

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

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.

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

Purpose

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

Duties

The Administration Ministry Area shall:

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

Membership

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

The General Presbyter and Treasurer shall be the staff resource persons.

Meetings

Ordinarily the Administration Ministry Area shall meet at least bi-monthly.

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 General Committee 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 General Committee and the Stated Clerk within fourteen days of regular or special meeting.

The 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 Coordinating Committee (MCCC) and its four permanent sub-committees carry out the duties of the Church and Its Ministries Area.

Membership

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

Meetings

The MCCC shall meet at least quarterly.

The sub-committees of the ministry area should meet at least bi-monthly. In no case shall a sub-committee meet less than quarterly.

Reporting

All actions 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.

Ministries of the Church Coordinating Committee

Purpose

The Ministries of the Church Coordinating Committee coordinates the work of the four permanent subcommittees in order to better facilitate their work with congregations, church professionals, and the presbytery.

Duties

The Ministries of the Church Coordinating Committee shall:

1. Promote the peace and harmony of congregations and fellowships, especially in matters pertaining to the relations between churches and pastoral leadership.
2. Encourage the vitality and revitalization of congregations and fellowships and the health and welfare of Teaching Elders, CREs and Certified Christian Educators.
3. Appoint task forces and working groups as necessary for the work of area sub-committees.
4. Annually review the budgets of area sub-committees and forward budget requests to the Administration Ministry Area.

Committee on Call and Enrollment

Purpose

The Committee on Call and Enrollment (CCE) oversees the enrollment of Teaching Elders, examination of candidates for membership in the presbytery, establishment and dissolution of calls, validating ministries, and liaising with member congregations and related agencies seeking leadership.

Duties

The Committee on Call and Enrollment (CCE) shall:

1. Consult with congregations, fellowships, and partner agencies seeking pastoral leadership.
2. Find in order calls issued by congregations and present calls to Teaching Elders and CREs.
3. Approve examination of Teaching Elders transferring from other presbyteries.
4. Dissolve pastoral relationships in cases where the Teaching Elder and congregation concur.
5. Grant permission to labor within the bounds of the presbytery.
6. Dismiss Teaching Elders to other presbyteries.
7. Assist congregations seeking interim pastoral leadership.
8. Regularly consult with interim pastoral leaders and sessions during congregational transitions.
9. Approve MIFs for congregations seeking pastoral leadership.
10. Ensure compliance with equal opportunity and other hiring policies.

Committee on Congregational Vitality and Revitalization

Purpose

The Committee on Congregational Vitality and Revitalization (CCVR) oversees the health and welfare of member congregations, inquires into difficulties within member congregations, with the Committee on Professional Development and Support inquires into difficulties involving Teaching Elders and member congregations, promotes the well-being of member congregations, oversees the establishment of new churches and fellowships, revitalization of existing congregations and fellowships, and dissolution of congregations and fellowships.

Duties

The Committee on Congregational Vitality and Revitalization (CCVR) shall:

1. Inquire with each session of the presbytery at least once every three years and report information from these visits to relevant presbytery ministries.
2. Assist congregations in developing strategies and models for effective leadership including linking congregations in mission and ministry.
3. Oversee presbytery assistance to congregations requesting funds and oversee such grants.
4. Assist congregations seeking funding or grants from other councils or agencies of the church.
5. Receive requests for encumbrance or sale of real property held in trust by congregations and forward such requests to the presbytery Coordinating Team.
6. Oversee all real property purchased for New Church Development and make recommendations to the presbytery for its use or disposal.
7. Oversee New Church Developments and other un-chartered worshipping communities.
8. Provide opportunities for congregational development and training.
9. Assist congregations to do periodic mission studies and provide leadership when requested. (*NB: The periodic mission study is distinct from the mission study done during an interim ministry/ transitional ministry period.*)
10. Maintain a list of available preachers for pulpit supply and Teaching Elders for celebration of the Lord's Supper.
11. Encourage congregations in evangelism through education of church leaders, linking of resources, and keeping the importance of spreading the Good News before the presbytery.

Committee on Leadership Development

Purpose

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

Duties

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

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

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

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

For the certification of Christian Educators the committee shall:

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

Committee on Professional Development and Support

Purpose

The Committee on Professional Development and Support (CPDS) encourages the professional development of church professionals, with the Committee on Congregational Vitality and Revitalization, inquires into difficulties involving Teaching Elders and member congregations, and promotes the wellbeing of Teaching Elders, CREs and Certified Christian Educators.

Duties

The Committee on Professional Development and Support (CPDS) shall encourage the professional development of church professionals, with the Committee on Congregational Vitality and Revitalization, inquire into difficulties involving Teaching Elders and member congregations, and promote the wellbeing of Teaching Elders, CREs and Certified Christian Educators.

1. Visit regularly and consult with each Teaching Elder, CRE, and Certified Educator in the presbytery, reporting to the presbytery the type of work in which those church professionals are engaged.
2. Recommend minimum terms of call to the presbytery and review those minimums annually.
3. Report to the presbytery annually the terms of call for all Teaching Elders and CREs.
4. Grant permission to Teaching Elders to labor outside the bounds of the presbytery.
5. Provide for pastoral care for Teaching Elders, CREs, Certified Christian Educators and their families.
6. Celebrate and affirm the gifts of retired Teaching Elders within the presbytery and provide for recognition of those Teaching Elder members of the presbytery who have died.
7. Coordinate opportunities for education and professional development within the bounds of the presbytery.
8. Liaise with new Teaching Elders, CREs, and Christian Educators to welcome them into the life of the presbytery and assist with their transition into the presbytery. Normally a liaison will be appointed on behalf of the committee.

The Mission of the Church Area

Purpose

The Mission of the Church Area oversees the mission and outreach of the presbytery including relations with church-related agencies and non-PC(USA) entities, coordinating mission activities of the presbytery, providing grants to mission initiatives within the presbytery, connecting congregations in mission and ministry, and oversight of the Resource Center (through its coordinating body).

Duties

The Mission of the Church Area shall:

1. Uphold the priorities of the presbytery that relate to mission and the work of the church in the world.
2. Help develop ministries of justice and compassion in our communities and facilitate opportunities for individuals and congregations to participate in the same.
3. Build ecumenical relationships and encourage ecumenical efforts in the presbytery.
4. Keep before the presbytery and its congregations the need to care for God's creation.
5. Identify new concerns and issues that arise in our culture which call for spiritual engagement and action. Provide information and opportunities for engagement in the communities of the presbytery.
6. Evaluate requests for funding for mission related ministries and projects.
7. 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.
8. Interpret the mission vision and priorities of the Synod and General Assembly.
9. Oversee the work of special working groups and taskforces formed to address specific needs.
10. Oversee the spiritual direction and growth of the presbytery through events such as the P.L.A.C.E., retreats, and pre-presbytery workshops.

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 shall meet at least quarterly.

Meetings of standing committees and sub-committees shall be 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 provided to the moderator of the General Committee and the Stated Clerk within fourteen days of regular or special meeting.

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.

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

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

Purpose

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

Duties

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

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

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.

Organization

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

Meetings

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

Meetings of standing committees and sub-committees shall be 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 provided to the moderator of the General Committee and the Stated Clerk within fourteen days of regular or special meeting.

Other Permanent and Constitutionally Required Committees and Commissions

The Committee on Nominations

Purpose

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

Responsibilities

The Committee shall:

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

Membership

1. This Committee shall be composed of ten members divided into three classes (two classes of three members and one class of four) of three years each.
2. Five members shall be elected from the five regions of the presbytery (one from each region). Five shall be at large members. In no case may more than three members be from the same region.

3. Members of each class shall be elected at the last stated Presbytery meeting of the year prior to the beginning of service. Those elected to fill an unexpired term will begin service immediately.
4. This committee will conform with the principles of equality and parity.

Meetings

The committee shall meet at least quarterly.

The moderator may call special meetings as the needs of the presbytery demand.

A quorum shall be a majority of the currently serving members of the committee as determined by the records of the presbytery office. In no event shall a quorum be less than four members representing four different regions.

Accountability

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

The Committee on Representation

Purpose

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

Duties

The Committee shall:

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

Membership

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

- a. Majority male membership
- b. Majority female membership
- c. Racial ethnic male membership
- d. Racial ethnic female membership
- e. Youth male and youth female membership
- f. Persons with disabilities

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.

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 General Committee 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.

The Permanent Judicial Commission

Purpose

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

Duties

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

Membership

The Permanent Judicial Commission shall be composed of 12 members, six being Ruling Elders and six being Teaching Elders, 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 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).

Organization

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