and recommendation to Presbytery.
 - j) The Committee shall have the responsibility for oversight of the audits by local congregations and shall report annually to Presbytery on the status of the audits making any recommendations necessary. [FOG 5.11]
- Section 4: Presbytery's Responsibility to This Committee
All requests for budgeted funds must be in the hands of this committee not later than August 1 of each year.

E. THE COMMITTEE ON NOMINATIONS

[Policy]

- Section 1: Function of the Committee
The function of this committee is to nominate persons to offices and committees of Presbytery and to nominate persons to serve on Synod's boards and committees in those cases where Synod authorizes Presbytery to make appointments.
- Section 2: Organization
- a) The Committee shall consist of six (6) regular members nominated by the Committee on Nominations and elected by the Presbytery. The term shall be for three (3) years.
 - b) A chairman shall also be nominated by the Committee on Nominations, elected by the Presbytery, and shall serve as the Presbytery representative on Synod's Committee on Nominations. His term shall be four (4) years.
- Section 3: Nominations Made
Ordinarily all nominations are to be made at the Spring meeting of Presbytery. The exceptions are:
- a) To fill vacancies on Synod's boards and committees as necessary. These nominations shall be made at the Fall Meeting.
 - b) To replace any officer, Commission member, or committee member who has been removed from the bounds of Presbytery, who resigns or who is removed.
- Section 4: Nominations Provisions
- a) Nominations are to be made in accordance with the provisions of the *Rules of Procedure of Catawba Presbytery*, i.e. terms of office, number to be nominated to each committee each year, etc.
 - b) The Committee on Nominations shall ascertain that "A newly elected member of any committee shall have given satisfactory evidence of his belief in and adherence to the basic doctrines of evangelical Christianity." (FOG 13.13)
- Section 5: Responsibilities
The Committee is charged with the responsibility of the following:
- a) Ministers, Clerks of Session, Committee Chairmen, and members of the Committee on Nominations are to be:
 - (1) Notified in writing of the annual meeting of the Committee on Nominations;
 - (2) Provided with a list of the vacancies to be filled;
 - (3) Invited to submit recommendations to fill those vacancies;
 - (4) Provided a form to be used in submitting recommendations to include the following information:
 - name, complete address, and telephone numbers
 - church membership and offices held
 - position for which recommendation is being made
 - background information and qualifications

- b) To develop and distribute annually to each congregation a flyer listing the duties, the frequency of meetings, length of terms, gifts and talents required for each committee.
- c) Ascertaining the willingness of a nominee to serve prior to nomination.
- d) Nominating a person to serve as chairman of each committee as the need arises. The Committee must be aware of the specific instruction in regard to the chairman of Church Extension, Christian Education, Commitment and Finance, and Nominations.
- e) Submitting the report to the Presbytery in accordance with the *Rules of Procedure*.
- f) Providing the Stated Clerk with names, addresses and phone numbers of all persons elected to the positions and committees of Presbytery.
- g) Select and name a Sunday for these flyers to be distributed throughout the Presbytery.
- h) Encourage pastors to use this Sunday to emphasize the need for all members to serve in Christ's kingdom and to make known the opportunities to serve at the local, Presbytery and Synod levels.

Section 6: Filling Vacancies
Vacancies that occur shall normally be filled at the next stated meeting.

F. COMMITTEE ON CHRISTIAN EDUCATION

[Policy]

Section 1: Theological Preface

From their earliest days, the people of God have been concerned with the teaching ministry given them by God.

These words which I command you this day shall be upon your heart; and you shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down and when you rise. (Deut. 6:6-7, cf. 6:1-25, 11:18-21, Isa. 59:21).

They were to be teachers because Almighty God had taught them and revealed Himself to them in word and deed as Creator, Judge, and Redeemer of all. Supremely this teaching work of God took place in Jesus Christ, who by His words and deeds and especially by His crucifixion, resurrection, and exaltation taught the arrival of God's gracious rule and presented man's life under the rule (Matt. 28:19-20). Christ commissioned His Church to continue His teaching ministry to all nations by the power of the Holy Spirit in the Church (Acts 2:42). The content of this teaching is supremely the loving care of God in Christ for His people and their response of love to Him and to their neighbors (Deut. 5:6-6:25, Mark 12:28-34, Matt. 28:20, I John 4:19). The purpose of the teaching ministry is that every Christian may be equipped to carry out his ministry in the world "until we all attain to the unity of the faith and of the knowledge of the Son of God, to mature manhood, to the measure of the stature of the fullness of Christ." (Eph. 4:12-13).

Section 2: The Christian Education Committee

The Christian Education Committee is the agency of Catawba Presbytery which coordinates and promotes the teaching ministry of the Church in relation to Synod's Christian Education Ministries and other boards and committees of the General Synod and in relation to the local congregations and to other organizations of Presbytery.

Section 3: Membership

- a) The Committee shall consist of nine (9) regular members who shall serve on a three (3) year rotation with equal consideration for membership being given to ministers, laity, and Directors of Christian Education; and
- b) The Catawba Women's Ministry Christian Education Ministry Chair shall be an ex-officio member; and
- c) A Chairman, selected by the Presbytery, who shall serve as Presbytery's representative to Synod's Christian Education Ministries. The term of the chairman shall be four (4) years.

- d) In addition to the above members, the following shall serve on the Committee as advisory (non-voting) members:
 - (1) Director and Assistant Director of Senior High Work
 - (2) Director and Assistant Director of Middle School Work
 - (3) Director and Assistant Director of Children’s Work
 - (4) Director and Assistant Director of Adult Retreat
- e) A quorum of the committee is 50% of the regular members.

Section 4: Organization

- a) The Committee meets two times per year and more often as necessary upon the call of the chairman.
- b) The chairman serves as moderator of the Committee meetings and in other ways designated by the Committee.
- c) The secretary is elected annually by the Committee. He may succeed himself. He will keep accurate minutes of all committee meetings, and communicate the same to all the members of the committee.
- d) The Committee may organize itself as necessary in order to carry out its duties.

Section 5: Responsibilities

- a) The Christian Education Committee is responsible to Presbytery and reports to the Presbytery at least twice a year.
- b) On the Presbytery level, the committee is responsible for all Presbytery matters related to Christian education. These include such things as
 - (1) Providing and promoting opportunities for leadership/teacher training;
 - (2) Supervising the work of Presbytery’s Directors of Senior High, Middle School, Children’s Work and Adult Retreat in accordance with the *Rules of Procedure*;
 - (3) Promoting and assisting the retreat program for Adults;
 - (4) All necessary records and reports concerning Christian education in the Presbytery;
 - (5) Advising local congregations concerning local programs of Christian education;
 - (6) Studying and recommending to the Presbytery long-range proposals for furthering the work of Christian education in the Presbytery.
 - (7) Determining that speakers and participants in retreats and leadership workshops give “*satisfactory evidence of his belief in and adherence to the basic doctrines of evangelical Christianity.*” (FOG 13.13)
- c) The Committee prepares a budget that is submitted to the Presbytery in accord with *Rules of Procedure*, ARTICLE VI, General, Section 1.

Section 6: Responsibilities of Senior High, Middle School, Children’s Work and Adult Retreat Directors

- a) The directors and the assistant directors are responsible for planning and carrying out the retreats sponsored by Catawba Presbytery.

In planning for a retreat, the directors and the assistants for each area will select:

- (1) Two other persons from within Catawba Presbytery to assist in the planning of the retreats. The two persons selected by the directors shall be approved by the Committee on Christian Education.
 - (2) A fifth member of the planning committee shall be a representative (*other than the chairman*) elected by the Committee on Christian Education from its membership.
 - (3) The directors of each area will serve that area as chairman of the planning committee. The committees will select themes, personnel, study guides, dates, and any other matters relating to the retreats.
- b) When the plans have been formulated by the planning committees of each area, the plans shall be submitted to the Committee on Christian Education for approval. The Committee on Christian Education shall then make an appropriate recommendation to the Presbytery about the plans. Plans for the Spring retreats shall be submitted no later than the Spring meeting of Presbytery. Plans for the Fall retreat shall be submitted to the Presbytery no later than the June meeting of Presbytery.
 - c) Budget requests by the Directors for funds from Catawba Presbytery shall be made through the Committee on Christian Education which shall submit these requests to the Committee on Commitment and Finance as outlined in *Rules of Procedure*, ARTICLE VI, General, Section 1.
 - d) After approval of the plans by the Presbytery, the directors and the assistant directors for each area shall be the representatives of Presbytery who shall be in charge of the retreat and carrying out the plans that were approved, including the publicity.
 - e) Following each retreat, the directors shall submit to the Committee on Christian Education a full report of the retreat including:
 - (1) A financial statement;
 - (2) A breakdown of the churches in attendance from the Presbytery;
 - (3) Any appropriate recommendations.
 - f) The Committee on Christian Education after reviewing this report shall forward it to the next stated meeting of Presbytery with any recommendations the committee may have.
 - g) Before July 1 of each year, the directors shall forward to the Stated Clerk of Presbytery the dates for the retreats for the following year.

G. COMMITTEE ON CHURCH EXTENSION
[Policy]

**The Vision of Catawba Presbytery for the advance of the Gospel
through the work of Church Extension**

Catawba Presbytery seeks to advance the gospel of Jesus Christ for the glory and honor of our God and the extension of His kingdom on earth.

For the heralding of a Biblically sound and distinctively Reformed witness to the gospel throughout our bounds; that sinners would come to faith and be made disciples of Jesus Christ; that the worship of God would increase on the earth and His name be hallowed forevermore; the Church Extension Committee will strive to:

- Develop new congregations through the work of church planting
- Provide training and encouragement in outreach and evangelism
- Assist established congregations in need of renewal

I. Developing New Congregations through the Work of Church Planting

Section 1: Composition of the Committee

The Committee shall consist of eleven (11) members constituted as follows:

- (a) Nine (9) elected by the Presbytery who shall serve on a three (3) year rotation;
- (b) One (1) ex-officio member, the Chair Catawba Women's Ministry Witness and Outreach; and
- (c) A Chairman who shall be nominated by the Committee on Nominations and elected by the Presbytery for a term of four (4) years.
- (d) The Chairman may appoint other advisory members as needed.
- (e) A quorum for meetings shall be 50% of the voting members of the Committee.

Section 2: Officers of the Committee

- (a) Chairman
 - 1) He shall preside at all meetings of the Committee.
 - 2) He shall represent the Committee before the Presbytery.
 - 3) He shall keep the Presbytery informed of all developments in church extension.
 - 4) He shall provide a written report for each stated meeting of the Presbytery.
 - 5) He shall serve as the liaison between Committee and Mission Developers and Provisional Sessions.
 - 6) He shall represent the Presbytery as a member of Synod's Board of Outreach North America, and shall make reports to the Board as required.
- (b) Vice Chairman

- 1) He shall assume all the duties of the chairman in the event the chairman cannot fulfill his responsibilities.
 - 2) He shall be elected annually by the Committee and may succeed himself.
- (c) Secretary
- 1) The Secretary shall be responsible for recording accurately the minutes of each meeting and preparing them for distribution to members of the Committee.
 - 2) Any member of the Committee is eligible to serve in this office and will be elected annually by the Committee.

Section 3: Duties of the Committee

- (a) Oversee the work and ministry of church extension in the bounds of Catawba Presbytery.
- (b) Prepare an annual budget for the ministry of church extension to the Presbytery Committee on Commitment and Finance in accord with The Rules of Procedure, ARTICLE VI, General, Section 1.
- (c) Identify suitable areas for new church development within the bounds of Catawba Presbytery and conduct the necessary demographic studies of the area.
- (d) Seek qualified mission developers called to the work of church planting.
- (e) Oversee the work of mission developers in Catawba Presbytery by:
 - 1) Approving mission strategies and goals of the mission developers.
 - 2) Meeting with each mission developer prior to each stated meeting of Presbytery and at other times as necessary.
 - 3) Received monthly reports from the mission developer as to the progress and advancement of the mission toward the goals set.
- (f) Present to the Presbytery detailed plans for each new mission work. The plan shall include:
 - 1) Completing a demographic study of the area to be developed.
 - 2) Coordinating with the mission developer the specific location for the mission
 - 3) Submitting an official name of the mission for approval by Presbytery. The name shall include Associate Reformed Presbyterian in some form such as _____ Associate Reformed Presbyterian Mission, or _____ Presbyterian, Associate Reformed Synod or some variation of that name.
 - 4) Appointing a Provisional Session from the Committee on Church Extension to work with the Mission Developer. These names shall be submitted to the Presbytery for approval.

- 5) Securing funding for the proposed mission including, but not limited to, funds available from Outreach North American and the Presbytery.
- 6) Presenting the plan for funding to the Presbytery for approval.
- 7) Serving as a Nominating Committee to call the Mission Developer and presenting the call to the Presbytery for approval in accord with the provisions of the Form of Government and the Rules of Procedure of Catawba Presbytery.
- 8) Signing the Call for the Mission Developer to a particular work.

Section 4: The Functions of the Committee on Outreach

- a. To provide oversight for Presbytery endorsed outreach ministries.
- b. To offer recommendations to Presbytery on outreach ministries.
- c. To consider what needs to be done to make outreach ministry more effective in the future.
- d. To have oversight of the ministry of IBL and offer necessary recommendations to the Presbytery.
- e. To raise the necessary funds to meet the needs of the Presbytery's outreach program including IBL

Section 5: Establishing the Mission Congregation

- (a) Definition and Purpose of the Mission Congregation
 - 1) A mission is a company of Christians, with their children, who are meeting together with the intention of forming an organized congregation of the Associate Reformed Presbyterian Church. It is distinguished from an organized congregation in that it is not governed by its own session, but is governed through a provisional session by the presbytery.
 - 2) The goal of a mission congregation is to become an organized congregation with its own session.
 - 3) Mission congregations shall maintain membership rolls consisting of communicant and non-communicant members as well as the names of those receiving the Sacrament of Baptism and the marriages and deaths of members. The mission shall maintain members on behalf of presbytery until such time as the mission becomes an organized congregation with its own session.
- (b) The Structure of the Mission Congregation.
 - 1) The structure of the Mission Congregation shall be according to the *Form of Government of the Associate Reformed Presbyterian Church*.

- 2) Title to all church property of missions and congregations that are non-self-supporting shall be acquired, mortgaged, held and transferred by the Presbytery.
- (c) Procedure for Organizing a New Congregation
- 1) It is also lawful and expedient to spread the Gospel by developing new congregations in geographical areas that lack a sufficient witness to the Gospel.
 - 2) Prior to organization, a presbytery may upon its own initiative establish a mission, or grant mission status at the request of a group of Christians who are working toward developing an organized congregation. Until such time as the group is organized and officers are elected in the regular manner and a pastor is elected and installed, the presbytery shall:
 - (a) Appoint for the mission a provisional session of Associate Reformed Presbyterian ruling elders from neighboring congregations, and
 - (b) Appoint through the Shepherding Commission on the Minister and His Work an ordained minister to serve as moderator, or
 - (c) Issue a call to an ordained minister to serve as the mission developer. Such a call shall be issued in accordance with the provisions for calls to particular congregations, chapter X.E, sections 11-16. The mission developer shall serve as moderator of the provisional session.
 - 3) Prior to organization, the presbytery may, upon the request of an organized congregation within the presbytery, grant mission status to a group that this sponsoring church is developing. Until the mission is organized and officers are elected in the regular manner the presbytery shall:
 - (a) Appoint the session of the sponsoring church to oversee the work on behalf of presbytery, or
 - (b) Appoint a provisional session of Associate Reformed Presbyterian ruling elders, and
 - (c) Appoint through the Shepherding Commission on the Minister and His Work an ordained minister to serve as moderator, or
 - (d) Issue a call to an ordained minister to serve as mission developer. Such a call shall be issued in accordance with the provisions for calls to particular congregations, chapter X.E, sections 11-16. The mission developer shall serve as moderator of the provisional session. The Presbytery shall consider input from the sponsoring church in the selection of the mission developer.

- 4) If both the provisional session and the members of the mission desire the mission developer to be installed as the pastor on the day of organization of the mission as a particular congregation, then they shall follow the same procedure to call a pastor as outlined in chapter X. E, 6-11. If the mission developer is not being called at this time as pastor, then the presbytery shall appoint a moderator of the session until such time as a pastor is called.
- 5) At the time of organization, elders shall immediately be elected in the regular manner. These officers shall immediately be ordained and installed by the presbytery or its commission. Deacons may be elected in the regular manner.

Section 6: Concerning the Provisional Session

- (a) The Presbytery shall appoint a Provisional Session to oversee the mission on behalf of the presbytery. The Provisional Session shall report to the Committee on Church Extension of the Presbytery.
- (b) If an organized Associate Reformed Presbyterian congregation is sponsoring a mission, the Presbytery may appoint the session of the sponsoring church as the provisional session to oversee the mission on behalf of the Presbytery. The sponsoring church session may choose to exercise its oversight through a subcommittee of the session.
- (c) The Provisional Session shall report to the Committee on Church Extension of the Presbytery.

Section 7: The Authority and Responsibility of the Provisional Session

- (a) The provisional session has the same responsibility as a session, but is a transitory authority aimed at preparing the mission to be governed under its own session.
- (b) Presbytery has the primary oversight responsibility for the mission. This responsibility is usually exercised through the presbytery committee charged with the responsibility for new church development. The provisional session has secondary oversight and is accountable to the presbytery committee. Elders on the provisional session must be careful to allow the mission to develop its distinct identity and direction.
 - (1) Acting on behalf of presbytery and in order to carry out its responsibility to the presbytery, the provisional session has the power:
 - a) To receive applicants into communicant church membership upon profession of faith in Jesus Christ, upon reaffirmation of faith in Jesus Christ, or upon transfer of membership.

- b) To encourage parents who are communicant members to present their children for the Sacrament of Baptism.
- c) To grant the appropriate certificate of transfer for any member in good standing upon proper request.
- d) To admonish, rebuke, suspend, or exclude from the Sacrament of the Lord's Supper any member of the congregation found delinquent, according to the Rules of Discipline.
- e) To instruct and examine potential ruling elders and deacons.
- f) To work with the mission developer in setting the time and place of the preaching of the Word, the administration of the sacraments, and all other religious services.
- g) To ensure that the mission is submitting required reports to presbytery and synod.
- h) To encourage and advise the mission developer. It is important that mutual trust be established between the mission developer and the session. He should look to the session as his strong supporters and encouragers. He should feel free to share his concerns and frustrations with them. The session shall advise and counsel him concerning his work and ways to most effectively develop the mission.
- i) To provide care and nurture to the people attending the mission. The provisional session members should attend the mission often enough so that they know and are known by the members of the mission.
- j) To ensure proper oversight and stewardship of financial resources.
- k) To keep the presbytery committee informed of concerns that may need the presbytery's attention.
- l) To call a congregational meeting of the mission in order to elect a pulpit search committee and vote upon the terms of a call to a pastor prior to the organization of the mission as a particular congregation.
- m) To oversee all organizations within the mission, and in its discretion to require stated reports.
- n) To prepare the annual budget for the mission in cooperation with the Mission Developer and to review the salary of the mission developer annually with a recommendation for any change in the salary to the Committee on Church Extension for approval

- Section 8: The Organization of the Provisional Session
- (a) The Mission Developer of a mission congregation, by virtue of his office, is the moderator of the provisional session.
 - (b) The Provisional Session shall elect one of its members to serve as the Clerk of Session who shall:
 - 1) Keep accurate records of the meetings of the Provisional Session
 - 2) Maintain all the rolls for the mission as set forth in the *Form of Government*.
 - (c) The Provisional Session shall hold at least one regular meeting each month.

II. Providing Training and Encouragement in Outreach and Evangelism

The Committee shall provide training and encouragement for outreach and evangelism by:

- (a) Encouraging congregations and missions to make use of Outreach North America approved tools.
- (b) Offering training opportunities in conjunction with the Committee on Christian Education.
- (c) Providing or recommending those who may assist local congregations with outreach and evangelism.

III. Organizing a Mission as a Particular Congregation

Section 1: The Plan for Organization

- (a) The Committee on Church Extension shall present to the Presbytery a recommendation that a mission become organized as a self-supporting church.
- (b) After approval by the Presbytery, the Moderator of Presbytery shall appoint an organizing Commission to plan, oversee and conduct the Service of Organization. The Commission shall be no less than six (6) member of Catawba Presbytery consisting equally of ministers and elders. The quorum for the Commission shall be four (4) members.

Section 2: The Service of Organization

- (a) A Service of Worship is held at the appointed time and shall include a sermon.
- (b) At the conclusion of the worship service, the Chairman of the Organizing Commission shall:
 - 1) Call to order the meeting of the congregation.
 - 2) Ask the constitutional questions from the *Form of Government*.
 - 3) Declare the mission to be a congregation and officially organized.
 - 4) Appoint a temporary congregational chairman and secretary.

- (c) The temporary Congregational Chairman shall:
 - 1) Conduct the election of elders and of deacons, if applicable.
 - 2) Conduct the election of congregational officers.
 - 3) Conduct the signing of the Membership charter for those desiring to become members of the congregation.
 - 4) Hear a report of the Pulpit Nominating Committee provided that the Pulpit Nominating Committee has been elected and all the normal processes set forth by the Shepherding Commission on the Minister and His Work have been followed. The Chairman of the Shepherding Commission on the Minister and His Work shall have declared that all the required procedures have been followed.
- (d) The Installation of the Pastor shall be conducted by the Commission of the Presbytery following the guidelines set forth by the Shepherding Commission on the Minister and His Work and the Form of Government.

IV. Assisting Established Congregations in Need of Renewal

The Committee shall work with congregations experiencing various forms of decline or with smaller churches (defined as having 50 or less total communicant members) that have indicated a desire to become involved in an outreach or renewal program other than what is provided by Synod.

The Committee shall consider resources that may be available from Synod's Board of Outreach North America and determine ways to cooperate with the local session to bring about renewal of that congregation.

The Committee shall provide four basic resources, but not excluding other resources as needs arise. Those four basic areas are:

1. Prayer: The Committee will facilitate prayer meetings for churches desiring renewal.
2. Education: The Committee will be prepared to educate churches desiring renewal with biblical teaching on the essence of a healthy and growing Christian/congregation.
3. Consultation: The Committee will provide consultation or wisdom from its own members who have the expertise to help in a situation. If there are others outside the Committee who have particular wisdom and experience that could help a church, then the Committee will establish contact between that person and the church.
4. Vision: The Committee will work with churches desiring renewal to re-instill a vision for the mission of the Church commanded in the Great Commission (Matt 28:19-20).

H. COMMISSION ON THE OLD BRICK CHURCH [POLICY]

Section 1: Appointment of the Commission

A Commission for the maintenance and upkeep of the Old Brick Church and its properties shall be appointed by the Moderator of the Presbytery.

Section 2: Responsibilities of the Commission:

1. To have the authority to act for the Presbytery in the oversight and maintenance of the Old Brick Church and its properties.
2. To raise the necessary funds to provide for the maintenance and upkeep. The funds shall be kept by the Treasurer of Catawba Presbytery.
3. To act in behalf of the Presbytery to dispense available funds for the maintenance and upkeep of the Old Brick Church
4. To organize special services at least every five [5] years for promotion of the historical significance of the Old Brick Church.
5. To report to the Presbytery at the March meeting each year the work being done, the financial needs and the work or programs planned at the Old Brick Church.

Section 3: Membership of the Commission:

1. The Commission shall be appointed by the current Moderator of the Presbytery.
2. The Commission shall consist of six [6] members and shall consist of the following persons:
 - a. Four [4] members appointed by the Moderator one of whom shall be appointed chairman. The terms of the appointed Commission members shall be for 3 years with one member rotating off each year. The Old Brick Church Commission may suggest to the Moderator possible replacement members for consideration who have an interest and/or expertise in the area of historical preservation.
 - b. A ruling elder of Bethel ARPC nominated by the Session.
 - c. The Treasurer of Presbytery who shall serve as ex-officio [with vote] member.
 - d. The Moderator of Presbytery shall serve as an advisory member.

I. THE COMMITTEE ON THEOLOGICAL AND JUDICIAL AFFAIRS

The Presbytery normally refers questions regarding judicial procedure, social concerns, and doctrinal matters to this Committee. The decision as to which matters are referred is a Presbytery decision. The Committee will submit a report to the Presbytery containing its opinion and recommendations regarding all matters referred to it.

Section 1: Procedure

- a) The chairman of the Committee normally is one familiar with denominational law, doctrine, and history.
- b) Only matters directly referred by Presbytery may be considered by the Committee.
- c) The Committee may consider a matter only after it is placed in the hands of the chairman in writing by the Stated Clerk or Moderator. The chairman will notify the Committee of the assignment as soon as he receives it.
- d) The chairman shall make a preliminary search of resources available that may be helpful to the Committee on considering the question. (These may include but are not limited to the following: *The Standards of the Associate Reformed Presbyterian Church*, The Scriptures, minutes and rules of Presbytery and Synod, boards, committees, and institutions, lawyers, officials, and experts, etc.)
- e) When the chairman has gathered materials, he shall send to the committee members a journal of his research, copies of relevant materials, and if he so chooses, preliminary personal opinions.
- f) The committee members shall have at least two full weeks to consider the question in light of the above materials and any personal research they may wish to do before the Committee meets to consider the question.
- g) If, after consideration of the matter by individual committee members, the chairman thinks it probable that the Committee can reach unanimity without a formal meeting, he or one designated by him may write the proposed report and send a copy to each committee member.
- h) If a committee member, after two weeks following receipt of the proposed report, does not bring it into question by communicating with the chairman, then the chairman may assume the member favors the proposed report.
- i) If one member of the Committee questions the proposed report, the chairman shall call for a formal meeting of the Committee to deal with the matter and compose the report to the Presbytery.
- j) All reports to the Presbytery shall be in writing.
- k) The Committee shall normally report to the next stated meeting of the Presbytery.
- l) Accompanying the Committee Report to the Presbytery shall be a brief journal of Committee activities on the question, including procedure followed, resources consulted, and a summary of the main points or argument in debated questions.

Section 2: Finances

Since the Committee cannot anticipate the number and nature of referrals by the Presbytery, the Committee is not required to anticipate its expenses in the budget of Catawba Presbytery.

**ARTICLE X: POLICY FOR CHURCHES MAKING INQUIRY
TO THE CATAWBA PRESBYTERY
[Policy]**

When a congregation of another denomination or an independent congregation makes inquiry into possible relationship with Catawba Presbytery all responses shall be made through the Office of the Stated Clerk and the following procedures shall be followed:

1. Catawba Presbytery designates the Moderator and the Stated Clerk to handle such inquiries.
2. Any inquiry that comes from outside the bounds of our presbytery and within the bounds of a sister presbytery shall be referred to that sister presbytery.
3. When the inquiry comes from within the bounds of our presbytery Catawba Presbytery will not respond to such inquiries until a letter of intent from the session of the interested congregation has been supplied to the Stated Clerk of Catawba Presbytery. In the case of a church connected to another denomination, the session shall also supply a copy of the letter informing their governing body that they intend to correspond with the Catawba Presbytery of the Associate Reformed Presbyterian Church. Upon receipt of such notice, Catawba Presbytery shall be free to inform the governing body that it is responding to the inquiry of one of its congregations.
4. After the above stipulations are satisfied, the Moderator and the Stated Clerk can respond, send letters, visit, and perform other responses as may be requested.
5. Catawba Presbytery shall assign the Shepherding Commission on the Minister and His Work the responsibility of representing the Presbytery with that particular congregation in such affairs.
6. When the inquiry comes from a minister desiring to be called as a church planter, a group of people desiring to become a mission, or a mission desiring to become a church, Catawba Presbytery shall assign the church extension committee the responsibility of representing the Presbytery with that particular person or group.
7. A congregation desiring to be received shall present a letter of dismissal from its presbytery, or other recognized judicatory, to Catawba Presbytery's Shepherding Commission on the Minister and His Work, along with a complete roll of its members, and a list of the elders and deacons currently serving the Church. The Commission shall inform the session, or other appropriate representatives of the congregation, to be present at Presbytery when their request for reception is docketed for consideration.
8. After consultation with proper representatives of the church, the Shepherding Commission on the Minister and His Work shall report their action to Presbytery and make a recommendation concerning action that Presbytery should take. If the pastor of the church wishes to continue serving in that capacity he shall be examined for reception in the regular manner before action is completed to receive the congregation. Then, if the way be clear, a motion may be made to receive the congregation.
9. The minister and the elders and deacons shall continue in office in the church without re-installation.

**ARTICLE XI: PROCEDURE FOR DISSOLVING A CONGREGATION
{POLICY}**

I. AUTHORITY TO DISSOLVE

The Presbytery has the authority for a decision to dissolve a congregation. The Form of Government states: “The dissolution of a congregation is an act within the authority of the Presbytery. When a congregation becomes so reduced in its membership and strength as to be unable to maintain the ordinances of religious worship, or when for other reasons the interests of the members in particular and of the Church in general would be, in the judgment of the Presbytery, best served by dissolving the congregation, the Presbytery shall formally declare it dissolved, and shall direct the stated clerk to issue certificates of transfer for the remaining members.”[FOG 3.21, 3.22]

The Form of Government also states that Presbytery has the authority: “To unite, divide, organize, dissolve, receive, dismiss, and transfer congregations.” [FOG 10.3, E.]

We also note for reference from The Form of Government: “Title to local church property on which the manse, sanctuary and educational buildings are situated, together with adjacent parking lot, shall be acquired, mortgaged, held and transferred by the local congregations under the jurisdiction and control of the Presbytery, with the local congregations paying all expenses incident or appurtenant thereto.” [FOG, 3.12, A]

The final decision to close and dissolve a church resides with the Presbytery in which the Church is located. The process to be followed includes the local session and congregation.

II. THE PROCESS TO DISSOLVE A CONGREGATION

A. Responsibility of the Congregation

1. When the congregation has decided that its ministry is no longer viable, the following steps are to be followed:
 - a) A duly called meeting of the congregation shall be held with the purpose of the meeting stated as “to request the Presbytery to dissolve the congregation on __[Date]_____.
 - b) The Chairman of the congregation shall preside and the Clerk of Session will serve as Secretary.
 - c) Only communicant members who are personally present at the meeting shall be entitled to vote [FOG, 3.25, E.]
 - d) A motion shall be presented to the congregation as follows: “Shall the congregation request the Presbytery to exercise its authority and dissolve the congregation on ____[Date}____.”
 - e) A counted vote is to be taken and reported to the Presbytery.
2. The Clerk of the Session will notify by letter the Stated Clerk of Presbytery.
3. The congregation may suggest to the Presbytery how the funds may be disbursed when the property is sold.

B. Responsibility of the Presbytery

1. When the official letter from the Clerk of Session has been received by the Stated Clerk of the Presbytery, the Stated Clerk of Presbytery shall
 - a) Notify the Moderator of the Presbytery who shall exercise his responsibility and immediately appoint an Ad Hoc Committee consisting of at least 5 members of the Presbytery.

- b) Consideration shall be given to the Trustees of Presbytery in the formulation of the Ad Hoc Committee.
- 2. The Ad Hoc Committee once appointed shall meet as expediently as possible with the local Session to determine:
 - a) Whether or not all alternatives to dissolving have been explored.
 - b) The reason for the request to dissolve.
 - c) Appropriate recommendations to present to the Presbytery at the earliest possible date.
- 3. When the request to dissolve has been formally presented to the Presbytery and approved, the Ad Hoc Committee shall work with the local session to:
 - a) Request the Presbytery to grant the Ad Hoc Committee authority to act in behalf of the Presbytery to pursue and finalize a sale of the property including authorizing the Trustees to sign the necessary papers.
 - b) Determine whether a cemetery is owned by the Church.
 - c) Secure a certified appraisal of the property.
 - d) Secure a copy of the deed (s) to the property.
 - e) Work with the Trustees of the local congregation and the Trustees of the Presbytery to transfer the property to the Presbytery prior to or by the closing date.
 - f) Work with the Clerk of Session to obtain an accurate list of current members and forward the list to the Stated Clerk of Presbytery.
 - g) Work with the Clerk of Session to obtain and turn over to the Stated Clerk of Presbytery all session records by the date of closing.
 - h) Work with the Treasurer of the congregation to transfer the funds of the Church to the Presbytery. The Treasurer of Presbytery shall pay all bills received after the closing date.
 - i) The Committee will work with the Session and Congregation to be apprised of the wishes and interests of the Congregation.
- C. Expenses accrued during the transition shall be paid from funds derived from the sale of the property before a final distribution of funds is made.
- D. The Ad Hoc Committee will serve as constituted as a representative of the Presbytery until the final sale of the property and disbursement of funds occur.

III. RESPONSIBILITIES AFTER TRANSFER OF PROPERTY TO THE PRESBYTERY

The Ad Hoc Committee shall:

- A. Secure the buildings and if necessary, change the locks.
- B. Be sure all utilities are set to the minimum settings or turn off those where possible.
- C. Maintain insurance coverage with at least liability coverage.
- D. Prepare and present to the Presbytery any recommendations concerning the maintenance and upkeep of the buildings.
- E. Work with the Stated Clerk to secure Tax Exemption for the Church building.
- F. Prepare and present to the Presbytery a plan for the maintenance of the cemetery if one is owned.
- G. Continue to advise the Presbytery of the status of the property or sale.

ARTICLE XII: THE RULES OF PROCEDURE
[Policy]

1. These *Rules of Procedure* and Policy Manuals are based upon the *Form of Government of the Associate Reformed Presbyterian Church* and simply designate certain rules which are in addition to, or an expansion of those contained therein; and are in no way contradictory thereto. The *Form of Government* should be consulted along with other standards of the Associate Reformed Presbyterian Church in all matters which are not specifically included in these *Rules of Procedure*.
2. As changes in the *Rules of Procedure* occur, they will be sent by the Stated Clerk for inclusion and/or replacement in all copies of the *Rules of Procedure*.
3. Any individual or agency contemplating a proposed rule change shall be charged to thoroughly study the present *Rules of Procedure* to ascertain if the proposed change may be covered in the present *Rules of Procedure*. The proposed change shall be specific as to location within the *Rules* and actions proposed, i.e.:
 “This proposal deals with Article III, Meetings, 1.a. and is a deletion.”
 The party submitting the report shall stipulate how and when the proposed change will affect the entire rules.
4. The policy *Rules of Procedure* may be amended only at a stated meeting following the previous meeting when they have been proposed in writing. A two-thirds majority of those present and voting shall be necessary to affect a rule change.
 A two-thirds vote of those present and voting may suspend the procedural *Rules of Procedure* for the course of a given stated meeting.

ARTICLE XIII: SCHEDULE OF STANDING COMMITTEE REPORTS TO PRESBYTERY

[Policy]

COMMITTEE	MARCH	JUNE	OCTOBER
Nominations	X		Synod Appts.
Sessional Records	X		X
Commitment and Finance			X
Christian Education	X	X	X
Church Extension	X	X	X
Shepherding Commission	X	X	X
Credentials Commission	X	X	X
Theological and Judicial Affairs		When referrals made	

ARTICLE XIII: PRESBYTERY INFORMATION SECTION

A. PROCEDURE FOR REVIEWING CLERGY COMPENSATION

The following paper was presented to the Presbytery at its instruction at the March 8, 2011 meeting of Presbytery at the Sharon Church and is included to offer guidance to session and diaconate members as they consider Clergy Compensation. The information is taken from The Form of Government and the Rules of Procedure of Catawba Presbytery.

CLERGY COMPENSATION PROCEDURES October 26, 2010

The Form of Government states: "...Calls shall provide for an annual review of the terms of the call.... [FOG 7.54, H., (4)]

The Form of Government further states that the Presbytery has power: "To examine and approval calls and changes in the terms of calls." [FOG 10.3.L.]

The review of the call is normally conducted prior to the adoption of the yearly budget by the congregation. [FOG, 3.24, D., 3.24, F.]

After review the congregation may decide to provide an increase to the minister's salary: "...Review with you annually the adequacy of this compensation. As part of the review the congregation is encouraged to consider giving an increase to the previous year's base compensation." [Catawba Presbytery Rules of Procedure, IX, Section 10, APPENDIX A, Section 2, b), page 39]

INCREASING BASIC COMPENSATION

The procedure for providing an increase in basic compensation is as follows:

1. The increase may be proposed by the local finance committee, the Board of Deacons or Session as part of the local budget process.
2. The proposal for increase is presented to the congregation as part of the adoption of the congregation budget for the next year. [FOG 3.24, F].
3. The increase is reported to the Presbytery as part of the annual Report to the Presbytery prepared by the Session.
4. The Shepherding Commission on the Minister and His Work will review the increases and make an appropriate recommendation to the Presbytery since the increase represents a change in the terms of the Call. [FOG 9.54., N.]

LOWERING BASIC COMPENSATION

The procedure for changing the terms of a call by lowering basic compensation is as follows:

1. When a congregation is no longer in a position to maintain the terms of a call and desires to reduce the basic compensation as stipulated in the Call for the Minister, and with the approval of the congregation since it involves the local budget, [FOG 3.24., F]. the Session shall consult the Shepherding Commission on the Minister and His Work. [FOG 9.54., N]

2. Since the Presbytery reviews changes in calls on a yearly bases it is desirable that decisions be made by the local congregation and presented to the Commission as early as possible before the end of the year.
3. At the request of the Session, the Shepherding Commission will meet with the Session to review the action relative to the change in the terms of the call.
4. The Shepherding Commission may require from the Session documentation that the congregation is no longer able to maintain the terms of a call. The documentation may be similar to that required for a call to be made to a Bi-vocation minister or an Evangelist. [Rules of Procedure, F, Appendix G, page 48]
5. When the Shepherding Commission has reviewed the documentation provided by the Session, the Shepherding Commission on the Minister and His Work will make an appropriate recommendation to the Presbytery whether or not to approve the change in the terms of the call.
6. Once the Presbytery acts on the recommendation of the Shepherding Commission the approved changes to the terms of the call may be enacted.

Prepared by:
Guy H. Smith, Stated Clerk/Administrator
October 26, 2010

B. GUIDELINES FOR SECURING CHURCH FINANCES

The following report was adopted as information by the Presbytery at its meeting at the Sharon Church on March 8, 2011 and is included to offer guidance to congregations:

REPORT OF THE AD HOC COMMITTEE ON SECURING CHURCH FINANCES

This Committee was tasked with making suggestions for church treasures and deacons about ways to avoid church embezzlement and theft. The Committee was comprised of Mr. Buddy Lever, Treasurer of Catawba Presbytery, Mr. Charles Montgomery, CPA with the firm Montgomery and Yarborough, and the chairman, Bill Fleming.

The Problem

The Committee wishes to commend to the churches the following statistics:

- According to missiologist David Barrett, the Church of Jesus Christ lost 16 billion dollars in a single year (2000) to embezzlement, with 75 billion dollars lost between 1980 and 2000. That is more than the combined expenditures of all churches on foreign missions during the same period.
- Eighty percent of church thefts go unreported and uncaught.
- Church embezzlers are rarely intentional criminals. They have included treasurers, elders, deacons, pastors, secretaries, bishops, and even denominational leaders. The typical church embezzler has stolen for 5-10 years before being caught. They are generally assumed to be beyond reproach by those around them. Most are in their fifties or sixties when they are caught. Churches would be advised to set up financial accountability procedures that would keep temptation far from those who handle the church's property or finances.

The Signs

First, it is important to recognize signs that might be red flags that embezzling may be occurring. They include.

- Unusual drop in church revenue
- Disorganized records
- Unexplained non-payment of bills
- Missing documentation for expenses
- Missing donations
- An employee rewriting records for the sake of "neatness"
- An employee refusing to take vacations and working excessive overtime
- An employee or volunteer who is unwilling to allow examination of records by other church leaders.

Preventative Measures

These signs in themselves do not constitute proof of embezzlement. But they may indicate the possibility of embezzlement occurring.

Here are some steps that a local church may take which can help prevent embezzlement.

1. Insist that church financial officers meet the Biblical requirements of church officers set down in 1 Timothy 3:1-10, especially verses 2-4 which requires overseers be “*above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own family well* “
2. Make sure that more than one person is present to count offerings, and that someone else be responsible for depositing cash.
3. Require two signatures on all church checks.
4. Make sure that the person who signs the checks is different from the one who balances the checkbook.
5. Have the treasurer give financial reports which include the number, amount, and payee for all checks.
6. Use church financial software such as Power Church so there will be electronic records of all transactions, including the printing of electronic checks. Some churches have even used Quick Books or another generic financial management problem
7. Insist on annual or semi-annual examination of the books by an impartial third party. This is *not* a recommendation for a formal church audit. A formal audit may cost between three and ten thousand dollars, which is beyond the budget of most churches, and focuses on proper accounting techniques, not on catching theft. An informal audit by a person familiar with accounting and church finances may be a better choice for most churches.
8. Have a church finance committee comprised of the treasurer, the diaconate chairman, and at least one member familiar with financial accounting. This committee would be responsible for regularly inquiring about church finances for those accountable for managing accounts and writing checks. All accounts should be open to the finance committee.
9. Have church treasurers bonded against loss.
10. Keep under lock and key an inventory of church property, including serial numbers for all electronic equipment.

Members of the committee Buddy Lever and Charles Montgomery wish it to be known that they are willing to assist any church which wishes advisement and assistance setting up proper safeguards. Each has had experience with his own church and with other churches as well.

The Resources

Additionally, here is a list of recommended resources for churches seeking to secure their finances against theft.

- The National Association of Church Business Administration. NACBA offers ongoing certification that covers a variety of subjects, including church financial management. This has published a book, "Weeds in the Garden," about preventing fraud the Body of Christ.
- The Evangelical Council for Financial Accountability. The ECFA website is a valuable resource for good financial practices. The ECFA also publishes a quarterly newsletter, Focus on Accountability.

- *Secure Your Church Finances*, an electronic training resource from ChurchSafety.com. They offer a free online assessment that will help a church determine whether their money is at risk.
- *Safe Ways to Handle Your Church's Money*, an electronic training resource from ChurchSafety.com.
- *Church Finance Today*, a monthly newsletter written by Richard Hammar. This periodical covers key financial and tax developments that church leaders should know.
- *Essential Guide to Church Finances* (Christianity Today International, 2009), co-written by Richard Vargo and Vonna Laue. This book explains how to plan and budget, how to set performance measurements, how to create church financial reports, how to conduct church audits, and how to minimize the risk for embezzlement.

This report is submitted as information. It is not intended to be in any way binding upon churches within the Presbytery, but simply a tool to use in securing a church's finances.

Respectfully Submitted
 Bill Fleming, Chairman
 Charles Montgomery
 T. C. S. Lever, Jr.

C. GUIDELINES FOR CHURCH FINANCIAL REVIEW

Catawba Presbytery - October 2016

The following are suggested procedures to be used by churches when they have their financial review to meet Presbytery/ Synod's directives. Some churches may not need to complete all aspects; however, these guidelines should assist in keeping your church aware of its responsibilities and accountability to the congregation.

Conducting a Financial Review is a mark of Responsibility; Good Stewardship demonstrated for all to see; and a message to the church donors that you care about their gifts.

The purpose for a Financial Review is:

To protect the person(s) the local church elects to office of financial responsibility from unwarranted charges of careless or improper handling of funds;

To build trust and confidence of the financial supporters of the church in the way their money is being accounted for;

There will be a continuity in accountability when there is a change in personnel

To assure gifts to the church with special conditions attached are consistently administered in accordance to the donor's instructions;

To provide checks and balances for sums received and expended.

Reviews of financial reports require that individuals performing the review have a reasonable familiarity with terms, concepts, and practices of the financial world. For the review to be useful and effective, the person or persons performing it must do so in an objective and impartial fashion, and with the highest degree of integrity.

A Review should include examination of all of the funds of the Church, not just the operating accounts; Capital and other special funds, endowment and trust funds, assets of the church, organizations, investments, discretionary funds, and any other assets, liabilities, revenues, and expenses of the church.

Planning stage of the review:

Planning involves understanding of the church's financial operations and assembling the various documents that are needed for the review.

Obtain a copy of the previous audit if available along with the Management's letter which details past review findings and provides suggestions on how to improve the church's financial operations.

Obtain a copy of the annual financial statements

Review procedures which are being used to account for church money. Identify individuals with responsibility for financial operations and decisions and verify with them all funds of the congregation have been included in the statements.

Identify all bank accounts and authorized check and withdrawal signers.

Request that all accounting records of all funds be presented together including:

- Organization Chart
- Chart of accounts
- General Ledger
- Cash Receipts Journal
- Cash Disbursements Journal
- Bank Statements including canceled checks
- Check Register
- Blank checks are accounted for
- Paid invoices
- Individual payroll records including Forms W-4 and I-9
- Federal and State payroll withholding reports
- Passbooks and evidence of other investments
- Pledge records by individual and total

Perform a preliminary analytical review of financial statements. This may consist of comparison of the current records to the previous year balances and to budget amounts. If needed, arrange a meeting with the Treasurer to review any variances, or clarifications.

Review internal controls: policies, procedures, and commitment to reasonably prevent material errors and irregularities from occurring or going undetected.

Internal Control Questionnaire:

GENERAL:

This will provide general information for an understanding of the overall accounting and internal control system.

Circle the appropriate answer of YES, NO, N/A

- | | | | |
|----------------------------------------------------------------------|-----|----|-----|
| 1. Are prior internal control questions available? | YES | NO | N/A |
| 2. Have recommendation of prior reports been implemented? | YES | NO | N/A |
| 3. Is a complete and current chart of accounts available? | YES | NO | N/A |
| 4. Is the accounting system using a double entry bookkeeping method? | YES | NO | N/A |

BUDGET:

- | | | | |
|------------------------------------------|-----|----|-----|
| 5. Is the budget approved by the church? | YES | NO | N/A |
|------------------------------------------|-----|----|-----|

- | | | | |
|-------------------------------------------------------------------------------------------|-----|----|-----|
| 6. Are all changes to the budget authorized by the Deacons and recorded in their minutes? | YES | NO | N/A |
| 7. Is there a periodic review of the Budget? | YES | NO | N/A |

REPORTING:

- | | | | |
|---------------------------------------------------------------------|-----|----|-----|
| 8. Is a Treasurer’s detail report submitted to the Deacons monthly? | YES | NO | N/A |
| 9. Does it present actual to budget information? | YES | NO | N/A |
| 10. Is there a quarterly report of all other funds and activities? | YES | NO | N/A |

CASH RECEIPTS:

- | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| 11. Are there safeguard to protections collections from time collected, counted, and deposited? | YES | NO | N/A |
| 12. Are collection receipts and deposits receipts made Weekly? | YES | NO | N/A |
| 13. Are there at least two unrelated persons responsible for counting and depositing funds? | YES | NO | N/A |
| 14. Are persons counting receipts rotated periodically? | YES | NO | N/A |
| 15. Are there standardized forms for counting? | YES | NO | N/A |
| 16. Are counters sheets retained and reconciled with actual deposits? | YES | NO | N/A |
| 17. Is cashing of checks prohibited? | YES | NO | N/A |
| 18. Are Third party checks returned to donors? | YES | NO | N/A |
| 19. Are Pledge envelopes or other memoranda retained and reconciled to recorded amounts? | YES | NO | N/A |
| 20. Are other cash receipts recorded and deposited on a timely basis? | YES | NO | N/A |
| 21. Are all checks received restrictively endorsed “for deposit only” immediately upon receipt? | YES | NO | N/A |
| 22. Are there procedures which will highlight or identify the fact that some receipts/income has not been received or recorded? | YES | NO | N/A |
| 23. Are periodic statements provided to donors of their contributions at least quarterly? | YES | NO | N/A |
| 24. Do acknowledgements in excess of \$250 include a receipt from the organization describing itself as “any goods or services provided consist solely of intangible religious benefits?” | YES | NO | N/A |
| 25. Are discrepancies investigated? | YES | NO | N/A |

CASH DISBURSEMENTS:

- | | | | |
|-----------------------------------------------------------------------------------------------------------------|-----|----|-----|
| 26. Are all disbursements made by check, except for small expenditures made by petty cash? | YES | NO | N/A |
| 27. Are all checks pre-numbered and used in sequence? | YES | NO | N/A |
| 28. Are all voided checks clearly canceled and retained? | YES | NO | N/A |
| 29. Are all checks made payable to specified payees and not to cash or bearer? | YES | NO | N/A |
| 30. Are all disbursements supported by original documentation? | YES | NO | N/A |
| 31. Is the original vendor’s invoice or other documentation marked at time of signature to prevent duplication? | YES | NO | N/A |
| 32. Is the signing of blank checks prohibited? | YES | NO | N/A |
| 33. Is the use of a signature stamp or preprinted signatures prohibited? | YES | NO | N/A |
| 34. Does all supporting documentation accompany checks for signature? | YES | NO | N/A |
| 35. Are all account signers authorized by the church? | YES | NO | N/A |

- | | | | |
|---------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| 36. Is more than one signature required for any check? | YES | NO | N/A |
| 37. If not, do checks over \$500 require more than one signature? | YES | NO | N/A |
| 38. If signature imprint machines used, are the keys kept under lock and key except when in use? | YES | NO | N/A |
| 39. Are all disbursements requiring special approval of fund sources properly documented in the church committee minutes? | YES | NO | N/A |

JOURNAL ENTRIES:

- | | | | |
|-------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| 40. Is there an appropriate explanation accompanying each journal entry? | YES | NO | N/A |
| 41. Are all journal entries approved by a knowledgeable person of authority other than the person initiating the entry? | YES | NO | N/A |
| 42. Is adequate documentation maintained to support each journal entry? | YES | NO | N/A |

BANK ACCOUNTS:

- | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| 43. ARE ALL BANK ACCOUNTS RECONCILED WITHIN 10 DAYS OF RECEIPT? | YES | NO | N/A |
| 44. Are the task of opening and reconciling the bank statements performed by two different people? | YES | NO | N/A |
| 45. Are the bank account reconciliations completed by someone other than the person who participates in receipt or disbursement of cash? | YES | NO | N/A |
| 46. Does the reconciliation procedures provide for: | | | |
| A. comparison of dates and amounts of deposits as shown on the bank statement with cash receipts journal? | YES | NO | N/A |
| B. Investigation of bank transfers to determine that both sides of the transactions have been recorded? | YES | NO | N/A |
| C. Investigation of all bank debit and credit memos? | YES | NO | N/A |
| D. Review of all checks outstanding over 90 days? | YES | NO | N/A |
| E. Voiding of outstanding checks during the year-end reconciliation? | YES | NO | N/A |
| F. Is the bank immediately notified of all changes of authorized check signers? | YES | NO | N/A |

PETTY CASH:

- | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| 47. Is the responsibility for petty cash fund assigned to only one person? | YES | NO | N/A |
| 48. Are all petty cash funds maintained on an imprest basis? (the total amount of the vouchers paid or disbursed, plus cash, will always equal the amount of the fund). | YES | NO | N/A |
| 49. Is there adequate review of the documentation before the fund is reimbursed? | YES | NO | N/A |
| 50. Is the petty cash fund reimbursed at least monthly? | YES | NO | N/A |
| 51. Is the cashing of checks and loans to employees prohibited? | YES | NO | N/A |
| 52. Is the actual petty cash protected from theft or misplacement? | YES | NO | N/A |

INVESTMENTS:

- | | | | |
|----------------------------------------------------------------------------------------------------------------|-----|----|-----|
| 53. Are all investment instruments held in the name of the church only? | YES | NO | N/A |
| 54. Is authorization for sale and /or purchase of investments provided for by the authorized committee/church? | YES | NO | N/A |
| 55. Are all investment instruments adequately protected from FIRE, THEFT, OR MISPLACEMENT? | YES | NO | N/A |
| 56. Are interest, dividends, and unrealized gains or losses recorded? | YES | NO | N/A |

PROPERTY AND EQUIPMENT:

- | | | | |
|----------------------------------------------------------------------------------------------------------|-----|----|-----|
| 57. Is formal approval required for all property and equipment additions and dispositions? | YES | NO | N/A |
| 58. Is a detail inventory of all property, furniture, fixtures, and Equipment maintenance showing: | | | |
| A. Date Acquired? | YES | NO | N/A |
| B. Detail description? | YES | NO | N/A |
| C. Cost or fair market value at time of donation? | YES | NO | N/A |
| D. Any funding source restrictions? | YES | NO | N/A |
| 59. Is a periodic review conducted to: | | | |
| A. Compare the actual property, furniture, and fixtures and equipment to the recorded inventory listing? | YES | NO | N/A |
| B. Ensure the adequacy of the insurance coverage? | YES | NO | N/A |
| C. Improve loss prevention? | YES | NO | N/A |

LIABILITIES AND OTHER DEBT:

- | | | | |
|--------------------------------------------------------------------------------------------------|-----|----|-----|
| 60. Is all borrowing or indebtedness authorized by the appropriate committees? | YES | NO | N/A |
| 61. Are all loan agreements and/or lease agreements in writing and properly safeguarded? | YES | NO | N/A |
| 62. Are there periodic reviews conducted to determine compliance with any debt/lease provisions? | YES | NO | N/A |
| 63. Are all liabilities noted on Financial Statements/Reports to the appropriate committee? | YES | NO | N/A |

RESTRICTED GIFTS AND CONTRIBUTIONS:

- | | | | |
|---------------------------------------------------------------------------------------------------------|-----|----|-----|
| 64. Are records maintained of all bequest, memorials, endowments, or other restricted gifts to include: | | | |
| A. Date, amount, and donor of Gift? | YES | NO | N/A |
| B. Any restrictions or limitations? | YES | NO | N/A |
| 65. Are all restricted gifts and grants approved by the appropriate body? | YES | NO | N/A |
| 66. Are the income and other transaction periodically reported to the appropriate body? | YES | NO | N/A |
| 67. Are written acknowledgements issued for all contributions other than pledges? | YES | NO | N/a |

PAYROLL:

- | | | | |
|---------------------------------------------------------------------------------------------|-----|----|-----|
| 68. Are personnel files maintained to include: | | | |
| A. Employment application and /or letter of employment? | YES | NO | N/A |
| B. Authorization of pay rates and effective dates? | YES | NO | N/A |
| C. IRS FORM W-4? | YES | NO | N/A |
| D. Department of Justice Form 1-9 | YES | NO | N/A |
| E. State Withholding Forms? | YES | NO | N/A |
| 69. Is there a written record of hours worked and approved by a supervisor when applicable? | YES | NO | N/A |
| 70. Are there adequate records to: | | | |
| A. Show computation of gross pay? | YES | NO | N/A |

B. Account of all deductions from gross pay?	YES	NO	N/A
C. Support payroll tax returns filed on a timely basis?	YES	NO	N/A
71. Are payroll tax returns filed on a timely basis?	YES	NO	N/A
72. Are payroll tax deposits made on a timely basis?	YES	NO	N/A
73. Are all employees, clergy, and lay receiving a Form W-2?	YES	NO	N/A
74. Are Forms 1099 being provided for all individuals who are not employees, and for all unincorporated entities paid \$600 or more annually?	YES	NO	N/A
75. Are Forms W-2 wages reconciled to the general ledger accounts, and all four quarterly payroll tax returns?	YES	NO	N/A
76. Are Clergy housing allowances recorded in the minutes of the appropriate committee no later than the first meeting of the year?	YES	NO	N/A

COMPUTER SYSTEMS:

77. Are current or duplicate copies of the operating system and programs maintained off premises?	YES	NO	N/A
78. Are files backed up at least weekly and the backups maintained off premises?	YES	NO	N/A
79. Is access to the computer and computer programs limited to authorized persons?	YES	NO	N/A
80. Is there adequate documentation, including user manuals, available on-site for all computer programs?	YES	NO	N/A
81. Is a printed copy retained of all journals, general ledger, financial statement and any other computerized records?	YES	NO	N/A

SUGGESTED GUIDELINES/PROCEDURES FOR THE DETAIL REVIEW

CASH RECEIPTS AND BALANCES:

1. Obtain a list of dates of Sundays and other services during the year at which collections were taken.
2. From this list choose a representative sample of dates. For each date chosen, obtain the documentation prepared by the counters.
3. Verify by addition the total amount recorded on the count sheet for each date. Note the amounts designated as pledge income and loose offering income.
4. Trace these amounts into the accounting records as cash receipts and note any discrepancy.
5. For each date, trace the total amount collected to a bank deposit slip and to the next subsequent bank statement. Note any discrepancy.
6. Obtain a summary of collection amounts by week, and verify by addition the yearly total of all weekly collections. Compare this total to the total pledge and loose offering income in the annual financial reports. Investigate and significant discrepancies.
7. Obtain a summary of restricted or designated contributions by week, and verify by addition the yearly total of all weekly contributions. Compare this total to the total recorded in the annual financial reports or alternately trace a sample of weekly amounts to the accounting records.

8. Obtain or prepare a list of all bank accounts owned by the church and compare to last year's list, noting any changes. Trace any openings or closures to the minutes of the church governing body.
9. Obtain year end statement for all savings accounts and determine the fiscal year- end balance. Compare this balance to the balance listed in the annual financial report and investigate any differences. Optionally, request a confirmation of closing bank account balances for each account and compare these balances to those recorded in the financial report.
10. For each checking account, obtain the year-end bank reconciliation and the bank statements for the last month of the year and the first month of the new fiscal year. Trace the "bank balance" from the reconciliation to the bank statement.
11. Trace any normal reconciling items such as deposits in transit or outstanding checks to the first bank statement of the new fiscal year, looking for any undue delays in clearing.
12. Investigate any unusual or non-recurring reconciling items, obtaining documentation of legitimacy. If such items exist, examine prior months' reconciliations to see if the items have been carried forward from month to month.
13. Once reconciling items are verified, compare the "book balance" from the reconciliation to the balance in the accounting records as of the fiscal year-end and to the balance reported in the annual financial reports.
14. Count the petty cash fund and determine that the fund is intact.
15. Choose one prior reimbursement of the fund and examine the documentation in order to establish the validity of items and amounts expended from the fund.

CASH PAYMENTS:

1. Obtain a list of all bank accounts used to make payments and a list of persons authorized to sign checks or make withdrawals for each account. Compare the list to that from prior years and verify the authorized check signers with the church governing body.
2. Obtain the cash disbursements journal or other listing of all disbursements for the year and choose a sample of disbursements for examination.
3. For each item chosen, obtain all supporting documentation and the canceled check.
4. Examine supporting documents for evidence that the item is a legitimate obligation of the church, and for evidence of approval for payment.
5. Examine the canceled check noting the authorized signature and the payee, and determine that the endorsement is consistent with the payee.
6. Determine the appropriate account to be charged for each item and trace each item to an entry in the accounting records to determine that the correct account was charged.
7. Scan the numerical sequence of checks issued during the year. Investigate any missing numbers.
8. Examine all checks listed as "Void" in the checkbook or disbursements journal.
9. Scan cancelled checks for irregularities (i.e. second endorsements).
10. Investigate and ensure financial statements reflect long-term commitments such as leases and contingencies such as lawsuits.

PAYROLL:

1. Choose one or more employees and compare actual rates of pay with authorized rates from the church governing body.
2. Examine withholdings and deductions from pay checks of chosen individuals and examine documents authorizing any voluntary deductions.
3. Examine payroll tax returns and compare amounts reported thereon for one or more employees to the amounts reported on the employee's T-4 form. Investigate any discrepancies.

INVESTMENTS:

1. Obtain copies of the church's approved investment policy, investment statements, and a copy of the minutes from investment committee meetings.
2. Verify that the balances on the investment statements match those recorded in the accounting records and the balance reported in the annual financial reports.
3. For one or more transactions chosen, analyze the investment to ensure that it meets the criteria of the investment policy that the decision to buy or sell the investment was appropriately documented within the minutes and that the transaction was authorized appropriately.
4. For one or more transaction chosen, trace the correct recording of capital and interest in the accounting records.

PROPERTY, INSURANCE & MISCELLANEOUS:

1. Obtain a master list of all real and personal property owned by the church and compare to last year. Determine that any additions or disposals were properly authorized.
2. For any new items on the list, examine the items to determine that they are present. Spot check older items to be certain they are present.
3. Examine current insurance policies for dates and amounts to determine that adequate coverage exists.
4. Obtain year-end statements for any mortgages or loans and determine the correct year-end balance. Trace this amount to the annual financial report.
5. Determine for all mortgages and loans that payments are up to date.

Prepared By:
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