

1 **THE PRESBYTERY OF ARKANSAS MINISTRY MANUAL**

2
3 **Part I: Organization and Structure**

4
5 **March 2, 2019**

6 **Amended June 5, 2021**

7 **Amended October 9, 2021**

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10 **Preface**

11 The Vision of the Presbytery of Arkansas is “to make visible the body of Christ,” and
12 the Mission of the Presbytery of Arkansas is “Trusting that we serve God better
13 together, we are a family of congregations, ministries, and their leaders empowering
14 and supporting one another to embody Christ’s love for all.” To that end the
15 Presbytery adopts an internal structure that provides for both the decent and orderly
16 work of the church and the creative engagement of the church with the world.

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

22 **1) The Presbytery**

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

46 **2) Authority and Order**

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

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

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

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

66 C. Special Meetings- Special, Called, or Adjourned meetings should be held
67 on a Saturday. Only those ministers and elder commissioners within a
68 75-mile radius of the place of meeting shall be expected to attend a
69 special meeting.

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

78 E. Membership- All Ministers of Word and Sacrament enrolled by the
79 Presbytery, Ruling Elder commissioners duly elected by member
80 congregations, and other elder members as defined in the Organization
81 and Structure, shall be enrolled as members of the Presbytery for a
82 particular meeting. All members shall have voice and vote.

83 1. Attendance- It is the duty and responsibility of all member
84 ministers of the Presbytery (except those honorably retired) to
85 attend all meetings and it is the duty and responsibility of member
86 churches to be represented by duly elected Ruling Elders at all
87 meetings.

88 2. Parity- The Presbytery may provide by rule to achieve numerical
89 parity between Minister of Word and Sacrament and Ruling Elder
90 members at a particular meeting.

91 3. Elder Commissioners- All Sessions shall elect at least one Ruling
92 Elder commissioner for all meetings. Ruling Elder commissioners
93 shall be elected as follows:

94 a) One commissioner from churches of 300 or fewer reported
95 members;

96 b) Two commissioners from churches of 301-1000 reported
97 members;

98 c) Three commissioners from churches of 1001-1500 reported
99 members;

- 100 d) Four commissioners from churches of 1501-2000 reported
101 members;
- 102 e) One additional commissioner for every additional 500 reported
103 members or major fraction thereof.
- 104 f) In no case shall the total number of Ruling Elder Commissioners
105 allotted to a particular congregation be fewer than the total
106 number of installed or transitional ministers of Word and
107 Sacrament serving that congregation serving at least ½ time.
- 108 g) Moderators of COM, CPM, Future of the Church, Administration,
109 Y/YA/C, Mission of the Church, Nominations, and
110 Representation who are Ruling Elders shall be enrolled as
111 members with voice and vote if not otherwise members of the
112 Presbytery. Moderators who are not Ruling Elders may be
113 seated as Corresponding Members with voice but not vote.
- 114 h) Ruling Elder members of the Coordinating Team not otherwise
115 members of the Presbytery shall be enrolled as members of the
116 Presbytery during their time of service on the Coordinating
117 Team.
- 118 F. Other Attendees- The Presbytery may enroll as corresponding members
119 or visitors with voice but not vote:
- 120 1. Youth Advisory Delegates- Each member congregation may elect up
121 to two (2) Youth Advisory Delegates (YADs).
- 122 a) Eligibility- Active members of member congregations from 9th to
123 12th grades are eligible to serve as YADs.
- 124 b) Attendance- No fewer than one stated meeting per year shall be
125 designated for participation by YADs.
- 126 c) Advisory Role- YADs serve as advisors to the Presbytery in its
127 work. Prior to a vote by the full Presbytery, an advisory vote of
128 YADs should be taken on those issues they have studied as a
129 group. The results of the advisory vote will be reported to the
130 Presbytery prior to the vote of commissioners.
- 131 2. Young Adult Advisory Delegates- Each member congregation or
132 recognized campus ministry of the Presbytery may elect up to two
133 (2) Young Adult Advisory Delegates (YAADs).
- 134 a) Eligibility- Active members of member congregations who are
135 18-28 years old and active members of a recognized campus
136 ministry who are also members of any PC(USA) congregation
137 are eligible to serve as YAADs.

- 138 b) Attendance- No fewer than one stated meeting per year shall be
139 designated for participation by YAADs.
- 140 c) Advisory Role- YAADs serve as advisors to the Presbytery in its
141 work. Prior to a vote by the full Presbytery, an advisory vote of
142 YAADs should be taken on those issues they have studied as a
143 group. The results of the advisory vote will be reported to the
144 Presbytery prior to the vote of commissioners.
- 145 3. Presbyterian Women- The Moderator of Presbyterian Women, if a
146 Minister of Word and Sacrament or Ruling Elder in good standing,
147 shall have voice and vote.
- 148 4. Others- By majority vote of commissioners present and voting, the
149 Presbytery may enroll other visitors and grant privilege of voice
150 but not vote.

151 **4) Officers and Staff**

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

181 2. Stated Clerk: The Stated Clerk shall serve as the parliamentarian of
182 the Presbytery and as the designated authority on matters of policy
183 and polity.

184 a. Election- Upon vacancy or upon the nomination of more than
185 one candidate, the Committee on Nominations shall bring to
186 the Presbytery a Stated Clerk Nominating Committee to be
187 elected and charged with presenting a candidate to the
188 Presbytery for election. Nominations shall be allowed from
189 the floor.

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

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

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

205 A. Ministries of the Presbytery- In order to more fully and effectively live into
206 its vision and mission, the work of the Presbytery shall be partitioned
207 into three broad ministry areas: Institutional Support, Mission and
208 Vision, and Leadership and Ministry, and a Coordinating Team. Within
209 these areas, the Presbytery shall maintain such committees necessary to
210 carry-out the functions of the Presbytery as required by the most recent
211 edition of the *Book of Order* of the PC(USA) and the vision set forth by the
212 Presbytery.

213 B. Coordinating Team- The Coordinating Team shall serve as the
214 coordinating and program oversight body of the Presbytery between
215 meetings. When necessary, the Coordinating Team may act on behalf of
216 the Presbytery for routine business or when a called, special, or regular
217 meeting of the Presbytery is impractical.

218 1. Membership- There shall be sixteen members of the Coordinating
219 Team, appointed and elected in the following ways:

220 a) Members from Ministry Areas: One appointed member from
221 each of the following committees: Administration;
222 Nominations; Ministry; Preparation for Ministry; Mission of
223 the Church; Future of the Church; and Youth, Young Adults,
224 and Campus Ministry. Appointment by a committee is for one
225 year, with that person eligible to be reappointed for up to six
226 years.

227 b) At-Large Members: Six at-large members shall be elected for a
228 three-year term, divided into classes of two members each,
229 with each region of the Presbytery represented by at least one
230 member. Members may serve no more than two terms, or six
231 years total, without at least one year off the committee.

232 c) Moderator: The Moderator of the Coordinating Team shall be
233 the most recent Moderator of the Presbytery. S/he shall serve
234 with voice and vote. In the event the most recent past
235 moderator is unable or unwilling to serve, the Nominations
236 Committee shall bring a name to the Presbytery to fill the role
237 of Moderator of the Coordinating Team. The nominee will
238 normally come from the roster of past moderators.

239 d) Presbytery Officers: The Moderator of Presbytery and
240 Moderator-in-election (Vice-Moderator) of Presbytery shall
241 be members with voice and vote.
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- 243 C. Institutional Support- Institutional Support comprises those
244 committees, and the Permanent Judicial Commission, who focus on the efforts
245 of the Presbytery to conduct its business decently and in order, in keeping with
246 the PC(USA) *Book of Order*.
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- 248 1. Permanent Committees- There shall be three permanent committees
249 under Institutional Support: Administration, Representation, and
250 Nominations. Also within the purview of Institutional Support is the
251 Permanent Judicial Commission and such other committees and
252 commissions required by the most recent edition of the *Book of Order*.
- 253 a. Administration- Administration shall oversee the budget and
254 financial operations of the Presbytery, act as the Personnel
255 committee of the Presbytery, and relate to the constitutionally
256 required committees and commissions of the Presbytery,
- 257 1) Membership- Six members shall be elected for a three-year
258 term, divided into three classes of two members each, with
259 each region of the Presbytery represented by at least one
260 member. Members may serve no more than two terms, or
261 six years total, without at least one year off the committee.
- 262 2) Sub-committees and Task Forces- Administration may
263 establish such sub-committees and task forces needed to
264 carry out their duties.
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- 266 b. Committee on Representation- The Committee on Representation
267 promotes and reviews the Presbytery of Arkansas' implementation
268 of the Presbytery's commitment to inclusivity and representation.
269 The Committee on Representation fulfills the following functions:
270 to advise the Presbytery "regarding the implementation of
271 principles of unity and diversity, to advocate for diversity in
272 leadership, and to consult with the Presbytery on the employment
273 of personnel, in accordance with the principles of unity and
274 diversity in F-1.0403," in the Book of Order. *G-3.0103*
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- 276 1. Membership- Six members shall be elected for a three-year term,
277 divided into three classes of two members each. Members may
278 serve no more than two terms, or six years total, without at least
279 one year off the committee. The Committee on Representation
280 shall be intentionally comprised of the diversity of the
281 presbytery, such diversity to include, but not be limited to,
282 gender, racial ethnic background, age, geographical location,
283 congregation and community size, and persons with disabilities.
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- c. Committee on Nominations- The Committee on Nominations shall be responsible for the nomination process in the Presbytery.
 - 1. Membership- Nine members shall be elected for a three-year term, divided into three classes of three members each, with each region of the Presbytery represented by at least one member. Members may serve no more than two terms, or six years total, without at least one year off the committee. The Coordinating Team shall nominate and elect members of the Committee on Nominations.

 - d. The Permanent Judicial Commission- Constitutionally mandated by the *Book of Order*, the Permanent Judicial Commission is responsible for adjudicating cases of the Presbytery of Arkansas according to the Rules of Discipline of the PC(USA)'s *Book of Order*.
 - 1) Membership- The Permanent Judicial Commission shall be composed of 12 members, six being ruling elders and six being Ministers of Word and Sacrament, who shall be elected for six-year terms with four persons in each of three classes; classes shall be elected in alternate years. The members shall be recommended by the Committee on Nominations and shall be elected by Presbytery. No person who has served for a full term of six years shall be eligible for reelection until four years have elapsed after the expired six-year term (D-5.0105).

- 311 D. Leadership and Ministry- Leadership and Ministry shall be responsible for
312 oversight of the enrolling and dismissing of Ministers of the Word and
313 Sacrament, the call process for congregational ministry, validation of
314 other ministries, the training and oversight of Commissioned Ruling
315 Elders, the oversight of Inquirers and Candidates for ministry, the health
316 and welfare of member congregations in times of need or pastoral
317 transition, and the support and nurture of church professionals.
- 318 1. Permanent Committees- There shall be two permanent
319 committees in Leadership and Ministry: the Committee on
320 Preparation for Ministry (CPM) and the Committee on Ministry
321 (COM).
- 322 a) Committee on Preparation for Ministry- The Committee on
323 Preparation for Ministry (CPM) shall oversee the training,
324 certification, and commissioning of Inquirers and
325 Candidates for the office of minister and candidates for the
326 role of Commissioned Ruling Elder. The CPM shall also
327 provide for the certification of qualified Christian Educators
328 and Associate Christian Educators.
- 329 (1) Membership- Nine members shall be elected for a
330 three-year term, divided into three classes of three
331 members each, with each region of the Presbytery
332 represented by at least one member. Members may
333 serve no more than two terms, or six years total,
334 without at least one year off the committee. At least
335 one member of the CPM shall be a Commissioned
336 Ruling Elder (CRE), Certified Christian Educator
337 (CCE), or Certified Associate Christian Educator
338 (CACE).
- 339 (2) Co-Opting- CPM may co-opt members of the
340 Presbytery for particular duties including liaising
341 with inquirers and candidates, teaching and training
342 CLPs, and assisting with the certification process for
343 Christian Educators.
- 344 b) Committee on Ministry- The Committee on Ministry shall
345 oversee the enrollment and dismissal of Ministers of Word
346 and Sacrament, the call process for both ministers and
347 CREs, the care and nurture of church professionals, and, in
348 cooperation with the Committee on the Future of the
349 Church, inquire into difficulties in congregations per
350 Presbytery policies.

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- (1) Membership- Eighteen members shall be elected for a three-year term, divided into three classes of six members each, with each region of the Presbytery represented by at least one member. Members may serve no more than two terms, or six years total, without at least one year off the committee.
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- (2) Co-Opting- COM may co-opt members of the Presbytery for particular duties including but not limited to liaising with congregations, examining candidates for enrollment in the Presbytery, or inquiry into congregational difficulties.
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- (3) Regional Cooperation- The unified mission and ministry of the Presbytery are essential to the corporate witness of the church. When possible, the work of the Presbytery and its ministries and committees should be done in the most representative and inclusive way. This commitment must be balanced by the demands of the geographic diversity of the Presbytery. In order to more effectively meet the needs of the Presbytery, the COM may organize its routine work regionally provided the final decision on matters of policy, recommendations for Presbytery action, and enrollment/dismissal remain with the full committee.
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2. Ministry Coordination- The Moderators of the Committees on Preparation for Ministry (CPM) and Ministry (COM) shall communicate regularly to review shared goals and priorities and to coordinate their work for the benefit of the whole church.
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- E. Mission and Vision- Mission and Vision shall be responsible for supporting and encouraging the ministry of the congregations and various ministries of the Presbytery in three very purposeful and interlocking, but distinct ways: mission and educational programming and support, a focus on youth, young adults, and campus ministry, and connecting congregations serving as a catalyst to engage in creative thinking and planning.
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- a. Permanent Committees – There shall be three permanent committees in Mission and Vision: Mission of the Church (CMC), Youth, Young Adults, and Campus Ministry (CY,YA,CM), and Future of the Church (CFC).

- 393 a. The Committee on the Mission of the Church- The Committee on the
394 Mission of the Church provides oversight, planning, and support for
395 programs that connect our congregations in practicing our faith
396 through mission and outreach, Christian education, and spiritual
397 development. Mission of the Church will provide guidance and
398 resources to help connect congregations in mission and ministry.
- 399 1. Membership- Nine members shall be elected for a three-year term,
400 divided into three classes of three members each, with each
401 region of the Presbytery represented by at least one member.
402 The Moderator of Presbyterian Women or her designee shall be a
403 member with voice and vote.
- 404 2. Sub-Committees and Task Forces- Mission of the Church may
405 establish such sub-committees and task forces needed to carry
406 out their duties.
- 407 3. Permanent Sub-Committees- The Disaster Preparedness and
408 Response Sub-Committee; and the Honduran Ministry Sub-
409 Committee shall be self-populated.
- 410 4. Other Relating Entities- Unless otherwise required by charter or
411 covenant with the Presbytery, all partner agencies (i.e. Ferncliff,
412 PW, Presbyterian Pilgrimage, etc.) shall report to the Presbytery
413 through the Mission of the Church Ministry Area.
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- 415 b. The Committee on Youth, Young Adults and Campus Ministry- The
416 Committee on Youth, Young Adults and Campus Ministry shall
417 coordinate, support, and encourage the ministry of the church with
418 middle school and high school youth, college and campus-based
419 ministries within the bounds of the Presbytery, and ministries with
420 Young Adults up to age 35. It shall serve as the Presbytery's conduit
421 between the sub-committees of the Presbytery that carry out the
422 programming aspects of the Presbytery's ministries with youth and
423 campus ministry, as the entity that encourages prioritization of
424 youth, young adults, and campus ministry within the context of the
425 work of the other committees of Mission and Ministry, and as the
426 resource for congregational ministry to these age groups.
- 427 1) Membership- Six members in classes of two each shall be
428 elected for three-year terms, with each region of the
429 presbytery represented.
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- 431 2) Ex-Officio Members: One representative from each campus
432 ministry and the Youth Advisory Team shall serve as ex-
433 officio members with voice but not vote.

- 434 5. Sub-committees and Task Forces- The Ministry Area may establish
435 such sub-committees and task forces needed to carry out their
436 duties.
- 437 6. Permanent Sub-Committees- Two permanent sub-committees
438 shall be appointed to oversee Youth and Campus ministries
439 respectively.
- 440 a) Youth Ministry Team: The Youth Advisory Team (YAT) shall
441 consist of youth and adults from across the Presbytery. The
442 Youth Advisory Team shall establish a process to annually
443 invite youth and adults to join the team.
- 444 b) The Campus Ministry Sub-Committee: The Campus Ministry
445 Sub-committee shall consist of representatives from each
446 UKirk registered campus ministry or congregation-based
447 campus ministry within the bounds of the Presbytery and
448 others appointed by the Ministries with Youth, Young Adults
449 and Campus Ministry Area.
- 450 F. The Committee on the Future of the Church- The Future of the Church
451 serves as a catalyst to engage congregations and Presbytery Ministry
452 Areas in creative thinking and planning beyond current models of
453 ministry and programming to meet the challenges of new demographics
454 and trends as society continues to change. The Committee on the Future
455 of the Church assists with visioning, branding, technology, and
456 development of new ministries. It encourages and supports the new
457 church development efforts of the Presbytery.
- 458 1. Membership- Nine members shall be elected for a three-year
459 terms, divided into three classes of three members each, with
460 each region of the Presbytery represented by at least one
461 member.
- 462 2. Sub-committees and Task Forces- The Committee may establish
463 such sub-committees and task forces needed to carry out their
464 duties. In no case shall a sub-committee or task force be
465 established for longer than 12 months without the approval of the
466 Presbytery.
- 467 G. Nominations and Elections- The Presbytery shall provide by rule for the
468 nomination and election of members to serve on all permanent
469 committees, sub-committees, and commissions. The principles of
470 representation and parity shall apply to all committees, sub-committees,
471 commissions, task forces, and other extensions of the Presbytery.

- 472 H. Additional and at-Large Members of Committees: When the Organization
473 and Structure provides for the option of additional members, a
474 committee may request that the Nominating Committee put forward the
475 name(s) of at-large members to meet particular needs of the committee.
476 The Nominating Committee may, at its own discretion, also put forward
477 at-large members for election if the committee deems it necessary to
478 meet the demands of representation and parity.
- 479 I. Representation and Parity- The principles of representation and parity
480 shall apply to all committees, sub-committees, commissions, task forces,
481 and other extensions of the Presbytery.

482 **6) Standing Rules**

- 483 A. Definition- A standing rule of the Presbytery is any action of the
484 Presbytery of a general nature that will govern the actions of Presbytery
485 for an indefinite period of time. Standing rules may order the operations
486 of Presbytery; elaborate on existing policies and practices; direct its
487 officers, staff, or agencies; establish procedures; or provide any kind of
488 specific guidance. However, they must be within the framework of
489 existing policies of the Presbytery; they may not establish policy nor
490 modify parliamentary procedure. Policy is established by this Manual or
491 by specific procedures established by the Manual.
- 492 B. Expiration- Any action of the Presbytery that meets the definition of a
493 standing rule, but which is not so identified and numbered in the
494 minutes, will expire one year from the date of its passage, unless
495 readopted.
- 496 C. Records- The Stated Clerk will keep a Compendium of Standing Rules,
497 numbering each chronologically, or by another numbering system,
498 assigning each a number immediately after passage, which number will
499 appear in the minutes.
- 500 The list of Standing Rules should not be renumbered following repeal of
501 a rule. When a rule expires or is repealed, a note shall be added to the
502 Compendium in place of the rule.
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505 **7) Incorporation**

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

511 B. Meetings of the Corporation- Meetings of the Presbytery shall be meetings
512 of the corporation.

513 C. Officers- Officers of the corporation shall be the Moderator and Stated
514 Clerk of the Presbytery of Arkansas.

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

519 The counselor shall be an advisory member of the Coordinating Team of
520 the Presbytery, and shall advise the Coordinating Team and the
521 Presbytery on such legal matters as may become of concern to the
522 Coordinating Team and the Presbytery. The counselor may seek the
523 advice and assistance of the associate counselors when necessary.

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

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

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534 **8) Amendment**

- 535 A. Amendments- The **Ministry Manual** may be amended by vote of the
536 Presbytery as follows:
- 537 1. Amending Organization and Structure- The **Organization and**
538 **Structure** section may be amended by 3/5 vote of the Presbytery
539 present and voting if the proposed amendment is distributed to
540 all members and member congregations no less than 30 days
541 prior to the meeting during which the vote is to take place. This
542 rule may be waived by a 2/3 vote of the Presbytery present and
543 voting.
 - 544 2. Ministry Duties and Presbytery Policies- The Ministry Duties and
545 Presbytery Policies sections may be amended by majority vote of
546 the Presbytery.
 - 547 3. Standing Rules- A Standing Rule may be adopted by a 3/5 vote of
548 the Presbytery present and voting.
 - 549 4. Covenants and Partnerships- Once adopted by the Presbytery, all
550 covenants and partnership agreements shall be deemed added to
551 the Ministry Guide.
 - 552 5. Policies and Procedures- A policy or procedure may be added,
553 amended, or deleted by majority vote of the Presbytery.
- 554 B. Suspension- A particular provision of this manual may be suspended by a
555 2/3 vote of the Presbytery. No provision may be suspended if such
556 suspension violates the *Book of Order* of the Presbyterian Church (USA).
- 557 C. Editorial Changes- The Stated Clerk shall provide for annual review of this
558 Manual and its contents. The Stated Clerk, in consultation with the
559 Moderator and General Presbyter, is empowered to make minor changes
560 to correct grammar or spelling, to eliminate redundancies, or to make
561 such changes necessitated by action of the General Assembly of the
562 PC(USA) or the GAPJC. Any changes (other than scrivener's corrections)
563 shall be reported to the Presbytery at its next stated meeting. At least
564 annually, the Stated Clerk shall provide each Clerk of Session in the
565 Presbytery the updated contents to this manual.