

THE PRESBYTERY OF ARKANSAS MINISTRY MANUAL

Part II: Ministry and Committee Duties

February 17, 2018

Amended March 6, 2020

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 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 the Committee on Nominations particular needs of the committee or sub-committee.
- Advise the Stated Clerk of all subcommittees established by the committee along with the membership, chair, and functions thereof; and advise the Stated Clerk of all ad hoc members added to the standing committee.
- Maintain and forward to the Stated Clerk minutes or other records of meetings and decisions of the 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

34

35

36

Purpose

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

41

42

Duties

- 43 1. Appoint special task forces of the Coordinating Team and, when instructed, the
44 Presbytery.
- 45 2. Provide oversight and coordination of the committees and task forces of the
46 Presbytery.
- 47 3. Coordinate the mission and programs of the Presbytery.
- 48 4. Review and evaluate annually Presbytery's mission and structure in light of
49 the vision statement and the *Book of Order*.
- 50 5. Receive and provide for the implementation of referrals from the Presbytery.
51 Ordinarily, response to requests for Presbytery action (other than those
52 actions delegated to the Coordinating Team by policy) will be:
- 53 a. by referring the request, with or without a recommendation as to its
54 approval, to the appropriate committee or task force, or
- 55 b. by a vote of the members of the Presbytery at the next meeting of the
56 Presbytery.
- 57 6. Provide for the planning of the Presbytery's meetings, the Presbytery's
58 worship, and approve all offerings to be taken at Presbytery meetings or in
59 worship services of the Presbytery.
- 60 7. Work with the Stated Clerk to provide for the polity responsibilities of the
61 Presbytery.
- 62 8. Be elected as the trustees of the Presbytery who will transact the legal
63 business of the Presbytery.
- 64 9. Nominate and elect individuals to the Committee on Nominations and
65 subsequently seek Presbytery's ratification of these elections.
- 66 10. In extraordinary cases, it may be essential that action be taken before the next
67 Presbytery meeting and before a Presbytery meeting can be called. In such
68 circumstances, the Coordinating Team may act on behalf of Presbytery to
69 conduct such necessary and urgent business. Care should be taken to provide
70 for action by the full Presbytery when possible.
- 71 11. Annually review the boundaries of Presbytery regions.

72

73

Membership

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

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

77

78

Meetings

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

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

85

86

Reporting

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

91

92

Limitations

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

95

96

97

98

99

100

101

102

103

104

105

106

107

108

109

110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150

Institutional Support

The Committee on Administration

Purpose

The Committee on Administration 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 Committee on Administration is responsible to the Presbytery as follows:

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. A full audit will normally be performed every 5 years with annual reviews on intervening years.
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. Non-budget purchases over \$500 must be approved by Committee on Administration.
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 ordinarily be the staff resource persons.

151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185

Meetings

Ordinarily the Committee on Administration shall 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 Committee on Administration 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.

186

The Committee on Representation

187

188

Purpose

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

193

194

Duties

195 The Committee shall:

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

207

208

Membership

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

211 The Stated Clerk shall ordinarily be the staff resource person.

212

213

Organization

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

218

219

Meetings

220 The COR ordinarily meets following receipt of the current year's General Assembly
221 statistics and ordinarily reports to the following meeting of Presbytery.

222 Other meetings may be called as needed.

223

224

Accountability

Amended March 6, 2020

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

232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274

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, minister members, and committees, the committee shall nominate 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. Criteria for selection of commissioners have been set.
3. Nominate moderators of Presbytery committees. (Service would resemble the model of the Presbytery moderator and vice-moderator, with former moderators serving in an advisory role their third year. Terms would be staggered so that the majority of moderators do not rotate off in the same year.)
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.
10. Do the best job possible to match gifts of people with needs of the presbytery while honoring parity between Ruling Elders and Ministers of the Word and Sacrament, and laity, where allowed, and representing both genders, several ethnicities and regional geography, aspiring to the standards required in the Presbytery's documents. However, when these standards cannot be met despite their best efforts, it is up to the Committee on Nominations' discretion

275 to bring names of persons to the presbytery as appropriately as possible,
276 favoring those who volunteer for particular service.

277

278

Membership

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

281 The Stated Clerk shall ordinarily be the staff resource person.

282

283

Meetings

284 The committee shall meet at least annually.

285 The moderator may call special meetings as the needs of the Presbytery demand. To
286 facilitate meetings with the most inclusive attendance, the committee is encouraged
287 to make use of the Electronic Meeting Policy.

288 A quorum shall be a majority of the currently serving members according to the
289 records of the Presbytery office.

290

291

Accountability

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

296

297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318

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) as amended from time to time.

Membership

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

The Stated Clerk shall ordinarily be the staff resource person.

Organization

A quorum is a majority of the members. (D-5.0204). When 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)

319

Leadership and Ministry

320

321

General Provisions

322

323

Purpose

324

325

326

327

328

329

330

Duties

331

332

333

334

335

Meetings

336

337

338

339

340

Leadership and Ministry shall be responsible for oversight of the enrolling and dismissing of ministers, 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, and the support and nurture of church professionals.

Leadership and Ministry 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.

The Moderators of Leadership and Ministry committees shall communicate regularly to coordinate the work of the ministry area.

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

341

Committee on Preparation for Ministry

342

343

Purpose

344 The Committee on Preparation for Ministry (CPM) oversees the training, certification,
345 and examination of Inquirers and Candidates for the office of Minister of Word and
346 Sacrament (MWS) and candidates for the role of Commissioned Ruling Elder. The
347 CPM shall also provide for the certification of qualified Christian Educators and
348 Associate Christian Educators.

349

350

Duties

351 For Inquirers and Candidates for the ordered ministry of Minister of Word and
352 Sacrament, the Committee on Preparation for Ministry (CPM) shall:

- 353 1. Enter into a covenant relationship with the Inquirer that shall allow the
354 individual to explore the call to the ordered ministries of the church and shall
355 help the individual make a decision regarding her or his suitability for that
356 ministry.
- 357 2. Provide for the full preparation of persons to serve the church as MWSs. This
358 shall be accomplished through the guidance and evaluation of Candidates,
359 using contacts within a context of supportive relationship.
- 360 3. Instruct sessions on their role in the Inquiry and Candidacy process.
- 361 4. Maintain written reports of each annual consultation, including a statement of
362 the individual's strengths and areas of needed growth.
- 363 5. Certify, at the conclusion of the individual's Candidacy period, that the
364 Candidate is ready to receive a call, and, when the call is issued, is ready to be
365 ordained.

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

- 368 1. In cooperation with the Committee on Ministry, consult with congregations
369 seeking Commissioned Ruling Elder (CRE) leadership and instruct sessions on
370 their responsibilities.
- 371 2. Receive *Application for Enrollment in the Process Leading to Commissioned*
372 *Ruling Elder*.
- 373 3. Oversee the preparation and commissioning of CREs according to the Manual
374 for the Preparation and Oversight of Elders Commissioned to Pastoral Service.

375

376 For the certification of Christian Educators the committee shall:

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

381

Amended March 6, 2020

382

Membership

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

385 The General Presbyter and Stated Clerk shall serve as staff liaisons.

386

387

Meetings

388 The Committee on Preparation for Ministry shall ordinarily meet at least quarterly.

389 Special meetings may be called by the Moderator as needed.

390 A quorum shall be a majority of the currently serving members of the committee as
391 determined by the records of the Presbytery office.

392

393

Reporting

394 All actions shall be reported to the Presbytery at the next regular meeting. Between
395 meetings, minutes of meetings shall be submitted to the Stated Clerk.

396

397
398
399
400
401
402
403
404
405
406
407
408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426
427
428
429
430
431
432
433
434
435
436
437
438
439

Committee on Ministry

Purpose

The Committee on Ministry shall oversee the enrollment and dismissal of Ministers of Word and Sacrament, the call process for both MWSs and Commissioned Ruling Elders, the care and nurture of church professionals, and, in cooperation with the Future of the Church Ministry Area, inquire into difficulties in congregations per Presbytery policies.

Duties

The Committee on Ministry is responsible to the Presbytery in the following ways:

1. Consult with congregations, fellowships, and partner agencies seeking pastoral leadership.
2. Find in order calls issued by congregations and present calls to MWSs and CREs.
3. Approve examinations of MWSs transferring from other presbyteries.
4. Dissolve pastoral relationships in cases where the MWS and congregation concur.
5. Grant permission to labor within the bounds of the Presbytery.
6. Dismiss MWSs to other presbyteries.
7. Assist congregations seeking transitional pastoral leadership.
8. Regularly consult with transitional pastoral leaders and sessions during congregational transitions.
9. Approve Ministry Information Forms for congregations seeking pastoral leadership.
10. Ensure compliance with equal opportunity and other hiring policies.
11. Recommend minimum terms of call to the Presbytery and review those minimums annually.
12. Report to the Presbytery annually the terms of call for all MWSs and CLPs.
13. Provide for pastoral care for MWSs, CLPs, Certified Christian Educators and their families.
14. Celebrate and affirm the gifts of retired ministers within the Presbytery and provide for recognition of those minister members of the Presbytery who have died.
15. Coordinate opportunities for education and professional development within the bounds of the Presbytery.
16. Liaise with new MWSs, CREs, and Christian Educators to welcome them into the life of the Presbytery and assist with their transition into the Presbytery. Ordinarily a liaison will be appointed on behalf of the committee.
17. Annually review, and make recommendations to the Presbytery, regarding the contract with the Wellspring Renewal Center.

Amended March 6, 2020

440

Membership

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

443 The General Presbyter and Stated Clerk shall serve as staff liaisons.

444

445

Meetings

446 The Committee on Ministry shall meet at least quarterly.

447 Special meetings may be called by the Moderator as needed.

448 A quorum shall be a majority of the currently serving members of the committee as
449 determined by the records of the Presbytery office.

450

451

Reporting

452 All actions shall be reported to the Presbytery at the next regular meeting. Between
453 meetings, minutes of meetings shall be submitted to the Stated Clerk.

454

455 *Mission and Vision*

456

457

General Provisions

458

459

Purpose

460

Mission and Vision shall be responsible for assisting the congregations and ministries of the Presbytery of Arkansas to live into the mission and vision priorities of the Presbytery.

461

462

463

464

Duties

465

Mission and Vision 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.

466

467

468

469

Meetings

470

The Moderators of Mission and Vision committees shall communicate regularly to coordinate the work of the ministry area.

471

472

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

473

474

475

Mission of the Church

476

477

Purpose

478 The Committee on the Mission of the Church provides oversight, planning, and
479 support for programs that connect the congregations in practicing Christ-centered
480 faith through mission and outreach, Christian Education, and spiritual development.
481 Mission of the Church provides guidance and resources to help connect congregations
482 in mission and ministry.

483

484

Duties

485 The Committee on the Mission of the Church is responsible to the Presbytery for the
486 following:

487

488

489

490

491

492

493

494

495

496

497

498

499

500

501

502

503

504

505

506

507

508

509

510

511

512

513

514

515

516

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 communities and the world to the end that the Presbytery of Arkansas and its congregations and ministries witness in word and deed.
6. Identify new concerns and issues that arise in the 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, review the covenants with, and encourage the ministry of the following entities:
 - Ferncliff
 - Presbyterian Pilgrimage
 - Presbytery Resource Center Advisory Board (and oversee Board)
 - Presbyterian Women
10. Appoint special work groups and task forces as needed to address particular needs or support individual ministries.

517

Membership

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

520 The General Presbyter or his/her designee shall serve as staff liaison

521

522

Meetings

523 The Committee on the Mission of the Church ordinarily meets at least quarterly.

524 Special meetings may be called by the Moderator as needed.

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

528

529

Reporting

530 All actions of the Mission of the Church and any sub-committees or task forces
531 reporting to it shall be reported to the next regular meeting of the Presbytery.
532 Between regular meetings of the Presbytery, reports shall be made to the
533 Coordinating Team.

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

537

538

Sub-Committee on Disaster Preparedness and Response

539

540

Purpose

541

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

545

546

Duties

547

The permanent Sub-Committee on Disaster Preparedness and Response shall:

548

1. Recommend to the Presbytery means by which the Presbytery and its
549 congregations can best prepare for natural or human-induced disasters.

550

2. Serve as a resource to congregations preparing disaster preparedness plans.

551

3. Prepare and disseminate a disaster response plan for Presbytery.

552

4. Review and revise this plan as needed.

553

5. Coordinate a rapid response to local disasters and disasters outside the
554 Presbytery of Arkansas.

555

6. Form and activate communication protocols as needed.

556

7. Ensure that pastors affected by disasters receive pastoral care.

557

8. Disseminate assessment and response information to affected churches and
558 responding churches, Presbyterian Disaster Assistance (PDA), and other
559 organizations including local inter-faith networks and Volunteer
560 Organizations Active in Disasters (VOAD).

557

9. Plan training for DPRC members and field volunteers.

562

10. Liaison with inter-faith and civic disaster response agencies, and provide
563 representatives as requested.

564

11. Develop and maintain master phone lists of DPRC members and field
565 volunteers as well as resources available for prompt disaster response.

566

12. Recommend creation of financial accounts to receive and disburse relief funds.

567

13. Develop and maintain a Memorandum of Understanding with PDA.

568

14. Recruit and elect members to serve on the Sub-Committee in three-year
569 classes, reporting those members at the October meeting of the Presbytery.

570

15. Provide an annual report to Presbytery.

571

572

Sub-Committee on Honduran Ministry

573

574

575

Purpose

576

The permanent Sub-Committee on Honduran Ministry provides the Presbytery with planning and coordination of the Presbytery's ministry in Honduras through the Presbyterian Church (U.S.A.) and with the Presbyterian Church of Honduras.

577

578

579

580

Duties

581

582

The permanent Sub-Committee on Honduran Ministry shall:

583

1. Be a member of the Presbyterian Church (U.S.A.)'s Honduran Network.
2. Work through the Presbyterian Church (U.S.A.)'s Honduran Network to serve in partnership with the Presbyterian Church of Honduras as the churches, together, work to improve the quality of life of the people of Honduras, deepen relationships between the Presbyterian Church of Honduras and the Presbytery of Arkansas/PC(USA) and the people of Honduras and Arkansans/North Americans, and assist in what ways possible to enable the Presbyterian Church of Honduras to share the good news we know through Jesus Christ.
3. Communicate regularly with the Presbytery of Arkansas about the ministry of the Honduran Ministry through reports to Presbytery, reports to the Mission of the Church Ministry Area, articles in the Banner, and through speakers who are available to speak to congregations and other groups.
4. Promote and provide speakers to share the good news of the ministry.
5. Encourage individuals and congregations to become involved in the ministry in Honduras through prayer, financial giving, developing relationships with the people of Honduras, and personal involvement.
6. Organize efforts of the Presbytery of Arkansas, planning the ministry of the Presbytery in service to the people of Honduras and the Presbyterian Church of Honduras, particularly mission trips.
7. Work closely with Solar Under the Sun and Living Waters for the World in providing a reliable, sustainable power source for those in areas of Honduras not served by the country's power grid, and clean water for those without
8. Establish an account with the Texas Presbyterian Foundation, in cooperation with the Presbytery of Arkansas, through which funds may be received and disbursed.
9. On behalf of the Presbytery, oversee the funds specifically designated to the Honduran Ministry, serving as the receiving and disbursing agent for the funds generated for the ministry, keeping accurate records, and being transparent in how those funds are utilized.
10. Recruit and elect members to serve on the Sub-Committee in three-year classes, reporting those members at the October meeting of the Presbytery.
11. Provide an annual report to Presbytery.

584

585

586

587

588

589

590

591

592

593

594

595

596

597

598

599

600

601

602

603

604

605

606

607

608

609

610

611

612

613

614

615

616

617
618
619
620
621
622
623
624
625
626
627
628
629
630
631
632
633
634
635
636
637
638
639
640
641
642
643
644
645
646
647
648
649
650
651
652
653
654
655
656

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 shall 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 Committee on the Mission of the Church. 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 Committee on Administration and shall make a report to a meeting of Presbytery at least annually.

657 **Youth, Young Adults and Campus Ministry**

658

659

Purpose

660 Youth, Young Adults and Campus Ministry coordinates, supports, and encourages the
661 ministry of the church with middle school and high school youth, college and campus-
662 based ministries within the bounds of the Presbytery, and ministries with Young
663 Adults up to age 35. It serves as the Presbytery's conduit between the sub-committees
664 of the Presbytery that carry out the programming aspects of the Presbytery's
665 ministries with youth and campus ministry, as the entity that encourages
666 prioritization of youth, young adults, and campus ministry within the context of the
667 work of the other committees of Mission and Ministry, and as the resource for
668 congregational ministry to these age groups.

669

670

Duties

671 Youth, Young Adults and Campus Ministry shall:

- 672 1. Develop and provide strategic leadership for programs and resources to
673 develop ministries with youth, collegiate, and young adults on the Presbytery
674 and congregational levels.
675 2. Oversee the work of the Youth Advisory Team of the Presbytery and assist it
676 in providing opportunities for youth to connect at the Presbytery, synod, and
677 national level.
678 3. Encourage and promote campus ministry within the bounds of the Presbytery.
679 4. Appoint sub-committees and task forces as needed to address particular needs
680 or support individual ministries.
681 5. Encourage congregations to elect YADs and YAADs for Presbytery meetings.

682

683

Membership

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

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

687

688

Organization

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

690

691

Meetings

692 Youth, Young Adults and Campus Ministry shall normally meet at least quarterly.

693 Special meetings may be called by the Moderator as needed.

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

697

698

Reporting

699 All actions of Youth, Young Adults and Campus Ministry and any sub-committees or
700 task forces reporting to it shall be reported to the next regular meeting of the
701 Presbytery. Between regular meetings of the Presbytery, reports shall be made to the
702 Coordinating Team.

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

706

707
708
709
710
711
712
713
714
715
716
717
718
719
720
721
722
723
724
725
726
727
728
729
730
731
732
733
734
735
736
737
738
739
740
741
742
743
744
745
746
747
748

Future of the Church

Purpose

The Committee on the Future of the Church serves as a catalyst to engage congregations and the Presbytery 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. Future of the Church assists with visioning, branding, technology, and development of new ministries. It provides new church development functions of the Presbytery.

Duties

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 Future of the Church Ministry Area for each new church plant.
8. Assist churches to re-develop their mission and ministry as needed by forming a team of representatives from the five ministry areas to conduct a mission study and develop an 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. Oversee all real property purchased for new church development and make recommendations to the Presbytery for its use or disposal.

Membership

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

751
752 The General Presbyter or his/her designee shall serve as staff liaison.

753

754 **Meetings**

755

756 Future of the Church shall meet at least quarterly.

757

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

760

761 Special meetings may be called by the Moderator as needed.

762

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

766

767 **Reporting**

768

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

773

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