

## Ministry and Committee Duties

### General Duties of Ministries and Committees

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

- Each ministry area, standing committee or sub-committee is responsible for implementing that part of the Presbytery's vision and goals that pertain to its purpose.
- Prepare, as part of the budget process, a proposal for the budget for its own operation.
- Consult, as part of the nominations process, with nominating committee on particular needs of the ministry area, standing committee or sub-committee.
- Advise the Stated Clerk of all standing subcommittees established by the standing committee along with the membership, chair, and functions thereof; and advise the Stated Clerk of all non-voting members added to the standing committee.
- Maintain and forward to the Stated Clerk minutes or other records of meetings and decisions of the ministry area, standing committee or sub-committee within 14 days.
- Maintain its portions of any policies or procedures in this Ministry Manual.
- Perform such other tasks as may be assigned by the Presbytery or the Coordinating Team.

## The Presbytery Coordinating Team

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### Purpose

The Coordinating Team serves as the coordinating and program oversight body of the presbytery between meetings. When necessary, the Coordinating Team may act on behalf of the presbytery for routine business or when a called, special, or regular meeting of the presbytery is impractical.

### Duties

1. Appoint special task forces of the Coordinating Team and, when instructed, the Presbytery.
2. Provide oversight and coordination of the committees and task forces of the Presbytery.
3. Coordinate the mission and programs of the Presbytery.
4. Review and evaluate annually Presbytery's mission and structure in light of the vision statement and the Book of Order.
5. Receive and provide for the implementation of referrals from the Presbytery. Ordinarily, response to requests for Presbytery action (other than those actions delegated to the Coordinating Team by policy) will be:
  - a. by referring the request, with or without a recommendation as to its approval, to the appropriate committee or task force, or
  - b. by a vote of the members of the Presbytery at the next meeting of the Presbytery.
6. Provide for the planning of the Presbytery's meetings, the Presbytery's worship, and approve all offerings to be taken at Presbytery meetings or in worship services of the Presbytery.
7. Work with the Stated Clerk to provide for the polity responsibilities of the Presbytery.
8. Be elected as the trustees of the Presbytery who will transact the legal business of the Presbytery.
9. Nominate individuals to the Presbytery to be elected to the Committee on Nominations.
10. In extraordinary cases, it may be essential that action be taken before the next Presbytery meeting and before a Presbytery meeting can be called. In such circumstances, the Coordinating Team may act on behalf of Presbytery to conduct such necessary and urgent business. Care should be taken to provide for action by the full Presbytery when possible.
11. Annually review the boundaries of Presbytery regions.

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**Membership**

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

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

**Meetings**

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

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

**Reporting**

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

**Limitations**

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

## The Administration Ministry Area

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### Purpose

119 The Administration Ministry Area is responsible for the budget and financial areas  
120 of the presbytery, matters concerning the personnel of the presbytery, and the  
121 property of the presbytery.

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### Duties

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

- 125 1. Recommend an annual budget based upon priorities set by presbytery  
126 and funded in accordance with all monies anticipated for the coming year.
- 127 2. Supervise the approved annual budget with regular reports to the  
128 presbytery, including an annual audit.
- 129 3. Recommend benevolence funding, mission program funding for Synod  
130 and General Assembly and allocate per capita assessments of the General  
131 Assembly, Synod and Presbytery.
- 132 4. Provide and review procedures for routine financial matters and  
133 investment practices.
- 134 5. Review annually the insurance portfolio of the presbytery and make  
135 recommendations for changes.
- 136 6. Annually review the job descriptions and salaries (if any) of all  
137 presbytery personnel (full-time and part-time) and make  
138 recommendations of any changes to the presbytery.
- 139 7. Maintain and review a personnel manual for the presbytery office.
- 140 8. Conduct annual performance reviews for the General Presbyter and  
141 Stated Clerk in accordance with the Presbytery Personnel Performance  
142 Manual.
- 143 9. Through the General Presbyter, oversee the day-to-day operation of the  
144 presbytery office and the treasurer's office.
- 145 10. Approve unusual expenditures and non-routine purchases for the  
146 presbytery office.
- 147 11. Have responsibility for all stewardship duties for the Presbytery of  
148 Arkansas.

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### Membership

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

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

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**Meetings**

Ordinarily the Administration Ministry Area will meet at least quarterly.  
Special meetings may be called by the Moderator as needed.  
A quorum shall be a majority of the currently serving members of the committee as determined by the records of the presbytery office, but in no event shall a quorum be less than three members.  
Written minutes of all meetings shall be kept and copies provided to the moderator of the Coordinating Team and the Stated Clerk within fourteen days of regular or special meeting.

**Reporting**

All actions of the Administration Ministry Area and any sub-committees or task forces reporting to it shall be reported to the next regular meeting of the presbytery. Between regular meetings of the presbytery, reports shall be made to the Coordinating Team.  
Written minutes of all meetings shall be kept and copies provided to the moderator of the Coordinating Team and the Stated Clerk within fourteen days of regular or special meeting.

## The Future of the Church Area

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### Purpose

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### Duties

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

1. Provide resources and resource persons to assist congregations to perform visioning activities for their churches and communities.
2. Develop branding for the presbytery and templates for churches to adapt for individual needs.
3. Develop advertising plan and funding to promote branding of presbytery and PC(USA) in media outlets throughout the presbytery.
4. Maintain accessible technology consultant, as either employee or volunteer, to assist congregations and actively encourage congregations' use of technology, websites, and social media.
5. Assist congregations with development of new ministries and utilization of 1001 New Worshiping Communities resources.
6. Continue to ask "what's next?" for the church and actively seek resources and programming ideas for implementation through congregations and Presbytery committees.
7. Identify sites for new church plants, develop core memberships, and encourage and empower their growth and ministry with collaboration between a standing New Church Committee and task forces appointed by the ministry area for each new church plant.
8. Assist churches to re-develop their mission and ministry as needed by forming a team of reps from New Church Committee and the 4 ministry areas to conduct mission study and develop action plan and timeline.
9. Oversee the work of special working groups and task forces formed to address special needs.
10. Assist congregations seeking funding or grants from other councils or agencies of the church.
11. Receive requests for encumbrance or sale of real property held in trust by congregations and forward such requests to the presbytery Coordinating Team.
12. Oversee all real property purchased for New Church Development and make recommendations to the presbytery for its use or disposal.

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**Membership**

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

One member from each of the five regions of the presbytery shall be elected for a three-year term with up to five members at large to fulfill the principle of representation and the need for special skills or gifts. Terms should be staggered to ensure even distribution over each yearly class.

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

**Meetings**

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

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

Special meetings may be called by the Moderator as needed.

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

**Reporting**

All actions of the Future of the Church Area and any subcommittees or task forces reporting to it shall be reported to the next regular meeting of the presbytery. Between regular meetings of the presbytery, reports shall be made to the Coordinating Team.

Written minutes of all meetings shall be kept and copies should be provided to the moderator of the Coordinating Team and the Stated Clerk within fourteen days of regular or special meeting.

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## Ministries of the Church Area

### General Provisions

#### Purpose

The Church and Its Ministries Area shall be responsible for oversight of the enrolling and dismissing of Teaching Elders, the call process for congregational ministry, validation of other ministries, the training and oversight of Commissioned Ruling Elders, the oversight of Inquirers and Candidates for ministry, the health and welfare of member congregations, the founding and dissolution of congregations and fellowships, and the support and nurture of church professionals.

#### Duties

The Ministries of the Church Area committees are responsible for their individual roles in the life of the presbytery and for coordinating their work. Each permanent committee's duties are described in this manual.

#### Meetings

The Ministries of the Church Area committees shall meet jointly no less than once per year.

Meetings of individual permanent committees shall be according to the policy for that particular committee.

314 **Committee on Leadership Development**

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**Purpose**

317 The Committee on Leadership Development (CLD) oversees the training,  
318 certification, and examination of Inquirers and Candidates for the office of Teaching  
319 Elder and candidates for the role of Commissioned Ruling Elder. The CLD shall also  
320 provide for the certification of qualified Christian Educators and Associate Christian  
321 Educators.

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**Duties**

324 For Inquirers and Candidates for the ordered ministry of Teaching Elder the  
325 Committee on Leadership Development (CLD) shall:

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

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340 For Ruling Elders seeking commission to service in a particular congregation the  
341 committee shall:

- 342 1. In cooperation with the Committee on Congregational Vitality and  
343 Revitalization, consult with congregations seeking CRE leadership and  
344 instruct sessions on their responsibilities.
- 345 2. Receive *Application for Enrollment in the Process Leading to Commissioned*  
346 *Ruling Elder*.
- 347 3. Oversee the preparation and commissioning of of CREs according to the  
348 Manual for the Preparation and Oversight of Ruling Elders Commissioned to  
349 Pastoral Service.

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351 For the certification of Christian Educators the committee shall:

- 352 1. Assist educators pursuing certification according to the prescribed by G-2.11.  
353 2. Encourage congregations to make continuing education funds and time  
354 available for those seeking certification.

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**Membership**

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

**Meetings**

The Committee on Leadership Development will normally meet at least quarterly.  
Special meetings may be called by the Moderator as needed.  
A quorum shall be a majority of the currently serving members of the committee as determined by the records of the presbytery office.

**Reporting**

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

390 **Committee on the Church's Ministries**

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**Purpose**

393 The Committee on the Church's Ministries shall oversee the enrollment and  
394 dismissal of teaching elders, the call process for both teaching elders and CREs, the  
395 care and nurture of church professionals, and, in cooperation with the Future of the  
396 Church Ministry Area, inquire into difficulties in congregations per presbytery  
397 policies.

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**Duties**

400 The Committee on the Church's Ministries is responsible to the Presbytery in the  
401 following ways:

- 402 1. Consult with congregations, fellowships, and partner agencies seeking  
403 pastoral leadership.
- 404 2. Find in order calls issued by congregations and present calls to Teaching  
405 Elders and CREs.
- 406 3. Approve examination of Teaching Elders transferring from other  
407 presbyteries.
- 408 4. Dissolve pastoral relationships in cases where the Teaching Elder and  
409 congregation concur.
- 410 5. Grant permission to labor within the bounds of the presbytery.
- 411 6. Dismiss Teaching Elders to other presbyteries.
- 412 7. Assist congregations seeking interim pastoral leadership.
- 413 8. Regularly consult with interim pastoral leaders and sessions during  
414 congregational transitions.
- 415 9. Approve MIFs for congregations seeking pastoral leadership.
- 416 10. Ensure compliance with equal opportunity and other hiring policies.
- 417 11. Inquire with each session of the presbytery at least once every three  
418 years and report information from these visits to relevant presbytery  
419 ministries.
- 420 12. Inquire with each session of the presbytery at least once every three  
421 years and report information from these visits to relevant presbytery  
422 ministries.
- 423 13. Recommend minimum terms of call to the presbytery and review those  
424 minimums annually.
- 425 14. Report to the presbytery annually the terms of call for all Teaching Elders  
426 and CREs.
- 427 15. Provide for pastoral care for Teaching Elders, CREs, Certified Christian  
428 Educators and their families.
- 429 16. Celebrate and affirm the gifts of retired Teaching Elders within the  
430 presbytery and provide for recognition of those Teaching Elder members  
431 of the presbytery who have died.

- 432 17. Coordinate opportunities for education and professional development  
433 within the bounds of the presbytery.  
434 18. Liaise with new Teaching Elders, CREs, and Christian Educators to  
435 welcome them into the life of the presbytery and assist with their  
436 transition into the presbytery. Normally a liaison will be appointed on  
437 behalf of the committee.

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#### **Membership**

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

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#### **Meetings**

445 The Committee on the Church's Ministries shall meet at least quarterly.  
446 Special meetings may be called by the Moderator as needed.  
447 A quorum shall be a majority of the currently serving members of the committee as  
448 determined by the records of the presbytery office.

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#### **Reporting**

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

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## The Mission of the Church Area

### Purpose

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

### Duties

- The Mission of the Church Area is responsible to the Presbytery for the following:
1. Uphold the priorities of the presbytery that relate to mission and the work of the church in the world including interpretation of the vision and priorities of the larger church.
  2. Evaluate requests for funding for mission related ministries and projects.
  3. Provide strategies and resources in areas of leadership development, educational ministries, worship and theology through such programs as:
    - Retreats
    - Workshops
    - Informational packets
  4. Help develop ministries of justice and compassion and facilitate opportunities for individuals and congregations to participate in the same.
  5. Educate the presbytery on matters of social concern and help the presbytery engage in thoughtful and constructive dialogue on issues challenging our communities and world to the end that we witness in word and deed.
  6. Identify new concerns and issues that arise in our culture which call for spiritual engagement and action. Provide information and opportunities for engagement.
  7. Keep before the presbytery and its congregations the need to care for God's creation.
  8. Build ecumenical relationships and encourage ecumenical efforts in the presbytery.
  9. Receive reports from and encourage the ministry of the following entities:
    - Ferncliff
    - Presbyterian Pilgrimage
    - Presbytery Resource Center Advisory Board
    - Presbyterian Women
  10. Appoint special work groups and task forces as needed to address particular needs or support individual ministries.

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**Membership**

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

**Meetings**

The Mission of the Church Area normally meets at least quarterly.  
Special meetings may be called by the Moderator as needed.  
A quorum shall be a majority of the currently serving members of the committee as determined by the records of the presbytery office, but in no event shall a quorum be less than three members.

**Reporting**

All actions of the Mission Ministry Area and any sub-committees or task forces reporting to it shall be reported to the next regular meeting of the presbytery.  
Between regular meetings of the presbytery, reports shall be made to the Coordinating Team.  
Written minutes of all meetings shall be kept and copies should be provided to the moderator of the Coordinating Team and the Stated Clerk within fourteen days of regular or special meeting.

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**Committee on Disaster Preparedness and Response**

**Purpose**

The permanent Committee on Disaster Preparedness and Response provides the presbytery with planning and coordination in preparation for and response to natural or human-induced disasters within the bounds of the presbytery and response to such disasters outside the presbytery.

**Duties**

The permanent Committee on Disaster Preparedness and Response shall:

1. Recommend to the presbytery means by which the presbytery and its congregations can best prepare for natural or human-induced disasters.
2. Serve as a resource to congregations preparing disaster preparedness plans.
3. Prepare and disseminate a disaster response plan for presbytery.
4. Review and revise this plan as needed.
5. Coordinate a rapid response to local disasters and disasters outside the Presbytery of Arkansas.
6. Form and activate communication protocols as needed.
7. Ensure that pastors affected by disasters receive pastoral care.
8. Disseminate assessment and response information to affected churches and responding churches, Presbyterian Disaster Assistance (PDA), and other organizations including local inter-faith networks and Volunteer Organizations Active in Disasters (VOAD).
9. Plan training for DPRC members and field volunteers.
10. Liaison with inter-faith and civic disaster response agencies, and provide representatives as requested.
11. Develop and maintain master phone lists of DPRC members and field volunteers as well as resources available for prompt disaster response.
12. Recommend creation of financial accounts to receive and disburse relief funds.
13. Develop and maintain a Memorandum of Understanding with PDA.
14. Provide an annual report to Presbytery.

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**Presbyterian Women of the Presbytery of Arkansas**

**Purpose**

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

**Membership**

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

**Organization**

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

**Meetings**

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

**Accountability and Support**

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

## Ministries with Youth, Collegiate, and Young Adults Area

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630 **NB:** *The present make-up of the Youth Council is not specifically mentioned in this*  
631 *section. The Listening/Restructure Taskforce envisions some version of this group to*  
632 *continue in the new model. We have chosen not to dictate through policy what form it*  
633 *shall take and instead leave that to the Youth Council to decide..*

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### Purpose

635 The Committee on Ministries with Youth, Campus, and Young Adults oversees the  
636 ministry of the church with middle school and high school youth, college and  
637 campus based ministries within the bounds of the presbytery, and ministries with  
638 Young Adults up to age 35.

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### Duties

640 The Committee on Ministries with Youth, Campus, and Young Adults shall:

- 641 1. Develop and provide strategic leadership for programs and resources to  
642 develop ministries with youth, collegiate, and young adults on the presbytery  
643 and congregational levels.
- 644 2. Oversee the work of the Youth Advisory Team of the presbytery and assist it  
645 in providing opportunities for youth to connect at the presbytery, synod, and  
646 national level.
- 647 3. Oversee the Resource Center Advisory Board.
- 648 4. Encourage and promote campus ministry within the bounds of the  
649 presbytery.
- 650 5. Develop and provides strategic leadership for programs and resources for  
651 ministry with young adults and the enhancement of ministries with young  
652 adults at the presbytery and congregational levels.
- 653 6. Appoint sub-committees and task forces as needed to address particular  
654 needs or support individual ministries.
- 655 7. Encourage congregations to elect YADs and YAADs for presbytery meetings.

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### Membership

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

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

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### Organization

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

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**Meetings**

The Ministries with Youth, Collegiate, and Young Adults Area will normally meet at least quarterly.

Special meetings may be called by the Moderator as needed.

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

**Reporting**

All actions of the Ministries with Youth, Collegiate, and Young Adults Area and any sub-committees or task forces reporting to it shall be reported to the next regular meeting of the presbytery. Between regular meetings of the presbytery, reports shall be made to the Coordinating Team.

Written minutes of all meetings shall be kept and copies should be provided to the moderator of the Coordinating Team and the Stated Clerk within fourteen days of regular or special meeting.

704 **Other Permanent and Constitutionally**  
705 **Required Committees and Commissions**

706  
707 **The Committee on Nominations**

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709 **Purpose**

710 This committee shall be responsible for the nomination process in the Presbytery.  
711

712 **Responsibilities**

713 The Committee shall:

- 714 1. After consulting with the ministries of the presbytery and seeking input from  
715 congregations, Teaching Elder members, and committees, the committee  
716 shall all presbytery officers, trustees, and permanent committee members,  
717 except those positions elected in a different manner as delineated in other  
718 places in this document.
- 719 2. Nominate all commissioners, alternates, and special delegates from this  
720 presbytery to the General Assembly and Synod. Ordinarily, election of  
721 commissioners to the General Assembly and Synod shall occur at the last  
722 stated Presbytery meeting of the year.
- 723 3. Nominate moderators of presbytery committees.
- 724 4. Nominate a Counselor-at-law, who is an elder in the Presbyterian Church  
725 (USA), to serve for three years.
- 726 5. Present nominations to the presbytery at its last stated Presbytery meeting  
727 of the year at which time election will take place. The names and addresses of  
728 such nominees shall be presented in printed form. Persons thus elected shall  
729 ordinarily assume office at the beginning of the next year.
- 730 6. Secure in advance from the persons it nominates their willingness to be  
731 nominated and to serve if elected.
- 732 7. Exercise care to achieve fair representation as regards geographical  
733 distribution.
- 734 8. Nominate to the Coordinating Team, for immediate election and service,  
735 members to fill unexpired terms as vacancies develop between presbytery  
736 meetings and subsequently seek presbytery's ratification of these elections.
- 737 9. Maintain a current list of individuals currently serving the presbytery and a  
738 record of past service.  
739

740 **Membership**

- 741 1. This Committee shall be composed of ten members divided into three classes  
742 (two classes of three members and one class of four) of three years each.

- 743 2. Five members shall be elected from the five regions of the presbytery (one  
744 from each region). Five shall be at large members. In no case may more than  
745 three members be from the same region.  
746 3. Members of each class shall be elected at the last stated Presbytery meeting  
747 of the year prior to the beginning of service. Those elected to fill an  
748 unexpired term will begin service immediately.  
749 4. This committee will conform to the principles of equality and parity.  
750

751

### **Meetings**

752 The committee shall meet at least annually.

753 The moderator may call special meetings as the needs of the presbytery demand. To  
754 facilitate meetings with the most inclusive attendance, the committee is encouraged  
755 to make use of the Electronic Meeting Policy.

756 A quorum shall be a majority of the currently serving members according to the  
757 records of the presbytery office.

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759

### **Accountability**

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

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## The Committee on Representation

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### Purpose

784 The Committee on Representation (COR) advises the presbytery with respect to its  
785 membership and that of committees, agencies, and other entities under the  
786 direction of the presbytery to insure fair and effective representation according to  
787 the principles of parity and representation.

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789

### Duties

790 The Committee shall:

- 791 1. Serve both as an advocate for the representation of racial ethnic members,  
792 women, different age groups, and persons with disabilities and as a  
793 continuing resource to the presbytery in these areas.  
794 2. Review the performance of the Presbytery in these matters and shall report  
795 annually to it and to the Synod with recommendations for any needed  
796 corrective action.  
797 3. Advise the Committee on Nominations of any need for nominations in  
798 particular categories needing increased representation, and shall regularly  
799 inform the Presbytery of its progress toward fair representation of racial  
800 ethnic members, women, different age groups, and persons regardless of  
801 marital status, and persons regardless of disabilities.

802

803

### Membership

804 Presbytery shall elect an eight (8) member COR whose membership shall consist of  
805 equal numbers of men and women. At least one member from each region shall be  
806 elected. A majority of members shall be selected from the racial ethnic groups  
807 within the governing body and the total membership shall include persons from  
808 each of the following categories:

- 809 a. Majority male membership  
810 b. Majority female membership  
811 c. Racial ethnic male membership  
812 d. Racial ethnic female membership  
813 e. Youth male and youth female membership  
814 f. Persons with disabilities

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

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**Organization**

The presbytery shall elect the moderator of the committee, to serve for one year. The committee shall elect its own clerk for one year who shall take minutes of the meeting and distribute them among its members, the presbytery office, the Stated Clerk and the moderator of Coordinating Team within ten days of the meeting.

**Meetings**

The COR ordinarily meets following receipt of the current year’s General Assembly statistics and ordinarily reports to the following meeting of Presbytery. Other meetings may be called as needed.

**Accountability**

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

857 The Permanent Judicial Commission

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**Purpose**

860 The Permanent Judicial Commission shall consider all cases either of a remedial or a  
861 disciplinary nature transmitted to it from the Presbytery.

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**Duties**

864 All its powers and proceedings must be in compliance with the constitution of the  
865 Presbyterian Church (U.S.A.) and its rules of discipline (D-1.0000 – D-14.0502) and  
866 as amended from time to time.

867

868

**Membership**

869 The Permanent Judicial Commission shall be composed of 12 members, six being  
870 Ruling Elders and six being Teaching Elders, who shall be elected for six-year terms  
871 with four persons in each of three classes; classes shall be elected in alternate years.  
872 The members shall be recommended by Committee on Nominations and shall be  
873 elected by presbytery. No person who has served for a full term of six years shall be  
874 eligible for reelection until four years have elapsed after the expired six-year term  
875 (D-5.0105).

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**Organization**

878 A quorum is a majority of the members. (D-5.0204). When a new class is elected, the  
879 Stated Clerk shall arrange for training and orientation for the entire Commission. At  
880 this meeting the Commission shall elect its own moderator and clerk who shall  
881 serve until the new moderator and clerk are elected. (D-5.0201)

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