

**ARKANSAS  
PRESBYTERY  
STANDING RULES  
AND  
HANDBOOK OF  
OPERATION**

**Compiled by**  
1995 Moderator Shirley Hollabaugh  
and  
1988-1999 Stated Clerk Martha Moody

Updated By Carlton Bowden

Through March 12, 2011

## **INTRODUCTON**

In the Presbyterian system of government, the presbytery is the key unit. Ministers of the Word hold membership in the presbytery and not in a particular church. Only the presbytery has authority to receive candidates for the ministry and to guide and nurture them toward ordination. Only the presbytery has been given authority to organize new churches. Other responsibilities that belong uniquely to the presbytery include: establishing and dissolving pastoral relationships; uniting, dividing, and dissolving churches; taking oversight of churches without pastors and appointing moderators for their sessions, electing commissioners to General Assembly, and delegates to Synod.

## **THE PURPOSE OF THIS HANDBOOK**

Martha Moody, Stated Clerk of Arkansas Presbytery, and Shirley Hollabaugh, 1995 Moderator of Arkansas Presbytery compiled this handbook, and presented it to Arkansas Presbytery for approval March 8, 1997. The handbook was prepared in response to a directive by the 165<sup>th</sup> (1995) General Assembly. Input was requested, and received from the various boards and committees of Arkansas Presbytery. The handbook was updated in 1988, 1999, 2000, 2003, 2007, and 2010.

The purpose of the handbook is to bring together in one book the guidelines, regulations and policies that direct the life and work of Arkansas Presbytery of the Cumberland Presbyterian Church. All the material relating to Arkansas Presbytery and found in the Presbytery Manual of Operations as approved by the 158<sup>th</sup> (1988) General Assembly is included.

On March 11, 2006 Arkansas Presbytery appointed Carlton Bowden to update the handbook and the standing rules. The updated version was approved by Arkansas Presbytery September 15, 2007. (Minutes Arkansas Presbytery Fall 2007 Page 19)

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## STANDING RULES

1. **Name:** The official name of the presbytery shall be Arkansas Presbytery of the Cumberland Presbyterian Church, Inc.
2. **Fiscal Year:** The Fiscal Year for Arkansas Presbytery shall be the calendar year.
3. **Meetings:** The presbytery shall meet once a year in two sessions, on the second Friday and Saturday in March and on the second Friday and Saturday in September. Starting time for the Friday sessions is 7:00 p.m.  
The March session shall consist of any essential business and shall include a worship service and Holy Communion on the first day. The second day shall include a reading of the Memorial Roll for the previous calendar year and a worship time from 11:30 A.M. until 12:00 Noon.  
The September session shall be devoted to any business at hand and shall include a worship service led by the CPYF of A on the first day. The second day shall include a worship time from 11:30 A.M. until 12:00 Noon.
4. **Program Committee:** The moderator, stated clerk, and pastor host shall be the program committee.  
A member of the Board of Christian Education shall assist in the planning of the Presbyterial programs.
5. **Meeting Places:** Selection of Meeting places shall be made from invitations from churches.
6. **Membership:** The membership of the presbytery consists of the ministers and an elder delegate from each of the particular churches on its roll.  
Members in good standing in other presbyteries may be seated as Advisory Members, and have the privilege of the floor but not of voting.  
Ministers in good standing of other ecclesiastical bodies may be officially recognized as Visiting Ministers.
7. **Quorum:** Four members shall constitute a quorum of presbytery provided that at least one minister and at least one elder are present.
8. **Attendance, Ministers:** All ministers who are members, all probationers who are under the care of the presbytery, and all stated supplies who are serving churches in the presbytery shall attend each regular session of the presbytery or advise the presbytery in writing of the reason for non-attendance and request to be excused.  
**Exceptions** are to be made with respect to ministers who are permanently excused (E-P), or missionaries serving outside the continental United States (E-M), or chaplains who are on active duty (E-C). These shall be excused without the necessity of a written excuse. The Committee on the Ministry shall be responsible for recommending to the presbytery the persons for whom exceptions are to be made. The initiative for any requests for ministers who are retired and/or disabled to be permanently excused shall rest with the minister; through communication with the Committee on the Ministry. (See Handbook Appendix B for Permanent Excuse Form)

**(STANDING RULES CONTINUED)**

9. **Attendance, Elders:** All congregations in the presbytery shall be represented at each session of presbytery by duly elected elder delegates or advise the presbytery in writing why the congregation will not be represented and request that the congregation be excused. Elder delegates shall be certified at least 20 days prior to the meeting of presbytery on a form provided by the stated clerk. Elders must be current members of the church session in order to be eligible to serve as delegates.  
An elder not elected by the session may be seated by presbytery. There may be exceptional instances that would make it proper for the presbytery to accept evidence other than election by the church session as the right of a ruling elder to represent his/her church session. (C. P. Digest 5.4)
10. **Excuses:** All excuses for non-attendance shall be examined by members present of the Committee on Judicial Concerns 30 minutes prior to starting time of each session of presbytery, and then presented to the presbytery.  
Only presbytery may act on reasons for non-attendance, or approve ones leaving prior to final adjournment. The General Assembly has ruled that presbytery excuses ministers and Church Sessions, not Elder Delegates. It is the responsibility of the church session to consider requests to be excused by specific Elder Delegates.
11. **Roll Call:** Roll call at the Friday evening session and the Saturday Morning session shall be by ministers and elder delegates turning in a form provided by the stated clerk. The final roll will be called by the stated clerk and will be the last order of business on Saturday.
12. **Special/Called Meetings:** The moderator shall call a special meeting at the request of two ministers, and two elders from different churches. The call shall give notice, specifying the particular business of the intended meeting, to every minister and session of every church on its roll, at least ten days prior to the proposed time of the meeting. Nothing shall be transacted at such special meeting other than the particular business for which the presbytery was convened. (See Handbook Appendix A for the proper form for initiating a call for a special/called meeting)
13. **Officers:** The officers of the presbytery shall be the moderator, vice-moderator, stated clerk/treasurer, assistant stated clerk/treasurer, and trustees.
  - a. **The Moderator** shall be elected in the March session to serve for a period of one year. The duties of the moderator are set forth in the Presbytery Handbook at 4.1
  - b. **The Vice Moderator** shall be elected in the March session to serve for a period of one year. The duties of the vice moderator are set forth in the Presbytery Handbook, at 4.2.  
Arkansas Presbytery has established a tradition of electing the vice moderator to succeed the moderator.
  - c. **The Stated Clerk/Treasurer** shall be elected at the September session for a three-year term beginning January 1. (Exceptions may be made in case of a vacancy in the office). An appropriate honorarium shall be paid and shall be reviewed annually in the preparation of the budget. The budget shall also include amounts for travel expense and office expense. The duties of the stated clerk/treasurer are set

**(STANDING RULES CONTINUED)**

forth in the Presbytery Handbook at 4.3 and 4.6. The stated clerk treasurer may or may not be a member of presbytery

d. **The Assistant Stated Clerk/Treasurer** shall be elected at the September session for a three-year term beginning January 1. (Exceptions may be made in case of a vacancy in the office.) The duties of the assistant stated clerk/treasurer are set forth in the Presbytery Handbook at 4.4. The assistant stated clerk/treasurer may or may not be a member of the presbytery and shall serve without compensation.

e. **A Recording Clerk** may be appointed by the stated clerk at any session to record the minutes of the session and perform other tasks assigned by the stated clerk. The recording clerk may or may not be a member of the presbytery and shall serve without compensation. See Presbytery Handbook, at 4.5.

f. **The Trustees** of the presbytery shall be the members of the Board of Finance, the Moderator, and the Stated Clerk, and shall act in that capacity when so directed by the presbytery. The officers of the Trustees shall be the same as the officers of the Board of Finance. Deeds, Oil and Gas Leases, and other legal documents shall be signed by at least three trustees; usually the Moderator, the Stated Clerk, and the Chairperson of the Board of Finance and Trustees.

(The above information is also printed under Trustees, @ 4.701, page 19)

14. **The Executive Committee** shall consist of the moderator, vice moderator, stated clerk/treasurer, assistant stated clerk/treasurer, and the chairpersons of the presbyterial boards and standing committees. The duties of the executive committee are set forth in the Presbytery Handbook at 7.1. Pages 44 and 45
15. **Preliminary Minutes:** All program reports and financial reports of presbytery boards, committees, and task forces shall be sent to the stated clerk within 5 days of the February and August board meetings. The stated clerk shall assemble and staple these reports into preliminary minutes, which shall be mailed to each minister, elder delegate, and the chairperson of each board, committee and task force, at least 15 days prior to each session of the presbytery. See Presbytery Handbook, 4.304.
16. **Minutes:** It shall be the duty of the stated clerk to record all minutes in permanent form. Each item of business shall be in a separate paragraph and headings given to as many items as is practical. When a report by a board or other agency of presbytery is edited by the board or committee during presentation, or amended by presbytery, the stated clerk shall retype the report, renumbering recommendations if necessary, so that the report as printed in the minutes will be what was approved by presbytery. The minutes of the March session of presbytery shall be printed and distributed by June and the minutes of the September session by December. The stated clerk shall sign the original minutes of each session. See Presbytery Handbook, 4.305, page 12.
17. **Eligibility to Serve on Presbytery Boards and Standing Committees:** Any minister who is a member of Arkansas Presbytery and anyone who is a member of a Cumberland Presbyterian Church in Arkansas Presbytery shall be eligible to serve on any presbytery board or committee, with one exception. The exception is, no minister who serves a church, which receives benefits from the presbytery, and no member of a church, which receives benefits from the presbytery, should be a

**(STANDING RULES CONTINUED)**

member of the board, which oversees, or makes recommendations, with regard to those benefits. See Presbytery Handbook, 6.811 Page 41, and C. P. Digest 5.6o

18. **All Presbyterial Boards and Standing Committees:** All information regarding number of members, terms of office, duties, responsibilities, etc., of each board and committee is included under the Section for that particular board or committee. (See the Handbook, Contents, 6.0, page 3 for page numbers and applicable appendices.)
19. **Commissions:** The presbytery may elect commissions, which are authorized to deliberate upon and conclude the business submitted to them, subject to the review of presbytery. Stipulations concerning commissions are set forth in the Presbytery Handbook at 7.3 Pages 45 and 46.
20. **Other Committees:** The presbytery shall raise such other committees, as it deems appropriate. See Presbytery Handbook, 7.2 Page 45.
21. **Minister Commissioners to General Assembly:** Two Primary Minister Commissioners to General Assembly and two Alternates shall be elected at the fall session of presbytery. The Nominations Committee shall select ministers to be nominated in alphabetical order. See Presbytery Handbook 4.901 Page 18.
22. **Elder Commissioners to General Assembly:** Two primary elder Commissioners to General Assembly and two alternates shall be elected at the fall session of presbytery. The Nominations Committee shall select elders to be nominated based upon an alphabetical listing of the churches. See Presby. Handbook, 4.902 Page 18.
23. **Youth Advisory Delegates to General Assembly:** Two Primary Youth Advisory Delegates and two alternates shall be elected by the fall session of presbytery. The Nominations Committee shall select youths to be nominated from names submitted by the churches of the presbytery. See Presbytery Handbook, 4.903 Page 18.
24. **Minister Delegates to The Synod of Great Rivers:** Three Primary Minister Delegates and three alternates shall be elected at the fall session of the presbytery, prior to each even numbered year. The Nominations Committee shall use the same system used for selection of minister commissioners to the General Assembly. See Presbytery Handbook 4.906 Page 18.
25. **Elder Delegates to The Synod of Great Rivers:** Three Primary Elder Delegates and three alternates shall be elected at the fall session of presbytery, prior to each even numbered year. The Nominations Committee shall use the same system used for elder delegates to the General Assembly. See Presby. Handbook 4.907 Page 19.
26. **Travel Expense:** Travel expense for board and committee members and others, on official presbyterial business, shall be reimbursed at the rate of 35 cents per mile (unless the board member elects not to receive reimbursement), plus other actual expenses. It is the responsibility of the board or committee chair to turn in a list of travel expenses to the stated clerk/treasurer. Travel expense for delegates to the Synod of Great Rivers shall be included in the presbyterial budget.



(STANDING RULES CONTINUED)

**For travel expense of Commissioners to the General Assembly** see the Presbytery Handbook at Board of Finance 6.406a, Page 32.

27. **The Stated Clerk shall update the Standing Rules and the Arkansas Presbytery Handbook of Operation** following each session of presbytery.
28. **The Stated Clerk shall keep a list, including the name and address of each person who receives a copy of the Handbook** in order that they may be mailed pages, which have been changed, following each update. (See Handbook under Stated Clerk at 4.310.)
29. **The following persons shall be provided a copy of the Handbook:**  
Each minister who is a member of the presbytery; each licentiate; each candidate for the ministry; each church session clerk; and the chairperson, secretary, and treasurer of each presbyterial board and standing committee.  
For the September 14 & 15, 2007 session of presbytery, each elder delegate was provided a copy. The session clerk will receive updates for the elder delegate copy and should place them in the Handbook when received. For future sessions of presbytery that copy should be available for the use of the elder delegate.
30. **Amendments to The Standing Rules and the Arkansas Presbytery Handbook of Operation:** The Standing Rules and the Arkansas Presbytery Handbook of Operation may be amended by a two-thirds vote of members present and voting at any meeting of the presbytery.

## ARKANSAS PRESBYTERY HANDBOOK OF OPERATION

### 1.0 NAME, DEFINITION, PURPOSE AND FISCAL YEAR

- 1.001 **Name:** The official name of the presbytery shall be Arkansas Presbytery of the Cumberland Presbyterian Church, Inc.
- 1.002 **Definition:** The presbytery consists of the ordained ministers and the elders elected to represent the sessions of the churches within the state of Arkansas.
- 1.003 **Purpose:** The presbytery exists to exercise pastoral oversight and jurisdiction over ordained ministers, sessions, and churches within the state of Arkansas.
- 1.004 **Fiscal Year:** The Fiscal Year for Arkansas Presbytery shall be the calendar year.

### 2.0 GENERAL REGULATIONS

- 2.001 **Conduct of meetings:** Each meeting of the presbytery shall be conducted according to the Rules of Order of the Cumberland Presbyterian Church. The current edition of Robert's Rules of Order shall govern any case not covered by these rules. The presbytery shall take no action that is contrary to the Constitution and government of the Cumberland Presbyterian Church.
- 2.002 **Agenda and Program:** The moderator, stated clerk, and pastor host shall be the Program Committee of the presbytery. It shall plan the agenda and program of each session of the presbytery.

A member of the Board of Christian Education shall assist in the planning of the presbyterial program.

Once adopted the program may be changed by unanimous consent or by a two-thirds majority vote.

### 3.0 STANDING RULES

**The Standing Rules are printed on pages 5-9 of this Handbook**

- 3.001 The Standing Rules shall be printed in the minutes of each regular session of the presbytery.
- 3.002 New Standing Rules may be adopted at any meeting by a majority vote.
- 3.003 At any meeting they may be suspended by a majority vote or they may be amended or rescinded by a two-thirds majority vote.
- 3.004 The presbytery shall not adopt any Standing Rule, or take any action that is contrary to the Constitution and Government of the Cumberland Presbyterian Church.

## 4.0 OFFICERS AND REPRESENTATIVES OF THE PRESBYTERY

### 4.1 MODERATOR

4.101 **Election.** The moderator shall be nominated by the nominating committee in the September session, to be elected in the March session for a one year term, and shall serve until a successor is elected.

4.102 The moderator shall be knowledgeable of parliamentary law, and be familiar with the Standing Rules, Presbytery Handbook, Constitution, Rules of Order, and the current Cumberland Presbyterian Digest.

4.103 The duties of the moderator shall include the following:

a. to announce in proper sequence the business that comes before the presbytery in accordance with the agenda and the existing orders of the day;

b. to recognize members who are entitled to the floor;

c. to state and put all questions that legitimately come before the presbytery as motions or that arise otherwise in the course of the proceedings (except those that relate to the moderator), and to announce the result of each vote; or, if a motion that is not in order is made, to rule it out of order;

d. to protect the presbytery from frivolous motions by refusing to recognize them;

e. to require that the rules relating to debate and to order and decorum within the presbytery be observed;

f. to expedite business in every way compatible with the rights of the members;

g. to decide all questions of order, subject to appeal – unless, when in doubt, such a question is submitted to the presbytery for decision;

h. to respond to inquiries of members relating to parliamentary procedure or factual information bearing upon the business of the presbytery;

i. to authenticate, by signature, when necessary, all acts, orders, and proceedings of the presbytery;

j. to declare the meeting adjourned when the presbytery so votes or – when applicable – at the time prescribed on the program, or at any time in the event of a sudden emergency affecting the safety of those present;

k. to appoint all committees unless otherwise determined by the presbytery; and;

l. to call the vice moderator (or some other member) to the chair to preside temporarily, or before engaging in debate (except upon the question or order).

4.104 At each meeting, in addition to the necessary papers proper to the meeting's business, the moderator shall have at hand a copy of the Standing Rules, the Presbytery Handbook, the Confession of Faith and Government of the Cumberland Presbyterian Church, the current Digest, the current edition of Robert's Rules of Order, and a memorandum of the complete order of business.

4.105 The moderator shall be an advisory (non-voting) member of all boards and agencies of the presbytery.

### 4.2 VICE MODERATOR

4.201 **Election.** The vice-moderator shall be nominated by the nominating committee in the September session, to be elected in the March session, for a one year term.

4.202 The vice moderator shall perform the duties of the moderator during the absence or disability of the moderator or in the case of a vacancy in the office.

4.203 The vice moderator shall perform such other duties as may be assigned by the presbytery.

4.204 Arkansas Presbytery has established a tradition of electing the vice-moderator to succeed the moderator.

### 4.3 STATED CLERK

4.301 **Election.** The stated clerk shall be elected at the September session for a three-year term beginning January 1, and shall serve until a successor is elected. The stated clerk may or may not be a member of the presbytery.

4.302 **Compensation and Expenses.** An appropriate honorarium shall be paid and shall be reviewed annually in the preparation of the presbyterial budget. The budget shall also include amounts for the travel expense and office expense of the stated clerk.

4.303 **At all meetings of the presbytery** the stated clerk or assistant stated clerk shall perform the duties of the office.

4.304 **Preliminary Minutes:** All Program Reports and Financial Reports of presbytery boards, committees and task forces shall be sent to the stated clerk within 5 days of the February and August board meetings. The stated clerk shall assemble and staple these reports into preliminary minutes, which shall be mailed to each minister, elder delegate and the chairperson of each presbytery board, committee and task force at least 15 days prior to each session of the presbytery.

4.305 **Minutes of Meetings.** It shall be the duty of the stated clerk to record all minutes in permanent form. The clerk shall record each item of business in a separate paragraph and give headings to as many items as is practical. Extracts from the minutes are to be supplied when properly requested. The minutes of the March session of presbytery shall be printed and distributed by June and minutes of the September session by December. The stated clerk shall sign the original minutes of all sessions.

4.306 **Amendments to reports of boards, committees and task forces:** When a report by a board or other agency of presbytery is edited by the board or committee during presentation, or amended by presbytery, the stated clerk shall retype the report, renumbering recommendations if necessary, so that the report as printed in the minutes will be what was approved by presbytery.

4.307 **A copy of the minutes shall be mailed to** each minister, probationer, session clerk, church treasurer, session member, board and committee member, task force member, board and committee secretary, board and committee treasurer, Presbyterial CPWM Officer, and Regional CPWM president.

4.308 **The official Membership Roll** of the presbytery shall be maintained by the stated clerk.

4.309 **List of boards and other agencies.** The stated clerk shall keep a list of all boards, committees, task forces, commissions, etc., which shall include the name, address, e-mail address, and telephone number of each member of the board or other agency. The list shall also include the name, address, etc. of the board, committee or task force treasurer. If the treasurer is a member of the board, committee or task force the title Treasurer shall be entered following their name. If not a member their name shall be listed following the members and designated "Treasurer". Chairman or Secretary, shall be shown following the name of those officers. The following symbols shall be shown to the left of the name of each member; (PT) to indicate serving a partial term to complete an unexpired term when a vacancy has occurred, (1) to indicate that the member is currently serving their first term; (2) to indicate that the member is currently serving their second term; or (3) to indicate that the member is currently serving their third term. The list shall be updated following each session of the presbytery and the updated list printed in the minutes of that session.

Members are to be listed in groups, under the name of each board and committee based on the year their current term expires. Members of task forces, which do not have a specified term for members, shall be listed under the name of the task force.

**(STATED CLERK CONTINUED)**

4.310. **The Stated Clerk shall update the Standing Rules and the Arkansas Presbytery Handbook of Operation** following each session of presbytery. The stated clerk shall keep a list, including the name and address of each person who receives a copy of the Handbook, in order that they may be mailed pages, which have been changed, following each update.

4.311 The Stated Clerk shall serve as administrator of the Higher Education Endowment Fund. (See Treasurer 4.604e and APPENDIX FF).

4.312 **Other duties of the stated clerk shall include the following:**

a. **Notify all officers**, board and committee members, commissioners, and delegates, etc. of their election or appointment and shall have on hand at each session of presbytery a list of all existing committees and their members.

b. **All communications for boards**, committees and other agencies of the presbytery are to be routed through the stated clerk's office for proper referral. The stated clerk shall also furnish the boards and other agencies with any other documents and information available, required for the performance of their duties.

c. **Papers and communications to the presbytery**, without the apparent need for referral, are to be read to the presbytery by the stated clerk at the appropriate time, for action or referral by the presbytery.

d. **Certification of commissioners and delegates** to higher judicatories shall be the responsibility of the stated clerk.

e. **An annual necrology report** shall be prepared by the stated clerk for use in planning and conduction of the memorial Service at the March session of presbytery.

f. **All correspondence** and routine documents shall be signed by the stated clerk as the representative of the presbytery.

g. **A Presbytery Newsletter** shall be prepared by the stated clerk and mailed during the first week in January, April, July, October, and December. The January issue shall include a reminder that the Annual Congregational Reports are due by February first, and a reminder that the presbyterial boards will be meeting the first Saturday in February. The April issue shall include a summary of the actions of the March session of presbytery, schedules of camp dates, camp fees, etc and a notice of any change in the premiums for minister's health insurance, which became effective March first. The July issue shall include payment of Shares received through June 30<sup>th</sup> and a reminder that students of Bethel College and Memphis Theological Seminary who wish to receive a distribution from The Arkansas Education Fund should ask their church session to write a letter to the stated clerk prior to September first requesting the distribution. (The stated clerk shall provide a copy of each request to the presbytery treasurer immediately upon receipt) The October issue shall include a summary of the actions of the September session of the presbytery, including a list of congregational shares and the budget for the coming year, and a listing of OUO sent to the Church Center by the churches of Arkansas Presbytery through June 30<sup>th</sup>. The December issue shall include a list of churches and the amount of current year shares due by December 31; and information that Annual Congregational Reports are due by February first. (The presbytery treasurer shall provide all financial information needed by the stated clerk for the Newsletter.) All issues shall include pastoral changes, ordinations, installations, prayer requests sent to the stated clerk by churches for inclusion in the morning prayers of all churches in the presbytery, news or announcements submitted by churches, etc. The newsletter mailing list shall include all pastors, stated supplies, other ministers who are members of the presbytery, licentiates, candidates, members of presbytery boards and committees, session clerks, church treasurers, members of church sessions, and others as the need arises.

**(STATED CLERK CONTINUED)**

**h. At each session of presbytery the stated clerk shall have available copies of the minutes of recent meetings of presbytery, synod, and the General Assembly, the Summary of the Actions of the last meeting of the General Assembly, the Confession of Faith, the Cumberland Presbyterian Digest, the Presbytery Manual of Operation, and the current edition of Robert's Rules of Order.**

**i. Committee records.** The stated clerk shall keep on file all committee records.

**j. Any vote which requires more than a majority** following a polling of the presbytery or a division of the house, or a vote to change a standing rule or the handbook of operation shall be recorded by the stated clerk.

**k. Records of the rotation system for commissioners to General Assembly and delegates to Arkansas Synod** shall be kept current by the stated clerk and be made available to the Nominations Committee as needed.

**l. Nomination Forms for presbytery boards** and other agencies shall be received and kept on file by the stated clerk. Prior to each meeting of the Nominations Committee the chairman of the committee shall be provided copies of all current forms.

**m. Nomination Forms for General Assembly boards** shall be received by the stated clerk and forwarded to the Stated Clerk of the General Assembly.

**n. The stated clerk may also serve as treasurer** of the presbytery and/or one or more boards or committees.

**o. The stated clerk shall be an advisory (non-voting) member** of all boards and standing committees of the presbytery. At the regular meetings of the boards and committees in February and August the stated clerk shall be available to meet with the various boards and committees for short periods of time as needed.

**p.** The stated clerk shall present a general report of activities to each regular meeting of presbytery.

**q. Upon leaving office** the stated clerk shall transfer all records of the office to the successor within 30 days.

**4.4 ASSISTANT STATED CLERK**

4.401 An assistant stated clerk shall be elected at the September session for a three-year term beginning January 1 and hold office until a successor is elected.

The duties of the position shall be to assist the stated clerk as needed, learning the duties of the stated clerk, and to provide a backup in any absences of the stated clerk. The assistant stated clerk may or may not be a member of the presbytery and shall serve without compensation.

**4.5 RECORDING CLERK**

4.501 The stated clerk may appoint a recording clerk at any session to record the minutes of the session and perform other tasks assigned by the stated clerk. The recording clerk may or may not be a member of the presbytery and shall serve without compensation.

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## 4.6 TREASURER

4.601 **Election:** The treasurer shall be elected at the September session for a three year term beginning January 1, and shall serve until a successor is elected. The treasurer may or may not be a member of the presbytery.

4.602 **Compensation and Expenses:** An appropriate honorarium shall be paid and shall be reviewed annually in the preparation of the presbyterial budget. The budget shall also include amounts for travel expense and office expense of the treasurer.

4.603 **The treasurer shall keep the books properly posted** so as to be able to provide a current report on the financial condition of the presbytery. The books of the presbytery treasurer and each board treasurer shall be closed annually as of December 31<sup>st</sup>.

4.604 **Other duties of the treasurer shall include the following:**

a. **Financial Reports.** The treasurer shall submit a detailed financial report to each regular session of the presbytery. The report to the March session shall cover the period January 1 through December 31 of the previous year. The report to the September session shall cover the period January 1 through June 30 of the current year.

b. **Audit.** Prior to the February board meetings the treasurer shall provide to the Board of Finance a copy of the General Ledger, Trial Balance, Balance Sheet, Deposit Detail, Bank Statements and a list of congregational shares which includes each church's Share, amount paid and balance due. The records provided shall cover the period January 1, through December 31 of the previous calendar year.

c. **Church Shares** shall be received by the treasurer and deposited in the presbytery bank account. Effective January 1, 2008 Shares shall be allocated to the various boards and committees at the end of each month based upon the percent each is scheduled to receive from the presbytery's total budget for the year. The Board of Camps, Conferences and Retreats; the Board of Christian Education; the Board of Missions; and the Committee on the Ministry shall be mailed a check by the stated clerk/treasurer by the 10<sup>th</sup> of the following month. This procedure shall be followed, without variation, until all shares for the year have been allocated and disbursed or until each board/committee has received their total budget for the year.

Shares received for prior years shall be credited to the church for the year for which the payment is intended, but shall be allocated to the boards and committees as part of the current year budget.

d. **Camp Peniel Endowment Interest** shall be received by the treasurer, deposited to the bank account, and allocated (separate from Shares income) to the Board of Camps, Conferences and Retreats. At the end of each calendar quarter the treasurer shall disburse 100% of the interest income to the Board of Camps, Conferences and Retreats.

e. **Arkansas Higher Education Endowment Interest** shall be received by the treasurer, deposited to the bank account and allocated to the Arkansas Higher Education Endowment Interest Income fund. The fund shall be disbursed in accordance with APPENDIX FF. (Also See Stated Clerk 4.311 in this Handbook.)

f. **Interest on the Charlotte Stamps Memorial Fund** shall be deposited in the Charlotte Stamps money market account and, with the exception of a minimum amount retained in the money market account, shall be disbursed to the Committee on the Ministry at the end of each calendar quarter.

g. **Interest earned by the bank account and any other interest income** shall be deposited to the bank and allocated quarterly to the miscellaneous account.

h. **Income from Gas Royalties** shall be received by the treasurer, deposited to the bank account and allocated to the Miscellaneous Account. **Income from Gas**



**(TREASURER CONTINUED)**

**Leases** shall be received by the treasurer, deposited to the bank account and distributed as directed by the presbytery.

i. **Donations designated for a particular board** or committee shall be received by the treasurer, deposited to the bank account, and allocated (separate from Shares income) to the board or committee designated. At the end of each calendar quarter the treasurer shall disburse 100% of the funds to the board or committee. .

j. **Health Insurance for Ministers in the Cumberland Presbyterian Church Plan:** The treasurer shall pay premiums for health insurance for ministers each month when the invoice is received from the Denominational Board of Stewardship. By the 10<sup>th</sup> of each month the treasurer shall send a statement to church treasurers and pastors requesting reimbursement of 25% of the premium paid for the pastor. In cases where the pastor pays the health insurance reimbursement the statement shall be sent to the pastor only. When the treasurer receives payments the money shall be deposited in the presbytery bank account and allocated to the Health Insurance Fund.

**For the Hispanic Task Force, Arkansas Presbytery pays 100%** of the health insurance premiums for the pastor, and his dependents. Insurance for the minister is included when the invoice for Health Insurance premiums is paid, and no statement requesting reimbursement is sent to the minister or the Hispanic Task Force treasurer. The presbytery treasurer will receive, and pay, a quarterly invoice form Arkansas Blue Cross and Blue Shield for the dependents insurance. **Also see Board of Finance 6.415.**

Prior to the February and August board meetings the treasurer shall submit an itemized report to the stated clerk, for referral to the Board of Finance, showing the status of the account of each minister enrolled in the insurance plan. . The report prior to the February board meetings shall show the balance due, or credit, for each church/minister as of December 31 of the previous year. The report prior to the August board meetings shall show the balance due, or credit, for each church/minister as of June 30 of the current year.

k. **Health Insurance for Ministers not enrolled in the Cumberland Presbyterian Church Plan:** By the 15<sup>th</sup> of the first month in each quarter the treasurer shall send a check to each minister who has been approved by the presbytery to receive assistance in payment of premiums on individual health insurance policies or Medicare Supplement policies in the amount approved by the presbytery for each such minister.

**Note: With regard to Health Insurance also see, under Board of Finance in this Handbook, items 6.413 through 6.419.**

l. **Long Term Disability (LTD) Insurance for Ministers:** The treasurer shall pay LTD insurance premiums for ministers each quarter when the invoice is received from the Denominational Board of Stewardship. By the 10<sup>th</sup> of the second month in each quarter the treasurer shall send a statement to church treasurers and pastors requesting reimbursement for 100% of the premium paid. In cases where the pastor pays the LTD insurance reimbursement the statement shall be sent to the pastor only. **Also see under Board of Finance, in this Handbook, 6.420**

m. **Travel expenses of presbyterial appointed moderators** of churches shall be paid by the treasurer, when recommended by the Board of Missions.

n. **Travel expense for commissioners to General Assembly:** The Board of Finances sets a maximum amount depending upon where the General Assembly is meeting.

The treasurer shall advance the total amount to each commissioner prior to the meeting. Refunds of any excess funds will be on the honor system and will be accepted by the treasurer if offered. **See Board of Finance 6.406a**

**(TREASURER CONTINUED)**

o. **The presbytery treasurer may also serve as stated clerk** of the presbytery and/or treasurer of one or more boards or committees.

p. **The treasurer shall be an advisory (non-voting) member** of all boards and standing committees of the presbytery. At the regular meetings of the boards and committees in February and August the treasurer shall be available to meet with the various boards and committees for short periods of time as needed.

q. **Upon leaving office** the treasurer shall transfer all records of the office to the successor within 30 days.

## **4.7 TRUSTEES**

4.701 **The Trustees** of the presbytery shall be the members of the Board of Finance, the Moderator, and the Stated Clerk, and shall act in that capacity when so directed by the presbytery. The officers of the Trustees shall be the same as the officers of the Board of Finance. Deeds, Oil and Gas Leases, and other legal documents shall be signed by at least three trustees; usually the Moderator, the Stated Clerk, and the Chairperson of the Board of Finance and Trustees.

(The above information is also printed in Standing Rule No. 13f )

## **4.8 PRESBYTERIAL HISTORIAN**

4.801 May be either a minister or a layperson;

4.802 Shall be an active member of a Cumberland Presbyterian Church or a minister in Arkansas Presbytery;

4.803 Shall have an interest in the history of the Cumberland Presbyterian Church in Arkansas, and be willing to give some time in recovering and writing that history;

4.804 Shall have an interest in, and be willing to give some time in, assisting congregations in recovering, preserving, and writing their histories;

4.805 The term of office shall be three years, with the possibility for re-election for two additional terms;

4.806 That the Historian cannot serve on the Heritage Committee.

4.807 Recommendations for a person to fill this position shall be made by the Heritage Committee to the Nominations Committee of presbytery;

4.808 Shall automatically become an advisory (non-voting) member of the Heritage Committee.

#### **4.9 COMMISSINERS TO GENERAL ASSEMBLY AND DELEGATES TO SYNOD**

4.901 **Two Primary Minister Commissioners to General Assembly** and two alternates shall be elected at the fall session of presbytery. The Nominating Committee shall select ministers to be nominated in alphabetical order. The stated clerk will keep a record of the rotation system and make the information available to the Nominations Committee when needed. Any minister choosing not to accept his/her turn shall be bypassed until the succeeding round. Alternate commissioners shall be those whose names follow those of the primary commissioners in the alphabetical listing. In order to be eligible to serve as a commissioner a minister must have been a member of the presbytery for four calendar years, and must have attended at least two thirds of the regular sessions of presbytery during the last three years. The stated clerk shall provide the Nominating Committee with an alphabetical listing of ministers and other information needed in order to know which ministers are eligible for nomination.

4.902 **Two Primary Elder Commissioners to General Assembly** and two alternates shall be elected at the fall session of presbytery. The Nominating Committee shall select elders to be nominated based upon an alphabetical listing of the churches. Only elders who are a member of the church session at the time the General Assembly meets are eligible to serve. The stated clerk will also keep a record of the rotation system for elder delegates. Churches who are unable to supply an elder commissioner shall be bypassed until the succeeding round. Alternate commissioners shall be selected from those churches whose names follow the home churches of the primary commissioners. In order to be eligible to supply an elder commissioner a church must have been represented at two thirds of the regular sessions of presbytery during the last three years and/or have paid its presbyterial shares in full the year prior to the Assembly. The stated clerk shall provide the Nominating Committee with an alphabetical listing of churches, and other information needed to determine which churches are eligible to provide an elder delegate to synod.

4.903 **Two Primary Youth Advisory Delegates** and at least two alternates shall be submitted to the presbytery from nominees submitted by the churches of the presbytery. The church session shall include a brief synopsis of the activities and involvement of the nominee in the church.

4.904 **Reports of Commissioners and Youth Advisory Delegates to General Assembly:** Each commissioner and each youth advisory delegate shall submit a written report to the fall session of presbytery. The Youth Advisory Delegates shall give an oral report to the next meeting of the CPYF of A following the meeting of the General Assembly.

4.905 **Travel Expense for General Assembly commissioners and youth advisory delegates. See Board of Finance 6.406a, and Presbytery Treasurer 4.604 n.**

4.906 **Minister Delegates to Synod: Three primary minister delegates and three alternates** shall be elected at the fall session of presbytery, prior to each even numbered year, to represent the presbytery at the meeting of The Synod of Great Rivers. The Nominations Committee shall use the same system used for the selection of minister commissioners to General Assembly. Any minister choosing not to accept his/her turn shall be bypassed until the succeeding round. Eligibility to serve as a minister delegate to synod shall be the same as the requirements for commissioners to the General Assembly. The stated clerk shall keep a different rotation record since the synod meets only every two years.

**(COMMISSINERS TO GENERAL ASSEMBLY AND DELEGATES TO SYNOD  
CONTINUED)**

4.907 **Elder Delegates to Synod: Three primary elder delegates and three alternates** shall be elected at the same time minister delegates are elected. The Nominations Committee shall use the same system used for the selection of elder commissioners to the General Assembly. Any church unable to provide an elder delegate shall be bypassed until the succeeding round. Eligibility to serve as an elder delegate shall be the same as the requirements for elder commissioners to the General Assembly. The stated clerk shall keep a rotation list.

4.908 **Reports of delegates to synod:** Each delegate to synod shall present a written report to the fall meeting of presbytery.

4.909 **Travel Expenses of delegates to synod. See Standing Rule 26 and Board Of Finance 6.406c.**

**5.0 RESPONSIBILITIES AND FUNCTIONS OF THE PRESBYTERY**  
**(with a listing of the agency or agencies responsible for carrying them out, or**  
**making recommendations to the presbytery regarding them)**

**5.001 The presbytery has the responsibility to:**

- a. receive, examine, dismiss, and license candidates, and to ordain them to the ministry; (Committee on the Ministry)
- b. receive, dismiss, install, remove, and discipline ministers; (Committee on the Ministry, Board of Missions)
- c. approve ministers to serve as pastors and in other types of ministry; (Board of Missions, Committee on the Ministry)
- d. require ministers to devote themselves diligently to their calling and censure and otherwise discipline the delinquent; (Committee on the Ministry)
- e. review the records of sessions, discipline sessions for whatever they may have done contrary to order, and take effectual care that they observe the government of the church; (Committee on Judicial Concerns, Board of Missions)
- f. examine and decide appeals, protests, and referrals brought before it in any orderly manner; (Committee on Judicial Concerns)
- g. establish the pastoral relation and dissolve it at the request of both parties, or where the interests of religion imperatively demand it; (Board of Missions, Committee on the Ministry)
- h. see that the injunctions of the higher judicatories are obeyed; (Committee on Judicial Concerns)
- i. condemn erroneous opinions which hinder the peace and purity of the church, and resolve questions of doctrine and discipline properly and seriously proposed; (Committee on Theology and Social Concerns; Committee on the Ministry, Board of Missions)
- j. visit particular churches, inquire into their condition, and redress the evils that may have arisen in them; (Board of Missions)
- k. settle differences regarding church property and its use; (Board of Finance, Board of Missions)
- l. approve the location of new churches and the relocation of existing churches; (Board of Missions)
- m. approve proposals and plans of churches considering building or rebuilding church facilities or additions; (Board of Missions, Board of Finance)
- n. unite or divide such churches as are in a chronic state of crisis or inaction, unite or divide other churches with the consent of a majority of the members thereof, and, for cause, dissolve a church and attach its members to another congregation; (Board of Missions)
- o. form and receive new churches and concert measures for the enlargement of the church within its bounds; (Board of Missions)
- p. take special oversight of churches which do not have the services of a minister, appointing a minister to moderate its session; (Board of Missions, Committee on the Ministry)
- q. formulate budgets and assign shares to the churches of the presbytery; (Board of Finance)
- r. institute and oversee the agencies necessary in the work of the presbytery; (Presbytery)

**(RESPONSIBILITIES AND FUNCTIONS OF PRESBYTERY CONTINUED)**

s. engage in study and planning in order to: establish goals, objectives, and programs; set priorities, and take whatever action this calls for; (Presbytery, Executive Committee, Special Committees)

t. plan, promote, and implement Christian Education activities and events to help inculcate the Christian faith in the presbytery's constituents and aid in their spiritual formation; (Board of Christian Education)

u. endeavor to raise the consciousness level of its constituents on social concerns; (Committee on Theology and Social Concerns)

v. collect and preserve materials relating to the presbytery's history and the history of the Cumberland Presbyterian Church; (Heritage Committee)

w. order, in general, whatever pertains to the welfare of the churches under its care; (all agencies)

x. elect representatives to the higher judicatories; (Nominations Committee)

y. propose to the synod or to the General Assembly such measures as may be for the good of the church or of society in general; (Presbytery)

z. buy and sell property. (Board of Finance and Trustees)

5.002 The presbytery shall keep full and accurate records or its proceedings and submit them to the synod for review at its stated meeting. It shall report regularly to synod and to the General Assembly its roll, including all candidates, licentiates, ministers, session clerks, and churches. In addition it shall report on licensures; and ordinations; on reception, dismissal, or death of ministers; on the union, division, and formation of churches, and on such statistical and other information as may be required to describe the state of religion in its midst.

## 5.5 RESPONSIBILITIES OF CHURCH SESSIONS, SESSION CLERKS AND TREASURERS

### 5.501 Church sessions, session clerks, and treasurers have the responsibility to:

a. **Send in the Annual Congregational Report:** The session clerk of each church should complete the Annual Congregational Report and mail it to the stated clerk so that it is received by February 1.

**The church treasurer** of each church should provide the session clerk with a copy of the Annual Financial Report as early as possible in January, so that the session clerk will be able to prepare the Annual Congregational Report timely.

b. **List of Church Leaders including the pastor, session members, session clerk, and treasurer.** Each December the stated clerk will send each session clerk a form – Appendix Z – requesting information regarding church leaders and a list of children and youth. The session clerk should complete the form and return it to the stated clerk, along with the Annual Congregational Report by February 1 of the next year. This will assure that the church receives all mailings from the office of the stated clerk, presbyterial boards, etc. and will provide information needed by the stated clerk and the Camp Board.

c. **Churches with names beginning with the letters “A” through “M”** shall present a copy of the previous year “Checklist”, signed by the session clerk and the moderator of the church session, one copy of their session records, and one copy of the annual financial report for examination by the Committee on Judicial Concerns at the committee’s regular meeting on the first Saturday in February. **Churches with names beginning with the letters “N” through “Z”** shall present the same information to the committee at the committee’s regular meeting on the first Saturday in August. Every five years, beginning in 1995 each church shall present, along with its session records, one copy of its membership rolls, including active members, inactive members, child members, baptisms, marriages, deaths, elders, pastors, etc. (See APPENDIX Q for a copy of the committee’s Checklist for Examination of Church Records. APPENDIX Q also includes a list of explanations of each item in the checklist.)

d. **Necessity of noting a quorum present:** The session clerk of each church shall record the names of elders present and elders absent at each meeting of the church session. Or in the alternative, state that a quorum was present and keep a membership roll of elders present and absent at each meeting and include this information with the copies of their minutes sent to The Committee on Judicial Concerns.

e. Each church in Arkansas Presbytery should seek to have at least three elders to constitute its session.

f. **Church Name Important:** All Cumberland Presbyterian Churches in Arkansas Presbytery should use the name Cumberland Presbyterian in business transactions, including printed on their checks. Also, all churches should carry the name of the church as listed on the presbytery roll of churches. The complete name of the church is very important, for example, First Cumberland Presbyterian Church could be as many as four churches in Arkansas Presbytery as well as many across the denomination. The name should be “First Cumberland Presbyterian Church of Pine Bluff” or wherever it is.

g. Sessions are encouraged to send any old session records, or copies of these, to the stated clerk for deposit in the archives at the Historical Foundation in Memphis. Also as current records are filled preferably the originals, or copies of these, should be sent to the stated clerk

h. Local pastors and members of churches should be extremely careful in counseling with prospective candidates in their route of education as the Committee on the Ministry and presbytery are the only ones to recommend to the candidate his/her



**(RESPONSIBILITIES OF CHURCH SESSIONS, SESSION CLERKS AND TREASURERS CONTINUED)**

route of preparation, and this is subject to the approval of the denominational Commission on the Ministry.

i. All church sessions should insist that pastors attend retreats, conferences, and seminars as a means for continuing education and spiritual renewal, and the church session should help by paying part or all of the expenses incurred by the pastor.

j. **Local Church Historian:** Each local church should elect or appoint a historian who collects printed programs, photographs, biographical materials, taped interviews, etc. and sends them to the Historical Foundation in Memphis or to the presbyterial Heritage Committee.

k. **Local church Heritage Committee:** Each local church should appoint a Heritage Committee to consist of three members or more, including the church historian and the CPWM historian, with the duties of the committee being the collection and preservation of the history of the congregation.

l. **Local Church History:** Any churches with printed histories should send copies of these to the presbytery Heritage Committee. The presbytery Heritage Committee will forward these histories to the stated clerk for deposit in the Historical Foundation.

m. **Local Heritage Celebrations:** Each individual church should plan and promote celebrations in remembrance of important persons and events in the life of the local church and the denomination.

n. **Presbyterial Directory:** All congregations are to cooperate with the Heritage Committee to collect the information needed to compile a presbyterial directory and a biographical record of ministers and probationers.

## 6.0 AGENCIES OF THE PRESBYTERY

### 6.1 BOARD OF MISSIONS

6.101 **The board shall consist of ten members** in three staggered terms and shall include at least three ministers, three laypersons, three males and three females.

6.102 **The terms shall be for three years**, and members may not serve more than three consecutive terms, in addition to any partial term served to fill a vacant position.

6.103 **Members are expected to attend all meetings of the board**, or if cause exists, contact the chairperson of the board and request to be excused. After two consecutive unexcused absences the position shall be considered vacant, and the chairperson shall notify the stated clerk for referral to the Nominations Committee.

6.104 **Officers of the board.** The board should elect officers as the first item of business at each February meeting.

6.105 **The Cumberland Presbyterian Women's Ministry** shall be under the direction of the board and shall channel their reports to the presbytery through it.

6.106 **The president of the Cumberland Presbyterian Women's Ministry** shall be an advisory member of the board.

6.107 **Board Reports:** The chairperson of the board shall submit a program report and a detailed financial report to the stated clerk, for inclusion in the preliminary minutes, within five days after the regular board meeting in February and August.

The board treasurer shall prepare the financial report for approval by the board at the regular meeting in February and August. The report presented at the February board meeting shall cover the period January 1 through December 31 of the previous calendar year, and the report at the August meeting the period January 1 through June 30 of the current year.

The Board of Missions shall mail to the chairman of the Board of Finance a financial report accompanied by a matching end of the period bank statement by July 15 for the Jan.1–June 30 report and by Jan. 15 for the year end report.

At the end of the program report the secretary of the board should type “/s/ (Name), Chairman”, followed by the name of each member present. If a member declines to have their name shown that may be, or not be, noted as they choose.

6.108 **Task Force Reports:** Each Task Force working under the direction of the Board of Missions shall present a program report and a detailed financial report to the Board of Missions at the February and August board meeting. The financial report presented at the February meeting shall cover the period January 1 through December 31 of the previous calendar year, and at the August meeting the period January 1 through June 30 of the current year.

The program report and the financial report of each task force shall be submitted to the stated clerk, along with the Board of Missions reports, for inclusion in the preliminary minutes.

6.109 **Budget Request:** The board shall present a budget request to the Board of Finance at the August board meeting.

6.110 **Audit:** Prior to the February board meetings the treasurer shall provide to the Board of Finance a copy of the financial records for the Board of Missions and related task forces. Depending upon the bookkeeping system used, the records will include copies of the General Ledger, Trial Balance, Balance Sheet, and Bank Statements and reconciliation; or a list of income and expenses, the check register and bank statements and reconciliation. The records provided shall cover the period January 1, through December 31 of the previous calendar year.

6.111 **Presbyterial appointed moderators of church sessions:** The board is responsible for making recommendations to presbytery concerning the appointment of moderators of the church session for vacant churches.

**(BOARD OF MISSIONS CONTINUED)**

6.112 When a minister is appointed moderator of a church session the stated clerk shall send him/her a notice of his/her appointment. **(APPENDIX (H), SECTION I is the proper form to be used for this notice.)**

6.113 The affected church session is also to be notified by the stated clerk. **APPENDIX (H), SECTION II is the proper form to be used for this notice.**

6.114 Churches, which have presbyterial appointed moderators, should pay their travel expense if possible, if not, the board shall recommend that the presbytery treasurer pay the expense from the travel fund.

6.115 The presbytery appointed moderators shall send semi-annual reports to the Stated Clerk, prior to the Presbyterial Board meetings; for referral to the Board of Missions. The Board of Missions shall report to Arkansas Presbytery annually on these reports. **APPENDIX I** is the proper form to be used for these reports.

6.116 **New Church Development:** The Board of Missions is responsible for initiating, promoting, and overseeing the development of new churches.

6.117 A resolution regarding New Church Development was adopted by Arkansas Presbytery at its 1996 September session. **See APPENDIX (J).**

6.118 **Funds for New Church Development:** Funds from the sale of all property shall go to New Church Development, or as directed by the Board of Missions.

6.119 **Church Visitation:** The Board of Missions shall meet with at least two congregations each year for the purpose of discussing needs, problems and opportunities of the congregation. The board is encouraged to seek the assistance of other boards or committees as needed.

6.120 **Among the specific responsibilities of the Board of Missions are:**

- a. **redeveloping established churches;**
- b. **developing programs of evangelism and church growth;**
- c. **establishing multi-church parishes;**
- d. **making recommendations concerning the establishing and dissolving of pastoral relationships;** See Handbook for Session Clerks, C. P. Church October 2006, page 6
- e. **aiding pulpit and search committees;**
- f. **Guidelines and Procedures for searching for and calling a pastor:** Definite guidelines have been adopted for the procedure to be followed when a church is without a pastor and begins the process of calling one; **See APPENDIX (G), (G-1) and (G2)**
- g. **Guidelines and procedures for establishing and dissolving pastoral relationships;** **See APPENDIX (G), (G-1) and (G-2)**
- h. **aiding churches** that are **experiencing disharmony** among its members, or other serious difficulties (it is preferable that the church ask for assistance, but there are times when the board should initiate the action);
- i. **publishing** and promoting the **mission programs** of the General Assembly's Board of Missions;
- j. **maintaining contact with the mission committees** in the particular churches, and providing them with information concerning missions materials and other resources;
- k. **servicing as a channel of communication** between the General Assembly's Board of Missions and the Committees on Missions in the particular churches;
- l. **sponsoring seminars**, mission fairs, and workshops for a particular church, cluster of churches, or the churches of the presbytery-at-large;

m. **advising local churches** concerning the organization of volunteer work groups;

**(BOARD OF MISSIONS CONTINUED)**

n. **Health Insurance Requirement:** Pastoral relationships **in full time situations** will be approved only upon written documentation that health insurance is being provided through the Cumberland Presbyterian Health Insurance Program, unless proper exemption applies;

6.121. **The Board of Missions has responsibilities pertaining to Lay Leaders.** Lay leadership in a particular church is to be approved by the session of that church, and the presbyterial Board of Missions. The relationship with a particular congregation is for a stated period of time, not to exceed one year, and is subject to annual review by the session and the Board of Missions. While serving a congregation the lay leader is to be under the supervision of the ordained minister appointed by the presbytery to serve as moderator of that session. **(See Committee on the Ministry Section C, 3)**

**MISSION STATEMENT OF THE BOARD OF MISSIONS**

The Arkansas Presbytery Board of Missions exists to aid each congregation in fulfilling the Great Commission and commandment to be a witness to the unconditional love of God, both locally and throughout the world. To fulfill this commitment we strive to be diligent in assisting with pastoral care and spiritual growth of each church in the presbytery. One of our specific responsibilities is to be a liaison between the General Assembly's Board of Missions and the congregations. Our aim is to be the vital link in the connectional structure of the Cumberland Presbyterian denomination.

## 6.2 BOARD OF CHRISTIAN EDUCATION

6.201 **The board shall consist of six members** in three staggered terms and shall include at least one minister, one male layperson, two males and two females.

6.202 **The terms shall be for three years**, and members may not serve more than three consecutive terms, in addition to any partial term served to fill a vacant position.

6.203 **Members are expected to attend all meetings of the board**, or if cause exists, contact the chairperson of the board and request to be excused. After two consecutive unexcused absences the position shall be considered vacant, and the chairperson shall notify the stated clerk for referral to the Nominations Committee.

6.204 **Officers of the board.** The board should elect officers as the first item of business at each February meeting.

6.205 **Board Reports:** The chairperson of the board shall submit a program report and a detailed financial report to the stated clerk, for inclusion in the preliminary minutes, within five days after the regular board meeting in February and August.

The board treasurer shall prepare the financial report for approval by the board at the regular meeting in February and August. The report presented at the February board meeting shall cover the period January 1 through December 31 of the previous calendar year, and the report at the August meeting the period January 1 through June 30 of the current year.

At the end of the program report the secretary of the board should type “/s/ (Name), Chairman”, followed by the name of each member present. If a member declines to have their name shown that may be, or not be, noted as they choose.

6.206 **Budget Request:** The board shall present a budget request to the Board of Finance at the August board meeting.

6.207 **Audit:** Prior to the February board meetings the treasurer shall provide to the Board of Finance a copy of the financial records for the Board of Christian Education. Depending upon the bookkeeping system used, the records will include copies of the General Ledger, Trial Balance, Balance Sheet, and Bank Statements and reconciliation; or a list of income and expenses, the check register, and bank statements and reconciliation. The records provided shall cover the period January 1, through December 31 of the previous calendar year.

6.208 **Among the specific responsibilities of the Board of Christian Education are:**

a. serving as liaison between the committees on Christian Education in the particular churches and General Assembly’s Board of Christian Education;

b. promoting and publicizing the programs of the General Assembly’s board;

c. serving as a resource for local Christian Education committees in their various concerns including; Sunday church school, weekday church school, training, church officer training, stewardship education, and all additional systematic study opportunities for children, youth, and adults;

d. providing curriculum materials workshops with critical evaluations of print materials, filmstrips, films, slide sets, audio and video cassettes;

e. **Video Library:** The board has a video library for Arkansas Presbytery located at the Russellville Church. All members of the presbytery are encouraged to check out videos for a deposit of \$25.00 for one video or \$50.00 for a set, plus the cost of postage. The deposit is returned when the videos are returned. Videos now owned by Arkansas Presbytery include, Gods of the New Age; Witnesses of Jehovah; The God Makers; Temple of the God Makers; Clerk-Treasurer Seminar 1992; Third Age Ministry; Older and Better; Designing a Worship Service to Reach the Un-churched (two parts); and So You’ve been elected an Elder. The Russellville Church Session has approved

### **(BOARD OF CHRISTIAN EDUCATION CONTINUED)**

including all the videos in its library for loan. Contact the librarian at Russellville First Cumberland Presbyterian Church to check out a video.

f. **Scheduling Events:** Special workshops, training events, seminars, and conferences must first be approved by the Board of Christian Education to receive funding.

g. **Policy for Registering Youth Delegates to CPYC and Triennium:** (1) The CPYF of A Advisor will report to the Board of Christian Education the names of youth to be sponsored by Arkansas Presbytery by the February board meeting. (2) The board will furnish these names, along with the adult chaperons, to the board member, or some other person, selected by the board to coordinate these events . (3) The person selected will secure registration forms, get them into the hands of delegates and chaperons, and collect and return them by the deadline, along with payment of required fees. (4) The person selected to coordinate the events and/or the board treasurer will arrange and pay for transportation to and from the events.

h. **Accountability of CPYF of A Advisor:** The CPYF of A Advisor will be accountable to the Board of Christian Education and make regular reports on his/her activity and the activities of the CPYF of A.

i. **Special Offerings:** The Board of Christian Education is permitted to receive love offerings at the workshops it sponsors.

j. **Curriculum:** Congregations should give first consideration to curriculum developed and/or approved by the Cumberland Presbyterian Church, for instance Bible Quest; Encounter; The Present Word; and The Making of Disciples Called Cumberland Presbyterians.

### **PURPOSE**

The board has established the following as the purpose of the Arkansas Presbyterial Board of Christian Education: (1) Helping churches better understand and grow in Christian Education. (2) Enabling and supporting churches through leadership training and development. (3) Providing opportunities and funding for youth events and asking them to share their experiences with presbytery. (4) being aware of and coordinating the needs of local congregations with the programs that the denominational board develops to meet those needs, and promoting and publicizing the events.

### **MISSION STATEMENT OF THE BOARD OF CHRISTIAN EDUCATION**

The mission of the Board of Christian Education of Arkansas Presbytery is to be aware and coordinate the needs of congregations by developing educational programs, training leaders, funding, promoting, and publicizing Christian Education events.

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### **6.3 COMMITTEE ON THE MINISTRY**

6.301 The Committee on the Ministry shall consist of 8 members in three staggered terms and should include at least four ministers, one elder, one male, and one female.

6.302 **The terms shall be for three years**, and members may not serve more than three consecutive terms, in addition to any partial term served to fill a vacant position.

6.303 **Members are expected to attend all meetings of the committee**, or if cause exists, contact the chairperson of the committee and request to be excused. After two consecutive unexcused absences the position shall be considered vacant, and the chairperson shall notify the stated clerk for referral to the Nominations Committee.

6.304 **Officers of the Committee.** The committee should elect officers as the first item of business at each February meeting.

6.305 **Committee Reports:** The chairperson of the committee shall submit a program report and a detailed financial report to the stated clerk, for inclusion in the preliminary minutes, within five days after the regular board meeting in February and August.

The committee treasurer shall prepare the financial report for approval by the committee at the regular meeting in February and August. The report presented at the February committee meeting shall cover the period January 1 through December 31 of the previous calendar year, and the report at the August meeting the period January 1 through June 30 of the current year.

The Committee on the Ministry shall mail to the chairman of the Board of Finance a financial report accompanied by a matching end of the period bank statement by July 15 for the Jan. 1–June 30 report and by Jan. 15 for the year end report.

At the end of the program report the secretary of the committee should type “/s/ (Name), Chairman”, followed by the name of each member present. If a member declines to have their name shown that may be, or not be, noted as they choose.

6.306 **Budget Request:** The committee shall present a budget request to the Board of Finance at the August board meeting.

6.307 **Audit:** Prior to the February committee meeting the treasurer shall provide to the Board of Finance a copy of the financial records for the Committee on the Ministry. Depending upon the bookkeeping system used, the records will include copies of the General Ledger, Trial Balance, Balance Sheet, and Bank Statements and reconciliation, or a list of income and expenses, the check register, and bank statements and reconciliation. The records provided shall cover the period January 1, through December 31 of the previous calendar year.

#### **SECTION A - The Committee on the Ministry shall direct and nurture persons in preparation for the ministry.**

6.308 **The functions of the Committee on the Ministry shall be as follows:**

1. The application to be taken under the care of the presbytery as a candidate for the ministry and the form for the required recommendation by the church session are contained in **APPENDIX (S)**.

2. The committee shall interview all persons considering becoming a candidate for the ministry prior to their appearance before the presbytery. The procedures for receiving candidates and guiding them in their preparation for licensure and ordination are included in **APPENDIX (C)**. The Committee makes the recommendation to presbytery that a person be received as a candidate for the ministry.



3. **Candidate Gift:** Upon reception by presbytery every candidate shall receive a copy of Arkansas Cumberland Presbyterians, 1812-1984.

4. An important part of the probationer's preparation is the formal educational training. This, however, is just one aspect of the preparation, and the person who has

**(COMMITTEE ON THE MINISTRY CONTINUED)**

completed the educational requirements may or may not be ready for ordination. Such things as personal commitment, maturity, mental health, spiritual formation, and social development must also be considered. Persons exhibiting psychological problems or a lack of social development should be encouraged to receive psychological testing, and if needed, some form of counseling or psychotherapy. Arkansas presbytery has been informed that the Committee on the Ministry will be utilizing the services of a professional psychological examiner for evaluation of candidates for the ministry.

Local pastors and members of churches should be extremely careful in counseling with prospective candidates in their route of education as the Committee on the Ministry and presbytery are the only ones to recommend to the candidate his/her route of preparation, and this is subject to the approval of the denominational Commission on the Ministry.

5. The education requirement for licensure is a degree from a college or university approved by the presbytery, or the completion of the equivalent of three years in the Program of Alternate Studies.

6. The education requirement for a licentiate to receive ordination is a degree from a graduate school of theology approved by the presbytery, or completion of the Program of Alternate Studies.

7. Exceptions to the above education requirements may be made. The Constitution states: "exception may be made only of persons possessing suitable gifts and abilities for a fruitful ministry, but who, because of reasons considered valid in the judgment of presbytery cannot complete an undergraduate, and a graduate school of theology degree.

8. Persons for whom the exception is made must complete the Program of Alternate Studies (PAS), a joint program of the presbytery and Memphis Theological Seminary.

9. The Committee on the Ministry should not recommend exceptions, and the presbytery should not approve them, unless the action is clearly justified. Such action should be based upon an "impossibility" rather than an "inconvenience" or a "personal preference".

10. The synod of Great Rivers and General Assembly's Commission on the Ministry closely monitors the granting of exceptions.

11. **Candidates, working toward completion of the educational requirements,** will receive support and guidance from the Committee on the Ministry. The committee has set the following timetable for probationers to turn in their progress reports, grades, and certifying official enrollment for classes to the stated clerk. Reports and grades within 30 days after each semester, official enrollment within 5 days after registering for classes. **See APPENDIX (U) for complete guidelines for probationers.**

12. **Financial assistance for probationers:** The presbytery Committee on the Ministry will provide financial assistance to each probationer enrolled in Memphis Theological, Seminary, Bethel College, or the Program of Alternate Studies. Appendix U.

13. **Offerings:** In order to assist in providing financial assistance for probationers, Arkansas Presbytery has approved that an offering/honorarium be a part of each ordination and/or installation service and the offering given to the Committee on

the Ministry. An offering is also received following the Friday evening worship service at each meeting of the presbytery, and unless the presbytery votes to use this offering for some other purpose, it is given to the Committee on the Ministry.

14. **Ordination:** When a licentiate has met all the requirements, the Committee on the Ministry will recommend ordination.

**(COMMITTEE ON THE MINISTRY CONTINUED)**

15. **Ordination Commissions:** When the presbytery has approved ordination, an Ordination Commission shall be named. A member of the Committee on the Ministry shall be appointed chair of commissions appointed for ordination of ministers and/or installations of pastors and/or associate/assistant pastors. **(For other persons required to be included on the commission see 7.3, COMMISSIONS, 7.303)**

16. **Ordination Gifts:** A Pastor's Record Book signed by the Committee on the Ministry and a copy of the Confession of Faith signed by the participants in the ordination service shall be given to all probationers at the time of their ordination.

**SECTION B - The Committee on the Ministry also has the responsibilities relating to the persons and ministries of the ordained ministers of the presbytery.**

1. The committee is responsible for monitoring the freedom of the pulpits in the presbytery. Ministers should be required to be responsible in their preaching, but neither the sessions nor members of the congregations should be allowed to interfere with the minister's freedom to preach the Gospel.

2. The committee is responsible for monitoring the ministries of the various pastors in the presbytery. When a problem arises which cannot be resolved within the session, the committee should investigate the situation and seek to bring about reconciliation. If this is not possible the committee should report the matter to the presbytery making such recommendations as it deems advisable. It is preferable for the session to seek the committee's help in such situations, but if such an invitation is not forthcoming, the committee should initiate the action. Because problems involving the pastor almost without exception involve the congregation, it is important that the committee work closely with the Board of Missions.

3. **Continuing Education:** In 1998 the General Assembly approved a recommendations by the Commission on the Ministry that, beginning in 2000, all active Cumberland Presbyterian Ministers are required to complete six Continuing Education Units (CEUs) every three years. Ten clock hours spent in an approved continuing education event is one CEU. In 1999 General Assembly approved a form for reporting CEUs.

Beginning in 2000 Arkansas Presbytery Committee on the Ministry has required that all active Cumberland Presbyterian Ministers in the presbytery complete, and report on the appropriate Form (**APPENDIX V**) at least ten clock hours (one CEU) of continuing education each year. (Three CEUs every three years)

4. All church sessions shall insist that pastors attend retreats, conferences, and seminars as a means for continuing education and spiritual renewal, and the church session should help by paying part or all of the expenses incurred by the pastor.

5. Situations which may call for the disciplining of a minister should be reported to the presbytery. The procedures for handling such cases are stated in the Rules of Discipline.

6. The committee should publicize and promote seminars for ministers and their families dealing with marital problems, marriage enrichment, and coping with unique problems of the ministerial family.

7. The committee shall encourage ministers and/or spouses who are having trouble coping to seek professional help. The committee should provide information concerning the availability of such help, and where possible, provide financial aid for such services.

**(COMMITTEE ON THE MINISTRY CONTINUED)**

8. The committee should investigate reports coming to it regarding ministers who flagrantly disregard the provisions of the Constitution of the Cumberland Presbyterian Church and/or preach and teach doctrines contrary to the creedal statement of the church.

**9. Receiving ministers from other denominations:**

a. The committee shall interview ministers from other ecclesiastical bodies who desire to become ministers in the Cumberland Presbyterian Church and make recommendations to the presbytery as to whether or not they shall be received. See **APPENDIX (T)** for the form to be completed before meeting with the committee.

b. In cases where a minister of another denomination is to be received by the presbytery, the committee should recommend the conditions under which they are to be received.

c. The regulations governing the reception of ministers from other denominations are found in the Constitution, Article 6.40, "Recognition of Ordination", 6.41-6.43.

10. Report to the presbytery annually the type of ministry in which each minister on the roll is engaged. Presbytery has the responsibility to review and possibly approve the work of ministers who are not engaged in generally recognized forms of ministry.

11. Require annual reports from ministers whose ministry is not under the jurisdiction of the presbytery. Presbytery has the responsibility to require that all ministers engage in the work of the church unless honorably retired or excused therefrom by the presbytery.

**12. The initiative for any requests for ministers who are retired and/or disabled to be permanently excused from attending meetings of presbytery and synod rest with the minister** through communication with the Committee on the Ministry. **APPENDIX (B)** is the proper form to be used. **(See Standing Rule No. 8)**

The committee should check the list of ministers who have been granted permanent excuses annually and make recommendations regarding additions or removals.

13. Receive and review annual reports from the sessions on the pastor's compensation, and present to the presbytery requests for changes in terms of the pastors' calls.

**SECTION C – The Committee on the Ministry has responsibilities relating to the approval and oversight of Lay Leaders.**

1. The General Assembly has determined that an elder may serve as a Lay Leader in a congregation other than the one to which he/she belongs when the church is without a pastor or stated supply. A Lay Leader is a qualified, experienced, and gifted elder who is capable of serving in a church that is unable to secure a pastor or stated supply. An elder serving as a lay leader in a congregation is authorized to perform those duties which she/he was ordained to perform other than being a member of the session of that congregation. Specifically she/he is, with the session, to provide pastoral oversight of the congregation in the following ways: (a) give particular attention to persons who

have not confessed Jesus Christ as Lord and Savior, (b) instruct persons in the faith, (c) visit people in their homes and in the hospital, praying with and for them, (d) to encourage people by word and example to share in the worship, study, witness, and services of the church, (e) supervise the work of the deacons, (f) give oversight to the educational program of the church, (g) encourage stewardship, provide for the collection of monies for godly purposes, supervise the finances of the church, and (h) assemble the congregation and provide for worship.

**(COMMITTEE ON THE MINISTRY CONTINUED)**

2. **An elder seeking lay leadership status** is to be recommended by her/his session to the Committee on the ministry. The committee is to make recommendations to the presbytery. Prior to recommending lay leader status the elder is to be examined by the Committee on the Ministry, with respect to her/his Christian life, faithfulness to the vows of an elder, knowledge of the scriptures, knowledge of history, doctrine and polity of the Cumberland Presbyterian Church; and gifts, qualifications, and experience as a leader in the role of an elder. The approval of lay leader status is given by the presbytery. The lay leader is then placed under the direction of the Committee on the Ministry. Sessions and elders should seriously consider the position of lay leader, since this is the only recognized method by which lay persons can officially serve congregations. **(SEE APPENDIX (K) FOR FORM.)**

3. **Leadership in a particular church is to be approved by the session of that church, and the presbyterial Board of Missions.** The relationship with a particular congregation is for a stated period of time, not to exceed one year, and is subject to annual review by the session and the Board of Missions. While serving a congregation the lay leader is to be under the supervision of the ordained minister appointed by the presbytery to serve as moderator of that session. See Board of Missions 6.121.

**SECTION D - Elders may serve the sacrament of Holy Communion.**

1. Elders may be approved by the presbytery to serve Holy Communion in the church of which they are a member, following training, and a recommendation by the Committee on the Ministry.

2. **Ordained non-Cumberland Presbyterian ministers may celebrate the sacrament of Holy Communion** in churches they serve as stated supply, under the direction of the Ordained Cumberland Presbyterian minister who has been appointed moderator of the church session.

**SECTION E - Assisting Sessions and Pastor Search Committees:**

1. The Committee on the Ministry has a responsibility, in conjunction with the Board of Missions, to assist churches, which do not have a pastor, have formed a search committee and are ready to issue a call. **(See APPENDIX G Section II, 2).**

**MISSION STATEMENT**

The mission of the Committee on the Ministry is to pray for, counsel with, support, supervise, and guide probationers from their recommendation until their ordination, and to pray for, counsel with, and support ministers after their ordination.

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## 6.4 BOARD OF FINANCE AND TRUSTEES

6.401 The Board of Finance and Trustees shall consist of 6 members in three staggered terms and shall include at least one minister, one layperson, two males and two females.

6.402 **The terms shall be for three years**, and members may not serve more than three consecutive terms, in addition to any partial term served to fill a vacant position.

6.403 **Members are expected to attend all meetings of the board**, or if cause exists, contact the chairperson of the board and request to be excused. After two consecutive unexcused absences the position shall be considered vacant, and the chairperson shall notify the stated clerk for referral to the Nominations Committee.

6.404 **Officers of the Board of Finance and Trustees:** The officers of the Board of Finance also serve as the officers of the Trustees. The board should elect officers as the first item of business at each February meeting. (For complete information on Trustees see Standing Rule No. 13f or Trustees 4.701 page 17.)

6.405 **Board Reports:** The chairperson of the board shall submit a program report to the stated clerk, for inclusion in the preliminary minutes, within five days after the regular board meeting in February and August.

At the end of the report the secretary of the board should type “/s/ (Name), Chairman”, followed by the name of each member present. If a member declines to have their name shown that may be, or not be, noted as they choose.

6.406 **The accounts within the General Fund which are administered by the Board of Finance include:**

a. **Expense of Commissioners and Youth Advisory Delegates to General Assembly;** The board shall recommend a maximum amount, based upon where the General Assembly will be meeting and the stated clerk/treasurer shall disburse the entire amount to the commissioners prior to the meeting. If a commissioner(s) requests additional reimbursement following the meeting it will be considered by the stated clerk/treasurer and the chairperson of the board based upon receipt of invoices, bills, etc. covering the total expenses. Refunds of any excess will be on the honor system and will be accepted by the stated clerk/treasurer if offered.

b. **Dues to Synod of Great Rivers;**

c. **Expense of Delegates to Synod;**

d. **Stated Clerk Salary;**

e. **Stated Clerk Travel Expense;**

f. **Stated Clerk Office Expense;**

g. **Official Travel Expense of board members and others; (Standing Rule 26)**

h. **Higher Education Fund;**

i. **Health Insurance for ministers.**

j. **Long Term Disability (LTD) Insurance for ministers;**

k. **Other administrative and operating expense as the need arises.**

The stated clerk/treasurer allocates shares to each of the above funds as outlined in this Handbook, @ 4.604(c), and receives and credits other income applicable to these funds as outlined @ 4.604(d), (e) (f) (g), (h), and (i), Pages 16 and 17.

All disbursements from the above funds are made by the stated clerk/treasurer. Income, disbursements, and balances for each of the above funds are included in the stated clerk/treasurers financial reports to presbytery.

6.407 **Preparation of Budget:** The board shall present a complete presbyterial budget each year showing line item anticipated expenses and where the funds will come from to meet the budget.

## **(BOARD OF FINANCE AND TRUSTEES CONTINUED)**

The amount of the budget shall be based on budget requests received by the Board of Finance from the Board of Camps, Conferences, and Retreats; the Board of Christian Education, anticipated funds needed by the Board of Finance for administrative and operating expenses of the presbytery and the Health Insurance Plans, the Board of Missions, the Committee on Judicial Concerns, the Committee on the Ministry, the Committee on Theology and Social Concerns, and the Heritage Committee. In preparing the budget the Board will take into consideration any funds expected to be carried over from the current year in the administrative, operating, and insurance accounts, and reduce the proposed budget for the coming year by that amount. The board of Finance will not take into consideration any funds the other Boards and Committees may expect to be able to carry over at the end of the current year. Each of the other boards and committees should take into consideration any funds they expect to carry over from the current year and reduce the amount of their requested budget by the amount of carry over expected.

**6.408 Church Shares:** The board shall assign Shares to the churches to fund the total amount of the proposed budget, assuming that every church in the presbytery will pay 100% of the Share assigned.

**6.409 How Shares are assigned:** The Board takes the total income of the presbytery and determines what percent of that income is required to fund the proposed budget. When the percent has been determined the total income of each church is multiplied by that percent and the result is the Share assigned to the church.

The total income used for each church is the amount reported by the church on the Annual Congregational Report. The Shares for 2007 were based on the amount shown in the 2006 Yearbook. The amount shown in that Yearbook is the amount reported on the 2005 Annual Congregational Report by each congregation. **For Complete information on how the Shares for each church are determined see APPENDIX (X) pages 104 through 106.**

**6.410 How Shares are allocated and disbursed:** Effective January 1, 2008 Shares shall be allocated to the various boards and committees at the end of each month based upon the percent each is scheduled to receive from the presbytery's total budget for the year. The Board of Camps, Conferences and Retreats; the Board of Christian Education; the Board of Missions; and the Committee on the Ministry shall be mailed a check by the stated clerk/treasurer by the 10<sup>th</sup> of the following month. This procedure shall be followed, without variation, until all shares for the year have been allocated and disbursed or until each board/committee has received their total budget for the year.

Shares received for prior years shall be credited to the church for the year for which the payment is intended, but shall be allocated to the boards and committees as part of the current year budget. This information is also included under Treasurer at 4.604(c) page 16. Due to shortfalls when churches fail to pay their shares in a timely fashion, it should be understood that the funds available for disbursement to boards and committees may be limited from time to time. Funds will be disbursed on a percentage basis as they are received from the churches.

**6.411 Financial Support of Presbytery and OOU:** The board shall encourage full support of the presbytery budgets and of Our United Outreach (OOU) by the churches of the presbytery.

**6.412 Stewardship Coordinator:** Denise Adams was appointed Presbyterial Stewardship Coordinator in 1990 and is available for workshops or consultations. In conjunction with the Board of Christian Education and the Board of Missions, the Board

**(BOARD OF FINANCE AND TRUSTEES CONTINUED)**

of Finance shall plan, publicize, and implement seminars and workshops on Christian stewardship, and use other available means to develop good stewardship attitudes and practices among the congregations of presbytery.

**6.413 Health Insurance Committee:** The board functions as the presbytery's Committee on Insurance and is responsible for administering the Cumberland Presbyterian Church Health Insurance Plan for full time ministers, the Arkansas Presbytery Health Insurance Plan for part time ministers, and the Arkansas Presbytery Medicare Supplement insurance Plan.

**6.414 Health Insurance Plan for Full Time Pastors:** Arkansas Presbytery will pay 75% of the premium for full time pastors enrolled in the Cumberland Presbyterian Church Health Insurance Plan. The denominational Board of Stewardship sends monthly invoices to the presbytery treasurer. The presbytery treasurer pays the invoice in full and sends the church treasurers/ministers a statement for reimbursement of 25%. **Also see Treasurer 4.604j.**

It should be understood that those electing not to participate in the Cumberland Presbyterian Church Health Insurance Plan, when they first become eligible, may have to take a physical examination and prove insurability if they decide to change to the plan at a later date.

When a minister becomes a full-time pastor of a church in Arkansas Presbytery and is not eligible for immediate coverage in the health insurance plan, presbytery shall reimburse that person for one month's insurance up to the cost of the current denominational health insurance premium.

**With one exception,** Arkansas Presbytery does not pay any part of the dependents portion of any health insurance plan.

**6.415 Special provisions for the minister serving Arkansas Presbytery Hispanic Ministry.** Arkansas Presbytery will pay 100% of the health insurance premiums in the Cumberland Presbyterian Church Health Insurance Plan for the minister; and 100% of the premium for coverage for the minister's dependents with a private insurance company. **Also see Treasurer 4.604j.**

**6.416 Health Insurance Plan for Part Time Pastors:** Arkansas Presbytery will pay actual, but not more than \$100.00 per month, for health insurance coverage for a Cumberland Presbyterian minister under the age of 65 serving a Cumberland Presbyterian Church in Arkansas Presbytery part time. Spouse and dependents are not included.

**6.417 Medicare Supplement Plan for ministers age 65:** Full time ministers who reach the age of 65 and become eligible for Medicare are to take Medicare as their primary coverage with each minister choosing his/her own Medicare Supplement. Arkansas Presbytery will pay the supplement premium, up to the AARP Plan C premium, for full-time Cumberland Presbyterian ministers serving churches in Arkansas Presbytery. The presbytery will pay one-half the supplement premium up to one-half of the AARP Plan C Premium, for part time Cumberland Presbyterian ministers serving churches in Arkansas Presbytery.

**6.418 Arkansas Presbytery Supplemental Insurance Plan for Retired Ministers:** Arkansas Presbytery will pay \$345.00 per quarter to all retired ministers within the program.

**6.419 Eligibility requirements for participation in the Cumberland Presbyterian Church Health Insurance Plan** are available from the denominational Board of Stewardship.



6.420 **Ministers Transferring:** Arkansas Presbytery will cooperate with other presbyteries when ministers in the Cumberland Presbyterian Church Health Insurance

**(BOARD OF FINANCE AND TRUSTEES CONTINUED)**

Plan transfer between presbyteries. The presbytery where the minister is employed for the most days pays the premium for the month in which the transfer occurs. When the days for the month in which the transfer occurs are equal in both presbyteries, the presbytery that the minister is leaving pays the premium for the month.

6.421 **(LTD) Long Term Disability Insurance:** All ministers serving as full-time pastors shall be enrolled in the denominational Non-Contributory Long Term Disability Insurance Plan. The denominational Board of Stewardship sends enrollment forms to ministers each year. The form states that the premiums will be paid by the presbytery, however, in 1993 when Arkansas Presbytery agreed to sponsor the plan, the resolution directed that the church where the minister is pastor will reimburse the presbytery for 100% of the premium.

The Denominational Board of Stewardship sends an invoice on LTD Insurance to the presbytery treasurer during the first week of the first month in each calendar quarter. **See Treasurer 4.604/**

**Ministers Transferring:** For ministers transferring out of the presbytery, if the minister was pastor of a church in Arkansas Presbytery for at least one full month in the quarter, the presbytery will pay 100% of the quarterly LTD Insurance premium for the quarter in which the minister moves. The church where the minister was pastor will be asked to reimburse the presbytery. For ministers transferring into Arkansas Presbytery, if the transfer was complete in time for the Board of Stewardship to include the minister on the invoice for Arkansas Presbytery for the quarter in which the minister moved, the presbytery will pay 100% of the premium. The church the minister has accepted a call to pastor will be asked to reimburse the presbytery.

6.422 **Insurance on Vacant Property Owned by the Presbytery:** In cooperation with the stated clerk/treasurer the Board of Finance shall be responsible for being sure that all vacant church property owned by the presbytery is covered by the presbytery's liability insurance policy.

6.423 **Church Loan Statements:** Any church which has a loan from the denominational Board of Stewardship, or any other financial institution, which is in the name of, or co-signed by the Trustees of Arkansas Presbytery shall provide the Board of Finance with an annual loan statement from the lender. The Board shall review the loan statement and make any appropriate recommendations to the presbytery.

6.424 **Audits:** When the financial reports by the presbytery treasurer and each board and committee treasurer have been accepted by the spring meeting of Arkansas Presbytery the Board of Finance shall audit, or arrange for an audit, of the records of each treasurer. The Board of Finance should have received those records during the regular board meetings in February. See 6.110, 6.207, 6.307, & 6.907. The chairman, or another member of the board of finance, may complete the audits, or an individual who is familiar with presbyterial procedures and has accounting knowledge and experience may be asked to complete the audits on a voluntary basis. The Board of Finance shall submit an audit report to the next fall meeting of presbytery.

6.425 **Selling Property:** The General Assembly Permanent Committee on Judiciary communicated to the presbytery on May 14, 1990 that Section 3.35 of the Constitution does include all property under the authority of a local congregation.

Usually revenues from rental property are used for the nurture of the church in some way. Therefore no property may be sold without the approval of presbytery. Requests for approval to sell property shall be sent to the stated clerk for referral to the Board of Finance for a recommendation to presbytery.

**(BOARD OF FINANCE AND TRUSTEES CONTINUED)**

**6.426 Oil and Gas Leases:** All leases for mineral rights must be ratified by presbytery. The Board of Finance shall review proposed leases and make the appropriate recommendation to presbytery.

**MISSION STATEMENT**

The mission of the Board of Finance and Trustees is to support the continuing work and ministries of Arkansas Presbytery. Our vision is to glorify God by prayerfully overseeing the property under presbytery's care.

## **6.5 COMMITTEE ON JUDICIAL CONCERNS:**

6.501 The Committee on Judicial Concerns shall consist of 8 members in three staggered terms and shall include at least two ministers, two laypersons, three males and three females.

6.502 **The terms shall be for three years**, and members may not serve more than three consecutive terms, in addition to any partial term served to fill a vacant position.

6.503 **Members are expected to attend all meetings of the committee**, or if cause exists, contact the chairman of the committee and request to be excused. After two consecutive unexcused absences the position shall be considered vacant, and the chairperson shall notify the stated clerk for referral to the Nominations Committee.

6.504 **Officers of the committee.** The committee should elect officers as the first item of business at each February meeting.

6.505 **Committee Reports:** The chairperson of the committee shall submit a report to the stated clerk, for inclusion in the preliminary minutes, within five days after the regular committee meeting in February and August.

At the end of the report the secretary of the committee should type /s/ (Name), Chairman, followed by the name of each member present. If a member declines to have their name shown that may be, or not be, noted as they choose.

6.506 **The Committee shall study all questions** coming before the presbytery by appeal, dissent, or protest and advise presbytery of their legal and constitutional aspects.

6.507 **The committee shall make rulings on such judicial questions** as are referred to it.

6.508 **All excuses for non-attendance shall be examined** by members present of the Committee on Judicial Concerns 30 minutes prior to the stated starting time of each session of presbytery, and then presented to the presbytery.

6.509 **The committee shall review annually the session records of the churches** and report its findings and recommendations to presbytery. Churches with names beginning with the letters "A" through "M" shall present a copy of the previous year "Checklist", signed by the session clerk and the moderator of the church session, one copy of their session records, and one copy of the annual financial report for examination in the spring session of presbytery; and those churches with names beginning with the letters "N" through "Z" shall present the same information to the fall session of presbytery. Every five years (beginning in 1995) each church shall present, along with its session records, one copy of its membership rolls, including child members, baptisms, marriages, deaths, elders, pastors, etc. **See APPENDIX Q for a copy of the committees Check List and explanations of items included in the Check List.**

6.510 **Necessity of noting a quorum present:** The session clerk of each church shall reflect the names of elders present and elders absent at each meeting of the church session. Or in the alternative, state that a quorum was present and keep a membership roll of elders present and absent at each meeting and include this information with the copies of their minutes sent to The Committee on Judicial Concerns.

6.511 **Minimum number of elders on church session:** Each church in Arkansas Presbytery shall seek to have at least three elders to constitute its session.

6.512 **Church Name Important:** All Cumberland Presbyterian Churches in Arkansas Presbytery shall use the name Cumberland Presbyterian in business transactions, including printed on their checks. Also, all churches shall carry the name of the church as listed on the presbytery roll of churches.

## **6.6 UNIFIED COMMITTEE ON THEOLOGY AND SOCIAL CONCERNS**

6.601 The Committee on Theology and Social Concerns shall consist of 6 members in three staggered terms and shall include at least one minister, one layperson, three males and three females.

6.602 **The terms shall be for three years**, and members may not serve more than three consecutive terms, in addition to any partial term served to fill a vacant position.

6.603 **Members are expected to attend all meetings of the committee**, or if cause exists, contact the chairperson of the committee and request to be excused. After two consecutive unexcused absences the position shall be considered vacant, and the chairperson shall notify the stated clerk for referral to the Nominations Committee.

6.604 **Officers of the committee.** The committee should elect officers as the first item of business at each February meeting.

6.605 **Committee Reports:** The chairperson of the committee shall submit a report to the stated clerk, for inclusion in the preliminary minutes, within five days after the regular committee meeting in February and August.

At the end of the report the secretary of the committee should type “/s/ (Name), Chairman”, followed by the name of each member present. If a member declines to have their name shown that may be, or not be, noted as they choose.

6.606 The committee shall serve as liaison between the General Assembly’s Commission on Theology and Social Concerns and the particular churches.

6.607 The committee shall serve as an advocate in the presbytery for the Cumberland Presbyterian Children’s Home.

6.608 The committee shall endeavor to raise the consciousness level of the people of the presbytery on pressing social issues. A part of this effort should be the printing and distributing of original materials, or appropriate materials produced by others, which deal with social concerns.

6.609 The committee shall sponsor workshops and seminars which deal with its areas of concern, as seem advisable, and shall publicize and promote such efforts by other agencies of the denomination.

6.610 Habitat for Humanity: Churches and Individuals are encouraged to become involved in providing, not only financial aid, but also volunteers as builders, food providers and preparers, providers of homes for workers, or whatever is needed in whatever location there is activity to support Habitat for Humanity. The committee would like to have a report sent to the stated clerk from those churches which have worked with Habitat for Humanity in any way.

6.611 Stewardship of the Environment: Churches and individuals are encouraged to be involved in stewardship of the environment (recycling, cleaning roadsides, etc.) and to report such involvement through the stated clerk. We emphasize that WE are responsible for God’s creation.

6.612 Community Awareness: The committee, being aware that acts of violence are becoming more prevalent in communities, especially against senior citizens and among young people, encourage churches to make more use of community awareness groups and work closely with local law enforcement and youth programs that teach people to avoid, cope with, and handle the acts of violence, and to be made aware of the consequences of these acts.

6.613 Funds for Continuing Education for Ministers: Each church session shall provide funds for ministers and their spouses to attend conferences made available through presbytery and the denomination.

**(UNIFIED COMMITTEE ON THEOLOGY AND SOCIAL  
CONCERNS CONTINUED)**

6.614 Prayer for Children: Each congregation shall set aside at least one Sunday a month to pray for the children of their communities and the world.

6.615 **Resolution Regarding Premarital Counseling:** In March 2002 the Committee on Theology and Social Concerns included in their report a Resolution, which was adopted by presbytery, “that Arkansas Presbytery not only “Expect” but “Require” its ministers to counsel with couples who come to be married using the Directory of Worship section of the Confession of Faith.” (Spring 2002 Minutes page 15).

**MISSION STATEMENT**

The mission of the Committee on Theology and Social Concerns is to keep alive God’s word and to bring it to life in the social issues that humanity lives through, and to encourage individuals, congregations, and presbytery to (1) be concerned with the sacredness of persons, being reminded that we are created in God’s image and are all equal in His sight. Preservation of life is a concern for all. (2) In uplifting the sacredness of life, encourage and lead churches to speak out against violence and sexual misconduct and to aid in the preparation of programs for the prevention of sexual misconduct and violence against people. Seek ways to minister to victims of violence and/or sexual misconduct. Those who are suffering (A) child abuse, (B) spousal abuse, (C) families, (D) clergy misconduct, (E) congregation involved. (3) Challenge the church of need for the stewardship of the environment – (A) recycle, (B) water conservation, (C) keep our habitat clean. (4) Encourage congregations to pray for and visit those with incurable diseases including their families and loved ones.

## 6.7 HERITAGE COMMITTEE

6.701 The Heritage Committee shall consist of 5 members in three staggered terms, and shall include two males and two females with one being a minister. The presbyterial historian shall be an advisory member.

6.702 **The terms shall be for three years**, and members may not serve more than three consecutive terms, in addition to any partial term served to fill a vacant position.

6.703 **Members are expected to attend all meetings of the committee**, or if cause exists, contact the chairperson of the committee and request to be excused. After two consecutive unexcused absences the position shall be considered vacant, and the chairperson shall notify the stated clerk for referral to the Nominations Committee.

6.704 **Officers of the committee.** The committee should elect officers as the first item of business at each February meeting.

6.705 **Committee Reports:** The chairperson of the committee shall submit a report to the stated clerk, for inclusion in the preliminary minutes, within five days after the regular committee meeting in February and August.

At the end of the report the secretary of the committee should type “/s/ (Name), Chairman”, followed by the name of each member present. If a member declines to have their name shown that may be, or not be, noted as they choose.

6.706 The committee shall serve as liaison between the Cumberland Presbyterian Historical Foundation and the Heritage Committees in the particular churches.

6.707 The committee shall collect and preserve materials relating to the history of the presbytery and the Cumberland Presbyterian Church-at-large. This should include printed programs, photographs, biographical materials, taped interviews etc.

6.708 **Local Church Historian:** Each local church shall elect or appoint a historian who collects printed programs, photographs, biographical materials, taped interviews, etc. and sends them to the Historical Foundation in Memphis or to the presbyterial Heritage Committee.

6.709 **Sessions are encouraged to send any old session records**, or copies of these, to the stated clerk for deposit in the archives at the Historical Foundation in Memphis. Also as current records are filled, preferably the originals, or copies of these should be sent to the stated clerk.

6.710 **Local church Heritage Committee:** Each local church shall appoint a Heritage Committee to consist of three members or more, including the church historian and the CPWM historian, with the duties of the committee being the collection and preservation of the history of the congregation.

6.711 **Local Church History:** Any churches with printed histories shall send copies of these to the presbytery Heritage Committee. The presbytery Heritage Committee will forward these histories to the stated clerk for deposit in the Historical Foundation.

6.712 **Local Heritage Celebrations:** Each individual church should plan and promote celebrations in remembrance of important persons and events in the life of the local church and the denomination. These might include the birth of the church, the founding of Bethel College, the Children’s Home, and Memphis Theological Seminary; the opening of a mission field; the ordination of Mrs. L. M. Woosley; the adoption of the Confession of Faith; the beginning of the camping Program; the organization of the Women’s Board of Missions; and the life and ministries of such persons as Johnie Massey Clay, Gam Sing Quah, Finis Ewing, and Clark Williamson.

6.713 **Friends of His Church:** The session of Friends of His, in consultation with the presbytery Board of Missions, are encouraged to proceed with the collection of

### (HERITAGE COMMITTEE CONTINUED)

documents, other information, pictures, etc. pertaining to the formation of the congregation, looking toward the publication of an initial history of the Friends of His congregation.

**6.714 Presbyterial Directory:** All congregations are to cooperate with the Heritage Committee to collect the information needed to compile a presbyterial directory and a biographical record of ministers and probationers.

### MISSION STATEMENT

The mission of the Heritage Committee is to stimulate interest in the heritage of the Cumberland Presbyterian Church in Arkansas, and to encourage the lead individuals, congregations, and the presbytery in taking appropriate steps to keep this heritage alive and meaningful for the present and succeeding generations. The committee seeks to lead the presbytery in accomplishing this mission in the following ways:

1. The preservation of records of the local congregations, especially session records, and the deposit of original records or copies in the library and archives of the General Assembly's Historical Foundation.

2. The preservation of records of the former presbyteries and Arkansas Synod and their agencies, together with the records of Arkansas Presbytery and its agencies, and the deposit of original records or copies with the Historical Foundation.

3. The writing, publication, and/or preservation of histories and other publications, news clippings, and other documents that relate to local congregations, presbyteries, synod, and prominent Cumberland Presbyterian families, and the deposit of these materials or copies of them with the Historical Foundation.

4. The location and investigation of potential historical sites, to be recommended by the committee to Arkansas Presbytery for official designation and marking as historical sites; and subsequently to be recommended to the Historical Foundation for inclusion in the official registry of historical sites of the Cumberland Presbyterian Church.

5. The annual observance by congregations of Heritage Month each year, using materials and following suggestions furnished by the General Assembly's Historical Foundation.

6. The participation of persons who are interested in the broader heritage of Presbyterianism in Arkansas and the Old Southwest, and in sharing the Cumberland Presbyterian heritage with other Presbyterians, by joining and becoming active members of the Presbyterian Historical Society of the Southwest.

## **6.8 NOMINATIONS COMMITTEE:**

6.801 The Nominations Committee shall be composed of the moderator, the stated clerk and three members-at-large.

6.802 The members-at-large shall serve three year staggered terms and shall not be able to succeed themselves; except that persons who are elected to complete the unexpired term of another person shall be eligible to be elected to succeed themselves for one full three year term. The members-at-large shall include at least one minister and one layperson, and at least one male and one female.

6.803 **Members are expected to attend all meetings of the committee**, or if cause exists, contact the chairperson of the committee and request to be excused. After two consecutive unexcused absences the position shall be considered vacant and another person elected.

6.804 **Nominations for moderator and vice-moderator.** The committee shall submit nominations for moderator and vice-moderator at the September session of presbytery, to be elected at the March session. By tradition in Arkansas Presbytery, if the vice-moderator agrees to serve, he/she will be nominated by the Nominations Committee to succeed the moderator. At the March session of presbytery members of the body will be given an opportunity to nominate others for either position.

6.805 **Nominations for board and committee members:** At the September session of presbytery the committee shall nominate people to serve on all permanent boards and agencies of the presbytery - nominations shall be submitted at the March session to fill any vacant positions. At both sessions, when the report of the nominations committee has been received and those named placed in nomination, the members of the body shall be given an opportunity to nominate others for any position. If there are more nominations than positions to be filled those receiving the most votes shall be elected.

6.806 **Nominations for minister, and elder commissioners to the General Assembly:** (See Commissioners to General Assembly at 4.901 and 4.902)

6.807 **Nominations for youth advisory delegates to General Assembly.** (See Youth Advisory Delegates at 4.903)

6.808 **Nominations for minister and elder delegates to Synod.** (See Delegates to Synod at 4.906 and 4.907)

6.809 **Nominations for delegates to the Cumberland Presbyterian Youth Conference and Youth Triennium.** (See Board of Christian Education at 6.208g)

6.810 **Permission must be secured** from each person whose name is being placed in nomination before the nominations are presented to the presbytery.

6.811 **The Nominations Committee should be aware** that the General Assembly has advised that, “no board member should receive the benefits of the board of which he might be a member. We therefore recommend that no church which is served by any member of the board shall receive aid from its funds for any purpose whatsoever”, meaning that no one from a church receiving benefits from the presbytery should serve on the Board of Missions.

6.812 **Resignations:** Anyone who finds himself/herself unable or unwilling to continue serving on a board/committee should notify the stated clerk, for referral to the Nominations Committee so that another person may be elected to complete the unexpired term.

6.813 **Member Signatures:** At the end of the report the secretary of the committee should type “s/ (Name), Chairman,” followed by the name of each member present. If a member declines to have their name shown that may be, or not be, noted as they choose.



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## **6.9 BOARD OF CAMPS CONFERENCES AND RETREATS**

6.901 **The board shall consist of nine members** in three staggered terms and should include at least three ministers, three laypersons, three males and three females.

6.902 **The terms shall be for three years**, and members may not serve more than three consecutive terms, in addition to any partial term served to fill a vacant position.

6.903 **Members are expected to attend all meetings of the board**, or if cause exists, contact the chairperson of the board and request to be excused. After two consecutive unexcused absences the position shall be considered vacant, and the chairperson shall notify the stated clerk for referral to the Nominations Committee.

6.904 **Officers of the board.** The board should elect officers as the first item of business at each February meeting.

6.905 **Board Reports:** The chairperson of the board shall submit a program report and a detailed financial report to the stated clerk, for inclusion in the preliminary minutes, within five days after the regular board meeting in February and August.

The board treasurer shall prepare the financial report for approval by the board at the regular meeting in February and August. The report presented at the February board meeting shall cover the period January 1 through December 31 of the previous calendar year, and the report at the August meeting the period January 1 through June 30 of the current year.

The Camp Board shall mail to the chairman of the Board of Finance a financial report accompanied by a matching end of the period bank statement by July 15 for the Jan. 1–June 30 report and by Jan. 15 for the year end report.

At the end of the program report the secretary of the board should type “/s/ (Name), Chairman”, followed by the name of each member present. If a member declines to have their name shown that may be, or not be, noted as they choose.

6.906 **Budget Request:** The board shall present a budget request to the Board of Finance at the August board meeting.

6.907 **Audit:** Prior to the February board meetings the treasurer shall provide to the Board of Finance a copy of the financial records for the Board of Camps, Conferences, and Retreats. Depending upon the bookkeeping system used, the records will include copies of the General Ledger, Trial Balance, Balance Sheet, and Bank Statements and reconciliation; or a list of income and expenses, the check register, and bank statements and reconciliation. The records provided shall cover the period January 1, through December 31 of the previous calendar year.

6.908 Among the specific responsibilities of the Board of Camps Conferences and Retreats are:

6.909 **Camp Properties:** The board shall be responsible for the physical properties of the camp operated by presbytery including maintenance, improvements, rental, etc.

6.910 **Summer Camps:** The board shall plan, promote, and implement summer youth camps, youth convocations, and mini camps. The Director of Children’s Work and the Presbyterial Youth Advisor shall serve as advisory members.

6.911 The board is responsible for recommending a Director of Children’s Work and Presbyterial Youth Advisor to presbytery annually at the fall session.

6.912 **Scheduling for use of Camp Peniel:** All scheduling for use of Camp Peniel should be made through the Camp Board.

6.913 **Camp Rental Policies:** The following rental policies were included in the Report of the Board of Camps, Conferences, and Retreats to Arkansas Presbytery meeting at Hot Springs Cumberland Presbyterian Church September 9 and 10, 2006.

The report was approved by presbytery. Bobbie Kinslow will be in charge of renting Camp Peniel. The rates will be \$25.00 per person for a 2-night weekend with a \$50.00

**(BOARD OF CAMPS CONFERENCES AND RETREATS CONTINUED)**

extra charge for use of the waterslide and \$12.00 per person for one night. These rates are for non Cumberland Presbyterian members. Rates for Cumberland Presbyterian Members are \$10.00 per night with no extra charge for the waterslide.

**6.914 Overseeing Camp Peniel:** A board member will be assigned to oversee Camp Peniel and call the other board members if necessary to handle anything that would require a decision from the entire board.

**6.915 Sale of History Books:** Revenue from the sale of Arkansas History Books should go to the Camp Board for use on future major projects.

**6.916 Camp Registration:** Pastors and session clerks should distribute camp registration forms as soon as received in April, stressing the necessity of each camper having a signed registration (health) form upon arrival at camp. Upon joint consensus of the directors of camps or retreats with the board, if within 10 days of camps or retreats, there is not a suitable ratio of counselors to students, the event will be canceled. The camp treasurer, or some one she/he designates, will handle all camp registrations (but not cabin assignments), including mini camps, retreats, and convocations. All pre-registration forms should be sent to the camp treasurer. A standard registration form for all camps and retreats, which includes a health form, will be used for all events and will be valid from July to July. Emphasis is placed on the necessity of forms to be signed by parents/guardians for campers under the age of 18. **For registration form see APPENDIX (M).**

**6.917 Camp and Retreat Dates** At the August board meeting the Camp Board shall prepare a schedule of camp and retreat dates, which will be recommended in the boards report for approval by presbytery.

**6.918 Camp and Retreat Fees:** At the August board meeting the Camp Board shall prepare a schedule of camp and retreat fees, which will be recommended in the boards report for approval by presbytery.

**6.919 Mini Camp:** The Camp Board shall also set a date and fee for Mini Camp at the August board meeting and submit recommendations to presbytery for approval.

**6.920 Convocations and Retreats:** Ages set for the three weekend retreats, (Labor Day, Spring Convocation, and Fall Convocation) shall be 14 years, or 9<sup>th</sup> grade through first year in college. The fees for convocations and retreats will be set at the same time rates are set for summer camps and mini camp.

**6.921 Work Week** is the week designated to clean up and get ready for the camping season. The board will set the date for "Work Week" at the August board meeting and submit a recommendation to presbytery for approval. The board will reaffirm the date in their report to the March session of presbytery.

**6.922 Information Provided to Churches:** Camp dates, retreat dates, work week, etc. shall be publicized in the Presbytery Newsletter and by direct mailings by the Camp Board.

**6.923 Food Donations:** The board solicits donations of food items for summer camps, such as fresh garden vegetables, fruits, and jelly.

**6.924 Minister Workers Needed:** On Sept 10, 1994, all ministers were challenged to work in the camping program at Camp Peniel for at least one week every three years. The standard Official Call and Contract (APPENDIX G-1) between ministers and churches in Arkansas Presbytery states in Section II, 3 "that ministers are

expected to work at least one week out of every three years in one of the summer camps (others if needed and when schedule allows”).)

**(BOARD OF CAMPS CONFERENCES AND RETREATS CONTINUED)**

6.925 **Camp Nurse:** A camp nurse should be designated and a first aid station maintained.

6.926 **Health Department Approved:** The Arkansas Health Department has officially approved the Camp Peniel kitchen and waterslide.

6.927 **Upkeep of Waterslide:** The maintenance, operation, and insurance costs of the waterslide are to be provided by the Board of Camps, Conferences, and Retreats. This responsibility began in 1996.

6.928 **Camp Peniel Endowment:** All interest income from the Camp Peniel Endowment is to be received by the Board of Camps, Conferences and Retreats. The presbytery treasurer receives the payments from the Denominational Board of Stewardship. The treasurer is to deposit the check to the presbytery bank account and disburse 100% of the accumulated revenue to the Camp Board treasurer at the end of each calendar quarter. This interest income is in addition to the board’s allocation from Shares, etc. **For additional information see APPENDIX (N), Arkansas Camp Peniel Trust Fund.**

6.929 **Special Capital Improvement Fund:** Monies previously designated for the loan on the Camp Peniel property, is invested by the Camp Board for future major projects.

6.930 **Children/Youth Survey:** Each year when the stated clerk sends a letter to all churches regarding the Annual Congregational Reports, each church is asked to send the names of all children and youth to the stated clerk along with the Annual Report.

6.931 **Security Guard:** For security purposes the board keeps someone living in the house on the Camp Peniel property.

6.932 **Responsibilities and Policies:** **For Staff Responsibilities, Camp Policies, Mission, Purpose and Objectives see APPENDIX (L)**

**6.10 PERMANENT COMMITTEE ON EVANGELISM AND REVIVAL**

6.1001 The purpose of the Permanent Committee on Evangelism and Revival is to be used by God as an agent to help bring revival to, and reach the lost in Arkansas Presbytery.

## **7.0 SELECT COMMITTEES AND ECCLESIASTICAL COMMISSIONS**

### **7.1 THE EXECUTIVE COMMITTEE**

7.101 The moderator, vice moderator, stated clerk/treasurer, assistant stated clerk/treasurer, and chairpersons of all boards and standing committees shall serve as an Executive Committee of the presbytery.

7.102 The Executive Committee shall be responsible for supervising and coordinating the total program of the presbytery, and shall be the agency primarily responsible for long range planning.

7.103 Between meetings of the presbytery the Executive Committee may interpret the presbytery's policy decisions and make necessary program and budget adjustments, but may not make judicial decisions for the presbytery.

7.104 The Executive Committee shall be directly responsible to the presbytery.

7.105 The responsibilities of the Executive Committee include:

- a. reviewing the work of all boards and agencies of the presbytery,
- b. developing job descriptions of all presbytery staff,
- c. serving as the employing and supervising agency for all presbytery staff,
- d. studying and making recommendations to the presbytery in any consideration of employment of a Presbyter or Presbyterial Pastor by presbytery,
- e. cultivating and promoting the development and growth of the presbytery, both spiritual and material, and
- f. engaging in study and planning in order to recommend goals, objectives, programs, actions and priorities to the presbytery.

### **7.2 OTHER COMMITTEES**

#### **7.201 ARKANSAS PRESBYTERIAL EMERGENCY RESPONSE TEAM**

The Emergency Response Team shall consist of five (5) members consisting of the moderator, the Stated Clerk, the Chairmen of the Camp Board, the Board of Missions, and the Board of Finance. The Team shall act in the best interest of Arkansas Presbytery during an emergency requiring the use of property owned by the Presbytery. In an emergency the Team may act upon the approval of a majority of its members; then it may initiate a called meeting of Presbytery to report its actions. (If the Presbytery does not wish to have a called meeting, the action may be reported at the next regular meeting).

The Team shall meet whenever deemed necessary by its members. An emergency is defined as being a natural disaster or any event determined to be a disaster by local, state, or federal authorities.

7.202 The presbytery shall raise such other committees as it deems appropriate, and select persons to serve on them.

7.203 Such committees shall examine, consider, and make recommendations to the presbytery, but cannot conclude the business submitted to them.

### **7.3 COMMISSIONS**

7.301 The presbytery may elect commissions, which are authorized to deliberate upon and conclude the business submitted to them, subject to the review of the presbytery.

7.302 Full records of a commission's proceedings must be submitted to the presbytery, and if approved, may be entered into the minutes of the presbytery.

7.303 There is no required number of members for a commission, except in the case of a commission to ordain a probationer, and a commission to install a pastor.

An ordination commission requires a quorum of the presbytery (including at least two ordained ministers, and one or more elders who were members of the presbytery approving the ordination). The chair of the commission must be a member of the Committee on the Ministry.

A commission to install a pastor or assistant/associate pastor should have a minimum of four people and must consist of both ministers and elders and the elders elected to the commission must be members of the presbytery approving the installation. The elders are not to be members of the congregation where the installation is occurring. The chair of an installation commission must also be a member of the Committee on the Ministry.

7.304 A majority of a commission shall constitute a quorum (except for a commission to ordain and a commission to install).

(See APPENDIX (D) for questions to the minister, the elders, and the congregation.)

7.305 Commissions may be elected for purposes such as the following:

- a. ordination of ministers;
- b. installation of pastors and associate/assistant pastors;
- c. organization of new churches;
- d. taking testimony in or conducting disciplinary hearings;
- e. visitation of congregations experiencing disorder;
- f. hearing appeals;
- g. investigation of any specified problem in the church.

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**APPENDIX A**

To the Moderator of Arkansas Presbytery:

The undersigned members of the presbytery respectfully request that you call a meeting of the presbytery to be held at \_\_\_\_\_  
\_\_\_\_\_ on the  
\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_ a.m. \_\_\_\_ p.m. for the purpose of:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

Signed:

Rev. \_\_\_\_\_

Rev. \_\_\_\_\_

AND

Ruling Elder \_\_\_\_\_

\_\_\_\_\_ Congregation

Ruling Elder \_\_\_\_\_

\_\_\_\_\_ Congregation

In response to the above request, I hereby call Arkansas Presbytery to meet as above, at the hour and date as set out, and for the purposes herein specified.

Signed:

Moderator \_\_\_\_\_

Attest:

Stated Clerk \_\_\_\_\_

**APPENDIX B  
PERMANENT EXCUSE FORM**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

I am requesting a permanent excuse from attending the meetings of Arkansas Presbytery because of the following reason(s):

Physically disabled \_\_\_\_\_ Nature of disability \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Retired: \_\_\_\_\_ ( If pastor or stated supply of a church, please list name and address of church)

Church: \_\_\_\_\_

Address: \_\_\_\_\_

Missionary and out of country \_\_\_\_\_

Chaplain in the armed services \_\_\_\_\_

Other \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please give any information that would help the committee in making a recommendation to the presbytery. Send to the Stated clerk of Arkansas Presbytery.

**APPENDIX C**  
**STEPS IN BECOMING AN ORDAINED MINISTER IN THE**  
**CUMBERLAND PRESBYTERIAN CHURCH**

1. The Cumberland Presbyterian Church believes in a “God-called-ministry.” The means through which God calls persons to the ordained ministry and the kinds of experiences in which the call may come may vary from person to person, but God’s call always comes through the church.

2. A person who is experiencing a call to the ministry may gradually grow in awareness and certainty with respect to the call. It is often helpful to share one’s experience with others, such as one’s pastor.

3. The first official step to be taken by someone called to the ministry is for the person to confer with the pastor and session of the church to which she or he belongs, to ask for a recommendation to the presbytery to be received as a candidate for the ministry. The Constitution of the church requires such a recommendation.

4. The second step is to contact the chairperson or a member of the Committee on the Ministry of the presbytery for a conference regarding the desire to become a candidate for the ministry under the care of the presbytery. The letter of recommendation from the session should be presented to the committee at this time.

5. At the first conference with the committee, the person seeking to become a candidate for the ministry may expect to be examined with respect to “personal religious experience, motives leading to the seeking of the office of the ministry and the internal call to it, and plans for education.” Prior to this conference it is essential that the candidate study carefully all the sections of the Constitution of the Cumberland Presbyterian Church that deal with the process of becoming a minister. (Sec. 6.10-6.36)

6. The third step in the process is being received by the presbytery as a candidate for the ministry. This action will be taken on recommendation from the Committee on the Ministry and following the conference with the committee. The candidate will be expected to respond to further questions, which members of the presbytery may have, and should be prepared to give a statement regarding the desire to become a minister in the Cumberland Presbyterian Church.

7. After being received as a candidate for the ministry, the person is “under the care” of the presbytery and is directly responsible to the Committee on the Ministry. This means that the candidate will be expected to confer periodically with the committee regarding what he/she is doing in preparation for licensure. The section of the Constitution governing licensure should be studied carefully (Section 6.200-6.211). The committee has the authority to direct the candidate in such preparation as is required for licensure and the responsibility to determine when the candidate has met these requirements.

8. The fourth step in becoming a minister in the Cumberland Presbyterian Church is licensure. When the Committee on the Ministry determines that the candidate has met the requirements for licensure, as set forth in the Constitution, Sections 6.200-6.211, it will recommend to the presbytery that such action be taken. At the time the report of the committee is considered by the presbytery, the candidate will be expected to respond to further questions members of the presbytery may have. On approval of the recommendation of the committee the presbytery will proceed to license the candidate or to set a time for the service to be held.

9. Following licensure the person remains under the care of the presbytery and responsible to the Committee on the Ministry. Under the direction of the committee, the

licentiate continues such preparation as is required for ordination. The section of the Constitution governing ordination should be studied carefully (Section 6.30-6.36).

10. The fifth and final step in becoming a minister in the Cumberland Presbyterian Church is ordination. When the Committee on the Ministry determines that a licentiate has met the requirements for ordination as set forth in the Constitution, Sections 6.30-6.36 it will recommend to the presbytery that such action be taken. At the time the report of the committee is considered by the presbytery, the licentiate will be expected to respond to further questions, which members of the presbytery may have. On approval of the recommendation of the committee, the presbytery will proceed to ordain the licentiate or to set a time for the service to be held. The presbytery shall require that the candidate for ordination have a bona fide call to a church or other ministry approved by the presbytery before proceeding with the ordination (Constitution 6.31).

## APPENDIX D

### QUESTIONS TO THE MINISTER, THE ELDERS ON THE CHURCH SESSION, AND THE CONGREGATION AT THE INSTALLATION OF PASTORS and ASSISTANT/ASSOCIATE PASTORS

#### 1. Questions to the minister:

- I. Are you willing to assume the responsibilities of pastor (or associate/assistant pastor) of this church, according to the agreements made in your acceptance of the call?
- II. Do you believe that in taking upon you these pastoral responsibilities you are influenced by a sincere desire to promote the glory of God and the good of the church?
- III. Do you solemnly covenant that, in reliance upon the grace of God, you will endeavor faithfully to fulfill the responsibilities of a pastor (or associate/assistant pastor) to this church, to preach and teach the word of God, to care for the sick, the troubled, the dying, and the bereaved, and to lead this church in its witness and ministry, as God gives you wisdom and strength?

#### 2. Questions to the elders of the church session:

- I. As the immediate representatives of the people, are you willing to share with the minister as your pastor (or associate/assistant pastor) in the government and leadership of the congregation?
- II. The Constitution identifies the session of a particular church as the minister in charge and the elders elected by the people. The session thus constituted is charged with the pastoral oversight of the congregation. Are you, with this minister in charge, willing to share fully in the pastoral oversight of the congregation?
- III. Do you covenant with this minister, as your leader and pastor, to share openly and fully with him or her about all the ministries of this particular church, praying for and with him or her, and encouraging him or her in this work with you?

#### 3. Questions to the congregation:

- I. Are you willing to enter into the pastoral relation with this minister whom you have called to be your pastor (or associate/assistant pastor)?
- II. Do you covenant to encourage and assist him or her in the ministry which you share with him or her in this congregation?
- III. Do you covenant that through your stewardship and prayers you will continue that material and spiritual support by which he or she will be sustained in his or her ministry with you?

(Confession of Faith – Constitution – 7.11, Page 55)

APPENDIX E

**State of Arkansas – Office of Secretary of  
State**

**Articles of Incorporation  
Of**

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We, the undersigned, acting as incorporators of a corporation under the Arkansas Non-Profit Act (Act 1147 of 1993), adopt the following Articles of Incorporation of such corporation:

First:      The name of the corporation shall be:

---

Second:    This corporation is one of the following

(A) Public-Benefit Corporation \_\_\_\_:

(B) Mutual-Benefit Corporation \_\_\_\_:

(C) Religious Corporation \_\_\_\_:

---

Third: Check whether this corporation will have members: \_\_\_\_ Yes

\_\_\_\_ No

Filing Fee \$50.00

NPD-01 Rev. 12-93



Fourth: Provisions, not inconsistent with the law, regarding the distribution of assets dissolution

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Fifth: The street address of the corporation's initial office is:

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and the name of its initial registered agent at this office is:

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Sixth:

Signature of Each Incorporator

Street Address and City

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## APPENDIX F

### SEXUAL MISCONDUCT/HARASSMENT POLICY

The Cumberland Presbyterian Church condemns sexual misconduct/harassment.

Sexual misconduct/harassment includes but is not limited to all crimes involving sexual conduct under state penal codes such as indecent exposure, indecency with a child, sexual assault (including rape) and also other inappropriate sexual conduct which may not violate a penal statute. Again these actions include but are not limited to the coercion of another person into a sexual relationship, or an attempt to coerce another person into a sexual relationship, or to subject a person to unwanted sexual attention, or to create a sexually suggestive, intimidating, hostile, or offensive working or worship or educational environment. Sexual misconduct/harassment includes a wide range of behaviors, from actual sexual coercion to unwelcome emphasizing of sexual identity. This policy is based upon an understanding of accepted standards of mature behavior, Christian tradition, and freedom of expression.

Sexual misconduct/harassment in any situation is absolutely unacceptable. Sexual misconduct/harassment is particularly reprehensible when it exploits the religious, spiritual or psychological dependence and trust between persons. Sexual misconduct/harassment in the Cumberland Presbyterian Church is always totally unacceptable. All people in positions of authority should be sensitive to the possible misunderstanding that could result from relationships that also involve professional and religious relationships.

Individuals who believe that they have been sexually harassed or are victims of other misconduct should report the misconduct through established informal and formal procedures of the church. Only a written, signed complaint to the session clerk/stated clerk can initiate formal procedures against alleged sexual misconduct/harassment. People in authority who receive reports of sexual misconduct or harassment must respond promptly and fairly, and comply with the law of both the church and state. The church will respect the right of confidentiality of all members of the community in both informal and formal procedures, insofar as possible. This policy condemns retaliations against persons bringing complaints of sexual misconduct/harassment. An individual found to be guilty of sexual misconduct/harassment is subject to disciplinary action consistent with the Confession of Faith of the Cumberland Presbyterian Church.

Any person who feels a sexual misconduct/harassment complaint did not receive prompt and fair response should appeal to the next highest judiciary of the church. (1996 Minutes, pages 148-149)

## APPENDIX G

### **GUIDELINES AND PROCEDURES TO BE USED TO ESTABLISH AND DISSOLVE PASTORAL RELATIONSHIPS**

#### I. The Role of the Church Session in the Search for and Calling of a pastor

The authority and responsibility for the calling of a pastor in the Cumberland Presbyterian Church is lodged in the church session (see Section 4.5a, page 41 of Constitution – Confession of Faith). After the pastoral relationship has been dissolved and the church is ready to begin the process of calling a new pastor, the following steps should be taken by the session:

1. The session notifies the proper boards and agencies of the denomination (the Department of Professional Services of the General Assembly's Board of Missions, the presbytery's Board of Missions and Committee on the Ministry). Secure the needed materials from the Department of Professional Services (Guidelines for Seeking a New Pastor for Your Church) and the Church Information Form (CIF).
2. Select persons to complete the Church Information Form (CIF), approve the completed form, and return it to the Department of Professional Services as soon as possible.
3. Select a Search Committee of no more than 5 persons. (This should include a cross section of the congregation, including men and women, young and old, elders and not elders). (See Section II, No. 1).
  - A. The Search Committee shall secure resumes of prospective pastors to be distributed to its members for study and analysis.
  - B. After agreeing on the names of persons to be investigated further, members of the committee shall determine by telephone calls which ministers are interested in being considered, and will then follow up with telephone calls to persons listed as references.
  - C. After a review of all information received, the committee will recommend to the session the name of one of the prospective pastors to be invited to the church for an interview with the session, possibly on a weekday evening.
4. The session, with members of the Search Committee present, will act on the recommendation to invite a person for an interview.
5. Following the interview with a prospective pastor, the session will decide whether to invite the person to return at a later date to conduct a worship service and give a sermon on a Sunday morning and to lead the congregation in Bible study on Sunday evening.
6. Following the visit of a prospective pastor, an evaluation form approved by the session, will be available to members of the congregation for their evaluation of the individual in specific ways, using a scale of 1 to 10. For example: delivery of sermon, skills in interacting with people, content of sermon, abilities as a teacher of the scripture, personal appearance, etc.

7. The session, with members of the Search Committee present, shall review all information, including results from the evaluation forms, and decide whether to issue a call to the person to become pastor of the church. (See Section II, No. 2).

8. The session shall send a copy of the Official Call and Contract (See Appendix G-1) to the presbyterial Board of Missions for its review and approval. This approval must be secured prior to pastor candidate's moving to the field.

## II. The Role of the Presbytery in Approving and Establishing Pastoral Relationships

The church session is the body that issues the call, but it is the presbytery that entrusts the spiritual care of the church to the pastor candidate. (See Section 7.02 of the Constitution – Confession of Faith). A pastor candidate can enter into a pastoral relationship with a church only with the approval of the presbytery. The presbytery may authorize the Board of Missions to act on its behalf reviewing the call and giving tentative approval to it, but this is always subject to the formal approval by the presbytery (see Section 7.06 of the Constitution – Confession of Faith).

A recommended procedure is as follows:

1. As soon as the Search Committee is formed, its chairperson shall communicate with the chairperson of the presbyterial Board of Missions, and the board shall appoint one of its members to work with the committee throughout the search process.
2. When the session is ready to issue a call, the moderator (or clerk of the session) shall communicate with the chairperson of the Committee on the Ministry. The Committee on the Ministry shall then (as expeditiously as is possible) conduct an investigation to assure that the pastor candidate's credentials are in order and that there are no charges against him/her.
3. After the call has been issued and accepted and the terms of the contract finalized, the contract shall be submitted to the presbytery's Board of Missions for tentative approval. (This action should be completed prior to the pastor candidate's moving on the field).
4. The contract shall be formally approved by the presbytery in a subsequent meeting. (See Appendix G-1 for a sample contract).
5. When a congregation desires the services of a minister as pastor, he/she shall be given an indefinite call. Such call implies a request on the part of the church, and the acceptance by the minister implies a request for the presbytery to install the person. (1963 Minutes of the General Assembly, page 196)

The presbytery will elect a commission consisting of a minimum of four people. The chair of the commission must be a member of the Committee on the Ministry. The commission must have both ministers and elders. Elders elected to the commission must be members of the presbytery which named the commission. Elders elected must not be members of the congregation in which the installation is occurring. For Questions to the minister, the elders on the church session, and the congregation, at the installation of a pastor see APPENDIX (D).

## III. The Role of the Minister & the Church Session in Dissolving a Pastoral Relationship

When a minister is leaving a congregation, both the minister and the clerk of the

church session, should immediately notify the presbyterial stated clerk. The minister and the session clerk should both request dissolution of the pastoral relationship. They may each send a separate letter, or they may send one letter jointly provided both sign the letter. The letter(s) should be sent to the stated clerk for immediate referral to the presbyterial Board of Missions

#### IV. The Role of the Presbytery in Dissolving a Pastoral Relationship

The pastoral relationship between a minister, licentiate, or candidate, and a particular church may be dissolved only by the presbytery, acting on the request of both parties, or on the request of one party if sufficient reasons are presented, or when, in the opinion of the presbytery, the well being of the particular church demands it.

When a request for dissolution of a pastoral relationship is forwarded to the chairperson of the presbyterial Board of Missions the board should review the request immediately. If the Board of Missions receives a request from only one party in the relationship, the board should take steps to acquire additional information with regard to the situation.

When the Board of Missions has completed the review, and any indicated investigation, a recommendation should be made to presbytery.

The dissolution of the relationship is not complete until approved by the presbytery (Constitution 7.07)

**APPENDIX G-1**

**OFFICIAL CALL AND CONTRACT**

Between \_\_\_\_\_ and the \_\_\_\_\_  
 Cumberland Presbyterian Church, of \_\_\_\_\_, Arkansas.  
 Being satisfied of your ministerial qualifications and being confident of your ability to minister to the diverse needs of this congregation we extend to you a call to serve for an indefinite period of time as pastor of this church, and to join with us in a ministry to the entire community. We commit ourselves to provide the support, cooperation, and encouragement necessary to enable you to fulfill this calling as provided in the following contract.

**I. Financial Considerations**

A. Salary and Housing	Amount
Base Salary	\$ _____
Housing Allowance	\$ _____
Manse Furnished:	
Fair rental value	\$ _____
Utility Allowance	\$ _____
Home Furnishing	\$ _____
Home Furnishings Insurance	\$ _____
B. Other Allowances:	
Retirement (5.0 % of Base Salary in CPC Plan 2)	\$ _____
Health Insurance, CPC Plan, Church pays 25%, Presbytery pays 75%	\$ _____
Life Insurance (\$10,000.00 included with CPC Health Ins. Plan)	\$ _____
Long Term Disability Insurance	\$ _____
Malpractice Insurance (Included in most Multi-Peril church policies) *	\$ _____
Medical and Dental, (not included in Health Insurance Plan)	\$ _____
Automobile Allowances for local/regional travel	\$ _____
Travel away from home overnight for ministry	\$ _____
Continuing Education	\$ _____
Professional Expenses	\$ _____
Telephone	\$ _____
_____	\$ _____
_____	\$ _____
Total Allowances **	\$ _____
 GRAND TOTAL SALARY, HOUSING, ALLOWANCES, ETC.	 \$ _____

\* Church should make sure malpractice Insurance is included in property Insurance.  
 \*\* All blanks to be divided as minister desires.

Moving Expenses (One time only) will be paid upon demand \$ \_\_\_\_\_  
 Salary and allowances will be paid, \$ \_\_\_\_\_ weekly, \$ \_\_\_\_\_ Semi-monthly  
 on day or date \_\_\_\_\_, \$ \_\_\_\_\_ monthly on day or date.  
 Reimbursement for expenses to presbytery, General Assembly, and other conferences  
 will be made after the meeting as budgeted.

## II. Other Considerations

### 1. Vacation:

The minister shall receive two weeks vacation annually until five (5) years' experience as a minister, then three weeks annually for the next ten (10) years.

### 2. Days off:

\_\_\_\_\_ days per week will be allowed for use in meeting personal and family needs and responsibilities free from all duties except crisis ministries.

Designated office hours and days off should be kept on a regular basis except in crisis situations.

### 3. Attendance at Judicatory Meetings, Camps, Conferences, etc.:

The minister is expected to attend the meetings of his/her judicatories and each such other denominational and ecumenical meeting as relevant to the work. This includes \_\_\_\_\_ time for General Assembly, \_\_\_\_\_, time for denominational Ministers' Conference each year, one and one half (1.5) days in March and one and one half (1.5) days in September for regular presbytery meetings, additional time as needed for called meetings of the presbytery, one (1) day in February and one (1) day in August for presbytery board meetings if a member of a presbytery board, additional time as needed as a member of a board of a higher judicatory, work at least one (1) week out of every three (3) years in one of the presbyterial summer camps (others if needed and when schedule allows), and involvement in local ministerial association.

### 4. Revivals, Preaching Missions, Lectures, etc.:

To be negotiated with the session when the need arises.

### 5. Emergency Leave:

The minister will have a reasonable amount of time off for sickness and emergencies (family sickness, death of a family member, birth of a child, jury duty and other crises as needed). The situation will be reviewed by the session upon the expiration of the time off originally allowed. More than two weeks per year must be negotiated with the session.

### 6. Termination of Contract:

This contract can be terminated upon 30-day notice by either party AND the approval of presbytery. (See Appendix G Sections III and IV and Appendix G-2)

## III. The Ministers Duties and Responsibilities

### A. General Responsibilities:

Section 2.61-2.64 of the Constitution give a rather detailed account of the minister's duties and responsibilities. In all these ministries, the minister should seek appropriate ways to perform the duties and responsibilities.

### B. Evaluation and Review:

The session or a Personnel Committee shall meet with the pastor each November to talk about his/her work for the past year and the upcoming year. The session or the committee will also discuss salary and make a recommendation for the following year.

### C. Code of Ethics:

The minister shall adhere to a broad code of ethics and morality that is contained in the Scriptures and embraced by the Confession of Faith. This includes adhering to a strict standard of confidentiality. It also means being aware of the new consciousness of people concerning sexual abuse and harassment.

Signed:  
Clerk of Session: \_\_\_\_\_ Date \_\_\_\_\_  
Signed:  
Minister: \_\_\_\_\_ Date \_\_\_\_\_  
  
Approved by Board of Missions \_\_\_\_\_ Date \_\_\_\_\_  
Signed:  
Chairperson, Board of Missions \_\_\_\_\_ Date \_\_\_\_\_  
  
Approved by Arkansas Presbytery \_\_\_\_\_ Date \_\_\_\_\_  
Signed:  
Stated Clerk of Presbytery \_\_\_\_\_ Date \_\_\_\_\_



## APPENDIX G-2

### RELATIONS BETWEEN MINISTERS, LICENTIATES, OR CANDIDATES AND CHURCHES

#### The Pastoral Relationship

The relationship between a pastor and congregation is special and holy. In addressing this relationship there are a few things of great importance.

First, everything about this relationship is explained in the Confession of Faith. The Confession of Faith is the authority for this relationship within the Cumberland Presbyterian Church. This is elaborately addressed in Article 7 of the Constitution.

Second, it is the belief that the Confession of Faith expresses the relationship based upon scripture, tradition, and practice.

Third, the language of the Confession of Faith is church language, not the business or professional language of our day. While this is so, we will describe it using a business or professional term: it is *binding*.

An example of this is reflected in the language of the business and professional world that speaks of *hiring, employing, firing, etc.* The church speaks of the *call, approval of the relationship, dissolving the relationship, etc.* Emphasis is on the *relationship*. The church would do well to remind itself of this and be careful in the language we speak and write in reports and minutes.

The Confession of Faith states “A person may be **called** to a particular church to one of four relationships: pastor, associate/assistant pastor, stated supply, or interim pastor” (7.01 the Confession).

#### The Call

The Confession of Faith states in the Constitution, God calls persons and sets them apart for this ministry [Minister of the Word and Sacrament]” (2.61) The entire process of setting apart persons for this office is the charge of the presbytery.

“The presbytery is charged with pastoral oversight and has the responsibility to:

- a. Receive, examine, dismiss, and license candidates and ordain them to the ministry (5.6, the constitution).

The Presbytery receives candidates based on the examination of “...personal religious experience, motives leading to the seeking of the office of the ministry and the internal call to it, and plans for education” (The Constitution 6.14). The presbytery continues to oversee the candidate’s progress through licensure and ordination. Through ordination the presbytery is saying that it confirms **the call of God** for this person

The constitution gives the right of pastoral oversight of a congregation to the session. This does not mean oversight of the pastor. Rather it means, the session is charged with pastoral oversight of the particular church and has the responsibility to:

- a. **Call** a pastor (also an associate/assistant pastor) **subject** to the approval of presbytery; (1)
- b. Receive members into the church;
- c. Resolve questions of doctrine and discipline in the congregation;
- d. Admonish or suspend members found guilty in a disciplinary hearing, subject to appeal to presbytery;
- e. Urge upon parents the importance of presenting their children for baptism;
- f. Grant letters of dismissal, which when given for parents shall always include the names of their baptized children;
- g. Ordain and install elders and deacons when elected and require these officers to devote themselves to their responsibilities;
- h. Examine the proceedings and supervise the work of the deacons;
- i. Establish and give oversight to church schools, Bible classes, fellowship and other organizations within the church, with special attention being given to nurture of the children;
- j. Encourage the stewardship of church members, order and supervise collections for Godly purposes, and in general, oversee the finances of the church;
- k. Assemble the congregation and provide worship when there is no minister;
- l. Initiate and coordinate the best measures for promoting and extending the work of the church;
- m. Elect representatives to higher church judicatories, and require on their return a report of their diligence and decisions of the judicatory;
- n. Observe and carry out the injunctions of the higher judicatories (the Constitution, 4.5)

The call when issued, accepted, and approved, by presbytery is binding. In other words, it is contractual. Sessions should not send contracts to presbytery for approval. In essence, the call is the contract. The **call** is *three-partied*: the session, the minister, and the presbytery. The next section elaborates upon this three-party acceptance.

## The Approval of Presbytery

The session has the responsibility to call a pastor, "...subject to the approval of presbytery" (the Constitution, 4.5 a). In the business and professional world, most contracts are between two parties. In the Cumberland Presbyterian Church, the **call** which serves as the contract is between three parties. All three must agree and approve the **call**.

If a session does not issue a **call**, there is no relationship to approve. If a presbytery does not approve a **call**, there is no relationship. All is void. The relationship between a pastor and congregation exists only with the *approval of presbytery*.

"A person shall enter into one of these relationships [pastor, associate/assistant pastor, stated supply, or interim pastor] with a particular church **only with the approval of the presbytery** in the bounds of which the particular church is located. The presbytery may authorize its board of missions to act on its behalf in examining the call and to give tentative approval to a relationship between a particular church and a minister, licentiate, or candidate, subject to *formal approval at a meeting of the presbytery*" (the Constitution, 7.06).

There are three parties involved in this call, and the role of presbytery is vital and imperative. Actual approval of the relationship can only be given by presbytery. Equally so the role of the presbytery is vital and imperative in dissolving the relationship, whatever the reasons.

## The Dissolution of the Relationship

There are three parties involved in the approval of the relationship, and there are three parties involved in the dissolution of the relationship. **BUT, only** presbytery may dissolve the relationship. The session and pastor may request the relationship be dissolved, but they do not have the power nor the authority to dissolve the relationship. If "sufficient reasons" are presented, the relationship may be dissolved upon the request of one of the parties. If the well-being of the particular congregation demands the dissolution according to the opinion of presbytery, the presbytery may dissolve the relationship (the Constitution 7.07).

This may be one of the most abused items of the Constitution. In the normal flow of changing pastors, many pastors move out of the bounds of the presbytery before the dissolution of the relationship. The dissolution has become a *rubber stamping* process that is taken for granted until there is a problem. Then we forget what the Constitution says.

Interestingly, Article 7.06 of the Constitution allows that "The presbytery may authorize its board of missions to act upon its behalf in examining the call and to give tentative approval of a relationship between a particular church and a minister, licentiate, or candidate, subject to formal approval at a meeting of the presbytery."

**The Constitution does not grant this authority to the presbytery’s board of missions in the dissolution of the relationship. According to the Constitution, only the presbytery has this power (see article 7.07)**

It is often assumed that the board of missions can tentatively grant dissolution because the board of missions is granted the authority to tentatively approve the call. Approval of the relationship and dissolution of the relationship ultimately belongs to presbytery according to the Constitution.

#### In Conclusion

“The presbytery is charged with pastoral oversight and has the responsibility to: .... Establish the pastoral relationship and dissolve it at the request of one or both parties, or where the interests of religion imperatively demand it, “ (the Constitution 5.6 g). This task should never be taken lightly!

It is very easy for us to forget our connectional nature and a particular church’s relationship to the presbytery. In a Presbyterian system, power is always with the presbytery, not the congregation. Our congregations are not autonomous. Our government is not congregational. We are connected and the presbytery is responsible for oversight of all of our congregations and pastors. As congregations and pastors, we are only part of the process and are given the opportunity to participate in it. Ultimately, the presbytery has such oversight to empower congregations, not control them.

Hopefully, this explanation is helpful.

#### The Board of Missions

#### Arkansas Presbytery

*(1) In calling a minister to be the pastor or associate/assistant pastor of the church, the session should endeavor to ascertain the will of the membership, and should select the minister it believes will best serve the interests of that particular church. The call should be presented to the minister as follows:*

*\_\_\_\_\_ Church being satisfied with your ministerial qualifications and being confident of your ability to minister to the diverse needs of this congregation extends to you a call to serve for an indefinite period of time as pastor (or associate/assistant pastor) of this church and to join with us in a ministry to the entire community. We commit ourselves to provide the support, cooperation, and encouragement to enable you to fulfill this calling. We pledge to pay an annual salary of \$\_\_\_\_\_.*

*The call may then detail other considerations such as vacation arrangements, sick leave, travel costs in serving the congregation, and terms regulating the termination of the contract. The call in its entirety will be subject to the approval of the presbytery (Appendix 4, the Constitution).*

## APPENDIX H

### Appointment of Session Moderator

Date \_\_\_\_\_

#### SECTION I

To: Rev. \_\_\_\_\_

You have been appointed as moderator of the \_\_\_\_\_ Church Session during the time their church is without the services of an ordained Cumberland Presbyterian Minister. Your responsibilities include:

1. Moderate their regular and called session meetings. When, in your judgment, it is proper for the session to meet in your absence, be sure the session clerk calls the meeting to order and elects a moderator pro tem to moderate in your place for that meeting only, and that you receive a copy of the minutes. (The moderator pro tem will sign the minutes for **that** meeting.)

2. Assist and encourage the church session to whatever extent is needed, and you are able.

3. Be responsible for serving communion or arranging, in cooperation with the church session, for someone to serve communion at least quarterly.

4. Be responsible for providing, or, in cooperation with the church session, arranging for baptisms, weddings, and other ministries that require the services of an ordained minister.

5. In cooperation with the church session, assure that the congregation has the Preached Word in their church a minimum of once each month.

6. If your services extend beyond three months, send a copy of the enclosed Quarterly Report to the Stated Clerk for the Arkansas Presbytery Board of Missions.

---

#### SECTION II

To: \_\_\_\_\_ Church Session

This is to advise you that Rev. \_\_\_\_\_ has been appointed, by the Board of Missions of Arkansas Presbytery, to moderate your church session during the period your church is without the services of an ordained Cumberland Presbyterian Minister. Your responsibility will be to:

1. Notify him/her immediately of your regular church session meeting.  
2. Depend upon your appointed moderator to follow the guidelines of Section I.  
3. Welcome and cooperate with your appointed moderator. He/She is appointed to serve you and will be committed to helping and providing ministry during your interim period.

4. When additional help is needed, or services are not being made available, contact the Arkansas Presbytery Board of Missions.

This Form is to be sent by the stated clerk after each appointment.

**APPENDIX I**

**SEMI-ANNUAL REPORT**  
For Presbyterian Appointed Church Session Moderators

Date \_\_\_\_\_

Report from Rev. \_\_\_\_\_

Moderator of the \_\_\_\_\_ Church Session

Has communion been served at least once during this quarter? Yes \_\_\_\_ No \_\_\_\_

Has the church had preaching at least once each month? Yes \_\_\_\_ No \_\_\_\_

Brief statement of your activities with the church and other information you care to share with the Board of Missions.

(This report is to be sent to the stated clerk, prior to the presbyterial board meetings, for referral to the Board of Missions from the date of your appointment. If you are the appointed moderator of more than one church, please use a separate form for each church.

Please copy this form to have additional copies.)

## APPENDIX J

### RESOLUTION REGARDING "HOUSE CHURCHES"

- WHEREAS, According to the General Assembly Yearbook of the Cumberland Presbyterian Church over the last 5 years (1992-96), though Arkansas Presbytery reports 413 professions of faith and total gains of 928, total losses were 1,031 (103 more than gains) and active membership decreased by 169; and
- WHEREAS, such a trend has not seemed to be affected by special emphases, programs conferences, or "revivals"; and
- WHEREAS, any significant or widespread "revitalization" of local congregations may contribute to a denial of both the inevitability of this continuing trend and the fact that, in truth, small congregations which constitute the majority of our church may be both vibrant and vital; and
- WHEREAS, considering the rate at which we can, as a presbytery, realistically consider typical New Church Development projects in terms of such time, manpower, money; etc.; and
- WHEREAS, at stake are at least the combined need of our church to show consistent, positive growth and the need of the unchurched within and throughout the boundaries of our presbytery to be reached by the Gospel of Christ and brought into meaningful relationship to His Church; and
- WHEREAS, a congregation- - "local church" - - may be defined basically as a group of people who do those things which were done in the "house churches" mentioned in the New Testament, therefore,
- BE IT RESOLVED, that Arkansas Presbytery instruct its Board of Missions to consider the potential and feasibility of adopting a totally different perspective of New Church Development as a way of "growing" churches as better stewards of our resources - - time, manpower, and money, and
- BE IT FURTHER RESOLVED, that this perspective include an attempt to organize small groups - - cells - - as churches in communities where the need is discovered, who are willing to make a commitment to do the Lord's work with no promise of ever becoming a "big" church or even of owning property or a "house of worship".

Respectfully submitted, Carl Cook

**APPENDIX K**

**RECOMMENDATION FOR LAY LEADER STATUS**

To: The Committee on the Ministry, Arkansas Presbytery:

As the session of the \_\_\_\_\_ Church we  
recommend Elder \_\_\_\_\_ to become a Lay  
Leader in our congregation.

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Ordination \_\_\_\_\_

Place of Ordination \_\_\_\_\_

Age \_\_\_\_\_ Marital Status \_\_\_\_\_ Gender \_\_\_\_\_

Education \_\_\_\_\_  
\_\_\_\_\_

How Long a Cumberland Presbyterian \_\_\_\_\_

Years served as an active elder on church session \_\_\_\_\_

Spiritual gifts that you believe qualify this elder to serve in the capacity of a Lay Leader:

\_\_\_\_\_  
\_\_\_\_\_

Areas elder has served in the congregation other than elder: \_\_\_\_\_  
\_\_\_\_\_

What do you believe qualifies this particular elder to be a Lay Leader? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would this elder be acceptable to other churches as a Lay Leader? Yes \_\_\_ No \_\_\_



APPENDIX L

STAFF RESPONSIBILITIES

AND

CAMP POLICIES

FOR ACTIVITIES ON THE PREMISES  
OF

CAMP PENIEL  
MORRILTON, ARKANSAS

ARKANSAS PRESBYTERY OF THE  
CUMBERLAND PRESBYTERIAN CHURCH

REVISED 2010

MISSION STATEMENT  
Included in Presbytery Minutes 1995

“The purpose of the Board of Camps, Conferences and Retreats of Arkansas Presbytery, in its educational and facility maintenance, is an extension of the purpose of the Church at large, but in the setting of outdoor Christian Education at Camp Peniel and utilizing the natural order of God’s creation – that persons may respond to God in Jesus Christ, grow in daily fellowship with Him, and meet all of life’s relationships as children of God.”

PURPOSE

1. To provide an opportunity, in an outdoor setting and resources, to learn and grow in Christian relationship with God, people, and God’s creation.
2. To provide opportunities to face and understand the implications of the Gospel and their response to the Gospel.
3. To strive for personal Christian growth and enrichment.
4. To strive for increased Bible understanding and application.
5. To seek to achieve a greater appreciation and understanding of Nature.
6. To nurture the work of the local church.
7. To provide or lead into meaningful experiences for personal enjoyment and strengthened faith.
8. To become acquainted with other youth and adults in the church.

OBJECTIVES OF CHURCH CAMPING

The purpose of church camping is the same as that of Christian Education in the local church with its uniqueness being out of doors setting:

1. To discover that all of life is holy and cannot be divided into sacred and secular.
2. To become aware of God as Creator and Sustainer of the universe.
3. To respond in faith and grow in commitment of Jesus Christ.
4. To develop a deep sense of acceptance and trust within the camping Community.
5. To discover self-identity and the infinite worth of every person.
6. To discover the uniqueness of the adult-young relationship.
7. To live in Spirit of God in all the relationships within the camping community.
8. To provide opportunities for meaningful worship in the unique outdoor setting.
9. To discover through the study of Scriptures its relevancy to all of life’s situations.
10. To live more responsibly within the environment that God has created.
11. To develop attitudes and skills for a Christian style that will result in more meaningful relationships with the family, peers and community.
12. To communicate the understanding of the Gospel through interpersonal relationships.

As a member of the Camp Peniel Staff you are a vital part of a ministry team and have an opportunity to help build the Kingdom of God through the camp ministry. Staff provides a role model that is spoken of by the writer of Hebrews in chapter six verse ten.

6:10 - God is not unjust; he will not forget your work and the love you have shown him as you have helped his people and continue to help him. II) We want each of you to show this same diligence to the very end, in order to make your hope sure. 12) We do not want you to become lazy, but to imitate those who through faith and patience inherit what has been promised.

As staff you have specific responsibilities that are vital to the smooth function of the camp as you coordinate with the other staff and interact with the campers. Parents and campers are looking for positive experiences which build on the “Christian” experience started by the home and church.

It is the intent of Arkansas Presbytery to provide through the ministry at Camp Peniel quality programs expected by parents and much needed by campers in their formative years. As a result of a positive camping experience, each camper and staff member should at the end of the week reflect on:

1. A week of safety but a feeling of accomplishment.
2. Know that he/she has experienced “agape love” by another person.
3. A positive experience of maturity in our Lord Jesus Christ.
4. An increased-confidence through the feeling of adventure.
5. Life changing decisions leading to Christian service.
6. An overall good feeling with the desire to come back next year.

### HEALTH AND SAFETY

Health and safety factors cannot be over stressed. Providing for the health and safety of the campers requires the staff to be sensitive to the actions of the campers to one another, such as harassing and fighting or other dangerous activities, such as walking through the woods at night.

Any maintenance problems such as the overflowing of toilets or broken windows are to be reported to the director immediately.

Carefully explain, enforce, and follow camp rules and limits. A good camp leader is able to anticipate the consequences of actions and prevent accidents from happening. This is done primarily because the campers are always in sight, and the counselor is always sensitive to what the whole group is doing. A safety conscious leader will alert campers to possible hazards and ensure that the hazards are avoided. Good camp leaders always conduct themselves in such a way that they can never be accused of neglect or negligence of the campers for whom they are responsible.

### ADVENTURE OF GROWING IN JESUS

Being away from home is an adventure in itself with the “Change of Pace, Place and Face.” Camp is a place that allows and encourages each camper to go beyond her/his normal limits and increase self-image, and experience new heights of accomplishments with the glory given to our Lord Jesus.

At the end of the week each camper should feel better about herself/himself because at camp she/he was special and excelled at something because of the nourishing atmosphere provided by the outdoor atmosphere and caring staff.

Camp is a place where young people are given an opportunity to make decisions based upon the experiences that they have had while at camp. It is not sufficient to merely expose campers to new ideas and practice putting theological concepts on day-to-day situations. We must give campers the opportunity to make a decision about how they are going to respond to their newfound knowledge when they return to the home situation.

All campers should have an opportunity to make a decision that will bring about a positive change in the way they respond to the world, to other persons, and to God. The kind of decision that each person should make will vary due to the maturity level of the camper. Staff should be sensitive to the capabilities of each camper and help her/him determine what decisions are appropriate for each individual.

Pressure should never be exerted to force a camper to make a decision for which she/he is not freely willing. Every camper should go home with the ability to say, "While I was at camp I decided to ...."

Camp is a place where we experience joy, always seeking to build up others and to share the joy that Christ has shared with us. Joy is a positive response to God and to those about us. It is an experience, which we would like to repeat.

Generally speaking, there are two important contributing factors to how enjoyable and joy filled an experience is: First is the expectation of the camper and the attitude brought to the experience. Second is through the relaxed attitude of staff that conveys his/her personal joy in being in and camp and his/her relationship with Jesus Christ.

#### STAFF TITLES

1. Camp Director
2. Assistant Director
3. Business Manager
4. Worship Director
5. Music Director
6. Dietitian
7. Cooks
8. Cabin Counselor
9. Group Leader
10. Recreation Leader
11. Arts and Crafts Leader
12. Resource Person
13. Maintenance Supervisor
14. Camp Nurse
15. Junior Counselor

#### STAFF RESPONSIBILITIES

1. Director
  - A. To set up the camp, securing and organizing personnel, planning the schedule, course of study, and have general oversight of the camp; as much as possible, the Senior Camp Director will meet with the Cumberland Presbyterian Youth Fellowship of Arkansas in working out the plans for the camp.
    1. Recruit staff and select teaching materials (be reasonable in amount of money spent on teaching materials.)

2. The director of each presbyterial sponsored camp or youth event shall present to the Chairman of the Board of Camps, Conferences and Retreats for approval, at least ten days prior to any camp or youth event, a list of staff persons, teaching materials, and activities planned.
3. Should have pre-staff training.
4. Staff meetings each day to discuss problems and concerns.
5. Should communicate with staff prior to camp. Send copy of Guidelines as to responsibilities and expectations for the week of camp.
6. Responsible for trash, canteen, first aid, maintenance, and kitchen clean up.
7. Must have camp ready to receive campers by 4:00 p.m. opening day.
8. Responsible for seeing that buildings and grounds are clean and in order at the close of each camp.
9. Grant or deny permission for visitation during the week or late arrivals.
10. Exercise authority to discipline or expel campers.
11. Provide for, or discourage staff bringing underage children (possibly make a class available for the extra kids' – children of staff that must come).
12. Coordinate with staff involved, any change from routine schedule – especially where kitchen is concerned.
13. Responsible for having two cabin counselors in each cabin.
14. Turn in to the Board a report of camp, number of campers, addresses of staff and campers, general report of classes, activities, any recommendations or suggestions for improving the camp facilities or program, and a list of each staff member and how they assumed their responsibilities (evaluate their performance).
15. Provide strict supervision for any Junior Counselor allowed to work at camp, and designate job responsibilities. Junior Counselors should not at any time be put in charge of campers or given cabin counselor responsibility or take the place of approved staff as required by camp policies. A training class should be provided for Junior Counselors prior to or at beginning of camp.
16. Designate an emergency transportation person who will have a vehicle available at all times.

II. Assistant Director

- A. To work closely with the director, in anticipation of directing the following year along with working in any other staff position.

III Business Manager

- A. To be the purchasing agent for the camp week and to provide financial information to the director.

- IV. Worship Director
  - A. The Worship Leaders at Summer Camps must be an ordained Cumberland Presbyterian Minister and a member of Arkansas Presbytery.
  - B. To plan for and lead worship experiences for the week and to provide a report of spiritual concerns to appropriate persons (**home church or pastor**).
  - C. To focus one worship service of Senior High Camp on the concept of the internal call to full time Christian Service.
- V. Music Director
  - A. To select materials and to work closely with worship director in planning music for services and to work with director to provide general music leadership in other camp experiences.
- VI. Dietitian
  - A. To plan menus for camp, supervise the preparing and serving of food, supervise and organize cooks and workers in the kitchen and dining hall, and order food and supplies as needed.
- VII. Cooks
  - A. To work under the supervision of dietician; to assist in preparing and serving meals.
- VIII Cabin Counselors (This position is usually filled by persons filling other staff positions.)
  - A. To offer assistance, counsel, security, discipline, and friendship to campers, especially during cabin time.
- IX. Group Leaders
  - A. To prepare, in accordance with the directors' wishes materials for outdoors Christian learning experiences.
- X. Recreation Leader
  - A. To plan and provide for leadership in-group and/or total group activities, as well as special events such as talent night.
- XI. Arts and Craft Leader
  - A. To plan, select materials, and provide for leadership in group and/or total group craft activities.
- XII. Maintenance Supervisor
  - A. To oversee general repairs and maintaining waterslide for the week of camp.
  - B. To oversee care and supplies for New Building.
- XIII. Nurse or Certified First Aid or CPR trained person

- A. To oversee the medicine for campers and basic first aid.
- XIV. Junior Counselors
- A. Junior counselors should only be used as needed to help staff in the operation of camp by performing specific duties as assigned by the director and in training for a possible future staff position.

CAMP POLICIES

1. Camps are divided into the following groups based on the grades entering:
 

Mini Camp	4 years old through 3 <sup>rd</sup> grade
Junior Camp	4 <sup>th</sup> , 5 <sup>th</sup> and 6 <sup>th</sup> grades
Junior High Camp	7 <sup>th</sup> , 8 <sup>th</sup> and 9 <sup>th</sup> grades
Senior Camp	10 <sup>th</sup> grade through first year in college
2. It is highly encouraged for campers to attend the assigned camps because of age differences and difficulty of material. However, an exception may be made with the recommendation of the home church pastor (in the absence of the pastor, the session clerk) and the approval of the camp director and the reason noted on the camper's registration form.
3. Staff must be at least 16 years of age for the Junior Camp and 18 years for the Junior High and 21 years for the Senior Camps. (at the discretion of the director)
4. Each cabin should have at least two cabin counselors assigned, one of which must be 21 years of age for the Junior, Junior High Camps and 25 years of age for the Senior High Camp.
5. All Camps will open with registration at 4:00 p.m. on Sunday and end after breakfast on Friday.
6. Visitors to the camp should obtain permission from the director before visiting and will follow regulations and schedules.
7. Campers who drive themselves to camp are expected to leave the vehicle parked for the duration of the camp. The camp director has the authority to obtain keys from any camper who drives a vehicle to camp.
8. Staff should inform the director before leaving camp.
9. A \$5.00 charge per meal will be collected from persons not paying regular camp fees. This may be waived at the discretion of the camp director.
10. Planned activities off the campgrounds must have prior approval from the Camp Board.
11. Campers are expected to comply with all directions of camp staff and the camp schedule, including being in the cabins at the appointed times. Sneaking out of the cabins is considered a serious offense and may result in the camper being sent home at the camper's expense.
12. Illegal drugs and alcohol will not be tolerated at Camp Peniel and will immediately be brought to the attention of the camp director for discipline.

13. Cell phone usage by campers is discouraged. .
14. Campers must have waterslide rules and health forms completed and signed by a parent or guardian at the time of registration to be admitted to camp. Page 7
15. Staff should be members of the Cumberland Presbyterian Church and adhere to its doctrine.
16. Defacing or the destruction of camp property will be reported to the camp director for further action if needed.
17. Camp Peniel shall be a tobacco free zone.
18. Any exceptions to the above items must be reported to the Camp Director and the Board Chairperson.
19. All campers and staff must arrive on the first day of camp and stay until closing day to be eligible to attend and work at camp. (at the discretion of the camp director).
20. Dress Code: Swimsuits worn should be appropriate for a church camp. If not appropriate for school wear – not appropriate for camp.



**APPENDIX M**

Please Note: The Camp Board sends out a Registration Form each year which may not be the same as this example)

**ARKANSAS PRESBYTERY CAMP REGISTRATION FORM CAMP PENIEL  
(Summer Camps ONLY)**

**Registration Begins at 4:00 p.m. For All Week Long Camps**

**WE DISCOURAGE THE BRINGING AND USE OF CELL PHONES**

Mini Camp (4 years – 3<sup>rd</sup> grade) Director \_\_\_\_\_  
Date \_\_\_\_\_, 20\_\_\_\_ Fee \$ \_\_\_\_\_

Junior Camp (entering 4<sup>th</sup> – 6<sup>th</sup> grade) Director \_\_\_\_\_  
Date \_\_\_\_\_, 20\_\_\_\_ Fee \$ \_\_\_\_\_

Junior High Camp (entering 7<sup>th</sup> – 9<sup>th</sup> grade) Director \_\_\_\_\_  
Date \_\_\_\_\_, 20\_\_\_\_ Fee \$ \_\_\_\_\_

Senior Camp (entering 10<sup>th</sup> grade – 1<sup>st</sup> year college) Directors \_\_\_\_\_  
Date \_\_\_\_\_, 20\_\_\_\_ Fee \$ \_\_\_\_\_

**NOTE: All camp fees include canteen. In order to receive free t-shirt summer camps fees should be postmarked NO LATER than June 15, 20\_\_\_\_. Please make checks for \$ \_\_\_\_\_ payable to Camp Peniel.**

**Mini Campers SHOULD HAVE this form postmarked/prepaid (\$ \_\_\_\_\_) no later than May \_\_\_\_\_, 20\_\_\_\_.**

**Mail to: Donna Farley – 2285 Pickwick Terrace, Siloam Springs, AR 72761**

Camp Attending: \_\_\_ Mini Camp \_\_\_ Junior \_\_\_ Jr. High \_\_\_ Sr. High

Participant's Name (please print) \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street or Route City State Zip

Phone ( ) \_\_\_\_\_ Emergency Phone ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Age \_\_\_\_\_ Birth Date: \_\_\_\_\_ Grade attending in fall: \_\_\_\_\_

Home Church: Name \_\_\_\_\_ City \_\_\_\_\_

Pastor's Name: \_\_\_\_\_

T-shirt Size for pre-registering and pre-paying for summer camp before June 15, 20\_\_\_\_ or Mini Camp before May 25, 20\_\_\_\_:  
\_\_\_\_ 6-8 \_\_\_\_ 10-12 \_\_\_\_ small \_\_\_\_ medium \_\_\_\_ large \_\_\_\_ xlarge \_\_\_\_ xxlarge

\_\_\_\_\_  
Campers Signature

\_\_\_\_\_  
Parents Signature

Page 1

MEDICAL INFORMATION

Campers Name \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Emergency Phone #'s ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Physician \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Name of Insurance Co. \_\_\_\_\_ Policy No. \_\_\_\_\_

List recent illness the camper has had: \_\_\_\_\_

Date of last TETANUS BOOSTER: \_\_\_\_\_

Other medical information we should know: \_\_\_\_\_

\_\_\_\_\_  
Allergies to medication? \_\_ Yes \_\_ No – If yes, list name of med. \_\_\_\_\_

\_\_\_\_\_  
To food? \_\_ Yes \_\_ No – if yes, list foods \_\_\_\_\_

\_\_\_\_\_  
To environment? \_\_ Yes \_\_ No? – if yes, list \_\_\_\_\_

\_\_\_\_\_  
List medications being taken:

Medication \_\_\_\_\_ Dosage \_\_\_\_\_ Frequency \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_ Frequency \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_ Frequency \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_ Frequency \_\_\_\_\_

NOTE: ALL MEDICATIONS MUST HAVE PHARMACY LABEL ON BOTTLE WITH INSTRUCTIONS.

RELEASE OF ALL CLAIMS

We, (I) are the parent(s) or legal guardian of this participant, and hereby grant our (my) permission for him/her to participate fully in said camp, and hereby give our (my) permission to take said participant to doctor or hospital and hereby authorize medical treatment, including but not in limitation to emergency surgery or medical treatment, and assume the responsibility of all medical bills, if any. Further, should it be necessary for the participant to return home due to medical reasons, disciplinary action or otherwise, we (I) hereby assume all transportation costs.

Parent/Guardian Signature \_\_\_\_\_

**APPENDIX N**  
**ARKANSAS CAMP PENIEL TRUST FUND**

This trust agreement made and entered into this 10<sup>th</sup> day of September, 1993, between the Arkansas Presbytery of the Cumberland Presbyterian Church, hereinafter called the Grantor, and the Board of Finance, Foundation, and Management of the Cumberland Presbyterian Church, Inc., a Tennessee Corporation, hereinafter called the Trustee, does hereby establish an endowment under the name of "Arkansas Camp Peniel Trust Fund." This trust agreement includes the following provisions:

1. The Grantor desiring to create a trust for the Arkansas Presbytery of the Cumberland Presbyterian Church for benefit of Camp Peniel have made and/or transferred initial and irrevocable gifts totaling \$11,509.13 to become a trust fund for this endowment.

2. The Trustee shall hold, manage, invest and reinvest the trust property, and shall collect and receive the income thereof, and after deducting all necessary expenses incident to the administration of the trust, shall dispose of the principal and income of the trust according to the following provisions which embody the intent of the Grantor:

a) the income is to be distributed to the Grantor by the Trustee on such schedule as the Trustee shall establish provided that such schedule shall provide for at least quarterly distribution of the income,

b) any capital gains or additional gifts added to the fund shall constitute additions to the principal, and

c) the principal shall remain the corpus of the trust and shall not be distributed at any time

3. It is agreed that additional contributions may be made to this trust fund by the Grantor or from any other sources.

4. In the event that the Grantor should determine that the income from this trust is no longer needed for the support of Camp Peniel and/or the camping program of Arkansas Presbytery and should so notify, in writing, the Trustee, the Trustee shall disburse the income from this trust to the endowment styled --"Arkansas CP Higher Education Scholarship Fund" --as contribution to the principal of that endowment.

5. The Trustee agrees to exercise and follow prudence in the investment of the principal and to see that an annual report is made on this trust, income received, and capital gains, if any, added to the fund, as well as additional gifts added to the fund and income disbursed therefrom.

6. In the administration of this trust, the Board of Finance, in exercise of a reasonable discretion with respect to all property, real and personal, at any time forming a part of said trust, shall have the right and power to exercise any and all powers set forth in Tennessee Code Annotated Section 35-50-110, to the extent applicable, all of which provisions and powers are incorporated herein by reference as full as if copied herein verbatim.

7. The Trustee herein accepts said trust, and waives the payment of any compensation for its services hereunder.

8. Said trust shall be irrevocable, and the Trustee shall not be required to give bond or any other security.

IN WITNESS WHEREOF, WE HAVE HEREUNTO AFFIXED OUR OFFICIAL SIGNATURES.

Signed: Robert H. Elkins, Moderator of Arkansas Presbytery; Martha Moody, Stated Clerk of Arkansas Presbytery; J. Richard Magrill, Jr., Executive Secretary, Board of Finance Foundation and Management of the Cumberland Presbyterian Church, Inc. (1993,page 39)

## APPENDIX O CAMP PENIEL WATER SLIDE RULES AND REGULATIONS

- Campers under 2 ½ feet tall are not permitted to ride.
- Campers over 300 pounds in weight should ride at the staff personnel's discretion,
- All riders must ride feet first either sitting or lying on their back.
- **Absolutely** no riding on stomach or head first is permitted.
- Only one rider at a time. **Absolutely** no trains or chains of riders are permitted.
- Arms and hands must remain inside the flume. No stopping or grabbing the flume handrail is permitted.
- Riders should lie on their back with arms crossed across their chest and legs crossed at the ankles.
- Riders must enter the slide in a sitting position. No running or diving starts are allowed from the top of the slide. **Absolutely no walking or running up the slide.**
- Mats or inflatable tubes are not to be used on the slide.
- A minimum interval of six (6) seconds must be maintained between riders.
- A maximum of two (2) riders will be permitted on the steps at any time.
- Loitering or lingering in the run out area or in the immediate area of the slide is not permitted.
- Riders must be in good health. Pregnant women or individuals with health conditions are not allowed on the slide.
- All riders must wear swim suits. Either one piece or t-shirt over two piece. Cut off jeans are not permitted.
- No jewelry may be worn while riding the water slide. No combs or foreign objects are allowed in pockets while riding the water slide.
- No food or drinks allowed in the area of the water slide.
- Day operation only.
  
- **Warning – Failure to follow rules can result in serious injury and removal of water slide privileges.**



## APPENDIX P

### LIABILITY RELEASE FORM AND RENTAL AGREEMENT

To: Arkansas Presbytery, 4008 Logan Lane, Fort Smith, AR 72903 – Home Phone 479-478-0161;  
Office in Fort Smith Church 479-782-0454; Fax – 479-782-0454; e-mail jswytex@swbell.net

From: Name of Group \_\_\_\_\_  
Name of Representative \_\_\_\_\_  
Address of \_\_\_\_\_  
Representative \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_

We understand that there is some degree of risk of injury, and we are advised that Arkansas Presbytery and or Camp Peniel does not have insurance to cover such except in case of negligence on the part of the Camp. We represent to you that we assume the risk of any such injury or death, and hold you, your agents, employees, and representatives harmless from any liability for injury or death to any participant of our group while engaged in activity on this property which is caused or contributed to by the conduct of the participant, and agree to indemnify and defend you against any claim or liability asserted against you for any such injury or death of a participant.

We also hold you, your agents, employees, and representatives harmless from all liability to any other person or entity arising as a result of the conduct of the participants in this activity and agree to defend and indemnify you, your agents, employees, and representatives against any claim or liability arising as a result of such conduct.

We certify that the persons attending do have personal insurance coverage or are covered in a blanket policy of the sponsoring church. The names and insurance companies of the churches involved are as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For persons who are not members of a Cumberland Presbyterian Church, we agree to pay \$12.00 per person for one night, or \$25.00 per person for a two-night weekend, with a \$50.00 extra charge for use of the waterslide.

For persons who are members of a Cumberland Presbyterian Church, we agree to pay \$10.00 per person per night with no extra charge for use of the waterslide.

A deposit of \$50.00 will be sent along with this contract to reserve the requested dates. The remainder of the fees will be sent to **Donna Farley, Treasurer, Camp Board, 2285 Pickwick Terrace, Siloam Springs, AR 72761, Telephone No. 479-524-2385**, at the end of our activity. We agree that we are responsible for these costs and agree to indemnify you for any expense incurred in collecting these costs.

Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Date(s) of Activity \_\_\_\_\_

**PLEASE NOTE: This contract is with Arkansas Presbytery of the Cumberland Presbyterian Church, Inc. However the person to contact to discuss renting the camp and to reserve dates is Ms. Bobbie Kinslow, 521 SR 326, Russellville, AR 72802. Telephone No. 479-967-5435. The \$50.00 Deposit should be paid to Ms. Kinslow and the remainder sent, at the end of the activity, to Donna Farley at the address shown above. If the event is cancelled the deposit will be refunded, provided Ms. Kinslow is notified at least 10 days prior to the scheduled date of the event.**

## APPENDIX Q

### CHECK LIST FOR EXAMINATION OF SESSION RECORDS

NAME OF CHURCH \_\_\_\_\_

DATES OF MINUTES: From \_\_\_\_\_ through \_\_\_\_\_

MODERATOR \_\_\_\_\_ CLERK \_\_\_\_\_

YES NO

1. \_\_\_\_ \_\_\_\_ Records are carefully and neatly kept and signed by BOTH moderator and clerk.
2. \_\_\_\_ \_\_\_\_ Indications of meetings at least quarterly (calendar quarter).
3. \_\_\_\_ \_\_\_\_ Complete data on place, date, hour, names of those present and presence of quorum.
4. \_\_\_\_ \_\_\_\_ Indication of prayer at beginning and ending of all meetings.
5. \_\_\_\_ \_\_\_\_ Indication that minutes were read and approved.
6. \_\_\_\_ \_\_\_\_ Complete information on actions taken, any committee reports mentioned in minutes is attached.
7. \_\_\_\_ \_\_\_\_ Election of delegates and report of delegates to presbytery indicated.
8. \_\_\_\_ \_\_\_\_ Review of Minutes (Summary of Actions) of General Assembly indicated.
9. \_\_\_\_ \_\_\_\_ Elders properly elected, ordained and installed.
10. \_\_\_\_ \_\_\_\_ Sunday School officers, teachers, committees, and other leaders approved by session.
11. \_\_\_\_ \_\_\_\_ Copy of year-end congregational report included.
12. \_\_\_\_ \_\_\_\_ Minutes sent to presbytery for review on schedule.
13. \_\_\_\_ \_\_\_\_ Minutes of congregational meetings included and indication of proper notice of congregational meetings.
14. \_\_\_\_ \_\_\_\_ Indication that regular financial reports are given and attached as appendix at least annually.
15. \_\_\_\_ \_\_\_\_ Baptisms, reception of members, marriages and deaths included each meeting. If none have occurred indicate that.
16. \_\_\_\_ \_\_\_\_ Submitted checklist from last presbyterial approved minutes and actions taken on items marked "NO".
17. \_\_\_\_ \_\_\_\_ Giving to Our United Outreach (OUO) Previous year.  
\_\_\_\_ \_\_\_\_ Current year.
18. \_\_\_\_ \_\_\_\_ Paying Presbyterial Shares Previous year.  
\_\_\_\_ \_\_\_\_ Current year.
19. Other \_\_\_\_\_

Signature of Committee Member \_\_\_\_\_ Date \_\_\_\_\_

THIS FORM MUST BE COMPLETED AND SIGNED BY BOTH THE MODERATOR AND SESSION CLERK. If there are any "NO" indications, give actions taken to correct, and return a copy of this page with **ONE** copy of your minutes next year. The original stays in your session book. Actions to correct "NO" indications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_

Moderator

\_\_\_\_\_

Session Clerk

## CHECK LIST EXPLANATIONS

1. Records should be typed or neatly written in ink and assembled in chronological order.
2. Self explanatory
3. The complete name of the church is very important, for example, First Cumberland Presbyterian Church could be as many as four churches in Arkansas Presbytery as well as many across the denomination. The name should be “First Cumberland Presbyterian Church of Pine Bluff” or wherever it is.

Even though the names of those present are indicated, it should be stated whether or not a quorum is present, as the committee does not know the number on your session.

4. Self- explanatory.
5. Self-explanatory.
6. It is not necessary to state that a motion was made, seconded, and passed, however, what the action (or the motion was) is necessary. It is assumed that no action is taken without a motion, second, and majority approval. The names of who made and seconded the motions should not be in the minutes except on special occasions.

If committee reports are presented to the session, a copy of those reports become a part of the minutes and must be sent along with the minutes for review.

7. All delegates and alternates to presbytery must be elected by the session and certified on a form sent by the presbyterial stated clerk. These are elected before the March session of presbytery to serve until the next March. If changes are necessary during the year, the newly elected ones must then be certified to the presbyterial clerk.

The elected delegates must present a report to the session following the meeting of presbytery so that actions of the presbytery are presented to the session. This report may be written or oral. If it is written, it should be included in the minutes. If it is oral, a summary of the report should be included in the minutes.

Any action passed by presbytery, synod, or the General Assembly which needs action by the local session should be noted in the minutes. One example of not carrying out these recommendations is the failure to pay OOU or presbyterial shares.

8. The session must review the “Summary of the Actions of the General Assembly”. The session clerk receives a copy of the Summary and copies are available from the stated clerk at the August board meetings or the fall meeting of the presbytery. A statement in the minutes indicating the review of these actions is necessary.

9. If you do not have a rotating session, you need to indicate in the minutes of the last meeting held before sending records for examination that you do not have a rotating session so there was no elder election.

10. The minutes should indicate the election of the session clerk and treasurer, and for what term they are elected.

Also, all Sunday School personnel should be elected in August each year for the Christian Education year beginning on September 1.

11. The pink copy of the congregational report submitted each January should be inserted in the minutes, and a copy made of it and included with the minutes when they are submitted for examination.

12. All churches whose name begins with the letters A-M are to submit their session records for review by the Committee on Judicial Concerns when the committee meets on the first Saturday in February. Those beginning with the letters N-Z are to submit their records for review when the committee meets on the first Saturday in August. The stated clerk sends a reminder to the session clerks. Only one copy of the minutes should be submitted. Every five years beginning in 1995, membership rolls are also to be sent along with the minutes.



13. Minutes of congregational meetings are to be included with the minutes and an indication that proper notice was given prior to the meetings. If there were no congregational meetings, you should state that in the minutes of the last meeting before sending records for examination.
14. There should be a treasurer's report at each meeting with at least the income, expenses since the last report and the current bank balance. A complete treasurers report for the calendar year should be submitted, and become a part of the minutes, at the first meeting after December 31.
15. Reception of new members, letters granted, baptisms, marriages, births and deaths should be listed in the minutes as they occur. If there have been none, there should be a statement that there were no new members, no letters granted, no baptisms, marriages, births or deaths since the last session meeting.
16. The copy of the checklist from the last committee examination should be inserted in your session book when received and a copy of that checklist should be the first page copied for the next examination. The form at the bottom of the checklist should be completed and signed indicating that corrective action has been taken.
17. Information for item 17 comes from the stated clerk. You should be giving 10% of your offerings to OUO. This is mailed to Our United Outreach, Cumberland Presbyterian Church, 1978 Union Avenue, Memphis, TN 38104-4134. Free pre-addressed envelopes are available for mailing in OUO by calling 901-276-4572, Extension 205. Presbytery has passed, that if you cannot give 10%, to start with a lower percent (perhaps 5%) and increase each year. It is much easier to do this faith giving if a check is written monthly. Immediately after the last Sunday in the month, send a check for 10%, or whatever percent the session has agreed upon, of the regular offerings for the month to Our United Outreach.
18. Information for item 18 comes from the stated clerk. Shares are assigned to the churches at the fall meeting of presbytery. Payments are sent to The Stated Clerk, Arkansas Presbytery, 4008 Logan Lane, Fort Smith, AR 72903. Telephone No. 479-478-0161, or 479-646-9660. Payments may be made in one lump sum, monthly, quarterly, or whatever other method the session chooses.

APPENDIX R

CERTIFICATION OF ELDER DELEGATES TO MEETINGS OF ARKANSAS PRESBYTERY

Date (by February 1) \_\_\_\_\_

To: Stated Clerk of Arkansas Presbytery
4008 Logan Lane
Fort Smith, Arkansas 72903

In keeping with Standing Rule No. 9 of Arkansas Presbytery, the clerk of the session of \_\_\_\_\_ Cumberland Presbyterian Church of (city) \_\_\_\_\_, Arkansas certifies the following duly elected representatives from our church to Arkansas Presbytery which will meet at \_\_\_\_\_ on March \_\_\_\_ and \_\_\_\_ and at \_\_\_\_\_ on Sept. \_\_\_\_ and \_\_\_\_.

Delegate \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Alternate \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Alternate \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Signed: \_\_\_\_\_

Clerk of Session

Please make sure above addresses are complete and correct, as the delegate will be receiving Preliminary Minutes by bulk rate postage, which the post office will not deliver if addresses are not complete. If the Delegate cannot attend please give the preliminary minutes to the alternate who will attend. Only one copy is sent to each church. ALL THIS IS VERY IMPORTANT!

20 \_\_\_\_ MEMORIAL ROLL

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX S**

**APPLICATION TO BE TAKEN UNDER THE CARE OF PRESBYTERY  
AS A CANDIDATE FOR THE MINISTRY**

Date \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Member of what church \_\_\_\_\_

In what city \_\_\_\_\_

Date received into membership of this church \_\_\_\_\_

**APPLICANT'S STATEMENT**

I hereby apply to be received under the care of this presbytery as a candidate for the ministry.

I promise in reliance upon the grace of God to be diligent and faithful in making full preparation for the ministry. I also promise to submit myself to the care of the presbytery through its Committee on the Ministry in matters that pertain to preparation.

Signature of applicant \_\_\_\_\_

**SESSION RECOMMENDATION**

The session of the \_\_\_\_\_ Cumberland Presbyterian

Church in \_\_\_\_\_, Arkansas, having met with and carefully examined the applicant named above, who is a member of our church, and having counseled with him/her regarding the meaning of coming under the care of presbytery, recommends that he/she (be, be not) received under care of the presbytery and pledges its cooperation with the presbytery in its care of this applicant.

Date \_\_\_\_\_ Signed \_\_\_\_\_

Moderator

Date \_\_\_\_\_ Signed \_\_\_\_\_

Clerk of Session

**APPENDIX T**

**DATA SHEET FOR AN ORDAINED MINISTER COMING FROM ANOTHER DENOMINATION**

(Confession of Faith 6.40)

Date: \_\_\_\_\_

**I. Personal Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Marital Status: M \_\_\_\_\_ S \_\_\_\_\_ W \_\_\_\_\_ D \_\_\_\_\_

**II. Educational Information:**

Name and address of educational institutions attended; years attended; graduation date and degree received (if applicable).

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**III. Church Affiliation Information:**

1. When and by whom were you ordained? \_\_\_\_\_

\_\_\_\_\_

2. What is your church affiliation at the present time? \_\_\_\_\_

\_\_\_\_\_

**IV. Church-Related Vocational Information:**

Names and addresses of churches served; dates served.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Other employment or special training; include dates.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**V. Denominational Requirements:**

1. Are you willing to complete courses in Cumberland Presbyterian theology, history, and polity? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Write a short paragraph telling why you want to become a Cumberland Presbyterian minister. (Use back of this page or an extra sheet of paper).
3. Is your personal theology in basic agreement with the doctrines taught in the Cumberland Presbyterian Confession of Faith? Yes \_\_\_\_\_ No \_\_\_\_\_.
4. Do you have any problems with the system of government in the Cumberland Presbyterian Church? Yes \_\_\_\_\_ No \_\_\_\_\_.
5. Ordained clergy are not re-ordained but are expected to answer affirmatively the same questions all ministers are asked who are received by the presbytery. (Confession of Faith Paragraph 6.36).

Please review these carefully. Does this create any problems for you?  
Yes \_\_\_ No \_\_\_\_.

6. Have you ever had any charges filled against you by a church judicatory (presbytery, conference, diocese, local congregation, etc.)?  
Yes \_\_\_ No \_\_\_\_.

**VI. References:**

List the names and addresses of three persons as references (persons who know you personally and know something about your previous work)

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

Prepared by the Committee on the Ministry (Arkansas Presbytery) with assistance from the Denominational Commission on the Ministry.

## APPENDIX U

### GUIDELINES FOR THOSE SEEKING CUMBERLAND PRESBYTERIAN ORDINATION Arkansas Presbytery

1. Basically follow the “Steps in Becoming an Ordained Minister in the Cumberland Presbyterian Church” which are found in the Presbyterial Handbook (**APPENDIX C**)
2. Specifically, complete the form provided in the Presbyterial Handbook, and take it to your local session. (**APPENDIX S**)
3. After one comes “under the care of the presbytery” through its Committee on the Ministry, one should keep in contact with the Committee (can be done through the Stated Clerk if desired) frequently, and most certainly when any changes occur.
  - A. A **written** report on activities such as education, church work, special projects, etc., is required **BEFORE** the committee meets the first Saturday in February and the first Saturday in August, and any other time the committee asks for it. Those attending Bethel College or Memphis Theological Seminary **MUST** send a copy of grades for the previous semester and proof of enrollment for the next semester. All reports should be sent to the stated clerk at least ten days before committee meetings, so they can be duplicated and sent to committee members. Failure to properly report will result in the withholding of financial aid.
  - B. The probationer will not seek to become a stated supply or other church employment without permission from the committee chair.
  - C. When in doubt about any activity, contact the chair of the committee.
  - D. The committee and stated clerk must be notified of any change of address or phone number immediately.
  - E. The probationer is not permitted to moderate a church session meeting, serve communion (unless ordained by another denomination and given permission by presbytery), or take members into the church.
4. Each probationer will submit to a psychological examination, if the Committee on the Ministry requests it.
5. The committee requires that each probationer preach at a presbyterial worship service before ordination. The subject for the sermon and/or the scripture may be assigned.
6. A written examination, in addition to an oral examination, is given before ordination.
7. For those who are in the Program of Alternate Studies: Arkansas Presbytery, through the Committee on the Ministry, pays for tuition, room, and board for courses. The committee may also provide additional assistance. It is hoped that the local congregation will help with books and travel.
8. For those who attend Memphis Theological Seminary Arkansas Presbytery provides financial assistance through the Presbytery Committee on the Ministry. The amount of assistance provided at any given time depends upon the amount of funds the committee has available and the number of students to be assisted. For those who attend another approved seminary, Arkansas Presbytery, through the Committee on the Ministry, will give financial assistance on a case-by-case basis.

**APPENDIX V**

**CONTINUING EDUCATION REPORT FORM**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ (For identification only)

TELEPHONE NUMBER (\_\_\_\_\_) \_\_\_\_\_

FAX NUMBER (\_\_\_\_\_) \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

PRESBYTERY \_\_\_\_\_ TYPE OF MINISTRY \_\_\_\_\_

TYPE AND LOCATION OF CONTINUING EDUCATION EVENTS	CLOCK HOURS	CEU's
---	----------------	-------

Type \_\_\_\_\_

Location \_\_\_\_\_

Type \_\_\_\_\_

Location \_\_\_\_\_

Type \_\_\_\_\_

Location \_\_\_\_\_

Type \_\_\_\_\_

Location \_\_\_\_\_

TOTAL CLOCK HOURS COMPLETED \_\_\_\_\_

TOTAL CEUs COMPLETED \_\_\_\_\_

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

## APPENDIX W

### Edith McSpadden Scholarship Fund, Information Sheet

#### 1. Qualifications:

- Must be a member of a Cumberland Presbyterian Church and attend regularly
- Must be an incoming freshman to college
- Must have attended Camp Peniel Senior High Camp for at least two years
- Application must be postmarked by November 1

#### 2. Please include:

A teacher or pastor recommendation

An essay answering the question: What have I gained from Camp Peniel?

Both the recommendation and the essay should not include your name or any other identifying information. Please ask your teacher or pastor to leave your name off of your recommendation. Please leave off names of any others that are mentioned in your essay. Feel free to include how many years you have been attending Camp Peniel. This is not considered identifying information.

#### 3. Please send the application to the Stated Clerk of Arkansas Presbytery:

### APPLICATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Cumberland Presbyterian Church \_\_\_\_\_

High School \_\_\_\_\_

Answer the following in essay format: What have I gained from Camp Peniel?

### Edith McSpadden Scholarship Fund Financial Obligations

Scholarships will be awarded only after \$2,000.00 capital has been achieved. All donations toward scholarship will be added to the capital only. The committee will divide the year's interest among the recipient(s). The recipient(s) will receive their checks at Senior High Camp.

#### Committee Guidelines:

Requests for withdrawal from the scholarship fund can be made only by the CPYF of A sponsor following a vote by the CPYF of A scholarship committee. The committee will consist of one chairperson who is appointed by the CPYF of A moderator and five members of the CPYF of A at large. Committee nominees must ask to be removed from the committee before August 31. Committee members must not have relatives eligible for the scholarship. Committee members must be involved with Camp Peniel (not necessarily senior high camp). The committee chairperson must give a report of the committee's actions and of the persons next in line for receiving a scholarship. All existing committee members will be given the chance to continue to serve. Committee chairperson will be responsible for acquiring applications from the stated clerk of Arkansas Presbytery and for preparing scholarship applications for review by the committee. The committee must announce its decision by April 1 and notify recipient(s).



## APPENDIX X

### HOW CHURCH SHARES ARE DETERMINED

#### Frequently Asked Questions

##### **Why are Church Shares to Presbytery so much?**

The total amount of Shares each year is governed by the presbyterial budget for that year.

The presbytery adopts a budget each year during the fall meeting of the presbytery. The amount of the budget is determined by what the presbytery plans to do during the following year.

What the presbytery plans to do is decided by votes of the ministers and elder delegates present at the meetings of the presbytery.

Once a budget has been prepared the Board of Finance assigns Shares to the Churches. If each church sends to the stated clerk the full amount of their assigned Share, the presbytery will have the money needed to pay for what the ministers and elder delegates have voted to do.

##### **How does the Board of Finance decide how much each church's Share should be?**

The Share for each church is based upon the church's total income, less building funds, for the previous calendar year.

##### **How does the Board of Finance know what the church's total income was for the previous calendar year?**

Each year the General Assembly of the Cumberland Presbyterian Church prepares a Yearbook, which lists every church in the denomination, and the total income of each church.

##### **How does the General Assembly know what the total income of each church was?**

Each January the General Assembly Office sends each church session clerk a form called the ANNUAL CONGREGATIONAL REPORT. Each session clerk is asked to fill out the form and send it to the stated clerk of the presbytery by February 1<sup>st</sup>. In order to fill out the form correctly the session clerk must have the assistance of the church treasurer. After the form is completed it should be reviewed and approved by the church session. It is then signed by the pastor and the session clerk and mailed to the stated clerk of the presbytery.

One line on that form asks for the church's total income in the previous calendar year. The form does not provide a separate line for building funds. If the session clerk includes building fund income in the total income shown on the form, the chairman of the Board of Finance should be notified of the amount so an adjustment can be made. The stated clerk of the presbytery sends one copy of the form to the Office of the General Assembly.

The General Assembly Office transfers all the information reported on the Annual Congregational Reports to the General Assembly Yearbook. When the Yearbook is printed a copy is sent to every minister and session clerk in the denomination, as well as to various other people.

##### **Once the Yearbook is available, how does the Board of Finance use that information to determine the Share to assign to each church in the presbytery?**

The Board takes the total income of the presbytery and determines what percent of that income is required to fund the proposed budget for the presbytery.

When the percent has been determined the total income of each church is multiplied by that percent and the result is the Share assigned to the church.

**What happens if a church does not fill out, and send to the stated clerk, the Annual Congregational Report?**

The Yearbook shows “NO REPORT RECEIVED” and leaves the income column blank.

**How does the Board of Finance arrive at a Share for that church?**

The Board checks previous yearbooks until a year is found when a report was sent in, and uses the most recent amount shown in a Yearbook

**What if the church’s income is a lot less than it was when the last Annual Congregational Report was sent in?**

The Board has no way of knowing that. That is why it is so important that every church sends in the Annual Congregational Report each year.

**Tell me how the 2006 Share for my church was determined.**

What was the total income your church had in 2004, which was reported on the Annual Congregational Report you sent to the stated clerk by February 1, 2005?

**\$34,688.00**

First let me explain something about 2006 Shares. At the board meetings on the first Saturday in August 2005 each board submitted a requested budget to the Board of Finance. The current Board of Finance has an unwritten, unofficial, rule that it will not propose a budget that requires that Shares for the churches be more than 7.25%. At the board meetings in August 2005 the requested budgets required more than 7.25%. So the Board of Missions and the Board of Finance each reduced their requested budgets so that the percent could be 7.25%.

Now, to answer your question, the total income for your church in 2004, as reported on the Annual Congregational Report you sent to the stated clerk before February 1, 2005 was  $\$34,688.00 \times 7.25\% = \$2,515.00$  which is your church’s 2006 Share.

**Is this the method that has always been used to determine Shares?**

No. This method was first used in August 2004 to determine 2005 Shares. For several years prior to that Shares were based 50% upon total income, less the amount shown in the yearbook under Total Outreach Giving - this includes the amount given to Our United Outreach, Presbytery Shares, other denominational giving and local benevolence - and 50% upon active members. For many years prior to that shares were based entirely upon the number of active members in each church.

Since Shares are determined by the amount of the annual budget, the annual budget is determined by what the presbytery plans to do in the following year, and what the presbytery plans to do, and finance, in the following year, and sometimes for more than one following year, is decided by the votes of a majority of the ministers and elder delegates who are present at the meetings of presbytery, it is very important that every church have their minister and elder delegate present, and voting, at every meeting of Arkansas Presbytery.

Since the amount of the Share assigned to each church is determined by the total income shown in the Yearbook for each church, it is very important that every church sends the Annual Congregational Report to the **Stated Clerk of Arkansas Presbytery, 4008 Logan Lane, Fort Smith, Arkansas 72903**, by February 1 of each year.

The envelope of forms the General Assembly Office sends to the session clerks includes, along with the Annual Congregational Report - which is a three part form with a

white, yellow and pink copy – several reporting forms requesting information for the various General Assembly Boards. These reports are very helpful to the General Assembly Boards. However, many smaller churches do not have a Committee on Missions, Christian Education, etc. If the additional forms are confusing to you, and are causing you not to send in the Annual Congregational Report, it would be to the advantage of your church and the presbytery for you to fill out only the Annual Congregational Report and not bother with the other forms included in the envelope.

If you have other questions about Shares or the Presbyterial Budget, or if you need assistance in preparing your Annual Congregational Report, please call, the stated clerk or a member of the Arkansas Presbytery Board of Finance. The telephone numbers of the stated clerk and the members of the Board of Finance are:

Janie Stamps, Stated Clerk	479-478-0161	Carlton Bowden	479-968-4342
Keith Clement, Board Chairman	870-534-5332	Donald Hogue	870-367-7564
Donna Farley, Board Secretary	479-524-2385	Kitty Stamps	479-478-0161
Harriet Ballow	870-346-5121		

**APPENDIX Y**

**NOMINATIONS FORM**

The Nominations Committee of Arkansas Presbytery meets in July each year. Please take time to prayerfully consider who in your congregation (must be a member) could serve in a presbyterial position. Be sure to get the person's permission to submit his/her name, complete the appropriate portion or portions of the form below, and return to the Stated Clerk's office no later than July 15. All nominees must be a member of a Cumberland Presbyterian Church in Arkansas or a minister in the presbytery.

**FOR CONSIDERATION FOR A BOARD OF COMMITTEE**

Please specify which Board or Committee: \_\_\_\_\_

Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_ Church \_\_\_\_\_  
City and State \_\_\_\_\_ Zip Code \_\_\_\_\_

Local church participation and experience (served in what office or on what board or committee): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other pertinent information or interests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR YOUTH ADVISORY DELEGATE TO GENERAL ASSEMBLY**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
City, Zip Code \_\_\_\_\_ Church \_\_\_\_\_

Local church involvements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Pastor or church representative making recommendation

APPENDIX Z

LIST OF CHURCH LEADERS, INCLUDING THE PASTOR, SESSION MEMBERS, SESSION CLERK, AND TREASURER

Name of Church \_\_\_\_\_

The above church does \_\_\_\_\_ does not \_\_\_\_\_ have a rotating church session

Pastor:

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ e-mail \_\_\_\_\_

Session Members:

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ e-mail \_\_\_\_\_

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ e-mail \_\_\_\_\_

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ e-mail \_\_\_\_\_

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ e-mail \_\_\_\_\_

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ e-mail \_\_\_\_\_

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ e-mail \_\_\_\_\_

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ e-mail \_\_\_\_\_

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ e-mail \_\_\_\_\_

(If more than 8 session members please continue on page 2)

Session Clerk:

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ e-mail \_\_\_\_\_

Treasurer:

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ e-mail \_\_\_\_\_

This form is sent to session clerks in December of each year. The session clerk should complete the form and return it to the Stated Clerk of Arkansas Presbytery, 4008 Logan Lane, Fort Smith, AR 72903 by February 1 of the following year. This will assure that your church receives all mailings from the stated clerk, presbytery boards, etc.

**Additional Session Members:**

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ e-mail \_\_\_\_\_

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ e-mail \_\_\_\_\_

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ e-mail \_\_\_\_\_

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ e-mail \_\_\_\_\_

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ e-mail \_\_\_\_\_

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ e-mail \_\_\_\_\_

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ e-mail \_\_\_\_\_

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ e-mail \_\_\_\_\_

Also please include a list of the names and addresses of all children and youth in your congregation for use by the Camp Board if planning summer camps etc.

Name	Age	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**APPENDIX AA**

**DISCLOSURE AND CERTIFICATION**

The Board of Christian Education of the Cumberland Presbyterian Church requires the following information to be provided by every person invited to serve in a leadership role in the board's programs and events, especially those involving children and youth. Answering yes to any of the following questions may not disqualify you from consideration, but providing false answers will result in automatic disqualification. Please feel free to attach any explanation or additional information.

	Yes	No
Have you ever been arrested or charged with a crime involving sexual misconduct or other immoral behavior?	_____	_____
Have you ever had a civil lawsuit filed against you alleging sexual misconduct or other immoral behavior on your part?	_____	_____
Has any church body (including a session, presbytery, special commission, disciplinary committee, ministerial committee or comparable church body) ever determined that you engaged in sexual misconduct or other immoral behavior?	_____	_____
Have you ever resigned or been terminated for reasons related to sexual misconduct or other immoral behavior?	_____	_____

By signing this Disclosure and Certification, I certify that my answers provided above are accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Full Name

## APPENDIX BB

### VACANT PROPERTY OWNED BY PRESBYTERY

**Mt. Vernon Church Property**, ten acres, more or less, located north of Morrilton in Conway County, was bought from Missouri Pacific Railway Company by John Conley, John Houston, and A. S. Williams, Trustees of Mount Vernon Congregation of the Cumberland Presbyterian Church, at Old Hickory, Arkansas. The property was conveyed to the trustees by Missouri Pacific Railway Company, by Deed No. 6482 dated December 16, 1879. The deed was not recorded and was subsequently lost.

The property has been vacant since the 1930's. Apparently the church stopped holding services in 1934, and was declared "dead" by the General Assembly in 1950.

The Mount Vernon Cemetery is located in the SW corner of the 10 acres. In (about) 1984 the Mt. Vernon Cemetery Association filed a lawsuit against Ewing-Burrow Presbytery contesting ownership of the property. The lawsuit was dismissed December 13, 1988, due to the plaintiff's failure to prosecute the action. The funds (which had been received from the sale of timber and a gas and oil lease), were released and were placed in the Sherwood Property Fund.

The lawsuit was reopened by an attorney for Arkansas Presbytery, in 2000 and in 2006 was dismissed again.

During the period of time when the lawsuit was open again Arkansas Presbytery had the property surveyed, and the Fair Market Value established at \$20,000.00.

Only part of the Mount Vernon Cemetery is on the property. Extensive efforts were made, (with no success) to reach some agreement with Mr. George Bailey, Attorney for the Mount Vernon Cemetery Association.

Efforts were made to sell the property, to be conveyed by a Quit Claim Deed, at a reduced price (\$10,000.00) with no success.

In 1994 a gas and oil lease had been acquired on the property. No well was drilled and the lease expired.

During 2006 oil and gas leases were much in demand in Conway County. Three different companies were contacted in an effort to lease the property. None of the companies were interested because the presbytery does not have, and apparently will not be able to get, clear title to the property. (See Appendix CC, Page 112, item 18).

**Shady Grove Church Property:** On March 27, 1976 at a meeting of Bartholomew Presbytery seven trustees were elected and a Declaration of Trust dated October 11, 1988 was executed to the trustees to hold title to the property and to maintain the Shady Grove Cemetery.

On January 23, 2005 the current Trustees, Barbara Green, Marvin Taylor, Ross F. Hoover, and William J. Wynn executed a Warranty Deed to Arkansas Presbytery of the Cumberland Presbyterian Church. The Shady Grove Cemetery Association retained the right to maintain the cemetery.



## APPENDIX CC

### **PROPERTY SOLD/DEEDED SINCE OCTOBER 1988; PROPERTY PURCHASED SINCE 1988; AND OIL AND GAS LEASES**

1. Ewing-Burrow Presbytery deeded the Rock Springs Church property to the Rock Springs Cemetery.
2. Ewing-Burrow Presbytery retained the mineral rights to the Wesley Chapel, Vinson Chapel, and the Shiloh properties that were disposed of 1983 – 1988.
3. A Quit Claim Deed was made in 1990 to the Lone Pine Community Association with presbytery retaining the mineral rights.
4. Minutes of March 10, 1990 indicate that a Quit Claim Deed on the North New Hope property was issued to the North Hew Hope Cemetery Association with no indication of mineral rights being retained.
5. Big Springs property was sold, with net proceeds of \$2,730.00, which was placed in the Sherwood Property Fund.
6. Ebenezer property near Jacksonville was sold for \$1,000.00 in 1994.
7. Vinson Chapel property containing one and one fourth acres located north of Morrilton was sold in 1994, for net proceeds of \$361.00, which was applied to New Church Development.
8. Sugar Grove property (1 acre), which had been under the jurisdiction of the Booneville Cumberland Presbyterian Church was sold.
9. Texarkana property was sold in 1996 with net proceeds of \$52,182.36.
10. Oak Hill, Little River County, deeded to the Oak Hill Cemetery Association, in 2000.
11. Chickalah, presbytery's one half interest, was deeded to the Chickalah Community Church, 2000.
12. Salem, Johnson County, deeded to the Rowbotham family who held all rights to it.
13. Harrison property sold for \$79,000.00 in 2001.
14. Little Rock First property sold for over \$150,000.00 in 2001.
15. Settlement with Coop Prairie Church for \$18,000.00 in 2001.
16. Supreme Court upheld action by former Ewing-Burrow Presbytery to deed Palmetto Church Property to its trustees.
17. New Hope Church property in White County. Two acres on Highway 64 near Beebe, Arkansas. The land was given to the New Hope Church by A. N. and J. V. Thompson August 9, 1890 and the deed contained a reversionary clause. Deeded to the unknown heirs of A. N. and J. V. Thompson September 2007. In the event there are no heirs to A. N. and J. V. Thompson the property was also deeded, on a subsequent date, to Gail and Alice Jane Gray who own adjoining property.
18. Mt. Vernon Church property consists of 10 acres in Conway County. In September 2007 the west 5 acres were deeded to the Mt. Vernon Cemetery Association and the east 5 acres were deeded to Joe Ed and Priscilla Keeton.
19. Camp Artesian sold September 2007 for \$45,000.00.
20. Stoney Point property – 2 3/8 acres – deeded to Stoney Point Cemetery Trust 3/15/08
21. Deeding of all Emerson Church Property to Emerson Cumberland Presbyterian Memorial Cemetery, Inc. approved by Arkansas Presbytery. Transfer completed 10-14-08 and Emerson Cumberland Presbyterian Church dissolved.

### **PROPERTY PURCHASED SINCE OCTOBER 1988**

1. Camp Peniel: Additional 20 acres purchased December 17, 1991, at a cost of \$41,000.00.
2. Friends of His Church, Sherwood, Arkansas, (New Church Development), 5.6 acres of land at 1402 Kiehl Avenue, purchased in February 1994, at a cost of \$235,000.00.

## OIL AND GAS LEASES

1. Burt Cemetery: Listed in the previous Arkansas Presbytery Handbook with no additional information.
2. Camp Peniel: Camp Peniel property consists of 74.29 acres in Conway County, Arkansas owned by Arkansas Presbytery of the Cumberland Presbyterian Church, Inc. The presbytery owns the mineral rights on 44.29 acres.

On September 14, 2007 the presbytery approved an Oil and Gas Lease between Arkansas Presbytery of the Cumberland Presbyterian Church and Energy Land Services, LLC, P. O. Box 3495, 4034 Rogers Avenue, Suite B, Fort Smith, Arkansas 72913-3495, Telephone Number 479-452-4758. The lease is for a term of 5 years, provides for a 1/5 royalty and contains a provision for no surface operations. The presbytery received \$28, 788.50 for the lease. (\$650,00 per net mineral acre on 44.29 net mineral acres)

For a summary of the land included in the Camp Peniel property see Appendix GG, Page 117.

## **APPENDIX DD**

### **ORDINATIONS SINCE OCTOBER 1988**

Mark Cadenbach, May 21, 1989, Pine Bluff First Church  
James Matthews, May 20, 1990, Grace Church, Fayetteville  
Alan Meinzer, May 26, 1990, Trimble Campground Church, Dolph  
Henry Jenkins, May 20, 1990, Lucas Church, Booneville  
Gordon Warren, February 7, 1992, Progress Church, Pleasant Hill, Louisiana  
Ricky Page, May 22, 1994, Searcy Church  
Jerry Patterson, November 13, 1994, Palestine Church  
Dave Williamson, September 17, 1995, Trimble Campground Church, Dolph  
Nancy Kate McSpadden, July 14, 1996, Rose City Church, North Little Rock  
Keith Mariott, May 11, 1997, Camp Ground Church, Hanpton  
David Carpenter, January 3, 1998, Grace Church, Fayetteville  
Lisa Scott, January 11, 1998, Trinity Church, Morrilton  
Jo Warren, May 20, 2001, Trinity Church, Morrilton  
Harold Bone, November 4, 2001, Hot Springs Church  
Billy McGarity, March 15, 2002, Pine Ridge Church  
Paul DuBose, April 21, 2002, Pineville Church  
Duawn Mearns, June 18, 2003, Hector Church  
Jason Chambers, June 4, 2005, Camden Church  
Barbara Brewer, September 16, 2006, Pine Bluff First Church  
James Bradshaw, September 17, 2006, Pine Ridge Church  
Angela Moore, October 29, 2008, Palestine Cumberland Presbyterian Church  
Ricardo Franco, March 13, 2009, meeting of Arkansas Presbytery at Campground  
Cumberland Presbyterian Church, Hampton, Arkansas, status changed from provisional  
Pastor to Ordained Minister  
Joshua Murray, April 18, 2009, Shell Chapel Cumberland Presbyterian Church  
Roberta Johnson, September 16, 2009, Fellowship Cumberland Presbyterian Church,  
(Ouachita County)  
Joel Snyder, October 18, 2009, Mt. Olive Cumberland Presbyterian Church  
Michael Suttle, March 13, 2010, Arkansas Presbytery of the Cumberland Presbyterian  
Church, meeting at Palestine Cumberland Presbyterian Church, Palestine, Arkansas  
Leo Chang, June 27, 2010, First Cumberland Presbyterian Church, Russellville, Arkansas  
Nicholas Chambers, September 12, 2010, Bethesda Cumberland Presbyterian Church

### **ORDINATIONS FROM OTHER DENOMINATIONS RECOGNIZED**

Robert Vowell, April 7, 2002, Fort Smith First Church  
Ann Holley, September 20, 2002, Falls Chapel Church, Lockesburg  
Dr. Thomas Martin Deere III, September 9, 2006, Meeting of Arkansas Presbytery, Hot  
Springs, Arkansas  
Dr. Kenneth Richards, March 13, 2009, meeting of Arkansas Presbytery at Campground  
Cumberland Presbyterian Church, Hampton, Arkansas

### **NEW CHURCHES ORGANIZED**

Friends of His, Sherwood, March 21, 1993  
Hot Springs, May 16, 1999

## APPENDIX EE

### RESOLUTIONS FROM PORTER PRESBYTERY APPROVED IN OCTOBER 1988, AND STILL PENDING

1. That a certificate of \$5,000.00 be held with only the interest to be used in the following counties: Benton, Crawford, Franklin, Logan, Scott, Sebastian, and Washington.

(Currently this money is invested in Investment Loan- Porter. The total amount of the investment as of 6-30-2007 was \$12,403.71.)

2. That the Charlotte Stamps Memorial Fund be held in trust by the presbytery for a period of ten years (January 1999) for the purpose of buying property and/or starting a church in Crawford County. A part or all of this money may be withdrawn at any time for the purpose for which it was established. At the end of the ten-year period, the fund may be used for new church development in the presbytery giving first priority to the area of the old Porter Presbytery.

### CHARLOTTE STAMPS MEMORIAL FUND

The following was adopted by Arkansas Presbytery on September 15, 1990:

In 1979 the Dripping Springs Cumberland Presbyterian Church was dissolved by Porter Presbytery, and the building and land was sold to Charles Ramey on a Contract of Sale. Miss Janie Stamps and Mr. Jerry Stamps, Elders, were appointed trustees and Miss Stamps served on the Commission appointed by Porter Presbytery. The sale has been finalized, all monies collected, deed recorded etc. During this ten-year period Miss Stamps collected the money, made the deposits, filed reports, and kept presbytery informed of all transactions. The money has been invested well, drawing maximum interest and dividends. Wortz/Plattner, Financial Consultants with Merrill Lynch, told Miss Stamps that the purchase of the Eaton Vance Shares has been most profitable. These shares are government insured. Since the money can only be used in Crawford County, we recommend that Arkansas Presbytery leave the money at Merrill Lynch and Citizens Bank with Janie Stamps and Roy Elkins as trustees. Within five to ten years it is planned that the money will be used on a Union Church in Crawford County. The Presbyterian Church in Van Buren is showing very positive interest toward this becoming a reality.

Signed: Janie Stamps, Commission Member

On September 10, 2005 Arkansas Presbytery adopted the following recommendation: "That the Charlotte Stamps Memorial Fund be re-allocated to the Committee on the Ministry."

Interest earned on the Memorial Fund Certificate of Deposit, at Citizens Bank, Fort Smith, Arkansas, is deposited to a Money Market Account at Citizens Bank. Re-allocation of the funds on September 10, 2005 included all funds in the Certificate of Deposit and the Money Market Account.

**APPENDIX FF**  
**HIGHER EDUCATION ENDOWMENT**

The Higher Education Endowment (originally set up by Arkansas Synod) is available to all members of a Cumberland Presbyterian Church in Arkansas attending either Bethel College or Memphis Theological Seminary (including the Program of Alternate Studies). The interest from the fund is shared equally among those attending these two institutions.

Eligibility requirements include carrying a full load (12 hours at Bethel College, or 9 hours at MTS), and making passing grades on the minimum number of hours. Each student is responsible for providing the stated clerk with verification of enrollment and grades.

Funds available shall be disbursed by the stated clerk/treasurer annually by September 15. If more than one student is eligible the funds shall be equally divided between all eligible students, up to a maximum of \$1,000.00 per student.

It is the responsibility of church sessions to send the stated clerk the name, address, and telephone number of all persons from that church, which are regularly enrolled in Bethel College, Memphis Theological Seminary, or the Program of Alternate Studies, and desire to be included in the disbursements from the fund. The information is to be submitted, in writing, in time to be in the hands of the stated clerk/treasurer by September 1 of each year.

The stated clerk/treasurer shall disburse all funds on hand as of December 31 of the previous calendar year, up to a maximum of \$1,000.00 per student, by September 15.

If there are no eligible students in a given year, or if all funds are not disbursed due to the maximum per student rule, the funds are to be carried forward to the next year. If excess funds accumulate the Board of Finance of Arkansas Presbytery may recommend to the presbytery that the maximum per student be increased.

( See Stated clerk, 4.311 Page 13; and Treasurer 4.604(e) Page 16)

**APPENDIX GG**  
**CAMP PENIEL PROPERTY**

The following is a list of deeds executed on various parts of the 68.58 total acres of land, and 44.29 Net Mineral Acres, Arkansas Presbytery owns at Camp Peniel.

1-21-1938 A Warranty Deed for 10 acres from Walter J. Lindsey and Naomi Lindsey to the Trustees for Arkansas Synodic Young Peoples Encampment. Recorded Conway County, AR Deed Book 48 Page 383. Net Mineral Acres owned 4.29.

6-28-1939 A Warranty Deed from Cleo Cheek and Bernice Cheek for 40 acres to the Synodic Board of Christian Education. The deed contained a reversion clause. Recorded Conway County, AR Deed Book 47 Page 609. Net Mineral Acres owned 20.

1-21-1949 A Warranty Deed to Walter J. and Naomi Lindsey from the trustees of the Arkansas Synodic Board of Christian Education for 1.43 acres of the 10 acres previously deeded to the Arkansas Synodic Young Peoples Encampment by Mr. & Mrs. Lindsey on 1-21-1938. Recorded Conway County, AR Deed Book 63 Page 184. This reduced the Net Mineral Acres on the 10 acres from 5.72 to 4.29.

6-25-1956 A "Right-of-way Easement Deed" from Walter J. Lindsey and Naomi Lindsey to Arkansas Synodic Young Peoples Encampment from Highway 95 to camp. Recorded Conway County, AR Deed Book 71 Page 431.

4-13-1965 A Quit Claim Deed from Cleo Cheek and Bernice Cheek resending The reversion clause in the deed dated 6-28-1939. Recorded Conway County, AR Deed Book 84 Page 200.

7-25-1976 A Quit Claim Deed from Vincent H. Campbell and Catherine A. Campbell to the trustees of the Arkansas Synodic Board of Christian Education for 4.29 acres of the 10 acres deeded to the Arkansas Synodic Young Peoples Encampment by Walter J. Lindsey and Naomi Lindsey on 1-21-1938. Indications are that this deed was just to insure that the synod had clear title to the property. Recorded Conway County, AR Deed Book 123 Page 368.

9-5-1991 A Quit Claim Deed from the trustees of the Synod of Great Rivers of the Cumberland Presbyterian Church, to the trustees of Arkansas Presbytery of the Cumberland Presbyterian Church. The deed was intended to transfer all Camp Peniel property owned by agencies of Arkansas Synod, at the time presbyteries were realigned, to Arkansas Presbytery. Recorded Conway County, AR Deed Book 169 Page 523.

11-17-1991 A Warranty Deed from Randy Voss, Linda Voss, and Lela Voss for 20 acres, to Arkansas Presbytery of the Cumberland Presbyterian Church. Recorded Conway County AR Deed Book 170 Page 507. Net Mineral acres 20.

4-10-2010 A Warranty Deed from the Trustees of the Synod of Great Rivers of the Cumberland Presbyterian Church to Arkansas Presbytery of the Cumberland Presbyterian Church, Inc. This deed replaces the deed from the Synod of Great Rivers dated 11-17-1991, and conveys 48.58 acres from Synod of Great Rivers to Arkansas Presbytery of the Cumberland Presbyterian Church, Inc. Recorded Conway County, AR Deed Book 254 Page 0532.

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