

**MANUAL OF AUTHORITIES AND DUTIES**  
**for**  
**OFFICERS AND AGENCIES**  
**GENERAL SYNOD**  
**of the**  
**ASSOCIATE REFORMED PRESBYTERIAN CHURCH**  
**[Revised following 2011 Meeting of the General Synod]**

**INTRODUCTION**

The General Synod is the highest court of the Associate Reformed Presbyterian Church, representing in one body all of its particular presbyteries. Its primary responsibility is the initiation, planning, organization, and administration of programs designed to enable it to carry on the mission of God in Christ's Church by word and deed in the General Synod, the congregation, the presbytery, and the whole world.

To carry out its responsibilities, the General Synod has power to elect officers and to institute and supervise the agencies (used to refer to boards, committees, and ecclesiastical commission) necessary in the general work of the church and to make appointments to such labors. In its deliberations, the General Synod has provided for the election of seven officers and has determined to institute and make appointments to eleven boards, one ecclesiastical commission, and nine standing committees. Drawing their authorities and responsibilities from the *Form of Government of the Associate Reformed Presbyterian Church*, these officers, boards, ecclesiastical commission, and committees implement the work approved by the General Synod.

In addition to the specific requirements included in our *Form of Government*, the General Synod has established other guidelines pertinent to all agencies:

1. All agencies will seek to comply with local, state, and federal laws, and those agencies which incorporate will do so under the laws of the state in which their respective headquarters are situated.
2. Terms of service for all appointees shall begin on July 1 of the year in which appointment is made, provided, however, nominees elected by General Synod to fill unexpired terms begin service upon the action of Synod. (2007 Synod)
3. Persons who have served for more than a half term on a board or committee are ineligible to succeed themselves, except as specifically authorized in the *Manual of Authorities and Duties*. (1990 Synod )
4. Employees are ineligible for nomination to a board or committee under whose jurisdiction that person is employed. This includes mission developers. Any employee of an agency of the General Synod of the Associate Reformed Presbyterian Church who serves another board or committee of the General Synod or Presbytery must make it a first priority of his or her service to avoid even the appearance of the impropriety of conflict of interest due to his or her service.
5. Ex-officio members, including those defined herein as "Presbytery Representatives," have the same privileges as those members appointed by name. Advisory members have all privileges except the privilege of making motions, attendance in executive sessions convened by the board, committee, or commission, and the privilege of vote. (2000 Synod)
6. All chairmen of Synod's boards and committees with the exception of the Erskine Board must be a member of the Associate Reformed Presbyterian Church.

The element necessary for the effective discharge of the responsibilities of the agencies of our denomination is dedicated Christians who will submit themselves to the leadership and direction of the Holy Spirit and persons who are informed of the authority and responsibilities to which they are called. It is the purpose of this manual to provide a description of the authorities and duties of the office and agency to which persons have been called to serve, and to show their work as it relates to Synod's work as a whole.

This manual reflects the existing directives of the General Synod and the *Standards of the Associate Reformed Presbyterian Church*. The *Manual of Authorities and Duties* shall be updated at the close of each General Synod meeting as needed so as to reflect the current status of authorities and duties as directed by the action of the General Synod. No material shall be included in the manual which is contrary to the *Standards of the Associate Reformed Presbyterian Church*.

In compliance with the directive of the 1985 General Synod, the *Rules of Order* for the General Synod are included herein.

**OFFICERS  
GENERAL SYNOD  
of the  
ASSOCIATE REFORMED PRESBYTERIAN CHURCH**

The *Form of Government*, Chapter XIII, C.4, states that "the officers of the General Synod shall be a moderator, a vice moderator, a principal clerk, a second clerk, a bill clerk, a treasurer and such other officers as are necessary." The General Synod in its deliberations has elected or appointed the following officers:

Moderator  
Vice Moderator  
Principal Clerk  
Reading Clerk  
Bill Clerk  
Assistant Clerk  
Treasurer of Synod's Funds  
Historian  
Parliamentarian

The *Form of Government* does not specify the procedures for selecting the term of office, or the duties of the officers. The General Synod has, however, through practice and through its *Rules of Order* established election procedures, terms of office, and duties of its officers.

The officers of the General Synod are described herein:

**MODERATOR OF THE GENERAL SYNOD**

**Manner of Selection:** At the annual meeting of the General Synod, one or more teaching or ruling elders are nominated as Moderator-Elect, and voting is by secret ballot. The Moderator-Elect becomes Moderator at the first new business session at the next stated meeting of the General Synod. If the Moderator-Elect is unable to serve as Moderator-Elect, the Vice Moderator-Elect shall assume the office of Moderator Elect and the most recent Past Moderator shall assume the office of Vice Moderator-Elect. When an office has been filled by a Past Moderator, the first order of new business at the next meeting of the General Synod will be the election of an officer or officers to fill any office assumed by said Past Moderator. (1998 Synod)

**Term of Office:** One year from the first business session of the stated meeting of Synod following his election until the first new business session of the subsequent stated meeting of the General Synod.

When the retiring Moderator is a ruling elder, he shall have the privilege of the floor and voting rights in subsequent meetings of General Synod as long as he is a member in good standing in an ARP congregation. (2011 Synod )

**Duties:**

1. To preside over the meeting of the General Synod and to perform the duties of the presiding officer which shall include:
  - a. Open the sessions at the hour appointed.
  - b. Announce the business before the court.
  - c. State and put all questions properly brought before the court.
  - d. Take the vote and announce the result.
  - e. Decide all questions of order, subject to an appeal to the house by any two (2) members.
  - f. Appoint Moderator's Committees, subject to the approval of the Court.
2. To serve as Chairman of the Executive Board.
3. To represent the denomination at official functions he is requested to attend.
4. To serve as an advisory member of all boards, committees and the Ecclesiastical Commission.
5. To promote the work of the denomination in presbyteries and congregations and at special church gatherings.
6. To plan and arrange for the annual meeting of the General Synod and to encourage attendance with a pastoral letter from the Incoming Moderator to those churches that did not send a ruling elder to the previous meeting. This letter should be sent no later than January each year. (2002 Synod)
7. To make a report of his work to the General Synod.

8. To chair an annual meeting of the executive employees of the General Synod to discuss areas of mutual concern. (1990 Synod)

#### VICE MODERATOR OF THE GENERAL SYNOD

**Manner of Selection:** At the annual meeting of the General Synod, one or more teaching or ruling elders are nominated as Vice Moderator-Elect, and voting is by secret ballot. The Vice Moderator-Elect becomes Vice Moderator at the first new business session at the next stated meeting of the General Synod. If the Moderator-Elect is unable to serve as the Moderator-Elect, the Vice Moderator-Elect shall assume the office of Moderator-Elect and the most recent Past Moderator shall assume the office of Vice Moderator-Elect. When an office has been filled by a Past Moderator, the first order of new business at the next meeting of the General Synod will be the election of an officer or officers to fill any office assumed by said Past Moderator. In the event of the Moderator's death or his inability to perform the duties of his office within the first 180 days of his term of service, the Vice Moderator shall automatically become Moderator and shall nominate a Vice Moderator to the Executive Board of Synod which shall, acting on behalf of the General Synod, elect a Vice Moderator to fill the unexpired term. The records of the Synod shall certify that the initially elected Moderator and his successor, the Vice Moderator, were both Moderators of Synod for the year they served. (1998 Synod)

**Term of Office:** One year

- Duties:**
1. To serve as a member of the Executive Board.
  2. To assist the Moderator as requested to do so.
  3. To assume the duties of the Moderator in the absence of the Moderator.

#### PRINCIPAL CLERK OF THE GENERAL SYNOD

**Manner of Selection:** The Principal Clerk shall be nominated to the General Synod by the Committee on Nominations and shall be elected by the General Synod. If the Principal Clerk is unable to serve, his duties shall be assumed by the Assistant Clerk until such time as the General Synod elects a successor. (1998 Synod)

**Term of Office:** Four years. He may succeed himself.

- Duties:**
1. With respect to meetings of the General Synod:
    - a. To keep a roll of the members and call it whenever required by the Court.
    - b. To record the proceedings.
    - c. To receive and record documents acted upon by the court.
    - d. To make record of all unfinished business to come before the Court.
    - e. To sign all orders and official reports.
    - f. To publish the minutes of the proceedings.
    - g. To update the *Manual of Authorities and Duties* at the close of each General Synod meeting so as to reflect the current status of authorities as directed by actions of the General Synod.
  2. To receive and send all official communications on behalf of the General Synod.
  3. In keeping with the 'procedure for the circulation of study reports' of member churches of the North American Presbyterian and Reformed Council:
    - a. To report annually to the Secretary of NAPARC the subject and place available of any study report(s) adopted by our General Synod.
    - b. To send one copy of such study report(s) to the Stated Clerk of each NAPARC member church.
    - c. To receive and disseminate to each session and minister a list of all study reports of NAPARC member churches.
  4. With respect to other NAPARC denominations participating in studies of doctrinal or ethical matters:
    - a. To make the determination as to studies of doctrinal or ethical matters;
    - b. To extend written notification of the initial meeting date, time, and place of study committees; and
    - c. To extend an invitation for participation, with those participating to bear their own expenses. (1986 Synod)
  5. To represent and promote the work of the General Synod as opportunities permit.

6. To conduct an annual special orientation for new ministers with emphasis placed upon the work of the boards and agencies of the General Synod and with emphasis on the procedures outlined for the General Synod meeting.
7. To serve as a member and Secretary of the Executive Board of the General Synod.
8. To serve as chairman of the Executive Board's Committee on Administration. (1990 Synod)
9. To supervise the collection and reporting of denominational statistical data. (1990 Synod)
10. To review the records of presbyteries and
  - a. provide such counsel and advice as is necessary to the presbytery clerks, and
  - b. report annually to the Executive Board. (1995 Synod)
11. To serve as an Advisory member of Committee on Inter-Church Relations. (Synod 2005)

#### **READING CLERK OF THE GENERAL SYNOD**

**Manner of Selection:** The Reading Clerk shall be nominated to the General Synod by the Committee on Nominations and shall be elected by the General Synod.

**Term of Office:** Four years. He may succeed himself.

**Duties:** With respect to meetings of the General Synod:

- a. To present the business to the Court in the order determined by the Moderator and/or the agenda.
- b. In the absence of any directives from the Moderator or an order of the day, to determine the order in which business is to be taken from the table.
- c. To read the reports to the Court except when a representative of the particular board or committee wishes to present the report.

#### **BILL CLERK OF THE GENERAL SYNOD**

**Manner of Selection:** The Bill Clerk shall be nominated to the General Synod by the Committee on Nominations and shall be elected by the General Synod.

**Term of Office:** Four years. He may succeed himself.

**Duties:** With respect to meetings of the General Synod:

- a. To receive, record, and distribute matters to come before the Court.
- b. To see that reports referred are placed in the hands of the proper committees and properly returned by such committees.

#### **ASSISTANT CLERK**

**Manner of Selection:** The Assistant Clerk shall be nominated to the General Synod by the Committee on Nominations and shall be elected by the General Synod.

**Term of Office:** Four years. He may succeed himself.

**Duties:** At the meeting of the General Synod, and in the absence of any clerk, the Assistant Clerk will perform the duties of the absent clerk.

#### **TREASURER OF SYNOD'S FUNDS**

**Manner of Selection:** The Treasurer of Synod's Funds shall be nominated to the General Synod by the Committee on Nominations and shall be elected by the General Synod. The Committee on Nominations shall secure the endorsement of the Board of Stewardship prior to placing a name in nomination.

**Term of Office:** Four years. He may succeed himself.

**Duties:**

1. The Treasurer is elected by the General Synod to be the custodian of the funds committed to the General Synod. In performing this function he shall:
  - a. Provide general oversight of an acceptable accounting system which maintains up-to-date and accurate records of all receipts and disbursements. (2006 Synod)

- b. Assist the Board of Stewardship in the development and supervision of an annual budget for the General Synod.
  - c. Assist as requested the agencies of the General Synod in financial matters.
  - d. Promote the work of the General Synod as opportunity and time permit.
2. To serve as an ex-officio member of the Executive Board of Synod. (1992 Synod)
  3. To serve as ex-officio member of the Board of Stewardship.
  4. To serve as ex-officio member of Investment Committee.

#### HISTORIAN

**Manner of Selection:** The Historian shall be nominated to the General Synod by the Committee on Nominations and shall be elected by the General Synod.

**Term of Office:** Four years. He may succeed himself.

- Duties:**
1. To actively pursue the development of an Historical Society within the Associate Reformed Presbyterian Church.
  2. To be open and responsive to opportunities to develop the Historical Concerns Endowment.
  3. To serve as an advisory member of the Executive Board of Synod. (1990 Synod)
  4. To encourage congregations to collect historical materials of the Associate Reformed Presbyterian denomination and its congregations; to preserve permanently items connected with our history and the writing of it; to encourage the availability for research the materials at the archives of the John Bulow Campbell Library, Columbia Theological Seminary, Decatur, GA, and at the McCain Library, Erskine College, Due West, SC. (2004 Synod)
  5. To cooperate with the archives at Columbia Theological Seminary in securing and protecting historical records connected with our church. To serve as liaison to the Department of History and to receive and review its annual report. (2004 Synod)
  6. To encourage at McCain Library the maintaining of a file on congregations, ministers, and other historical information of the General Synod. To cooperate with the Curator of ARP Materials at McCain Library, Erskine College. (2004 Synod)
  7. To solicit, secure, and edit historical material and to recommend to the General Synod the publishing of specific historical information. (2004 Synod)
  8. To report to the Executive Board of General Synod. (2004 Synod)

#### PARLIAMENTARIAN

**Manner of Selection:** The Parliamentarian shall be nominated to the General Synod by the Committee on Nominations and shall be elected by the General Synod.

**Term of Office:** Three years. He may succeed himself.

- Duties:**
1. At the meeting of the General Synod, the Parliamentarian shall call attention to procedures which are not in accord with the *Rules of Order of the Associate Reformed Presbyterian Church*. On request, he shall advise the Moderator on procedural matters. However, all questions of order shall be decided by the Moderator, subject only to the appeal of two or more members of the Court.
  2. To serve as an advisory member of the Executive Board of Synod (1997 Synod).



## ARP WOMEN'S MINISTRIES EXECUTIVE BOARD

**Note:** Inclusion of ARP Women's Ministries in the *Manual of Authorities and Duties* was authorized by the 2011 General Synod. ARP Women's Ministries appoints representatives to Synod's boards and committees through Synod's Committee on Nominations, Synod's nominating procedures do not apply to the ARPWM Executive Board and ARP WM Committees. Proceedings at the ARPWM Annual Meeting are governed by *Robert's Rules of Order*.

**Membership:** Voting members: President, Vice President, Secretary, Treasurer, Spiritual Life Chair, Missions and Outreach Chair, Historian, one woman representative from each presbytery.

Non-Voting Advisory members: Past President, Coordinator of Women's Ministries, Parliamentarian.

**Terms of Service:** Terms of service are determined by the office to which elected and are described in the ARP Women's Ministries Bylaws.

**Stated Meetings:** Three meetings are scheduled on an annual basis.

**Organization:** Officers: President, Vice President, Past President, Secretary, Treasurer.

Committees: Executive

Voting members: President, Vice President, Past President Secretary, Treasurer.

Non-Voting Advisory members: Coordinator of Women's Ministries, Parliamentarian.

Finance

Constitution and Bylaws

Nominating

Spiritual Life

Missions and Outreach

Historical Library

Family Bible Conference

Synodical Hall

Synod Social

Special Committees: appointed as needed by the President

Administrative Officer: Coordinator of ARP Women's Ministries

**BOARDS OF THE GENERAL SYNOD  
Of The  
ASSOCIATE REFORMED PRESBYTERIAN CHURCH**

The *Form of Government*, Chapter XIV, A., defines a board as “a body appointed and empowered by a court of the Church to take management of certain specified duties in advancing the mission of the Church.”

The boards appointed by the General Synod shall perform the work entrusted to them without particular instructions, but shall follow the general instructions of the Court; additionally, all boards shall be guided by the following guidelines and limitations as expressed in Chapter XIV, A., of the *Form of Government*:

1. Purpose. A board is a body appointed and empowered by a Court of the Church to take management of certain specified duties in advancing the mission of the Church.
2. Authority and Responsibility.
  - a. A board shall perform special work entrusted to it without particular instructions from the appointing court but shall follow the general instructions of the court.
  - b. A board shall be empowered to study, initiate, and administer programs and funds, and hold title to properties within its specific area of responsibility.
  - c. A board shall make an annual report to the appointing court, giving full statement of all business transacted and actions taken during the year.
  - d. Any action of a board may be approved, amended, or set aside by the appointing court.
  - e. A board shall keep full and accurate records of its proceedings in permanent form which shall be available for review and inspection as required by the appointing court.
3. Composition and Organization.

- a. Members of a board shall be appointed and their terms of membership shall be fixed by the appointing court.
  - b. A board shall elect its own officers and, subject to the approval of the appointing court, shall adopt a constitution and by laws.
  - c. A board may incorporate; however, the provisions of its charter and bylaws must always be in accordance with the *Form of Government of the Associate Reformed Presbyterian Church*.
4. Any newly elected member of any board or committee or any newly appointed administrative or teaching employee of any board shall have given satisfactory evidence of his belief in and adherence to the basic doctrines of evangelical Christianity." (1992 Synod)

The following definition of evangelical was adopted by the 1976 General Synod: "The word 'evangelical' comes from a Greek root meaning 'good news' and it refers to the Gospel of Jesus Christ. In a broad sense, evangelicals are people who believe that the Bible is God's inspired Word and that an individual can become a Christian only by accepting Jesus Christ as his personal Savior. Evangelicals believe:

1. The Bible alone, being God-breathed, is the Word of God Written, infallible in all that it teaches, and inerrant in the original manuscripts.
2. That there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. In the Deity of the Lord Jesus Christ, in His Virgin Birth, in His sinless life, in His miracles, in His vicarious and atoning death through the shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. That for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. In the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. In the spiritual unity of believers in the Lord Jesus Christ."

In the area of financial management, boards and their agencies shall not engage in the solicitation of funds within the denomination without the specific prior approval of the General Synod. (2006 Synod)

The General Synod has appointed the following boards to carry out specific missions of the Associate Reformed Presbyterian Church:

- Executive Board of the General Synod
- Board of Benefits
- Board of Trustees of Bonclarken Conference Center
- Christian Education Ministries of the Associate Reformed Presbyterian Church
- Board of Trustees of William H. Dunlap Orphanage, Inc.
- Board of Trustees of Erskine College
- Board of Outreach North America
- Board of *The Associate Reformed Presbyterian*
- Board of Stewardship
- World Witness, The Board of Foreign Missions

The General Synod or the Executive Board of Synod acting on behalf of Synod, may, from time to time, create or authorize the creation of separate legal entities to carry out the particular duties of an appointed board. The provisions of the Articles of Incorporation and Bylaws of such legal entities must always be in accordance with the *Form of Government* of the Associate Reformed Presbyterian Church. Unless directed otherwise these legal entities shall be accountable to the General Synod through the Executive Board of the General Synod. (2004 Synod)

### **Principles for Organization of Boards**

**[Adopted 2004 and Approved for Inclusion in *Manual of Authorities and Duties* 2005]**

A particular charge of the Committee on Nominations is to nominate to the General Synod those persons best qualified to serve on Synod's boards and committees. Sessions are encouraged to present the opportunities for service to challenge members of the congregation to seek opportunities for service in accordance with their spiritual gifts.

1. Boards are entrusted by General Synod to provide oversight of the ministries assigned to the board and shall develop policies and procedures to assure accountability at all levels of the ministry assigned to the board.
2. Boards are accountable to the General Synod to ensure that their board is providing oversight of its particular mission on behalf of General Synod. Board chairmen should serve as primary contact in relating to General Synod.
3. Board chairmen are to approve reimbursements to directors.
4. Executive sessions of board meetings should include the Moderator, Moderator-Elect, and Coordinator, unless the board determines otherwise for a particular reason.

5. Presbytery representatives are responsible for conveying the input of their sending presbytery to the board, and for reporting regularly to their presbytery regarding the work of the board and its actions.
6. Presbyteries are urged to elect committee chairmen who have a genuine desire to serve Presbytery and Synod in their respective roles.
7. Where possible, presbytery representation should be divided equally between teaching and ruling elders.

**Responsibilities of Board Chairmen and Role of Executive Committees**  
**[Authorized 2004 Synod to be submitted to General Synod]**

A description of the authorities and duties of those boards appointed by General Synod follows. (NOTE: For bylaws, constitutions, and policy books/manuals which are not included herein, please contact the appropriate board or agency.)

**Board Member Removal Policy**

[Adopted by 2011 Synod]

**The Objective:** The Moderator's Committee for a Policy on [Board] Member Removal sought to create a biblical, lawful, and just process for the removal of ineffective Trustees and/or Committee Members while, at the same time, discouraging frivolous and harassing complaints.

**The Definitions:** The policy referenced below contains certain terms that may require clarification in order to fully understand the process for removal. Those terms are as follows:

1. "Duty of Care" should be understood as the duty to reasonably foresee potential institutional liability;
2. "Duty of Loyalty" should be understood as the duty to maintain an undivided loyalty to the institution by avoiding conflicts of interest;
3. "Duty of Fiduciary" should be understood as the duty to serve the best interest of the institution; and,
4. "Preponderance of the Evidence" should be understood to mean evidence which, taken as a whole, is more probable than not.

**The Policy:**

Process for the Removal of Trustees and/or Committee Members from the Agencies and Standing Committees of the Associate Reformed Presbyterian Church (ARP).

**Introduction:** The Synod of the ARP reserves the right and duty to remove for cause members of its Agencies and Standing Committees through the following process -

**Causes For Removal:** The Synod of the ARP expressly adopts the removal of members of its Agencies and Standing Committees only "for cause" including, but not limited to, the following -

1. Failure to maintain a duty of care;
2. Failure to maintain a duty of loyalty;
3. Failure to maintain a duty of fiduciary;
4. Failure to maintain a duty of Christian unity; and,
5. Failure to maintain the duty of Christian godliness.

In addition,

6. Trustees, Officers, and Board Members (excluding Erskine) shall accept, believe and affirm in practice The Standards of the Associate Reformed Presbyterian Church.
7. Erskine Trustees shall accept, believe and affirm in practice the Synod's Philosophy of Higher Education and Synod's Definition of An Evangelical.

**Process for Removal:**

1. In the context of Matthew 18:15-17, the Petitioner shall contact the defendant immediately, notifying

him/her of the intent to file a Petition for Removal. (Also see *Book of Discipline*)

2. Based upon the enumerated causes referenced above, or, for good cause not enumerated, any member of Synod in good standing may file a Petition for Removal against any member or members of any Agency or Standing Committee of the ARP.

3. The Petition for Removal shall include the following:

A. The contact information and church status of the Petitioner;

B. The name of the member or members being charged and the agency or standing committee they represent;

C. The nature of the charge and the evidence to support the charge;

D. The names and contacts of at least two additional members of Synod in good standing that support and confirm the accuracy and truthfulness of the Petition; and,

E. The Petitioner's signature under the following - "I submit this Petition in good faith and Christian conscience. I understand and accept that should this Petition be found untrue or frivolous, that the Ecclesiastical Commission on Judiciary Affairs may recommend to my Presbytery the initiation of proceedings against me."

4. The Petition for Removal shall be filed with the Stated Clerk of the ARPC. The Stated Clerk shall present the Petition for Removal within 14 days to the Moderator who shall call a special meeting on the matter with the Executive Board of the ARPC, unless a meeting of the Executive Board is scheduled to occur within six (6) weeks of the filing of the Petition for Removal, in which case the matter shall be considered at the regularly scheduled meeting.

5. The Executive Board shall review the Petition for Removal for conformity to this policy and determine by a preponderance of the evidence and by majority vote whether or not the Petition for Removal warrants further investigation. Should the Executive Board find the petition frivolous or without merit, no further action shall be taken on the Petition for Removal.

6. Upon the finding that the Petition for Removal has merit the Executive Board shall refer the matter to the Ecclesiastical Commission on Judiciary Affairs for investigation and adjudication on the merits of the case.

7. Should the Ecclesiastical Commission on Judiciary Affairs, by majority vote, approve the Petition for Removal, the member or members are considered "removed for cause."

8. The member or members "removed for cause" shall have the right of appeal to Synod. Said appeal shall be in writing and filed with the Stated Clerk of the ARPC within 10 days of the final adjudication of the matter.

## EXECUTIVE BOARD OF THE GENERAL SYNOD

- Membership:** Ex-officio: Immediate Past Five Moderators, Moderator, Vice Moderator, Moderator-Elect, Vice Moderator-Elect, Principal Clerk, Treasurer of Synod. (2003 Synod)  
Presbytery Representatives: One elected elder from each presbytery, alternating teaching and ruling elders or in the event of the absence of the elected elder, a teaching or ruling elder elected by the presbytery to serve in his absence. [NOTE: The “substitute” should be elected on an annual basis for service in the church year (July —June 30) and should hold the same office as the elected elder.] (1998 Synod)  
Advisory: Administrative Officer, Coordinator, Historian, Parliamentarian, President of ARP Women’s Ministries, Chairmen of the Boards of the General Synod, and chief administrative officers of those boards. These chairmen and chief administrative officers shall be invited to attend all meetings and shall be expected to attend when specifically requested by the Moderator. (Synod 2004)
- Terms of Service:** Terms of Service are determined by the office to which elected. Presbytery representatives shall be elected for four (4) year terms. In the event an ex-officio member should change his denominational affiliation, his term of service shall cease at the time of such change. In the event that a presbytery representative changes his affiliation from the presbytery from which he was elected, his term of service shall cease and the teaching or ruling elder elected by the presbytery to serve in the absence of the presbytery representative shall serve until a successor is elected at the next meeting of the General Synod. (1998 Synod)
- Stated Meetings:** Two (2) meetings shall be scheduled on an annual basis. The Fall meeting may be cancelled at the discretion of the Moderator, or may be called as a telephone conference call. Other meetings may be held at the call of the Moderator provided, however, that members shall be advised of a called meeting so as to receive notice of such meeting at least five (5) days before such meeting. At any such called meeting at which every member shall be present, business other than that listed in the call may also be transacted.
- Organization:** Officers: Chairman (Moderator); Vice Chairman (Vice Moderator); Secretary (Principal Clerk).  
**Committees:** Committee on Administration  
Committee on Oversight of Coordinator [Membership shall be Moderator, Moderator-Elect, and the two immediate past Moderators. Chaired by the Immediate Past Moderator. (Synod 1995) ]  
Committee to Plan Meeting of Synod  
Committee to Plan Yearly Emphases  
**Administrative Officer:** Executive Director of Central Services.

**Authority:**

The Executive Board of the General Synod is the agency empowered to carry out the work of the General Synod in the interim period between meetings of Synod, and is the agency responsible for presenting to the General Synod organizational and administration changes to enhance the capability of the General Synod to fulfill its primary responsibility (*Form of Government*, Chapter XIII,B.1). Further, it is responsible for the Associate Reformed Presbyterian Center, the Office of Central Services, and the promotional work of the General Synod. When the Executive Board acts in an emergency case on behalf of Synod, only those eligible to vote at the meeting of Synod shall be entitled to vote. The Executive Board has no authority to over-ride or act on any Presbytery matters. (1995 Synod)

The corporate powers, business, property, and affairs of the Corporation shall be entrusted to and managed by the membership of the Executive Board when constituted as General Synod of the Associate Reformed Presbyterian Church, Inc. (2004 Synod)

In the exercise of its authority the Executive Board shall comply with *The Standards of the Associate Reformed Presbyterian Church*, and its policies and programs shall be consistent with the purpose of the General Synod.

**Duties:**

1. To act on behalf of Synod in emergency situations.
2. To implement all directives of Synod not specifically assigned to another board or committee.
3. To coordinate the total work of the General Synod.
4. To supervise the Office of Central Services and, through it, to provide administrative support for all boards, committees, and operating agencies of the General Synod.
5. To promote the work of General Synod.
6. To plan and arrange for the annual meeting of the General Synod and to encourage attendance with a pastoral letter from the Incoming Moderator to those churches that did not send a Ruling Elder to the previous meeting. This letter should be sent no later than January each year. (2002 Synod)
7. To approve a denominational theme and monthly emphases for the year of service of the incoming Moderator (July-June) according to the "Guidelines for the Committee To Plan Yearly Emphases." (2004 Synod)
8. To prepare and recommend to Synod each year a budget for the work of the Executive Board.
9. To make an annual report to Synod.
10. To appoint such administrators as are necessary for the work of the Executive Board.
11. In an advisory capacity to:
  - a. Provide continuity in the leadership of the denomination.
  - b. Suggest denominational policies, goals, and organizational structure. (1995 Synod)
  - c. Facilitate the implementation of Synod's goals and directives by the boards and agencies of the General Synod.
  - d. Promote harmonious relations between boards and agencies of the General Synod.
12. To provide oversight for the position of "Coordinator." (See Position Description.)
13. To represent the General Synod in the process of selecting and employing the Chaplain of Erskine College by appointing two (2) former moderators presently serving on the Executive Board to serve on the Committee to Employ The Chaplain. (1993 Synod)
14. When constituted as the board of the Corporation, to manage the business and affairs of the Corporation. (2004 Synod)
15. To determine the suitability of any translations of the *Standards* previously authorized by the General Synod and prepared in accordance with the procedures approved by the General Synod. (2004 Synod)

**Guidelines for Committee to Plan Yearly Emphases**

(As Approved by the 2006 General Synod)

On an annual basis, the Moderator-Elect is extended the privilege of developing a theme for emphasis during his term of service as Moderator. The theme will be used as the basis for worship at the meeting of the General Synod, and monthly emphases shall be prepared for the months of July through June of the following year. The theme shall be consistent with the "Theme for the Decade" as approved by the General Synod.

1. The membership of the annual special committee to plan and implement the emphases shall include appointees from each presbytery at least once in every two years and a representative appointed by the President of ARP Women's Ministries.
2. The Committee will be appointed by the Moderator-Elect, who will serve as Chairman.
3. Planning will be "zero based;" that is, at no point will it be assumed that the last year's planning will become the model for the next year's.
4. Planning will be done so that the monthly emphases grow, not from the subdivision of Synod's agencies, but from the consideration of the annual theme and the needs of the congregations.
5. The Committee will be charged with the responsibility for coordinating the emphases, drawing together the entire program for the year, and seeing that individual monthly emphases are effectively presented throughout the denomination.
6. The Committee will be provided with adequate budget support to finance the presentation of these emphases.
7. The Committee shall work closely with Synod's agencies in promoting the monthly emphases; that is, at any point that the emphasis parallels the responsibilities of one of Synod's agencies, the Committee will work closely with that agency in its promotion. Wherever applicable, members of Synod's boards and committees should be encouraged to present the emphases in their own geographical areas.
8. The Committee is encouraged to seek reports from the congregations on how the monthly emphases are presented and on areas in which they need assistance.

The Committee to Plan Synod's Emphases shall submit a report to the Executive Board for review. The emphases shall be submitted with the report of the Executive Board to the General Synod.

#### **Guidelines for Translations of *The Standards of the Associate Reformed Presbyterian Church* As Approved by the 2005 General Synod**

1. The translation of the *Standards* is to be encouraged.
2. The integrity of the translation must be assured.
3. The translation may not be a private undertaking by an individual.
4. The translation must be a team effort led by an ARP Church-approved fully-bilingual individual.
5. General Synod reserves the right to authorize (or otherwise) a translation.
6. The Executive Board of Synod is charged with the responsibility of determining the suitability of the translators.
7. The ARP Church reserves the right to publish or not to publish a translation.
8. Authorized translations will be copyrighted and bear the imprimatur (official seal) of the ARP Church.

#### **COORDINATOR**

\*Some duties of Coordinator were transferred to Executive Director of Central Services – Synod 2008

**Position Description:** A part-time professional position to coordinate the work of all Synod's boards and standing committees and **advise and encourage** (supervise) all administrators (agency directors) **in their appointed responsibilities.**

- A. The title of this position shall be "Coordinator."
- B. The Coordinator shall report to the Executive Board.
- C. Although coordination with the Erskine College Board will proceed, the administration of Erskine will not report to the Coordinator.
- D. The Coordinator will perform as a consultant, with compensation determined by the Executive Board.
- E. Agency directors at the ARP Center and Bonclarken shall cooperate with the Coordinator who shall be charged to assist all boards and committees in the pursuit of tasks assigned to them by the Synod. The Coordinator shall not initiate any programs. (2004 Synod)

- F. The Coordinator's responsibilities shall include:
  1. Serving as an advisory member of all boards and committees, and coordinating the statement of work assigned to the agency director by the Board.
  2. Recommending to the boards any action concerning their assigned administrators for the board's approval.
  3. Serving as a member of the search committee for hiring new or replacement administrators. The board shall appoint the search committee with at least three (3) members coming from the membership of the board. (2004 Synod)
  4. Evaluating the effectiveness of the organizational structure and administrative practices of the General Synod for presentation to the Executive Board. (1995 Synod)
- G. The Coordinator shall be nominated by the Executive Board for Synod approval.
- H. The Coordinator shall serve under a one-year contract which can be renewed by the Executive Board for three additional one-year terms. With Synod's approval each year, the contract can be renewed for four additional one-year terms, for a maximum service of eight years.
- I. The Executive Board shall consult individually with administrators and board chairmen on the Coordinator's performance before contract renewal.
- J. The Coordinator does not set policy but encourages efforts of boards and employees for maximum efficiency.
- K. Characteristics for the Coordinator must include:
  1. An active Christian with a strong love for the Lord and a desire to serve Him. (This is Foundational.)
  2. A member of an ARP church or ARP Presbytery, or willing to become a member in all good faith, and one who affirms the Standards of the ARP Church. (1999 Synod)
  3. Established track record of helping people to grow and develop.
 Desirable characteristics for the Coordinator include:
  1. Sustained success as a general manager of a multi-functional organization at multiple locations.
  2. Financially able to withdraw from present management activity to accept this part-time position.
  3. In good health and willing and able to travel.

## POSITION DESCRIPTION FOR EXECUTIVE DIRECTOR OF CENTRAL SERVICES

Title: Executive Director of Central Services

Employing Agency: Executive Board of the General Synod

The Executive director of Central Services is responsible for the overall supervision and management of the ministries of Central Services at the Associate Reformed Presbyterian Center in Greenville, South Carolina.

The ministries of Central Services incorporate Administrative Support Services, Finances, Human resources and Benefits, and Publications and Promotion. [Note: All references to “agencies” refer to the boards, committees, commission and programs established by the General Synod to carry out the mission of the Church.]

- Finance: Central Services will expand its Finance Department to provide finance and accounting support to the agencies of the denomination.
- Human Resources and Benefits: Central Services will ultimately have responsibility for supporting the agencies in all personnel matters, in developing and maintaining personnel policies, and in administration of the benefit programs of the denomination.
- Publications: Central Services expects to provide publications support for the agencies including the composition, layout and printing of publications and support of the denominational magazine, *The Associate Reformed Presbyterian*, as requested.
- Administration: Central Services will offer administrative support for the agencies of the denomination and, in addition, will provide support services for the assistance of the officers of General Synod in the pursuit of their responsibilities. The Executive Director of Central Services may serve as the administrative officer of support agencies (Board of Benefits, Board of Stewardship, Trustees of William H. Dunlap Orphanage, Inc.) as they may elect.

The Executive Director of Central Services is responsible for the implementation of the fully developed Central Services as approved by General Synod. This implementation is to be accomplished through:

- Development and oversight of the Central Services staff
- Discreet and judicious management of information
- Effective leadership of people and management of their tasks
- Financial management and reporting
- Discharge of the duties assigned by the Executive Board of Synod

**Bylaws  
of  
General Synod  
of the  
Associate Reformed Presbyterian Church, Inc.  
As Amended March 23, 2006**

**PREFACE**

“General Synod of the Associate Reformed Presbyterian Church” is both the name of the highest ecclesiastical court of the Associate Reformed Presbyterian Church and the name of the legal entity for which these bylaws are written. However, these bylaws pertain only to the legal entity described herein.

**ARTICLE I  
Name and Purpose**

**Section 1. NAME AND DESIGNATED OFFICE.** The name of the legal entity shall be “*General Synod of the Associate Reformed Presbyterian Church, Inc.*” (the “Corporation”), with principal offices at the Associate Reformed Presbyterian Center, One Cleveland Street, Greenville, South Carolina, or at such other location as may, from time to time, be decided upon by the highest court of the Associate Reformed Presbyterian Church (the “Court”).

**Section 2. PURPOSE.** The purposes of the Corporation are to:

- (a) receive and hold in trust for the Associate Reformed Presbyterian Church financial resources and properties contributed, devised and bequeathed to the Corporation for current and future use;
- (b) exercise prudent rules of investment of current resources;
- (c) provide, on an annual basis for an independent auditor’s report on the expendable and non-expendable funds of the Associate Reformed Presbyterian Church;
- (d) serve as the primary legal entity of the Associate Reformed Presbyterian Church; and
- (e) perform any other purposes which the Court may determine serves the overall interests of the Corporation.

As the primary legal entity of the Associate Reformed Presbyterian Church, the Corporation shall hold title to various real or other properties that serve the Associate Reformed Presbyterian Church, excluding properties of congregations and presbyteries and individual boards and agencies of the Court unless requested by individual boards and agencies. In the event of a division of the Associate Reformed Presbyterian Church, the property held by the Corporation shall be held for the use and benefit of and shall be the property of the major governing body of that branch which shall retain the name the “Associate Reformed Presbyterian Church.” The use of such property shall be in furtherance of the doctrine of the Associate Reformed Presbyterian Church as set forth in the “*Standards of the Associate Reformed Presbyterian Church.*”

**ARTICLE II  
The Board**

**Section 1. GENERAL STRUCTURE OF THE BOARD.** The corporate powers, business, property, and affairs of the Corporation shall be entrusted to and managed by the Board of Directors of the Corporation (the “Board”). Members of the Board need not be residents of the State of South Carolina. The members of the Board shall be those five persons who are serving at the Court's Moderator, Moderator-Elect, Principal Clerk, Treasurer, and the Chairman of the Board of Stewardship. The term of each board member shall be one (1) year.

The Court's Coordinator and the Director of Central Services shall serve as advisory members of the Board.

## **Section 2. MEETINGS.**

- (a) The Board shall meet at least one (1) time annually which meeting may take place via telephonic conference call or other similar arrangement wherein each Member of the Board can hear and be heard simultaneously with other Members;
- (b) The Board shall meet on the call of the chairman or secretary or any two voting members; and
- (c) Members shall be advised of a called meeting by telephone, telegraph, mail, or electronic communication so as to receive notice of such meeting at least five (5) days before such meeting but such notice may be waived by any member. At any called meeting at which every member shall be present, business other than that listed in the call may also be transacted. Telephonic conference call meetings may be held when necessary; however, an affirmative vote of a majority of the members of the Board will be required for approval of action in a telephone meeting.

## **Section 3. QUORUM.**

- (a) A majority of the voting members of the Board shall constitute a quorum for the transaction of the business of the Corporation; and
- (b) If at any meeting there is less than a quorum present, a majority of those present may adjourn the meeting from time to time without notice in order to secure a quorum.

**Section 4. COMPENSATION.** Members of the Board shall not receive compensation for their attendance at the meetings, but shall be reimbursed for normal and reasonable travel expenses.

## **ARTICLE III Officers**

**Section 1. OFFICERS.** The officers of the Corporation (the "Officers") shall be a Chairman who shall be the Moderator of the Court; a Vice Chairman, who shall be the Moderator-Elect of the Court; a Secretary, who shall be the Principal Clerk of the Court; and a Treasurer, who shall be the Treasurer of the Court.

**Section 2. CHAIRMAN.** The Chairman shall preside at all meetings of the Board and perform such other duties as are usually incumbent upon and incident to this position and such other duties as may be assigned to the Chairman from time to time by the Board. In the absence of the Chairman, the Vice Chairman shall perform the duties of the Chairman.

**Section 3. BONDS.** The Board may require some or all officers and employees having control of or access to monies or securities of the Corporation to give bond to the Corporation with corporate surety conditioned upon the honesty of such officers and employees, in such amounts as may be deemed necessary and containing such other conditions as may be required from time to time by the Board. The premium of such surety bonds shall be paid by the Corporation.

**Section 4. ADMINISTRATIVE OFFICER.** The Board may employ or appoint an administrative officer. Such administrative officer shall not be a voting member of the Board and his duties shall be the duties usual to such positions and such other and further duties as may be prescribed from time to time by the Board.

## **ARTICLE IV Committees**

The Chairman shall have the power to appoint such committees as may be necessary for the efficient conduct of the business of the Board; provided that the Board shall at all times have power to modify, add to, take from or otherwise change and alter the duties and functions of any such committee.

**ARTICLE V**  
**Miscellaneous**

**Section 1. FISCAL YEAR.** The fiscal year of the corporation shall begin on the first day of January and terminate on the 31st day of December of each year.

**Section 2. CONVEYANCES.** All conveyances of real property, releases of mortgages, liens and judgments, and all other instruments affecting real property, made by the Corporation or required by law to be a matter of record, shall be executed by the Chairman or Vice Chairman and attested by the Secretary or Treasurer.

**Section 3. CORPORATE SEAL.** The Corporation shall have and use a corporate seal. Said seal shall have inscribed thereon "General Synod of The Associate Reformed Presbyterian Church, Corporate Seal 1913, South Carolina." Changes to such seal shall be made only by Board Resolution.

**Section 4. ANNUAL REPORT.** All actions of the Board shall be included in the annual report of the Executive Board of Synod to the Court.

**ARTICLE VI**  
**Amendments**

**Section 1. AMENDMENTS TO CHARTER.** The Charter of the Corporation may be amended in accordance with the laws of the State of South Carolina by the affirmative vote of a two-thirds vote of the Board. No amendment to this Charter in conflict with any standing rule or action of the Court shall be adopted and all amendments must be reported to the Court for review.

**Section 2. AMENDMENTS TO BYLAWS.** These bylaws may be amended by the affirmative vote of a majority of the voting members present at a meeting of the Executive Board of the General Synod. No amendment to these bylaws in conflict with any standing rule or action of the Court shall be adopted and all amendments must be reported to the Court for review.

**BOARD OF DIRECTORS  
ASSOCIATE REFORMED PRESBYTERIAN FOUNDATION, INC.**

As authorized by the 2004 General Synod the Board of Directors, ARP Foundation and the Board of Stewardship united their mission and ministry under one board. The Foundation will continue to exist as the legal entity for holding the assets contributed to the General Synod, including Gift Annuities, Charitable Trusts, and endowment type funds. The members of the Board of Stewardship will serve as the directors of the Foundation, and meetings will be held concurrently. Actions of the Board pertaining to the Foundation will be recorded in separate minutes. (See Board of Stewardship.)

**BYLAWS  
ASSOCIATE REFORMED PRESBYTERIAN FOUNDATION, INC.  
AS AMENDED TO APRIL 8, 2005**

**ARTICLE I**

**Name, Seal, Offices, and Fiscal Year**

1. **Name.** The name of this corporation is ASSOCIATE REFORMED PRESBYTERIAN FOUNDATION, INC.
2. **Seal.** The seal of the corporation shall be circular and shall bear on its outer edge the words "Associate Reformed Presbyterian Foundation, Inc.," and in the center, the words and figures

- “Corporate Seal 1966.” The board of directors may change the form of the seal or the inscription thereon at its pleasure.
3. **Offices.** The principal office of the corporation shall be located at One Cleveland Street in the City of Greenville, County of Greenville, State of South Carolina.
  4. **Fiscal Year.** The fiscal year of this corporation shall be the calendar year.

## ARTICLE II

### Board of Directors

1. **General Structure of the Board.** The corporate powers, business, property, and affairs of the corporation shall be managed by its board of directors. The members of the Board of Stewardship shall serve as Directors of the corporation. Directors need not be residents of the State of North Carolina. The Moderator and the Moderator-Elect of the General Synod, the Coordinator of the General Synod, and the Administrative Officer shall serve as advisory members to the Board. The number of Directors shall be as determined by the General Synod of the Associate Reformed Presbyterian Church as set forth in the *Manual of Authorities and Duties of the Associate Reformed Presbyterian Church*, as that document exists from time to time.
2. **Annual Meetings.** The board shall meet at least two (2) times annually which meetings may take place via telephonic conference call or other similar arrangement wherein each Director can hear and be heard simultaneously with other Directors.
3. **Special Meetings.** Special meetings of the board of directors may be called by the chairman or by any three (3) directors of the board.
4. **Notice of Meetings.** Directors shall be advised of a called meeting by telephone, mail, or electronic communication so as to receive notice of such meeting at least five (5) before such meeting, but such notice may be waived by any director. At any called meeting at which every member shall be present, business other than that listed in the call may be transacted. Telephone conference call meetings may be held when necessary; however, an affirmative vote of a majority of the directors will be required for approval of action.
8. **Quorum and Manner of Acting.** At all meetings of the board of directors, a majority of the directors shall be necessary and sufficient to constitute a quorum for the transaction of business and the act of a majority of the directors present at any meeting at which there is a quorum shall be the act of the board, except as may be otherwise specifically provided by statute or by these bylaws. If at any meeting there is less than a quorum present, a majority of those present may adjourn the meeting from time to time without notice to secure a quorum.

## ARTICLE III

### Officers

1. **Number.** The officers of the corporation shall be the officers of the Board of Stewardship and such other officers with such powers and duties not inconsistent with these bylaws as may be appointed and determined by the board of directors.
2. **Chairman.** The chairman shall preside at all meetings of the board of directors. He shall have and exercise general charge and supervision of the affairs of the corporation and shall do and perform such other duties as may be assigned to him by the board of directors.
3. **Vice Chairman.** At the request of the chairman or in the event of his absence or disability, the vice chairman shall perform the duties and possess and exercise the powers of the chairman; and, to the extent authorized by law, the vice chairman shall have such other powers as the board of directors may determine and shall perform such other duties as may be assigned to him by the board of directors.
4. **Secretary.** The secretary shall have charge of such books, documents and papers as the board of directors may determine and shall have the custody of the corporate seal. He shall attend and keep the minutes of all the meetings of the board of directors. He may sign, with the chairman or vice chairman, in the name and on behalf of the corporation, any contracts or agreements authorized by the board of directors and, when so authorized or ordered by the board of directors, he may affix the seal of the corporation. He shall, in general, perform all the duties incident to the office of secretary, subject to the control of the board of directors, and shall do and perform such other duties as may be assigned to him by the board of directors.
5. **Treasurer.** The treasurer shall have the custody of all funds, property and securities of the corporation, subject to such regulations as may be imposed by the board of directors. He may be required to give bond for the faithful performance of his duties in such sum and with such sureties as the board of directors may require. When necessary or proper, he may endorse on behalf of the corporation for collection checks, notes and other obligations and

shall deposit the same to the credit of the corporation at such bank or banks or depository as the board of directors may designate. He shall sign all receipts and vouchers and, together with such other officer or officers, if any, as shall be designated by the board of directors, he shall sign all checks of the corporation and all bills of exchange and promissory notes issued by the corporation, except in cases where the signing and execution thereof shall be expressly designated by the board of directors or by these bylaws to some other officer or agent of the corporation. He shall make such payments as may be necessary or proper to be made on behalf of the corporation. He shall enter regularly on the books of the corporation, to be kept by him for the purpose, full and accurate account of all monies and obligations received and paid or incurred by him for or on account of the corporation and shall exhibit such books at all reasonable times to any director on application at the offices of the corporation. He shall, in general, perform all the duties incident to the office of treasurer, subject to the control of the board of directors.

6. **Administrative Officers.** The board may employ or appoint an Executive Director and/or Administrative Officer. Such administrative officers shall not be voting members of the board and the duties shall be usual to such positions and such other and further duties as may be prescribed from time to time by the board.

#### **ARTICLE IV**

##### **Committees**

**Various Committees.** The chairman shall have the power to appoint such committees as may be necessary for the effective conduct of the business of the corporation; provided that the directors shall at all times have power to modify, add to, take from or otherwise change and alter the duties and function of any such committee.

## **ARTICLE V**

### **Contracts**

The board of directors may authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to a specific instance; and unless so authorized by the board of directors, no officer, agent or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or render it liable pecuniarily for any purpose or to any amount.

## **ARTICLE VI**

### **Amendments**

The board of directors shall have power to make, alter, amend and repeal the bylaws of the corporation, subject to the limitation of ARTICLE VII, by affirmative vote of a majority of the board, provided, however, that the action be proposed at a regular or special meeting of the board and adopted at a subsequent regular meeting, except as otherwise provided by law, provided that any amendment shall be submitted to the next session of the General Synod for approval.

## **ARTICLE VII**

### **Dissolution or Liquidation**

Upon the dissolution or liquidation of this corporation, all of its assets held at that time shall be transferred and paid over to the General Synod of the Associate Reformed Presbyterian Church for its unrestricted use. This article may never be amended except as may be necessary to keep this corporation qualified and tax-exempt under the aforesaid laws.

## BOARD OF BENEFITS

- Membership:** At Large: Twelve members appointed by the General Synod, one of whom shall be a person chosen by the ARP Women's Ministries. The majority shall be lay persons. (1999 Synod)  
Advisory: The Treasurer of the Retirement Plan Fund and the Secretary of the Board if these are not members of the Board; the Moderator of Synod; Moderator-Elect of Synod; Coordinator of Synod; Human Resource Director/ Representatives from Bonclarken, Covenant Way, Erskine College, World Witness; Chairmen of Presbytery Committee/Commission on Minister and His Work.  
Ex-Officio: Chairman of General Synod's Committee on Minister and His Work.
- Terms of Service:** At Large: Six (6) Years.  
Ex-officio and Advisory: As determined by the office to which elected.
- Stated Meetings:** Semi-annually.
- Organization:** Officers: Chairman, Vice Chairman, Secretary, Treasurer of Retirement Plan Fund.  
Committees: Executive Committee  
Committee on Insurance  
Committee on Retirement (This committee shall consist of at least three (3) members, the majority of whom shall be lay persons.)  
Administrative Officer: Director of Central Services
- Authority:** The Board of Benefits is the agency charged with the responsibility of providing opportunities for security to the individuals and families it serves in areas such as insurance, retirement, and benevolence and of providing assistance to ministers and churches in the areas of compensation planning and tax reporting. (1995 Synod)  
  
In the exercise of its authority, the Board of Benefits shall comply with *The Standards of the Associate Reformed Presbyterian Church*, and its policies and programs shall be consistent with the purpose of the General Synod. In the exercise of its authority, the Board shall act in an impartial and non-discriminatory manner.
- Duties:**
1. To guide and supervise benefit programs in the denomination.
  2. To oversee the collection and investment of financial resources contributed and designated by individuals, churches, and the General Synod for these purposes.
  3. To assist individuals and families in preparation for retirement.
  4. To present to the denomination the challenge and opportunities of maintaining a program of security.
  5. To prepare and recommend to Synod each year a budget for the work of the Board.
  6. To make an annual report to Synod.
  7. To appoint such administrators as are necessary for the work of the Board.
  8. To assist ministers and churches in the areas of compensation and tax planning/reporting. (2009 Synod)



**BOARD OF TRUSTEES  
OF  
BONCLARKEN CONFERENCE CENTER**

- Membership:** At Large: At least eighteen members, none of whom can be an employee of Bonclarken. A board member shall not serve when a family member is on the management staff of Bonclarken and there shall not be more than two board members from any one congregation.  
Ex-officio: President of the Property Owners Association of Bonclarken, Representative of ARP Women's Ministries.  
Advisory: President of Bonclarken Conference Center, Representative of Christian Education Ministries, Moderator of Synod, Moderator-Elect of Synod, Coordinator of the General Synod, Chairman of Bonclarken Board of Advisors. (2006 Synod) Executive Director of Central Services. (2008 Synod)
- Terms of Service:** At Large: Six (6) years.  
Ex-officio and Advisory: As determined by the office to which appointed or elected.
- Stated Meetings:** In the spring, fall and winter of each year, provided that the winter meeting may be canceled by the Executive Committee if there is no substantial business to be conducted. (2005 Synod)
- Organization:** Officers: Chairman, Vice Chairman, Secretary, Treasurer.  
Committees: Executive Committee  
Committee on Buildings and Grounds  
Committee on Administration  
Committee on Promotion and Service  
Administrative Officer: President of Bonclarken
- Authority:** Management of Bonclarken Conference Center, including all properties owned for Bonclarken Conference Center, is vested in the Board of Trustees.  
  
In the exercise of this authority, the Board of Trustees shall comply with *The Standards of the Associate Reformed Presbyterian Church*, and its policies and programs shall be consistent with the purpose of the General Synod.
- Duties:**
1. To be responsible for carrying out the PURPOSE of Bonclarken: "To serve God through the ministry of the Associate Reformed Presbyterian Synod by providing for the denomination opportunities for Christian worship, education, recreation, and fellowship; by assuring a wholesome atmosphere for Christian development; and by making facilities available to the agencies and institutions of the Synod, its presbyteries and local congregations to fulfill their missions and goals." In the interest of oneness with God, the facilities may be shared with other Christian and educational groups when scheduling permits.
  2. To elect officers and employ and supervise the president of Bonclarken, who in turn will employ and supervise such persons as may be necessary for carrying on the work of Bonclarken in accordance with the policies established by the Board. (2008 Synod)
  3. To make such rules and regulations for its own government as may be consistent with the Constitution of Bonclarken Conference Center and the policies of the Synod.
  4. To manage, sell or lease any of the property under its control.
  5. To make an annual report to the General Synod.

## POSITION DESCRIPTION FOR PRESIDENT OF BONCLARKEN CONFERENCE CENTER

### Qualifications:

- ❑ Must be an evangelical Christian who has made a personal commitment to Jesus Christ, and one who adheres to the position taken by the Associate Reformed Presbyterian General Synod relating to scripture.
- ❑ Must be an active participant in an Evangelical Church, preferably an Associate Reformed Presbyterian Church.
- ❑ Must be a good organizer with sound business ability.
- ❑ Must have an understanding of the importance of conference center ministry, and must desire to serve Christ through the work of Bonclarken Conference Center.
- ❑ Must possess an optimistic and enthusiastic attitude and a personality which will assist him/her in dealing effectively with people.
- ❑ Must possess managerial skills which will enable him/her to effectively manage and supervise the work of a diversified staff.
- ❑ Should view the position of President as a calling rather than just a job.

### General Responsibilities:

The president is responsible for every aspect of the work of Bonclarken on a day-to-day basis. This includes the supervision of all the conference center employees, the implementation of all board directives, and coordinating all the various programs and functions of the conference center so as to provide a meaningful experience for all who visit Bonclarken. The president will work with the Vice President for Guest Relations and the Vice President for Finance and Property in the accomplishment of the efficient day-to-day management of the conference center. The president will also work with the Board of Trustees in accomplishing the goals of Christian experiences, growth, education and recreation in regards to the operation of Bonclarken. Additionally, the President shall be actively involved in fund raising to meet immediate and long-range goals and objectives. All the functions of the president shall be carried out in accordance with the goals and objectives of the Board of Trustees and in keeping with the philosophy and standards of the Associate Reformed Presbyterian Church.

Reports To: The president reports to the Board of Trustees.

### Specific Duties

1. Recommends a detailed annual budget for the approval of the Board of Trustees. A general budget for the coming year will be prepared for General Synod purposes in March, a preliminary budget will be prepared for presentation to the Board in September, and a final budget will be presented to the Board or the Executive Committee of the Board no later than the following January.
2. Provide detailed reports, both financial and other, at each Board of Trustees meeting, and make interim reports to the Chairman of the Board and/or the Executive Committee between board meetings.
3. Recruit, select, supervise, evaluate, administer salaries and be responsible for the training of all center employees.
4. Is responsible for all matters associated with personnel and the day-to-day operation of Bonclarken. This is to be done within the guidelines established by the Board of Trustees.
5. Will meet periodically with the Vice President for Guest Relations and the Vice President for Finance and Property and will work closely with these employees in all matters relative to the accomplishment of the efficient operation of Bonclarken on a day-to-day basis.
6. Approves all expenditures of funds for capital and operating purposes including payroll.
7. Must assist the Board of Trustees in the establishment and development of all goals and objectives with strategies for reaching these objectives.
8. Must be responsible for hiring all summer staff.
9. Must promote and represent Bonclarken before the individual churches, agencies and organizations of the denomination and the general public at large.
10. Will contact potential donors, maintain complete records of gifts and receipts, maintain contact and correspondence with donors, and will give emphasis to planned giving.

11. Must develop and maintain a level of cooperation with the private property owners on the grounds of Bonclarken, coordinate all activities which will involve both the conference center and private property owners, communicate with the private property owners regarding matters of concern and interest, and must address the property owners at their annual meeting.
12. Must promote and publicize the services and activities of Bonclarken through articles in the ARP Magazine, brochures and the Bonclarken Newsletter.
13. Must continually evaluate the methods by which Bonclarken conducts its business and serves its many guests in an effort to stay current and up-to-date in effective conference center ministry.
14. Has the authority to spend funds for repairs, equipment, supplies, etc., provided the necessary funds are covered in the operating budget and/or capital budget or by specific gifts. Any construction or renovation projects must receive prior approval of the Board of Trustees.
15. Other duties and responsibilities as assigned by the Board of Trustees.

**CHRISTIAN EDUCATION MINISTRIES**  
of the  
**Associate Reformed Presbyterian Church**  
(2008 *Minutes of Synod*, p. 461)

- Membership:** At Large: Eight (8) members. (2011 Synod)  
Presbytery Representatives: One (1) from each Presbytery, each of whom is usually the Chairman of the Presbytery Committee on Christian Education.  
Ex-officio: Representative from ARP Women's Ministries.  
Advisory: Campus Minister of Erskine College; Professor of Christian Education, Erskine Theological Seminary; Executive Director of Christian Education Ministries; other staff members of the Office of Christian Education Ministries, as determined by the Board; Moderator of Synod; Moderator-Elect of Synod; Co-ordinator of the General Synod; Representative of Board of Bonclarken. (1998 Synod) Executive Director of Central Services. (2008 Synod)
- Terms of Service:** At Large: Four (4) years. (2011 Synod)  
Presbytery Representatives, Ex-officio, and Advisory: As determined by the office to which elected or appointed.
- Stated Meetings:** At least two (2) stated meetings per year.
- Organization:** Officers: Chairman, Vice Chairman, Secretary.  
Committees: Executive Committee  
Budget and Personnel Committee  
Curriculum Committee  
Youth and Family Committee  
Christian Educator's Committee  
Administrative Officer: Executive Director of Christian Education Ministries
- Authority:** Christian Education Ministries of the Associate Reformed Presbyterian Church is the agency of the General Synod which shall plan, organize, administer, and promote the teaching ministry of the Church, except for that higher education provided by Erskine College and Erskine Theological Seminary; and shall carry out its responsibilities in relation to the presbyteries and congregations in cooperation with the other boards and committees of the General Synod.  
  
In the exercise of its authority the Board shall comply with *The Standards of the Associate Reformed Presbyterian Church*, and its policies and programs shall be consistent with the purpose of the General Synod.
- Duties:** (2008 Synod)
1. To employ such administrators and staff as are necessary for the work of the Board and to supervise the execution of Board policies.
  2. To prepare, and recommend to Synod each year, a budget to do the work of the Board and to oversee the use of financial resources designated by the Synod for these purposes.
  3. To initiate, develop, promote, coordinate, and evaluate comprehensive programs of Christian education for Synod, presbyteries, and congregations that will help to equip the saints for their ministries in the world. (Ephesians 4:12)
  4. To provide and recommend curriculum and other materials necessary for the teaching ministry (i.e., Sunday School, catechism training, mid-week programming, Vacation Bible School, etc.).
  5. To inform Synod, presbyteries, pastors, sessions, DCE's, superintendents, and chairmen of local Christian education committees concerning trends and developments in Christian education.
  6. To develop and supervise a full program of camps, conferences, retreats, etc., and, when requested, to assist presbyteries in these areas.
  7. To cooperate with other Christian denominations in carrying out all phases of the teaching ministry.
  8. To help local congregations to plan, promote, and execute the best possible teaching ministry by:
    - a. Providing and promoting opportunities for leadership training;

- b. Developing and promoting Christian education activities for congregations;
  - c. Assisting, when requested, in the development of congregational libraries.
  - d. Making available relevant media resources for loan or purchase from the office of Christian Education Ministries.
9. To promote job opportunities for those who may be called into the ministry of Christian education.
  10. To collect annual reports from congregations on teaching ministries and to make summary reports available to the General Synod and to presbytery committees on the status of Christian education ministries in the Associate Reformed Presbyterian Church.
  11. To make an annual report to the General Synod.

**POSITION DESCRIPTION FOR  
EXECUTIVE DIRECTOR  
OF CHRISTIAN EDUCATION MINISTRIES**

General:

The Executive Director of Christian Education Ministries holds an important position in the life and ministry of the denomination. The executive director is to be a committed Christian who finds joy in serving Christ through his/her calling. The perspective for the Executive Director of Christian Education Ministries must come from the Bible, "the written work of God, the only perfect rule of faith and practice (*Form of Government*, Ch. V, C, 1, a, 3) and expressed in *The Standards of the Associate Reformed Presbyterian Church*. The executive director shall "give satisfactory evidence of his/her belief in and adherence to the basic doctrines of evangelical Christianity." (*Manual of Authorities and Duties*, Page 7 Item 4). The executive director shall be (or become) a member of the Associate Reformed Presbyterian Church. There shall be adequate compensation and benefits in the terms of employment.

The executive director shall have the freedom, within the guidelines established in the Policy Manual and Presbyterian polity, to carry out the mission entrusted to the Office of Christian Education Ministries. Likewise, the Board will support and encourage the executive director in the accomplishment of these duties and tasks.

### Qualifications:

The executive director must have graduate training in Christian Education and the minimum of a Masters Degree. Both the field of study and the school must be approved by the Board. In addition, the executive director must:

1. Have a sense of vocation and commitment to Christ with a deep conviction of God's will.
2. Be able to maintain a good relationship with the agencies, presbyteries and congregations of our denomination. The added qualities of humility, love for people, cooperativeness, patience, and self-control are also desirable.
3. Be willing to take advantage of short-term courses and other opportunities for continuing education.
4. Be able to function in several areas of Christian Education — being flexible and capable to adapt to varying aspects of the position.
5. Demonstrate leadership qualities, enthusiasm and display a pleasing personality and appearance.
6. Have the ability to discover, interpret and promote new methods, which may be beneficial to the denomination.
7. Be open to the implementation of new programs that the Board may adopt.

### Duties.

The duties of the executive director shall include:

1. Promoting the total teaching ministry of the denomination.
2. Bringing to the Board informative and innovative ideas that will enable the Board to explore new directions for its work.
3. Communicating to the presbyteries and congregations the challenges, needs, programs, plans, resources, and directions of the work of Christian education. These and other significant Christian education issues may be conveyed through the Christian Education Ministries newsletter, *The ARP* magazine and other media.
4. At the request of congregations and/or presbyteries, serving as a consultant to evaluate their programs and make projections for the future. Be available to lead workshops, seminars, retreats.
5. Exploring alternative funding sources.
6. Serving as an advisory member of the Board and all standing committees of the Board.

### Responsibilities:

The executive director shall be responsible for:

1. The general oversight and operation of the office, employees, programs and equipment of the office.
2. Submitting a written report of activities, accomplishments and recommendations at each of the stated meetings of the Board.
3. The supervision of employees authorized by the Board, evaluating and providing an annual written report of their performance to the Board through the Administrative Committee at the February meeting.
4. Implementing and operating within the annual budget. Reviewing the monthly budget summaries and recommending any revisions to the approved budget at the September meeting of the Board.
5. Preparing a proposed annual budget (with the exception of salary items) for the operation of Board activities and presenting it to the Administrative Committee for consideration at the February meeting of the Board.
6. Representing the Board at conferences and seminars sponsored by the Board. Providing on-site supervision and participation at conferences sponsored by the Board.
7. Reviewing programs and speakers for youth camps, conferences, retreats, etc. sponsored by the Board prior to presentation to the Board for approval.
8. Working with the chairman in making arrangements for hosting the fall and winter meetings of the Board. Assisting the chairman in conducting Board meetings. These meetings will generally be held at Bonclarken.
9. Carrying out the policies, communicating the purposes, goals and on-going business of the Board and its committees.
10. Serving as an advisory member of the Board and all its committees.

### Authorities:

The executive director shall have authority to:

1. Represent the Board in developing mutual programs of ministry by serving on various boards or committees as directed by the Board and/or Synod's Executive Board.
2. Approve the use of vacation and sick leave by employees of the office. Authorize appropriate compensatory time as appropriate in the ARP Center Employee Handbook for employees involved in activities under the jurisdiction of the Office of Christian Education Ministries.

3. Provide advice and consent to the Board regarding all persons recommended to the Board for employment.
4. Hire and terminate hourly employees and within the provisions of the approved budget.
5. Approve travel and/or training requests from employees as authorized by the Board and within the provisions of the approved budget.
6. Recommend to the Board adjustments in the amount of office space and/or types of equipment needed for effective operation.

**BOARD OF TRUSTEES  
OF  
WILLIAM H. DUNLAP ORPHANAGE, INC.**

- Membership:** Twelve members elected by the General Synod, with one (1) person selected by ARP Women's Ministries and with each presbytery represented by a person selected by the presbytery. (In the event that a member shall move, he/she shall continue to serve and the presbytery from which said member moved shall fill the next available position. Furthermore, replacements are to come from the same presbytery as retirements.) Appointed members must be Associate Reformed Presbyterian at the time of appointment. (1999 Minutes)  
Advisory: Moderator of Synod, Moderator-Elect of Synod, Coordinator of the General Synod, Treasurer, Administrative Officer.
- Terms of Service:** Six (6) years.  
Ex-officio and Advisory: As determined by the office to which elected or appointed.
- Stated Meetings:** Semi-Annually.
- Organization:** Officers: Chairman, Vice Chairman, Secretary, Treasurer.  
Administrative Officer: Director of Central Services.
- Authority:** The Board of Trustees of the William H. Dunlap Orphanage, Inc., shall govern the corporation which is established to provide care, support, maintenance, and education of orphaned, or fatherless, or helpless, or needy children, and to support projects related to such children.  
  
In the exercise of its authority, the Board shall comply with *The Standards of the Associate Reformed Presbyterian Church*, and its policies and programs shall be consistent with the purpose of the General Synod.
- Duties:**
1. To carry out the purpose of the corporation consistent with *The Standards of the Associate Reformed Presbyterian Church*.
  2. To prepare, and present to the General Synod, a budget for William H. Dunlap Orphanage, Inc.
  3. To elect officers and employ such administrators as are necessary for the work of the Board.
  4. To make an annual report to the General Synod.

## **BYLAWS FOR THE WILLIAM H. DUNLAP ORPHANAGE, INC.**

### **As Amended by 1999 General Synod**

#### **Preamble**

These bylaws of the William H. Dunlap Orphanage, Incorporated, are successor to the "Constitution and bylaws of the William H. Dunlap Orphanage, Inc." as last approved by the 1977 General Synod of the Associate Reformed Presbyterian Church.

#### **Article I—Name**

1. The legal name of this corporation shall be the William H. Dunlap Orphanage, Incorporated. However for general reference and stationary letterheads, the name "William H. Dunlap Fund" may be used.
2. The registered office of this Corporation shall be P.O. Box 45, Fayetteville, TN 37334.
3. Administrative Office for the William H. Dunlap Fund will be located at the Associate Reformed Presbyterian Center, One Cleveland Street, Greenville, Greenville County, South Carolina 29601.

#### **Article II—Incorporation**

This Corporation is incorporated under the corporate laws of the State of Tennessee as a not-for-profit corporation and operates within the purposes and objectives of the Charter of Incorporation as recorded November 12, 1919, in Corporation Record Book Misc. A, page 70, in Nashville, Tennessee, and as may hereafter be amended.

#### **Article III—Purpose**

The object of this Corporation is to provide care, support, maintenance, and education of orphaned, or fatherless, or helpless, or needy children, and to support projects related to such children.

#### **Article IV—Board of Trustees**

1. The corporation shall be governed by a Board of Trustees consisting of twelve members elected by the General Synod, with one person selected by the ARP Women's Ministries and with each presbytery represented by a person selected by the presbytery. The Moderator of Synod, Moderator-Elect of Synod, the Treasurer (if not an elected member of the Board) and the Administrative Officer shall serve as non-voting advisory members.
2. The term of office of the appointed members shall be six years, with terms of service normally beginning July 1 of the year appointed. The term of office of advisory members shall coincide with the terms of office to which elected or appointed. Members who change their denominational affiliation shall be considered to have resigned, but may be asked by the Board of Trustees to fulfill their term of service. In the event that a member shall move, he/she shall continue to serve and the presbytery from which said member moved shall fill the next available position. Furthermore, replacements are to come from the same presbytery as retirements.
3. The Board may employ an administrative officer or utilize the services of the Director of Central Services as the administrative officer. Such administrative officer shall not be a voting member of the board and his duties shall be the duties usual to such positions and such other and further duties as may be prescribed from time to time by the board.
4. The Board of Trustees shall not receive compensation for their attendance at the meetings of the board, but will be reimbursed for normal and reasonable travel expenses. Compensation paid to the administrative officer shall be within the limitations of a budget approved by the General Synod.

#### **Article V—Officers**

1. The officers of this Corporation shall consist of a Chairman, Vice Chairman, Secretary, and Treasurer. Officers shall be elected at the scheduled meeting prior to the annual meeting of the General Synod.

2. **Chairman:** The chairman of the Board of Trustees shall be elected by a majority of the members of said Board from its own membership. He shall be eligible for re-election. He shall preside at all meetings of the Board of Trustees and shall perform the usual duties incident to his office and such other duties as may be required of him by the above-mentioned Board. He shall be responsible for the preparation of the annual report of the Board of Trustees to the General Synod of the Associate Reformed Presbyterian Church.

3. **Vice Chairman:** The Vice Chairman shall be elected by the same rules that apply to the election of the Chairman and will assume the duties of the Chairman in the event of his absence or disability. He will perform any other duties delegated by the Chairman or by the Board of Trustees.

4. **Secretary:** The Secretary shall be elected by the same rules that apply to the election of the Chairman and shall give notice to all the meetings of the Board of Trustees, and shall record the minutes of the same.

5. **Treasurer:** The Treasurer shall be elected by the same rules that apply to the election of the Chairman, but membership shall not be a prerequisite for election. Compensation for the Treasurer shall be fixed by the Board of Trustees. The Treasurer shall:

a. Keep all the records and books of the Corporation and shall keep a strict account of all money received and disbursed.

b. Pay out money as directed by the Board of Trustees.

c. Make a financial report to the Board of Trustees at each meeting.

d. Execute bond in such sum as the Board of Trustees may require, the premium to be paid by the Corporation.

e. Arrange for an Auditor or Public Accountant to make an annual examination of the books of the Treasurer and submit a report to the Chairman of the Board of Trustees.

f. At the close of his term, deliver to his successor all books, records, and papers pertaining to his office.

#### **Article VI—Meetings**

1. Regular stated meetings of the Board of Trustees of this Corporation shall be at the Home Office or at such other places as designated by the Board.

2. Special meetings may be called by the Chairman of the Board of Trustees, upon the request of two (2) members of the Board of Trustees.

3. All meetings shall be opened and closed with prayer.

#### **Article VII—Quorum**

Seven (7) members of the voting members of the Board of Trustees shall constitute a quorum, one of whom shall be an officer, effective July 1, 1989.

#### **Article VIII—Amendments**

These bylaws may be amended by a two-thirds vote of those present, provided that a quorum is present; and further provided, the amendment must have been submitted in writing at the previous meeting of the Board of Trustees. However, such amendment will not become effective until after approval by the General Synod of the Associate Reformed Presbyterian Church at the next regular meeting of this body.

#### **Article IX—Executive Committee**

The Executive Committee shall be composed of the officers of the Corporation plus the administrative officer who shall serve as an advisory member. Three (3) officers shall constitute a quorum. This committee shall, during the intervals between the meetings of the Board, possess and may exercise all of the powers of the full board in the management of the corporation, except as to such matters which the board has by resolution expressly reserved to it. Additionally, the Executive Committee shall prepare the annual report to the General Synod. The Executive Committee shall keep full and fair records of its proceedings and actions and shall report them to the next succeeding meeting of the Board, who may alter or revise such actions, provided that no rights of third persons shall be affected by any such revision or alteration.

**POLICY GUIDELINES FOR THE BOARD OF TRUSTEES OF  
WILLIAM H. DUNLAP ORPHANAGE  
As Amended to November 2002**

**Foreword**

The purpose of each board and agency of the Associate Reformed Presbyterian denomination is to carry out a specific ministry of the church. The ministry committed to the Board of Trustees of William H. Dunlap Orphanage ("Dunlap") is "to provide care, support, maintenance, and education of orphaned, or fatherless, or helpless, or needy children, and to support projects related to such children."

Our ministry then is to those made vulnerable by unfortunate circumstances and whose vulnerability is compounded by their youth. Our purpose is to assist those providing all the following:

- basic physical necessities;
- spiritual, mental and emotional well-being; and
- assistance toward greater self-reliance.

**Concerning Individuals In Need Of Assistance**

The most vulnerable of human conditions is that of one who has no advocate (understood biblically as "one who comes alongside to help"). The death or inability of one or both of a child's natural advocates (i.e. parents) frequently sets the child at a distinct disadvantage in gaining those things necessary for survival and advancement.

It is the policy of Dunlap to consider in its deliberations the various factors contributing to a child's vulnerability. These factors would include such things as:

- (a) The degree to which unfruitful, unnecessary, unhealthy or dangerous circumstances attend the child's situation.
- (b) The amount of effort necessary to lift the child above these circumstances.
- (c) The degree to which the child can provide for his own basic necessities.
- (d) The amount of assistance coming from other sources, etc.

In short, this Board attempts first to determine the degree of disadvantage (or the vulnerability) in which a child is placed by the loss of (a) parent(s), or by the inability of (a) parent(s) to provide for the child's needs.

Secondly, this Board considers the category of need. These are, by priority:

- (a) Basic necessities of life.
- (b) Spiritual, mental, emotional necessities.
- (c) Educational necessities.

First priority is given to the most vulnerable individuals whose needs are basic to survival.

**Policy Guidelines**

The primary purpose of Dunlap is to provide (and/or support homes which provide) comprehensive physical, educational, emotional, and spiritual care in a Christian environment for a child or children when the parent or parents are unable to do so. Dunlap shall also seek to provide scholarship assistance to qualified, financially needy, undergraduate students who have been deprived of one or both parents, either by death, desertion, or other condition which prevents such student from having normal parental care.

The following shall be used to guide Dunlap as it seeks to assist the church in fulfilling its biblical challenge of ministry to children:

- a. Dunlap, through the General Synod, its presbyteries, and congregations, shall seek to identify existing residential care programs within the United States or Canada which might need financial assistance and which are providing total care of children in a Christian environment. Financial assistance (grants) shall be limited to "exempt organizations," as defined in the revenue codes of the United States or Canada, that are providing comprehensive physical, educational, emotional, and spiritual care in a Christian environment. Grants shall be made only to those projects/ organizations that, in the Board's judgment, have a financial likelihood of success. Except as might be approved for those homes with which Dunlap has formulated a formal relationship, funding for such projects shall not *exceed* five years and shall be on a declining basis.
- b. Dunlap shall seek to work cooperatively with World Witness and the Synods of Mexico and Pakistan to establish William H. Dunlap Homes for orphans.
- c. Dunlap shall be open to ministry opportunities in areas of the world outside Mexico and Pakistan where we might work cooperatively with other denominations and/or non-profit organizations to provide total care for children. Except for those occasions where Dunlap might choose to approve a one-year "exploratory" ministry, non-profit organizations must be recognized as tax-exempt under the revenue codes of the United States or Canada.

- d. Dunlap shall be open to the development of new joint ministry efforts with other boards of the General Synod to fulfill the purpose of Dunlap. Such joint efforts shall be governed by an agreement approved by the governing boards.
- e. Dunlap shall encourage the participation of children in these homes in activities sponsored by agencies of the General Synod by providing scholarship assistance.
- f. Dunlap shall be open to the establishment of ongoing relationships with a home (or homes) which fulfill all objectives for which William H. Dunlap Orphanage was established. Consideration of such relationships shall be in accordance with the *Policy Guidelines for Ongoing Relationships* and shall be governed by an agreement approved by the governing boards.
- g. All educational scholarship assistance shall be in accordance with scholarship programs established by Dunlap.
- h. Recognizing that there may be occasions where individual Associate Reformed Presbyterian members and/or churches may become aware of unique ministry opportunities which fall within its purpose, Dunlap may, with the unanimous consent of Trustees present and voting, approve a one-time grant without the requirement of a formal proposal.

#### **Definitions**

**Care:** Attention to the needs of another with the aim of providing that which is wanting.

**Support:** Provision of the basis for existence or promotion of the interest or cause of someone.

**Maintenance:** Perseverance in the effort put forward in one's behalf.

**Education:** Instruction intended to enhance one's spiritual, mental, and moral development.

**Child:** A person from infancy to maturity, but not beyond 25 years of age.

**Orphaned:** The condition of being deprived of one or both parents, either by death, desertion, or other condition which prevents a person from having access to normal parental care.

**Fatherless:** The sense of this word comes from an age in which the father was the primary (if not exclusive) provider. This term is understood to indicate the loss of the primary provider, father or mother.

**Helpless/Needy:** These criteria are taken together because both describe a condition of vulnerability. A helpless person is one with no advocate. A needy person is one whose physical and developmental needs are met either not at all or inconsistently.

#### **Concerning Other Matters**

Dunlap will advertise itself at least once annually by means of direct correspondence to pastors or clerks of session of each congregation:

There shall be a comprehensive orientation for all members at the Fall meeting of Dunlap.

Grant applications shall be received for review at the Fall meeting of Dunlap for funding in the subsequent calendar year. With the unanimous consent of Dunlap, grant applications may be considered at other regular or called meetings.

Applicants shall be given a copy of these *Policy Guidelines*, a copy of *General Policy and Instructions for Applicants* and a copy of the *Dunlap Statement of Biblical Christian Belief*.

These Policy Guidelines shall be reviewed on an annual basis.

# POLICY GUIDELINES FOR ONGOING RELATIONSHIPS THE BOARD OF TRUSTEES OF WILLIAM H. DUNLAP ORPHANAGE

## Foreword

The **primary** purpose of the William H. Dunlap Orphanage (Dunlap) is to provide (and/or support homes which provide) comprehensive physical care; literary, educational, moral and religious training; and emotional and spiritual care in a Christian environment for children when the parent or parents are unable to do so.

In June 1978, the General Synod chose to close its existing home for children and to use assets gathered for that purpose to endow a fund, the earnings of which would be used to support homes providing comprehensive care in the tradition of the William H. Dunlap Orphanage. Since that time, Dunlap, through the General Synod, its presbyteries, and congregations, has identified existing or proposed residential care programs which provide total care of children in a Christian environment. Normally, funding for such programs has been limited to five (5) years and has been on a declining basis.

Recognizing that there are homes which are doing what the William H. Dunlap Home did in the past, the Trustees have adopted these guidelines for establishing relationships which will enhance the involvement of Associate Reformed Presbyterians in the "care, support, maintenance and education of orphaned, or fatherless, or helpless, or needy children."

## Guidelines

The following criteria must be met before Dunlap shall consider the establishment of an ongoing relationship:

- a. The primary purpose of the ministry must be to provide a home where children receive comprehensive physical, educational, emotional, and spiritual care in a Christian environment.
- b. The ministry must have been approved for funding under the *Policy Guidelines for the Board of Trustees of William H. Dunlap Orphanage* and must have been approved for funding for at least three (3) consecutive years.
- c. The ministry must
  - 1) reflect the involvement of an Associate Reformed Presbyterian Church, OR
  - 2) have an Associate Reformed Presbyterian on the board or governing body.
- d. The ministry must be willing to have a member of the Dunlap Board
  - 1) serve as an ex-officio member of their governing board (voice and vote), OR
  - 2) serve as an advisory member of their governing board, but with the right to receive notice and to attend all meetings of the board, including executive session.
- e. Erskine College scholarships shall receive first priority. Once those funds have been set aside, not more than 50% of the remaining funds shall be used for Ongoing Relationships unless otherwise approved by unanimous consent of the Trustees present and voting.

## Formal Agreement

At the meeting in which the third-year funding is approved, Dunlap shall determine if there is sufficient interest to pursue an ongoing relationship. If such interest is indicated, the Administrative Officer shall be directed to work with the ministry and ARP entities or individuals currently involved in the ministry to prepare a formal agreement for submission to the ministry board and to Dunlap at its next meeting. The formal agreement shall include:

- a. The proposed funding for the year following the approved agreement.
- b. The type of representation from Dunlap.
- c. The reporting requirements of the ministry. Reporting requirements shall include
  - 1) an annual audit
  - 2) use of allocated funds
  - 3) statement of how the ministry is maintaining comprehensive physical, educational, emotional, and spiritual care in a Christian environment for the children
  - 4) statement of any significant changes in the purpose or operation of the ministry
  - 5) identification of readily, identifiable involvement of Associate Reformed Presbyterian churches or individuals.
- d. Dunlap Responsibilities. Examples of items which might be included:
  - 1) Dunlap shall report annually to the General Synod, listing the name, address, and contact person of the ministry.
  - 2) Dunlap shall provide the ministry with a mailing list of Associate Reformed Presbyterian Churches in its geographical area.
- e. Terms for ending relationship.

## **Dunlap Statement of Biblical Christian Belief**

### **Introduction**

We the Board have the great privilege and responsibility of awarding grants to those who care for orphans "in a Christian environment." We are duty bound to ensure that the funds are distributed to homes that understand the title "Christian" in the same traditional, orthodox, and biblical way William H. Dunlap did.

As you apply for grants, please specify that you agree with the "Dunlap Statement of Biblical Christian Belief" below. Also, though not required, we would be encouraged to know the specific steps you are taking to make Christ known to your children. Thank you for the priceless work God is doing through you!

### **Dunlap Statement of Biblical Christian Belief**

We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit.

We believe that the Son, Jesus Christ, was begotten by the Holy Spirit, was born of the Virgin Mary, and is true God and true man.

We believe that the Lord Jesus Christ was crucified and died for our sins as a representative and substitutionary sacrifice, and only those who by His Grace trust in Him alone for salvation are made right with God on the ground of His shed blood.

We believe that the Scriptures of the Old and New Testaments are the Word of God without error in all that it teaches.

We earnestly desire that every child entrusted to our care would profess faith in the Lord Jesus Christ as his or her personal Lord and Savior, and we will endeavor to make Him known to each one.

**Policy Guidelines for Overseas Ministry  
of the Board of Trustees of William H. Dunlap Orphanage  
March 23, 2005**

**Foreword**

The Purpose of each board and agency of the Associate Reformed Presbyterian denomination is to carry out a specific ministry of the church. The ministry committed to the Board of Trustees of William H. Dunlap Orphanage (“Dunlap”) is to provide care, support, maintenance, and education of orphaned, or fatherless, or helpless, or needy children, and to support projects related to their care.

Our ministry then is to those made vulnerable by unfortunate circumstances and whose vulnerability is compounded by their youth. Our purpose is to assist those providing all the following:

- basic physical necessities
- spiritual, mental and emotional well-being; and
- assistance toward greater self reliance.

**Concerning Individuals in Need of Assistance**

The most vulnerable of human conditions is that of one who has no advocate (understood biblically as “one who comes alongside to help”). The death or inability of one or both of a child’s natural advocates (i.e., parents) frequently sets the child at a distinct disadvantage in gaining those things necessary for survival and advancement.

It is the policy of Dunlap to consider in its deliberations the various factors contributing to a child’s vulnerability. These factors would include such things as:

- (a) The degree to which unfruitful, unnecessary, unhealthy or dangerous circumstances attend the child’s situation.
- (b) The amount of effort necessary to lift the child above these circumstances.
- (c) The degree to which the child can provide for his own basic necessities.
- (d) The amount of assistance coming from other sources, etc.

In short, this Board attempts first to determine the degree of disadvantage (or the vulnerability) in which a child is placed by the loss of (a) parent(s), or by the inability of (a) parent(s) to provide for the child’s needs.

Secondly, this Board considers the category of need. These are, by priority:

- (a) Basic necessities of life.
- (b) Spiritual, mental, emotional necessities.
- (c) Educational necessities.

First priority is given to the most vulnerable individuals whose needs are basic to survival.

## BOARD OF TRUSTEES OF ERSKINE COLLEGE

**Membership:** At Large: Thirty members, twelve of whom shall be Associate Reformed Presbyterian ministers, two elected each year. Further, at least one half shall be alumni or alumnae of the College and/or Seminary. (NOTE: The Erskine Bylaws do not include the requirement that twelve of the members be ARP ministers. This is a General Synod requirement.)  
Ex-officio: President of the Erskine Alumni Association; the Moderator of Synod; President of the ARP Women's Ministries; Representative designated by the ARP Women's Ministries.  
Advisory: The President of Erskine College, all Vice-Presidents, the Treasurer, all Deans, a delegate from the seminary faculty, two delegates from the college faculty, the Chaplain of the college, the President and Vice-President of the S.G.A., the President of the Seminary Student Body, the President of the Parent Association Council, the Chairman of the Board of Counselors, the Director of Christian Education Ministries, the President of the Flying Fleet Club, the Moderator-Elect of Synod, the Coordinator of the General Synod.

**Terms of Service:** At Large: Six (6) years.  
Ex-officio and Advisory: As determined by the office to which appointed or elected.

**Stated Meetings:** Three per year: Third Friday in October and February and the Friday following Commencement in May.

**Organization:** Officers: Chairman, Vice Chairman, Secretary, Assistant Secretary, and Treasurer

Committees: Executive Committee  
Academic Committee  
Enrollment Committee  
Finance and Facilities Committee  
Development Committee  
Student Services and Athletic Committee  
Seminary Committee  
Committee on Trustees  
Honorary Degree Committee

Administrative Officers: President of Erskine College, Executive Vice President and Dean of College, Executive Vice President of Erskine Theological Seminary, Vice President for Finance and Operations, Vice President for Enrollment, Vice President for Advancement, and Vice President for Student Services.

**Authority:** The Board of Trustees of Erskine College has direct control of the operation of Erskine College and Erskine Theological Seminary and is empowered to establish policies and educational programs and to manage all properties and funds.

In the exercise of its authority, the Board shall comply with *The Standards of the Associate Reformed Presbyterian Church*, and its policies and programs shall be consistent with the purpose of the General Synod.

**Duties:**

1. To exercise general oversight of the total operation of Erskine College and Erskine Theological Seminary.
2. To establish admission and graduation requirements and to grant appropriate certification to all students for academic work satisfactorily completed.
3. To determine all financial charges made to students.
4. To establish curriculum.
5. To supervise and promote religious, athletic, and social programs for the academic community.
6. To determine the annual operational budget; to devise methods for increasing funds, resources, and properties; and to care for, maintain, and secure the physical facilities.

7. To hold in trust all endowments and titles to properties and to execute them in accordance with the stipulated purposes for which they were given, conveyed, or bequeathed.
8. To appoint such officers, administrators, and faculty members as may be necessary for the operation of the College and Seminary, and to set salaries of the administrative officers of the College and Seminary.
9. To submit nominations to Synod's Committee on Nominations. (1986 Synod)
10. To make an annual report to the General Synod, to include a special section relating to the implementation of the Statement of Philosophy of Christian Higher Education.

#### **POSITION DESCRIPTION FOR PRESIDENT OF ERSKINE COLLEGE & SEMINARY**

The President (the chief executive officer of the college and seminary) is under the direction of the Board of Trustees and has "charge of the institution, its Vice Presidents, chaplain, administrative officials, Deans, faculties, staff, students, and all its funds except the Endowment Fund and the Annuity and Trust Fund" (Bylaws, IV, 5). The president is a member of all committees created by the bylaws of the Board of Trustees and has seat and voice at all meetings. He reports to the board at every meeting and makes recommendations as appropriate. The president is responsible for implementing board policies, attaining goals adopted by board resolution, and executing all documents as directed by the board. The president may appoint and remove deans and other administrative officers (excepting corporate officers). The president is advised by the President's Cabinet, which is composed of the vice presidents and the chief marketing officer. The cabinet generally meets weekly. It has no formal authority and serves at the pleasure of the president.

**REPORT OF THE SPECIAL COMMITTEE ON CHRISTIAN HIGHER EDUCATION  
AS ADOPTED BY THE GENERAL SYNOD  
ASSOCIATE REFORMED PRESBYTERIAN CHURCH  
June 8, 1977**

In accordance with action of the General Synod of 1975 and by appointment of the Moderator, the Special Committee on Christian Higher Education submits the following report:

**Creation of the Committee**

The 1975 Session of the General Synod adopted a recommendation of the Moderator's Committee on Educational Institutions "that a special committee of five (5) be appointed by the Moderator to develop a Philosophy of Christian Higher Education for the Associate Reformed Presbyterian Church, including goals and purposes of Erskine."

**Membership of the Committee**

Following the adjournment of the 1975 Session, the Moderator of Synod, Dr. Randall T. Ruble, appointed the following five persons to the committee:

1. Reverend Roy E. Beckham, D.D., pastor of the Greenville Associate Reformed Presbyterian Church, Greenville, South Carolina.
2. Miss Alice Love, Ph.D., professor of English, Winthrop College, and member of First Associate Reformed Presbyterian Church, Rock Hill, South Carolina.
3. Mr. Hazel Long, elder in the Doraville Associate Reformed Presbyterian Church, Doraville, GA.
4. Reverend Lonnie L. Richardson, pastor of New Covenant Associate Reformed Presbyterian Church, Charlotte, North Carolina.
5. Mr. W. H. Stuart, elder in the Bartow Associate Reformed Presbyterian Church, Bartow, Florida.

The Moderator designated Mr. Stuart to serve as chairman. The Committee elected Dr. Love as vice chairman and Mr. Long as secretary.

**The Work of the Committee**

Only as the members of the committee have worked together over a period of nearly two years has the committee come to a full understanding of its task.

Convening for the first time on October 11, 1975, the Committee has held eleven meetings, the majority of which required a full day.

Through the cooperation of Mr. E. D. Sloan, Jr., Chairman of the Board of Trustees of Erskine College, and President M. Stanyarne Bell, conferences have been held with a majority of the members of the Board of Trustees, most of the members of the administration, a substantial number of faculty members, and representative members of the student body of Erskine College. Individual members of the committee have conferred with a number of the members of our church and persons experienced in the field of Christian higher education. The committee has had the advantage of a considerable body of bibliographic material which it has secured or has had referred to it. This report would not be complete without an expression of appreciation for the helpful spirit and full cooperation the committee has received from so many who have made our work easier.

**The Committee's Understanding of Its Task**

The appointment of the committee to develop a philosophy of Christian higher education is interpreted as the desire of the General Synod to initiate such development with a clear and easily understood statement of philosophy that shall define and guide the carrying out of the mission of the Church in Christian higher education.

For many years Erskine College has included in its catalogs a statement of purpose. The statement of purpose in the catalog is viewed by the committee as the expression of the Board of Trustees to students and others who use the catalog. The statement of philosophy to be presented in this report is viewed by the committee as the expression of the General Synod to the Board of Trustees. It is intended to inform, to guide, to direct the Board of Trustees, to whom the Church delegates the responsibility of carrying out its mission in Christian higher education.

The committee interprets its task not simply as preparing and recommending for adoption a written statement. The task is far greater than that. It is to develop a philosophy. It cannot be achieved by this committee. It cannot be completed by this Synod. It is a continuing task. Redeeming elements of such a philosophy have prevailed at Erskine College and Erskine Theological Seminary from their beginning. Today's action can be a new beginning—a reaffirmation of the Church's mission and the means of implementing it.

In presenting this report, the committee recognizes that the Associate Reformed Presbyterian Church, in its work as an institution of Christian higher education at Erskine College and Erskine Theological Seminary, delegates its authority and its mission to the members of the Board of Trustees of Erskine College,

who are selected by the General Synod. To these servants of the Church, faithful to their trust, is given the privilege, the honor and the responsibility of developing and maintaining the philosophy of Christian higher education as expressed by the General Synod. It is believed that the Board of Trustees will be aided and strengthened in its work by knowing the will of the General Synod regarding the kind of college community that it believes will best reflect its philosophy and the kind of environment favorable to the carrying out of its Christian mission.

With much assistance from others and in a spirit of prayer for guidance, the members, in a completely harmonious joint effort as a committee, have prepared a proposed statement as a first step in the development of a philosophy of Christian higher education in the Associate Reformed Presbyterian Church with goals and purposes of Erskine College and Erskine Theological Seminary. The proposed statement is attached and is made a part of this report.

**Recommendations:** The Committee recommends:

1. That, as an initial step in the development of the Philosophy of Christian Higher Education of the Associate Reformed Presbyterian Church with goals and purposes of Erskine College and Erskine Theological Seminary, this Report and the accompanying Statement be adopted by the General Synod.
2. That, as a part of the basic development of the Philosophy of Christian Higher Education, this Report and the accompanying Statement, as adopted, constitute the governing philosophy for policies established and maintained by the Board of Trustees of Erskine College in the operation of Erskine College and Erskine Theological Seminary.
3. That, as a primary effort in developing the Philosophy of Christian Higher Education, the chairman of the Board of Trustees of Erskine College be directed to place in the hands of each member of the Board of Trustees a copy of this Report and the accompanying Statement, as adopted.
4. That, as a continuing effort in the development of a Philosophy of Christian Higher Education, the Nominating Committee of the General Synod be directed, beginning with nominations to be made following the 1977 meeting of the General Synod, to furnish each prospective nominee for election to the Board of Trustees of Erskine College with a copy of this Report and the accompanying Statement, as adopted, so that the prospective nominee may have the benefit of this document in making his or her decision.
5. That, in making its annual report to the General Synod, the Board of Trustees be asked to include a special section relating to the implementation of this Statement of Philosophy of Christian Higher Education.

Respectfully submitted,  
Special Committee on Christian Higher Education

**STATEMENT OF THE PHILOSOPHY OF CHRISTIAN HIGHER EDUCATION  
OF THE ASSOCIATE REFORMED PRESBYTERIAN CHURCH  
AS ADOPTED BY THE GENERAL SYNOD, June 8, 1977 and June 7, 1978**

**Introduction**

Christian higher education for the service of God in church and society finds its roots in Biblical revelation. For over one hundred and forty years, Christian higher education has been an integral part of the mission of the Associate Reformed Presbyterian Church. Truly, the Associate Reformed Presbyterian Church, through its institutions of Christian higher education, has a history of distinguished service. The value of its mission is immeasurable, for this mission has been an influence for good in the lives of thousands of men and women who have attended Erskine College, Erskine Theological Seminary or Bryson College. Through many of these men and women, the Church itself has been blessed with strong Christian leadership and dedicated service.

The General Synod believes that there is a continuing need for the church to express its objectives, to reaffirm its purpose, and to restate its philosophy of Christian higher education, including goals and purposes of Erskine.

In the following statement, the General Synod desires to preserve and incorporate all of the redeeming elements of the Church's philosophy that have prevailed at the College and Seminary from their beginning. In this statement the terms "Erskine" and "Erskine College" refer to both the undergraduate school and the Seminary, unless the context indicates otherwise.

**I. The Role of the Church in Christian Higher Education**

The Associate Reformed Presbyterian Church should re-examine on a continuing basis its total program in the use of its resources and in all areas of its mission. To this end the Church should ask itself continually what it is doing and what it ought to be doing in the field of education. It is clear that every Christian denomination should involve itself deeply in Christian education. A parallel question which every Christian denomination should ask is whether it also should be involved in the field of higher education and, if so, at what level and in what way.

We believe in the importance of education, and we believe that education represents a vital part of the mission of the Church. Furthermore, we believe that our denomination has a definite role to play in Christian higher education.

We believe this is so because this area of service offers the Church a unique opportunity to present Christ and the Christian viewpoint and to demonstrate in a tangible way the value of a life which is lived in right relation to God and man. We believe that only such a life can realize its fullest potential in terms of usefulness to society and inner satisfaction to the individual.

We believe that the Church has a responsibility not only to initiate the organizational structure for such participation, but also a responsibility to continue to nurture that organization and to provide theological and philosophical guidance to it.

**II. The Biblical Basis for Christian Higher Education**

The Associate Reformed Presbyterian Church believes the Bible, the infallible Written Word of God, to be the rule of faith and life. The Bible reveals God as the source of all truth. Reverence for Him and commitment to Him is the beginning of wisdom. Jesus Christ, God's Son, came to reveal this truth—truth which has the power to set people free from the bondage of sin. The Holy Spirit comes to make the truth of God's love in Christ real in our hearts. Therefore, for education to merit the term "Christian," it must be based on belief in God, the Source of truth; be centered in Jesus Christ, the Revealer of truth; and be guided by the Holy Spirit, the Inspirer of truth.

Taking their perspective from the Biblical view of God, man and the world, as expressed in *The Standards of the Associate Reformed Presbyterian Church* (See Footnote 1), our institutions of Christian higher education have a responsibility to stress Christian doctrine as well as Christian ethics; Christian commitment as well as academic excellence. Our calling in Christian higher education is to create an environment that exposes the college community to the truth of God's redemptive love and equip its members for lives of useful service, whether in the full-time ministries of the Church, or in some other worthy calling.

**III. Implementation**

The carrying out of such a philosophy requires careful planning in several areas in accordance with *The Standards of the Associate Reformed Presbyterian Church* (See Footnote 2) and under the guidance of the principles of this statement. Full development will be achieved as the task is approached with a sense of mission by everyone within the college community.

- a. **The Trustees of Erskine College.** The Board of Trustees of Erskine College is the authority of the Church at Erskine. Representing the Church's presence in its work of Christian higher education, the Trustees are an integral part of the college community. For service in such positions of responsibility, it is incumbent upon the General Synod to select individuals who have a perception of the Church and its work that coincides with that of the Synod and who are kept informed of the Church's policies and purposes. A Trustee is a servant of Christ and His Church in one of the greatest and most

- sacred endeavors. In this task the Church needs Godly men and women of knowledge, wisdom and dedication to this work.
- b. **The Administration.** In discharging its responsibility, the Board of Trustees should recognize that the administrators of the College have a different task in being stewards for the Church when, at the same time, they must meet the demands of academic standards and accreditation, build a strong faculty and present a program of studies which attracts students. Executive planning of this complexity requires great professional skill and dedication. It is imperative first, that the College have in these positions—as president, administrative and academic officers—individuals who have a deep personal commitment to Jesus Christ and are strong both in terms of their preparation and also in terms of their perception of administrative responsibility to the Board of Trustees and to the Church. These officers are charged with continuing commitment to the larger view of the College as a community of Christian scholars. Second, there must be kept open channels of regular communication between the Board of Trustees and the Synod in order for there to be on the campus the most effective implementation of our educational ideas.
  - c. **The Faculty.** The Board of Trustees, through the Administration, must seek faculty members having professional competence, moral sensitivity and genuine Christian commitment. Faculty members who believe in the enduring relevance of the Christian orientation, have a relation to their subject matter, and an involvement with the learner which are significantly different from those found in secular settings. Freedom of inquiry should prevail; however, faculty members must be chosen who are committed to the goals of the College and who are concerned with the quality of the day-to-day life of the campus. The instructional focus should be on insight and comprehension, as opposed to information only, and should place emphasis on flexible and innovative approaches to teaching.
  - d. **The Student.** The student attending Erskine College becomes part of a meaningful tradition of Christian leadership, of education for a life of service and witness. At a Christian college, the uniqueness of each individual is a basic premise, but the universality of our human dependence on Jesus Christ as the ultimate Word is equally fundamental, the point of reference for all knowledge and all experience being Biblical revelation and authority. From these truths it follows that both the individual comprising the student body and the ethos of a college campus which is truly Christian should manifest qualities differentiated from the secular norm. At Erskine College, students are privileged to belong to a community of genuine concern and conviction which it is their responsibility to foster and to maintain as they relate its values to their own time. Under the supervision of the Board of Trustees, the Administration and the Faculty, the student is expected to cooperate in creating and maintaining an environment that will honor God, promote the Christian goals of the Church and support the moral standards of the College. In the educational process, the student is expected to study and evaluate all knowledge objectively, seeking God's guidance in matters of faith, vocational calling and educational preparation.
  - e. **The Curriculum.** The curriculum for Erskine College at the undergraduate level should be broadly based, with the Christian perspective as the positive integrating factor for all of the disciplines. Emphasis should be placed on the arts, sciences, vocations and our cultural heritage. Significant emphasis should be placed on the study of Bible and Christian ethics as a requirement for graduation. Along with providing strong majors in different fields, the curriculum should address the development of the whole student. An exposure to specialized areas of social and community service is an appropriate part of the total educational experience. Erskine Theological Seminary, being the professional school of Erskine College, in preparing students for the gospel ministry, has a special mission in Christian higher education. Its curriculum must be in harmony with *The Standards of the Associate Reformed Presbyterian Church*, and designed so that its graduates will be fully prepared to be effective ministers of the Word.

#### IV. Inter-relationship of the Associate Reformed Presbyterian Church and Erskine College

Erskine College represents the Associate Reformed Presbyterian Church in higher education. The relationship between the College and the Church is organic; that is, Erskine College is related to the General Synod of the Associate Reformed Presbyterian Church as the arm of the Church in Christian higher education in carrying out the Biblical mandate to redeem all of life, especially man's moral and intellectual life, under the authority and Lordship of Jesus Christ.

- a. **Responsibility of the Associate Reformed Presbyterian Church to Erskine College.** Inasmuch as Erskine College is a church-owned Christian institution, the Church has ultimate responsibility for the administrative, academic and moral life of the College. This responsibility is established and maintained through the Board of Trustees. The Trustees oversee the total administration of the College as a trust of the Associate Reformed Presbyterian Church. The Church also has a responsibility to support the College financially and to render encouragement and affirmation to the College as it implements the goals and purposes of the Church.
- b. **Responsibility of Erskine College to the Associate Reformed Presbyterian Church.** In order for the goals and purposes of the Associate Reformed Presbyterian Church in Christian higher education to

be realized, Erskine College, through its Board of Trustees, administration and faculty, must be in harmony with the principles and goals of the Associate Reformed Presbyterian Church. Within this context, the College has a responsibility to bring its theological reflections to bear upon the life of the Church.

#### V. Erskine's Purpose

The purpose of Erskine College should be to provide sound training in a campus environment where evangelical Christian influence is supreme and pervasive. The role of the church-sponsored college is the distinctive one of relating academic disciplines to the Christian realities of faith and responsible selfhood.

At the same time, there must be intellectual stimulation and open dialogue; and creative individualism should be fostered. The basic premise of education ought to be that the goals of education are to open the mind and the heart to truth, to teach one to think Biblically and objectively and to give direction to daily life. "In Thy light shall we see light."

As an arm of the Church, Erskine College exists to enlarge and help sustain the mission of the Church. It exists, primarily, for the benefit of its students. Their interests must be paramount and their individual and collective needs a matter of continuing concern. Erskine's goal must be to afford them the opportunity and encouragement to integrate knowledge and moral values in the development of the highest and best use of their abilities. A primary objective of the College should be to guide the student into the development of a mature faith within a Christian system of values which defines contemporary pressures in their true light and which is staunchly resistant to the impersonality and relativism of our time. Erskine's ultimate objective for every student must be the gaining of an understanding of the truth that "man's chief end is to glorify God and to enjoy Him forever."

#### Footnotes:

1. See especially the *Confession of Faith*, *The Larger Catechism*, and the *Shorter Catechism*. See also *Manual of Authorities and Duties*, "Boards," for definition of evangelical.
2. *Form of Government*, Chapter XIV,A,4: "Any newly appointed employee of any board, as administrator or teacher, shall give satisfactory evidence of his belief in and adherence to the basic doctrines of evangelical Christianity."

### BOARD OF OUTREACH NORTH AMERICA

(2008 Synod)

- Membership:** At Large: Six (6) members.  
Presbytery Representatives: Chairman of the Committee on Church Extension.  
Ex-officio: Representative from ARP Women's Ministries.  
Advisory: Executive Director of Outreach North America, other Directors employed by the board, Treasurer of Synod's Funds, Moderator of Synod, Moderator-Elect of Synod, Coordinator of the General Synod, Executive Director of Central Services.
- Terms of Service:** At Large: Six (6) years.  
Presbytery Representatives, Ex-officio, and Advisory: As determined by the office to which elected or appointed.
- Stated Meetings:** Semi-Annual.
- Organization:** Officers: Chairman, Vice Chairman, Secretary, Treasurer.  
Committees: Executive Committee  
Committee on Evangelism and Multi-Ethnic Ministries  
Committee on Finance  
Committee on New Church Development and US & Canada Expansion  
Committee on Church Vitality  
Administrative Officer: Executive Director of Outreach North America
- Authority:** Outreach North America is the agency of Synod charged with the responsibility for denominational strategies for evangelism, multi-ethnic ministries, church vitality, new church development, and ARP expansion in the US and Canada. Outreach North America is governed by the Board of Outreach North America.
- In the exercise of its authority, the Board shall comply with *The Standards of the Associate Reformed Presbyterian Church*, and its policies and programs shall be consistent with the purpose of the General Synod.

**Duties:**

1. To work with our presbyteries and other agencies to develop and implement strategies for evangelism, including strategies to help our presbyteries and churches reach the increasingly ethnically diverse population in the United States and Canada.
2. To work with our presbyteries and other agencies to develop and implement strategies to enhance church vitality.
3. To work with our presbyteries and other agencies to develop and implement strategies for new church development and for ARP expansion in the United States and Canada.
4. Through the Evangelism and Multi-Ethnic Ministries committee of the board, to serve as liaison to the American Bible Society by assisting the American Bible Society in the annual offering for the American Bible Society as approved by the General Synod, reviewing the annual report of the American Bible Society and reporting items of special interest to the General Synod.
5. To communicate the importance of financial support for these purposes and to oversee the use of financial resources received from all sources for these purposes.
6. To prepare and recommend to Synod each year a budget with which to do the work of this Board.
7. To appoint such administrators as are necessary for the work of the Board.
8. To make an annual report to the General Synod.

**Position Description  
for Executive Director of Outreach North America**

The Executive Director of Outreach North America is the chief executive officer. He reports to the Chairman of the Board of Outreach North America, a board of the General Synod of the Associate Reformed Presbyterian Church. He is to be a resource person to General Synod, presbyteries, and congregations of the denomination. He will present a written report at each regular Board meeting, and will bring to the Board informative and innovative ideas that will enable the Board to explore new directions for its work. By direction of the General Synod, he will also serve on Synod's Committee on the Minister and His Work.

**Duties and Responsibilities:**

There are five (5) strategic areas for which the Executive Director is responsible. They are Evangelism, Church Planting, Church Vitality, National Development and Administration.

1. **Evangelism:**
  - To be a stimulus for evangelism as a primary activity for all congregations.
  - To provide training, literature and other resources as may be required to enable congregations to be effective in evangelism.
  - To develop a means for measuring the effectiveness of evangelism in congregations, both qualitatively and quantitatively.
  - To encourage the involvement of all groups, e.g. pastors, seminary students, youth, lay men and women in evangelism.
  - To support and encourage inter-cultural evangelism notably in parishes that are multi-ethnic, multi-cultural, and/or multi-religious.
2. **Church Planting:**
  - To be a stimulus for church planting throughout the denomination.
  - To develop a denominational church planting strategy.
  - To encourage congregations to engage in church planting by establishing mother-daughter congregations; by praying for and supporting the church planting activities of others; and by actively engaging in the encouragement and support of church planters and their families.
  - To help presbyteries develop an awareness of and responsibility for church planting and to provide support, resources and encouragement to the presbyteries.
  - To earnestly pursue the recruitment of church planters and to provide for their screening, training/equipping, and coaching/mentoring.
3. **Church Vitality:**

- To be a stimulus for church vitality throughout the denomination.
- To develop a strategy for denominational church vitality.
- To work with presbyteries in developing plans to implement the strategy.
- To provide assistance to declining or declining congregations and to urge thriving congregations to achieve higher levels of success: vision-casting, exploring possibilities, and developing excitement and enthusiasm.
- To provide training for pastors and church leaders and provide resources to aid congregations in church vitality.

4. **National Development:**

- To aid in developing a national expansion strategy for the denomination.
- To respond to inquiries from individuals and congregations that express an interest in the denomination.
- To encourage the development of a warm and welcoming image for the denomination.
- To initiate advertising to “market” the denomination nationally.

5. **Administration:**

- To establish an effective and efficient base of operations for Outreach North America (ONA) in order to carry out the policies, communicate the purposes and goals, and oversee the ongoing business of the Board and its committees.
- To recruit and train such other officers/employees as may be necessary to accomplish the duties and responsibilities of the Executive Director.
- To maintain an effective communications system for ONA. This includes communicating with presbyteries about the challenges, needs, programs, plans, resources, and directions of the work of church extension, counseling with presbytery committees, pastors, church planters, sessions, and other groups concerning the work of church extension, and working with other boards, agencies and institutions of our own and other denominations to develop mutual programs of ministry that will further God’s work through the ARP Church.
- To represent the Board in cooperative agreements between presbyteries and the Board.
- To manage the finances of ONA.
- To report to the Chairman of the Board of ONA on all matters that the Board deems necessary and to work independently on all other matters.



**BOARD OF THE ASSOCIATE REFORMED PRESBYTERIAN**  
(2006 Synod)

- Membership:** At Large: Nine (9) members. At least two (2) shall be women; two (2) shall be ruling elders; two (2) shall be teaching elders, three (3) shall have skills or experience in publishing: (e.g. circulation, marketing, editing, or advertising or other needed skills.) (2008 Synod)  
Ex-officio: Representative from ARP Women's Ministries.  
Advisory: Editor of *The Associate Reformed Presbyterian*, Moderator of Synod, Moderator-Elect of Synod, Coordinator of the General Synod, Executive Director of Central Services.
- Terms of Service:** At Large: Six (6) years.  
Ex-officio and Advisory: As determined by the office to which elected or appointed.
- Stated Meetings:** Semi-annual.
- Organization:** Officers: Chairman, Vice Chairman, Secretary, Treasurer.  
Committees: Appointed at the discretion of the chairman.  
Administrative Officer: Editor of *The Associate Reformed Presbyterian*.
- Authority:** The Board of The Associate Reformed Presbyterian shall have responsibility for the publication of a denominational magazine known as *The Associate Reformed Presbyterian*.  
  
In the exercise of its authority, the Board shall comply with *The Standards of the Associate Reformed Presbyterian Church*, and its policies and programs shall be consistent with the purpose of the General Synod. (2000 Synod)
- Duties:**
1. To oversee the publication of *The Associate Reformed Presbyterian* and other board-authorized publications.
  2. To appoint and supervise the editor.
  3. To set policy and provide general direction.
  4. To prepare and submit an annual operating budget to the General Synod.
  5. To make an annual report to the General Synod.
  6. To maintain a non-profit corporation, The Associate Reformed Presbyterian, Inc., and operate within the framework of its bylaws.

**POSITION DESCRIPTION FOR  
THE ADMINISTRATIVE OFFICER OF  
THE ASSOCIATE REFORMED PRESBYTERIAN**  
(2008 Synod)

**Administrative Officer:** The editor of *The Associate Reformed Presbyterian Magazine* shall be the administrative officer of the Board of *The Associate Reformed Presbyterian*.

**A. Qualifications:**

The Board of *The Associate Reformed Presbyterian* shall select the editor who shall be chosen with regard to Christian commitment and demonstrated abilities.

The editor will be, or be willing to become, a member of the Associate Reformed Presbyterian Church, be active in a congregation of the denomination, and be in agreement with a Reformed Biblical World and Life View.

The editor is responsible for all functional aspects of the magazine's production, including, but not limited to, writing, editing, photography, graphics and management of personnel and business relationships. Computer skills relative to the position are essential.

The editor must be a skilled strategic thinker/planner, able to map out the magazine's year, target special events and issues, and in general present them to the church in an enthusiastic and appealing manner.

The editor, being one of the church's leaders, must not only be able to work well alone, as a self-starter, but also to work in harmony with other members of the leadership team.

The editor's position is one of high visibility and consequently must have well-developed inter-personal skills, a winsome personality, and congenial disposition. The editor must be articulate, comfortable in making public presentations, addressing meetings, and developing relationships beyond the bounds of the office environment.

**B. Duties:**

1. To communicate the Gospel of Jesus Christ, to encourage the application of the truths of Scripture to life, and to build up the church.
2. To publish monthly in printed form, *The Associate Reformed Presbyterian*.
3. To make appropriate material available on a Web site.
4. To have editorial control of the content and form of the magazine and Web site in accordance with the policies of the Board and with guidance from the Editorial Advisory Panel appointed by the Board.
5. To exercise oversight of advertising in accordance with the policies of the Board.
6. To effectively execute the daily operations of *The Associate Reformed Presbyterian* office.
7. To hire, supervise, and dismiss employees.
8. To manage the financial matters of *The Associate Reformed Presbyterian*.
9. To carry out the tasks assigned by the Board of *The Associate Reformed Presbyterian*..
10. To present a written report to the Board at each regular Board meeting.
11. To present to the Board new and innovative ideas for the ministry of the Board.
12. Through the Magazine and Web site, to report the news of the denomination, and to promote the vision and work of the Synod and its agencies, working cooperatively with the agencies of the denomination.

**BYLAWS  
OF  
THE ASSOCIATE REFORMED PRESBYTERIAN, INC.  
REVISED JUNE 2006**

**ARTICLE I — NAME**

The name of the Corporation shall be The Associate Reformed Presbyterian, Inc.

**ARTICLE II — PURPOSE**

The Christian purpose of the Corporation is to publish a magazine, *The Associate Reformed Presbyterian*, on a non-profit basis, which is dedicated to the concerns of the Associate Reformed Presbyterian Church, and which reflects the programs and emphases of all arms of the denomination and provides its readers with a unified publication in which the work of the boards, agencies, auxiliaries, institutions and committees of the denomination will be represented in relationship to the overall denominational mission to the service of God.

**ARTICLE III — BOARD OF DIRECTORS**

1. Composition of the Board — The Board of Directors shall consist of ten (10) members appointed as follows: Nine (9) at-large members appointed by the General Synod of the Associate Reformed Presbyterian Church,
  - a. at least two shall be women
  - b. at least two shall be ruling elders
  - c. at least two shall be teaching elders
  - d. at least three shall have skills or experience in some aspect of publishingOne (1) ex-officio member from the Associate Reformed Presbyterian Women's Ministries. Advisory members will be the editor of *The Associate Reformed Presbyterian*, the Moderator of the General Synod, the Moderator-Elect of the General Synod and the Coordinator of the General Synod.
2. Terms of Office — The term of office for each at-large member shall be six (6) years. The length of service of ex-officio and advisory members shall be determined by the appointing board or the office which they hold. At-large members shall not serve consecutive terms but must retire for one (1) year before becoming eligible for re-appointment, except in those cases where they have filled an unexpired term of two (2) years or less. Terms of office will begin July 1 of the year the appointment is made. Rotation of the Board will follow the schedule of the General Synod of the Associate Reformed Presbyterian Church.
3. Vacancies — When a vacancy occurs on the Board of Directors, Synod's Committee on Nominations will be requested to recommend a replacement to the General Synod. Members who miss two (2) consecutive meetings of the Board, except for extenuating circumstances, shall be asked to resign from the Board.
4. Meetings — The Board of Directors shall meet at least semiannually on such dates as may be fixed by the Board. Special meetings of the Board may be held upon the call of the Chairman or upon the written request of three (3) Board members. The call for a special meeting shall be in writing directed to the other members and shall be issued at least one (1) week prior to the meeting and the purpose of the meeting shall be stated in the call. No business may be discussed at any special meeting unless that business has been described in general terms in the notice of the meeting.
5. Quorum and Vote — Five (5) members shall constitute a quorum and only members present may vote. In the presence of a quorum, the vote of the majority shall decide all questions. At-large members and ex-officio members shall have all rights associated with Board membership. Advisory members shall have the rights of seat and voice.
6. Committees — The Board of Directors shall have the power to authorize such committees as it shall determine in its discretion and delegate to them such powers and duties as it shall deem advisable.

**ARTICLE IV — Officers**

1. The officers of the Corporation shall consist of a Chairman of the Board, a Vice Chairman, a Secretary and a Treasurer.
2. The Chairman and Vice Chairman — These officers shall be chosen from the Board of Directors. The Chairman shall preside at all meetings of the Board and shall have general charge and control of the affairs of the Corporation, subject to the Board of Directors, and with the Secretary shall execute all contracts, notes, mortgages and other legal instruments which the Corporation may make. The Vice Chairman shall perform such duties as may be assigned by the Board of Directors, and in the case of the death, disability, resignation or absence of the Chairman shall perform and be vested with all of the duties and powers of the Chairman.
3. Secretary — The Secretary shall keep a record of the minutes of the meetings of the Board of Directors and the Executive Committee. The Secretary shall insure that such records are maintained at the Associated Reformed Presbyterian Center, shall have custody of the seal of the Corporation, and with the Chairman shall execute all contracts, notes, mortgages and other legal instruments which the Corporation may make and whenever such instruments require the seal of the Corporation, shall affix the same. The Secretary shall perform such other duties and carry out such instructions as may be given by the Board of Directors and the Executive Committee.
4. Treasurer — The Treasurer of the General Synod of the Associate Reformed Presbyterian Church shall serve as Treasurer of the Corporation. The Treasurer shall keep account of all monies of the Corporation received or disbursed, and shall deposit all monies and valuables in the name of and to the credit of the Corporation, in such bank and/or depository as the Board of Directors shall designate. The Treasurer shall be bonded, with adequate

surety, in an amount determined by the Board. All sums of money, securities, and other gifts shall be turned over to the Treasurer for safekeeping and control. The Treasurer shall disburse all authorized budgeted funds with the advance approval of the Chairman of the Board of Directors.

5. Terms of Office — The terms of the office for the Chairman, Vice Chairman and Secretary shall be for one (1) year. Officers shall be elected annually at the semiannual meeting which precedes the annual meeting of Synod, to begin their terms July 1.
6. Execution of Obligations — All contracts, notes, mortgages and other obligations shall be executed in the name of the Corporation by the Chairman, except when the Chairman is unable to act by reason of death, disability or absence when the same shall be executed by the Vice Chairman, and the Secretary, and whenever the instrument is such that the seal of the Corporation is required, the same shall be affixed by the Secretary.
7. Administrative Officer — The editor of *The Associate Reformed Presbyterian* is the Administrative Officer of the Board. This role is advisory in nature and does not have voting privileges.

#### **ARTICLE V — Executive Committee**

1. The Executive Committee shall consist of the Chairman, the Vice Chairman and the Secretary of the Board. The Chairman of the Board of Directors shall be the Chairman of the Executive Committee. The Secretary of the Board of Directors shall be the Secretary of the Executive Committee.
2. Meetings — Meetings of the Executive Committee shall be held at the call of the Chairman.
3. Duties and Responsibilities — The Executive Committee may act on behalf of the Board during all times when the Board is not in session, except the Executive Committee may not appoint or remove on a permanent basis any Administrative Officer of the Board. The Executive Committee shall report all actions to the next stated meeting of the Board.

#### **ARTICLE VI — Standing and Special Committees**

1. The Chairman of the Board shall name whatever committees deemed necessary.
2. Such committees shall hold meetings at such times and places and on such notice to its members as such committee shall from time to time decide, and subject to the control of the Board each committee shall establish its own procedure for carrying out its responsibilities.

#### **ARTICLE VII — The Seal**

The seal of *The Associate Reformed Presbyterian, Inc.*, shall be circular in form and have inscribed thereon, "*The Associate Reformed Presbyterian, Inc.*" The Secretary shall have general custody of the seal which shall be affixed to such instruments as may be directed by the Board of Directors.

#### **ARTICLE VIII — Amendments**

The bylaws of the Corporation may be amended, suspended or repealed and new bylaws may be adopted upon the unanimous consent of the Board of Directors in any Board meeting other than a special meeting, or by two-thirds of the Board members voting when notice was given in the announcement of the meeting, provided that any change in the bylaws is subject to the approval of the General Synod of the Associate Reformed Presbyterian Church.

#### **ARTICLE IX — Dissolution**

Upon dissolution of the Corporation, the net proceeds of the Corporation shall be distributed to the General Synod of the Associate Reformed Presbyterian Church or its successor holding a current exemption under Section 501-c-3 of the Internal Revenue Code of 1954, as amended, as is provided in the bylaws of the Corporation.

**POLICY MANUAL  
FOR THE  
BOARD OF THE ASSOCIATE REFORMED PRESBYTERIAN  
(Revised March, 2006)**

**AUTHORITY**

The Board of *The Associate Reformed Presbyterian* shall have responsibility for the publication of a denominational magazine known as *The Associate Reformed Presbyterian*. In the exercise of its authority, the Board shall comply with the Standards of the Associate Reformed Presbyterian Church, and its policies and programs shall be consistent with the purpose of the General Synod.

**RESPONSIBILITIES**

The Board will:

1. Oversee the publication of *The Associate Reformed Presbyterian*
2. Promote and encourage communication within the denomination.
3. Appoint any administrators needed to carry out its work.
4. Make an annual report to the General Synod including an operating budget.
5. Maintain a nonprofit corporation, The Associate Reformed Presbyterian, Inc., and operate within the framework of its bylaws.

**MEMBERSHIP**

The Board of Publications is composed of ten (10) members as follows:

- Nine at large members,
  - a. at least two (2) shall be women
  - b. at least two (2) shall be ruling elders
  - c. at least two(2) shall be teaching elders
  - d. at least three (3) shall have skills or experience in some aspect of publishing.
- One (1) ex-officio member from the ARP Women's Ministries.
- Advisory members will be the editor of *The Associate Reformed Presbyterian*, the Coordinator of the General Synod, the Moderator of the General Synod and the Moderator-Elect of the General Synod.

Members who miss two consecutive meetings of the Board, except for extenuating circumstances, shall be asked to resign from the Board and Synod's Committee on Nominations will be requested to recommend a replacement to the General Synod.

The at-large members will serve six years. These members may not serve consecutive terms, but must retire for one year before becoming eligible for reappointment, except in those cases where they have filled an unexpired term of less than two years. Terms of office will begin July 1 of the year the appointment is made. Rotation of the Board will follow the General Synod's schedule.

The length of service of ex-officio and advisory members will be determined by the appointing Board or the office which they hold.

**PRIVILEGES OF MEMBERS.**

At-large members and ex-officio members will have all rights associated with Board membership. Advisory members shall have the rights of seat and voice.

**ORGANIZATION**

1. Regular Meetings - The Board will meet semiannually in March and September (unless the Board determines otherwise).
2. Special Meetings - The Chairman may, or at the written request of three (3) members shall, call a Special Meeting of the Board stating in the notice the purpose thereof. No business may be discussed unless that business has been described in general terms in the notice of the meeting.
3. Quorum Meetings - Five (5) members shall constitute a quorum. Only members present may vote.
4. Officers - Officers of the Board will consist of a Chairman, Vice Chairman and Secretary. Synod's Treasurer will serve as the Treasurer of the Board of *The Associate Reformed Presbyterian*. Officers shall be elected annually at the semiannual meeting which precedes the annual meeting of Synod, to begin their terms of service July 1.
  - a. Chairman - The Chairman shall appoint members to the committees and shall perform the usual duties of a chairman.
  - b. Vice Chairman - The Vice Chairman shall serve in the absence of the Chairman and shall fill any unexpired term of the Chairman.
  - c. Secretary - The Secretary shall keep accurate and permanent records of the proceedings of the Board and shall insure that such records are maintained at the Associate Reformed Presbyterian Center; and shall work with the Chairman in preparing the annual report for the General Synod.
  - d. Treasurer - The Treasurer will disburse all authorized budgeted funds with the advance approval of the Chairman of the Board of Publications.
5. Administrative Officers - The editor of *The Associate Reformed Presbyterian* is the Administrative Officer of the Board. This role is advisory in nature and does not have voting privileges.

## AMENDMENTS

The Policy Manual of the Board of Publications may be amended only by the General Synod. Upon unanimous consent in any Board meeting other than a Special Meeting, or by two-thirds of the Board members voting when notice was given in the announcement of the meeting, a proposed amendment may be adopted.

## BOARD OF STEWARDSHIP

- Note:** As authorized by the 2004 General Synod, the Board of Directors, ARP Foundation and the Board of Stewardship united their mission and ministry under one board in September 2004. While the mission and ministry of the two (2) boards have been united, the Associate Reformed Presbyterian Foundation, Inc. ("Foundation"), will continue to exist as the legal entity for holding the assets contributed to the General Synod, including Gift Annuities, Charitable Trusts, and endowment-type funds. The members of the Board of Stewardship will serve as the directors of the Foundation and meetings will be held concurrently. Actions of the Board pertaining to the Foundation will be recorded in separate minutes.
- Membership:** At Large: Six (6) members elected by the General Synod.  
Presbytery Representatives: Chairman of Finance/Stewardship Committee from each presbytery or a representative chosen by the presbytery.  
Ex-Officio: Treasurer of General Synod and Treasurer of Women's Ministries.  
Advisory: Moderator of Synod, Moderator-elect of Synod, Coordinator of Synod, Administrative Officer.
- Terms of Service:** At Large: Six (6) years  
Presbytery Representatives, Ex-Officio, and Advisory: As determined by the office to which elected or appointed.
- Stated Meetings:** At least two (2) annually
- Organization:** Officers: Chairman, Vice Chairman, Secretary, Treasurer  
Committees: Executive  
Communications and Education  
Finance  
Administrative Officer: The Board may employ an administrative officer or utilize the services of the Executive Director of Central Services as the administrative officer.
- Authority:** The Board shall have responsibility for working cooperatively with the congregations and agencies of the General Synod to develop and administer programs and ministries to secure financial resources to meet the operating needs of the General Synod; to present to the General Synod a recommended allocation of those resources; and to receive, maintain, and administer funds given to the General Synod and/or the Associate Reformed Presbyterian Foundation, Inc., and to expend income for the furtherance of the work of the Associate Reformed Presbyterian Church.
- In the exercise of its authority, the Board shall comply with *The Standards of the Associate Reformed Presbyterian Church* and shall act in an impartial and non-discriminatory manner.
- Duties/Purpose:** The purpose of this Board is to:
1. Promote the general ministries and programs of the Associate Reformed Presbyterian Church;
  2. develop and/or identify, and keep current, resources that can be used for the teaching of biblical stewardship in the Associate Reformed Presbyterian Church;
  3. assist in developing financial stewardship models for presbyteries, congregations, and agencies of the General Synod;
  4. develop and implement programs for securing the funds required to meet the operating needs of the General Synod;
  5. prepare for presentation at the annual meeting of the General Synod a recommended allocation of Synod's anticipated unrestricted income;
  6. prepare and maintain denominational budget preparation guidelines;
  7. receive and maintain a fund or funds of real and personal property and to use, make donations of, and apply the whole or any part of the income therefrom and the principal exclusively for religious, charitable, literary, scientific and educational purposes and for no other purpose;

8. initiate and carry out programs in support of the religious, charitable, missionary, and educational programs of the General Synod of the Associate Reformed Presbyterian Church, or its successor;
9. solicit and accept by gift, grant, devise, bequest, purchase or otherwise and to hold for investment or reinvestment and to sell, donate, lend or otherwise dispose of money, real estate, personal property, stocks, bonds, or other securities or any other kind of property;
10. refrain from engaging, either directly or indirectly, in any activity that would (1) prevent it from obtaining exemption from federal income taxation as a corporation described in section 501(c)(3) of the Internal Revenue Code of 1954 or (2) cause it to lose such exempt status; and
11. invest endowment-type funds and other long term investments of the General Synod and of those agencies of Synod which commit funds to the Foundation, in accordance with guidelines approved by the General Synod.
12. serve as the Audit Committee for the General Synod of the Associate Reformed Presbyterian Church:
  - a. To receive and review audit reports and management letters for all entities audited. (2007 Synod)
  - b. To select the audit firm to recommend for use by all agencies. (2006 Synod)

**POLICY BOOK**  
**BOARD OF STEWARDSHIP**  
 OF THE  
**ASSOCIATE REFORMED PRESBYTERIAN CHURCH**  
**APRIL 8, 2005**

**ARTICLE I**

**Name and Purpose**

**Section 1. NAME.** The name shall be "*Board of Stewardship of the Associate Reformed Presbyterian Church,*" commonly known as Board of Stewardship (Board), with principal offices at the Associate Reformed Presbyterian Center, One Cleveland Street, Greenville, South Carolina.

**Section 2. PURPOSE.** The purpose of this Board is to:

- (1) Promote the general ministries and programs of the Associate Reformed Presbyterian Church;
- (2) develop and/or identify, and keep current, resources that can be used for the teaching of biblical stewardship in the Associate Reformed Presbyterian Church;

- (3) assist in developing financial stewardship models for presbyteries, congregations, and agencies of the General Synod;
- (4) develop and implement programs for securing the funds required to meet the operating needs of the General Synod;
- (5) prepare for presentation at the annual meeting of the General Synod a recommended allocation of Synod's anticipated unrestricted income;
- (6) prepare and maintain denominational budget preparation guidelines;
- (7) receive and maintain a fund or funds of real and personal property and to use, make donations of, and apply the whole or any part of the income therefrom and the principal exclusively for religious, charitable, literary, scientific and educational purposes and for no other purpose;
- (8) initiate and carry out programs in support of the religious, charitable, missionary, and educational programs of the General Synod of the Associate Reformed Presbyterian Church, or its successor;
- (9) solicit and accept by gift, grant, devise, bequest, purchase or otherwise and to hold for investment or reinvestment and to sell, donate, lend or otherwise dispose of money, real estate, personal property, stocks, bonds, or other securities or any other kind of property;
- (10) refrain from engaging, either directly or indirectly, in any activity that would (1) prevent it from obtaining exemption from federal income taxation as a corporation described in section 501(c)(3) of the Internal Revenue Code of 1954 or (2) cause it to lose such exempt status; and
- (11) invest endowment-type funds and other long term investments of the General Synod and of those agencies of Synod which commit funds to the Foundation, in accordance with guidelines approved by the General Synod.

## ARTICLE II The Board

**Section 1. NUMBER AND TENURE.** Membership on the Board shall be as follows:

- (a) Six (6) members elected by the General Synod each serving for a six-year term;
- (b) Chairman of Finance/Stewardship Committee from each presbytery or a representative chosen by the presbytery as an ex-officio member;
- (c) Treasurer of Synod and ARP Women's Ministries Treasurer as ex-officio members; and
- (d) the following as non-voting, advisory members: The Moderator and Moderator-Elect of the General Synod, the Coordinator of the General Synod, and the Board's Administrative Officer.

Members elected by the General Synod shall not be eligible for a second term until one (1) year after completion of the term.

Members elected by the General Synod who are absent from two consecutive meetings of the Board without an approved excuse will be considered by the Board to have resigned and will be notified, and the General Synod shall be requested to elect a member to fill the unexpired term.

**Section 2. VACANCIES.** Vacancies shall be filled as set forth in Section 1 in this Article.

**Section 3. MEETINGS.** The Board shall meet at least two (2) times annually. The Board shall meet on the call of the chairman or secretary or any three voting members. Members shall be advised of a called meeting by telephone, electronic communication, or mail so as to receive notice of such meeting at least five (5) days before such meeting but such notice may be waived by any member. At any called meeting at which every member shall be present business other than that stated in the call also might be transacted. Telephonic conference-call meetings may be held when necessary; however, an affirmative vote of a majority of the members of the Board will be required for approval of action in a telephone meeting.

**Section 4. QUORUM.** A majority of the voting members of the Board shall constitute a quorum for the transaction of the business of the Board. If at any meeting there is less than a quorum present, a majority of those present may adjourn the meeting from time to time without notice in order to secure a quorum.

**Section 5. AUTHORITY.** The Board shall have responsibility for working cooperatively with the congregations and agencies of the General Synod to:

- (a) develop and administer programs and ministries to secure financial resources to meet the operating needs of the General Synod;
- (b) to present to the General Synod a recommended allocation of those resources;
- (c) and to receive, maintain, and administer funds given to the General Synod and/or the Associate Reformed Presbyterian Foundation, Inc., and to expend income for the furtherance of the work of the Associate Reformed Presbyterian Church.

In the exercise of its authority, the Board shall comply with *The Standards of the Associate Reformed Presbyterian Church* and shall act in an impartial and non-discriminatory manner.

**Section 6. ADMINISTRATIVE OFFICER.** The Board may employ an administrative officer or utilize the services of the Executive Director of Central Services as the administrative officer. Such administrative officer shall not be a voting member of the Board, and his duties shall be the duties usual to such positions and such other and further duties as may be prescribed from time to time by the Board.

**Section 7. COMPENSATION.** Board members shall not receive compensation for their attendance at the meetings of the board, but will be reimbursed for normal and reasonable expenses. Compensation paid to the administrative officer shall be within the limitations of a budget approved by the General Synod.

### ARTICLE III

#### Officers

**Section 1. OFFICERS.** The officers of the Board shall be the chairman, vice chairman, secretary, treasurer, and such other officers as the Board may from time to time provide. The chairman, vice chairman, and secretary shall be members of the Board. The treasurer shall be the Treasurer of the General Synod.

**Section 2. ELECTION.** The chairman, vice chairman, and secretary shall be elected for a term of one year by the Board at its Spring meeting to begin service on July 1 following.

**Section 3. VACANCIES.** In case of a vacancy in any office of the Board, except for that of treasurer, the majority of the members then in office, even if less than a quorum, may elect an officer to fill such vacancy, and the officer so elected shall hold office and serve until the normal date for the end of a term of office.

**Section 4. CHAIRMAN.** The chairman shall preside at all meetings of the Board and perform such other duties as are usually incumbent upon and incident to this position which may be assigned from time to time by the Board. The chairman shall make committee appointments, subject to confirmation by the Board.

**Section 5. VICE CHAIRMAN.** The vice chairman shall have the power and perform the duties of the chairman during the absence or disability or refusal to act of the chairman or in case of a vacancy in the office of chairman, and perform such other duties which may from time to time be assigned by the Board.

**Section 6. SECRETARY.** The secretary shall perform the duties incident to this office or which may from time to time be assigned by the Board. He shall keep minutes of all the meetings of the Board and of the Executive Committee of the Board, and shall give notice of all such meetings requiring notice. The Board may appoint a Recording Secretary to record the minutes of Board and committee meetings.

**Section 7. TREASURER.** The treasurer shall perform all duties usually incident to his office or which may from time to time be assigned him by the Board.

### ARTICLE IV

#### Committees

**Section 1. EXECUTIVE COMMITTEE.** The Executive Committee of the Board shall consist of the chairman, vice chairman, secretary, and chairmen of the other standing committees. The duties of the Executive Committee shall be

- (a) to handle emergencies between stated meetings of the Board;
- (b) to be of general assistance to the Treasurer of Synod and its administrative officer in areas of general management of the Board and General Synod which have not been specifically assigned elsewhere; and
- (c) to bring to the Board any recommendations deemed necessary for the good of the Board.-

The committee shall keep full and accurate records of its proceedings and actions and shall report them to the next succeeding meeting of the Board. The Board may alter or revise such actions, provided that no rights of third persons shall be affected by any such revision or alteration.

**Section 2. FINANCE COMMITTEE.** The Finance Committee shall consist of not less than one-half of the voting members of the Board. This committee shall be responsible for items referred to it by the Board with specific responsibilities:

- (a) To develop and maintain the basis for determining Denominational Ministry Fund goals;
- (b) to develop, maintain, and communicate to the agencies of the General Synod a procedure for developing the recommended allocation of General Synod's unrestricted resources;
- (c) to approve the estimate of Denominational Ministry Fund resources for the ensuing budget year; and
- (d) to apply the procedure for developing the recommended allocation of General Synod's unrestricted resources in preparing the recommended allocations to the Board.

**Section 3. COMMUNICATION AND EDUCATION COMMITTEE.** The Communication and Education Committee shall consist of not less than one-half of the voting members of the Board. This committee shall be responsible for items referred to it by the Board with specific responsibilities:

- (a) to develop and/or identify, and keep current, resources which can be used for the teaching of total stewardship in Associate Reformed Presbyterian churches;
- (b) to develop and oversee an ongoing communication program with presbyteries and churches for securing financial resources for denominational ministries; and
- (c) to provide oversight for denominational deferred gifts.

The Committee shall be cognizant of the materials prepared by or under the auspices of the Executive Board of Synod and shall work cooperatively with the Executive Board of Synod in promoting the work of the General Synod.

**Section 4. OTHER COMMITTEES.** The chairman shall have the power to appoint such other committees as may be necessary for the efficient conduct of the business of this Board.

**Section 5. LIMITATIONS.** The Board shall at all times have power to modify, add to, take from or otherwise change and alter the duties and functions of committees, subject to the review of the General Synod.

## **ARTICLE V Miscellaneous**

**Section 1. FISCAL YEAR.** The fiscal year of the Board shall begin on the first day of January and terminate on the 31st day of December of each year. Terms of office for Board members will begin July 1 and will terminate on June 30 of the final year of their term of service.

**Section 2. ANNUAL REPORT.** The Board shall make an annual written report at the annual meeting of the General Synod.

## **ARTICLE VI Amendments**

**AMENDMENTS TO POLICY BOOK.** This Policy Book may be amended by the Board members at any regular or special meeting, provided a copy of such proposed amendment has been mailed to each member of the Board at least ten days prior to the date of the meeting. A majority vote of the members of the Board shall be necessary for the adoption of any amendment at any such meeting. No amendment in conflict with any standing rule or action of the General Synod shall be adopted and all amendments must be reported to the General Synod for review.

**A CONCISE STATEMENT ON BIBLICAL STEWARDSHIP**  
**Board of Stewardship, Associate Reformed Presbyterian Church**  
**(Approved by 1997 General Synod)**

I. God, the sovereign creator<sup>1</sup>, has given man the responsibility to act as His agent in the exercise of dominion over the creation for His own glory<sup>2</sup>, through the faithful application of lawful means<sup>3</sup>. Man is obliged by the gifts, talents, favors, privileges and graces received under divine providence, to submit himself entirely to the holy and righteousness demands of the moral law and the gospel and to fully consecrate himself to active obedience to them as a steward of God<sup>4</sup>. This obedience is a most particularly just and binding obligation upon the beneficiaries of the eternal covenant in Christ<sup>5</sup> and is acceptably discharged by faith alone arising out of a sense of gratitude to Christ for salvation<sup>6</sup>. The obedience of stewards extends comprehensively to every sphere of human activity and life.<sup>7</sup> The end thereof is service to the Lord, the comfort and increase of the body of Christ<sup>8</sup>, and the enjoyment of God<sup>9</sup>.

II. As the steward of God, man has a duty to recognize that all gifts, talents, graces and abilities find their true and original source in God alone, the sovereign creator<sup>10</sup>. Therefore God reserves the propriety of these gifts to Himself, holding all men responsible to glorify Him by them, and calling men into account for their use or misuse at the last judgment<sup>11</sup>. No man is made more honorable, able, gifted, or prosperous than another out of any particular and singular respect to himself but for the glory of his creator and the common good of man<sup>12</sup>.

III. Time, itself a product of God's eternal creative power, is given to mankind along with life<sup>13</sup>. The number of days allotted to men being comparatively few in light of eternity<sup>14</sup>, great importance is attached to the proper use of time, all of which is to be employed under God in lawful activity. Time does not belong to man in autonomy, but must with conscious and diligent effort be used for God's glory in every area of life whether in evangelism, vocation, recreation or other personal activities<sup>15</sup>. He is to administer the private and public affairs of life so that they, with God's blessing, will be fruitful and profitable to his family, his neighbor, his superiors and himself, all to the furtherance of the Kingdom of God<sup>16</sup>.

IV. God, as the owner of all things, has given to mankind the privilege to hold and own property and to possess and use wealth for lawful uses as stewards of God<sup>17</sup>. This property and wealth is entrusted to men by God and is to be used for the fulfillment of duties and obligations to their family, vocation, church and civil government and other purposes acceptable to God<sup>18</sup>.

V. The giving of ten percent of one's income (the tithe) to the local church is a lawful means of supporting its ministry. The tithe is given in tangible response to the recognition that the sovereign and covenantal God is the true owner of creation and even of life itself. Tithing is an integral and important part of Christian growth and represents the ideal minimal financial participation of church members, deacons, and elders in the Lord's work through the local church<sup>19</sup>.

VI. Benevolent giving is a regular part of Christian and is to be done responsibly and discretely as unto the Lord by faith<sup>20</sup>. This giving should not be motivated by selfish gain but by love for God, obedience to His Word, and love for neighbor<sup>21</sup>. Benevolent giving beyond the tithe is a rightful part of public worship as well as a private duty for the relief of distress and suffering<sup>22</sup>.

<sup>1</sup>Gen. 1:1; Deu.10:14; 1Chr.29:11; Ps.24:1; 50:10-12; 89:11; Hag.2:8; 1Cor.10:26

<sup>2</sup>Gen. 1:28; 9:1,7; Lev. 25:23; Ps. 8:6-8; 127:1; LC 17, 20

<sup>3</sup>Lev.26:1-13; LC 105, 141, 193

<sup>4</sup>WCF 5:1, 19:2, 19:7; LC 104

<sup>5</sup>WCF 5:7, 26:1

<sup>6</sup>WCF 16:2; LC 32

<sup>7</sup>WCF 33:1; LC 104

<sup>8</sup>WCF 26:1

<sup>9</sup>LC 1; SC 1

<sup>10</sup>WCF 2.2; 21.1; LC 101; James 1:17

<sup>11</sup>Mat.25:14-30; WCF 33:1; LC 104, 105

<sup>12</sup>Ps.75:5,7; 1Cor.4:7; LC 147; Rom. 12:3-8

<sup>13</sup>Gen 1:1; Ps. 102:25; John.1:1,2; WCF 4:1

<sup>14</sup>Ps. 90:1-12; James 4:13-15

<sup>15</sup>Col. 3:17; 4:5-6; I Cor. 10:31; LC 190

<sup>16</sup>LC 140-142, 123-132; Lev. 19:18; LC 104; WCF 25:3; II Thes. 3:13

<sup>17</sup>Ps.115:16; Acts 4:34

<sup>18</sup>LC 140-142; Gen.4:9; Mk. 7:10-13; Luke 20:25; Rom.14:7-8; 1Tim.5:4, 8; LC 147-148

<sup>19</sup>Gen.14:20; Heb.7:1-10; Gen. 28:20-22; Lev.27:30; Deut. 12:9-11; 16:17; 1Cor.9:13-14; Mt. 23:23; II Cor.9:6-7; II Cor. 8:9; Num. 18:21-24; ARP BOW Ch. II; LC 75, 97, 104

<sup>20</sup>Mat.6:4; Luke 19:8; II Cor.8-9; Col. 3:17; Deut. 14:7-11; LC 141; Mt. 6:3

<sup>21</sup>Lev. 19:18; Luke 6:32-35; I Cor. 10:31; John 14:21; I John 3:17-18; LC 122,141,147

<sup>22</sup>1Cor.16:1,2; Deut. 10:17

## WORLD WITNESS, THE BOARD OF FOREIGN MISSIONS

- Membership:** At Large: Thirteen members. Twelve are appointed by the General Synod and one is appointed by the ARP Women's Ministries. While it is preferable to have ARP board members, non-ARPs with experience, talents and abilities would not be precluded from serving. (1997 Synod)  
Ex-officio: Treasurer of World Witness  
Advisory: Executive Director of World Witness, Moderator of Synod, Moderator-Elect of Synod, Coordinator of the General Synod, and Chairman of Presbytery Missions Committees, Executive Director of Central Services (2009 Synod).
- Terms of Service:** At Large: Six (6) years.  
Ex-officio and Advisory: As determined by the office to which elected or appointed.
- Stated Meetings:** Two (2) times annually. (2007 Synod)
- Organization:** Officers: Chairman, Vice Chairman, Secretary, Treasurer.  
Committees: Executive Committee  
Finance Committee  
Personnel Committee  
Sub committees: Candidates; Missionaries)  
Strategy Committee  
Medical Advisory Committee  
Administrative Officer: Executive Director of World Witness.
- Authority:** In obedience to the Great Commission of the Lord Jesus Christ, all ARP churches must be engaged in proclaiming the Gospel and making disciples among the nations.  
  
World Witness, the Board of Foreign Missions, serves as a resource for local churches and coordinates the mission programs of the General Synod outside the U.S. and Canada.  
  
In the exercise of its authority, the Board shall comply with *The Standards of the Associate Reformed Presbytery Church*, and its policies and programs shall be consistent with the purpose of the General Synod. (1999 Synod)
- Duties:**
1. To employ an Executive Director and to supervise the work of this person.
  2. To receive, maintain, and disburse all funds contributed to World Witness.
  3. To consider applications from missionary candidates and, upon appointment of the candidates, to direct and supervise their preparation for foreign work and to conduct a commissioning service.
  4. To supervise the work of the missionaries on the field.
  5. To take charge of and administer any property, in this or foreign countries, that may be given or acquired for the advancement of the work.
  6. To present the challenge and needs of service on the foreign mission field.
  7. To prepare and present to the General Synod a budget for World Witness and the Board's operations.
  8. To make an annual report to the General Synod.
- Chairman Duties:**
1. To preside over the meetings of the Board and the Executive Committee.
  2. To call for meetings of the Executive Committee when urgent business must be taken care of before the next regular meeting of the Board.
  3. To appoint members of all committees except the Executive Committee promptly after July 1 and to designate the chairman of each committee, with Board approval.
  4. To act as an advisory member of all committees.
  5. To represent the Board of World Witness when requested by the Executive Committee of the General Synod.
  6. To consult with the Executive Director in order that their combined efforts might be a mutual benefit to the Board.
  7. To perform such duties in keeping with this office as the Board may request. (2009 Synod)

## **POSITION DESCRIPTION FOR THE EXECUTIVE DIRECTOR OF WORLD WITNESS**

### *Section 1 – Executive Director*

The [World Witness] Board develops objectives, policy and strategy. It hires the Executive Director as the Administrator of the agency. The Executive Director has day-to-day responsibility for the organization, including carrying out the organization's objectives, policies and strategies. The Executive Director will attend all Board meetings, report on the progress of the organization, answer questions of the Board members and carry out the duties described in the job description.

The Executive Director, operating within Board's policies and directives, acts on behalf of the Board between meetings. When Board guidance is not present, or as seems prudent, he brings matters to the Board for discussion and decision.

The Executive Director is usually the spokesperson for the agency. He may speak for the Board and sign papers on its behalf, within limits established by the Board.

### *Section 2 – Staff*

The Executive Director is responsible to hire, organize and supervise a staff necessary to support the World Witness ministry. These duties include:

- Recruiting missionary candidates and mentoring them through their commissioning.
- Pastoral care of missionaries, employees, and their families.
- Support development.

- Financial management and record keeping. This includes routine handling of agency funds, within the guidelines established by the Board.
- General office management.
- Administrative support to the Board.

The Executive Director is the sole official link between the Board and the staff. He may delegate detailed discussions to staff members while retaining decision authority.

**THE BIBLICAL BASIS FOR MISSIONS**  
**As Adopted by The General Synod of 1981**  
**(Included in the *Manual* at the Direction of the 1990 General Synod)**

The concept of missions begins with God and is revealed to man in the Scriptures. The Bible, itself being divinely inspired, has the power to accomplish God's purpose "...it shall accomplish that which I purpose and prosper in the thing for which I sent it" (Isaiah 55:11). And the truth of the Scriptures is one of the strongest weapons to be used in the spiritual warfare involved in missionary endeavor.

The basis for missions is Biblical from Genesis to Revelation. The covenant which God established with Abraham (Genesis 12:2,3) was intended to bless all the families of the earth. The final invitation which is extended in Revelation (Revelation 22:17) is given to all who will respond.

The mandate for missions was given clearly by the risen Christ when he said to the disciples, "Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, the Son, and the Holy Spirit, teaching them to observe all that I have commanded you; and lo, I am with you always, to the close of the age" (Matthew 28:19-20).

It is a matter of great urgency that the entire Church devote itself wholeheartedly to the carrying out of the missionary task—2.7 billion of the world's population (1981) have not yet heard the gospel. Given this vast multitude still to be evangelized, we should envision the time when missionaries should flow ever more freely from and to all six continents in a spirit of humble service. And special attention should be given to the cooperation of younger churches in missionary efforts (Acts 13:1-3). All churches should be asking God and themselves what they should be doing, both to reach their own area and to send missionaries to other parts of the world. The goal should be that by all available means at the earliest possible time that every person will have the opportunity to hear, to understand and to receive the good news.

The gospel does not presuppose the superiority of any culture to another, but evaluates all cultures according to its own criteria of truth and righteousness, and insists on moral absolutes in every culture. In every nation and culture there should be an effective training program for pastors and laymen in doctrine, discipleship, evangelism, nurture and service. This training program should not rely on any stereotyped methodology, but should be developed by creative local initiatives, according to Biblical standards.

The one living, eternal God, the Creator and Lord of the universe, the God who made Himself known as God the Father, God the Son and God the Holy Spirit, has been calling out from the world a people for Himself, and sending His people back into the world to be His servants and witnesses.

Jesus Christ is unique: "And there is salvation in no one else, for there is no other name under heaven given among men by which we must be saved." (Acts 4:12).

The book of Acts reveals an enormous amount of information as well as principles to follow in mission work. For example, the truth that complete reliance upon the guidance and power of the Holy Spirit is absolutely essential to the success of the missionary effort is clearly seen in these words: "Set apart for me Barnabas and Saul for the work to which I have called them" (Acts 13:1-3). Another essential for success in missions is the use of prayer—illustrated throughout the book of Acts. Missionary work broke into the non-Jewish world in connection with the prayers of two men on the same day—Peter in Joppa and Cornelius, a Roman citizen, in Caesarea. The Associate Reformed Presbyterian Church cannot be successful in missions if she pays little attention to her prayer life and refuses to avail herself of the power of the Holy Spirit.

Jesus Christ sends (John 20:21) all of His redeemed people into all the world as the Father sent Him. World evangelism requires the whole Church to take the whole gospel to the whole world. The Church is at the very center of God's cosmic purpose and is His appointed means of spreading the gospel. In order to be successful in missions, the Church must be a united, loving, caring and supporting community. "... and the Lord added to their number day by day those that were being saved" (Acts 2:47).

The Church's message is the message of God's love in Christ for lost sinners. "The saying is sure and worthy of full acceptance, that Christ came into the world to save sinners" (I Timothy 1:15).

Missions is a comprehensive work including preaching, teaching, and healing. It is ministry to body, mind, and spirit. "Heal the sick, raise the dead, cleanse lepers, cast out demons" (Matthew 10:8).

Reconciliation and freedom are more and more the concern of people in today's world, but they were God's will for society long before they became man's quest; for God loves the good and hates the evil wherever these are found. "...cease to do evil, learn to do good, seek justice, correct oppression; defend the fatherless, plead for the widow" (Isaiah 1:16-17).

The Bible is very clear about the return of Christ. The consummation of God's redemption will be accomplished by Jesus Christ our Lord at His return, and not by the human construction of a Utopia on earth. And until His return, the Church is to occupy herself in the fulfilling of His commission to "go and make disciples of all nations."

Respectfully submitted,  
THE COMMITTEE  
L. M. Allison  
W. C. Halliday

R. A. Whitesides, Chairman  
E. R. Young

NOTE: In preparing this statement, frequent use was made of John Stott's exposition and commentary on the "Lausanne Covenant," which grew out of the International Congress on World Evangelization, Lausanne, Switzerland, 1974. His booklet is No. 3 of the Lausanne Occasional Papers. It would be a good study guide for congregations or other groups in the church who desire to engage in an in-depth study on the subject of missions.

**BYLAWS OF WORLD WITNESS,  
THE BOARD OF FOREIGN MISSIONS OF THE  
ASSOCIATE REFORMED PRESBYTERIAN CHURCH  
2011**

**PREFACE**

*The Associate Reformed Presbyterian Church has as its highest body the General Synod. The General Synod conducts its business through presbyteries, major ministry boards and other agencies. World Witness is one of those boards. As such, General Synod empowers it to "perform the specific duties entrusted to it without particular instructions from the appointing court {General Synod} but shall follow the general instructions of the court." (The Form of Government of the ARP Church, XIV 1 A 2a.)*

*These bylaws prescribe Board operations to accomplish this directive.*

**ARTICLE I – NAME, AUTHORITY AND PURPOSE**

*Section 1 – Name*

The name of the organization is World Witness, The Board of Foreign Missions of the Associate Reformed Presbyterian Church and commonly referred to as "World Witness."

*Section 2 – Authority*

World Witness is an agency of the Associate Reformed Presbyterian Church (ARP); subject to its Standards, governance and the oversight of General Synod. General Synod exercises this authority through its election of Board members.

The Board receives direction from General Synod that may approve, amend, or set aside any Board action.

World Witness also adheres to the authority and discipline of other church courts (presbyteries and sessions) in relations with ministers, missionaries and congregations.

World Witness is a nonprofit organization incorporated under the laws of the State of South Carolina. World Witness holds 501(c)(3) status from the U.S. Internal Revenue Service.

*Section 3 – Purpose*

World Witness' purpose is to carry out the foreign mission work of the ARP Church.

The mission of World Witness is:

*In response to the Great Commission of Jesus Christ, World Witness, the Board of Foreign Missions of the Associate Reformed Presbyterian Church is the agency of the ARP General Synod to which has been entrusted the administration of the international missions program of the ARP Church, primarily outside the United States and Canada.*

*Our purpose is to plant healthy, reproducing, God-glorifying churches, which are winsomely Reformed in doctrine and Presbyterian in structure, in defined communities across geographic and cultural boundaries.*

*World Witness realizes this purpose by sending and supporting missionaries and by mobilizing ARP churches to do so. Our missionaries proclaim Jesus Christ as the only Savior and Lord through evangelism, discipleship, church planting, Christian education and works of compassion.*

*Section 4 – Property*

World Witness will hold title to various real and other properties that serve the foreign missions ministry of the ARP Church. It is also responsible for any property disposition.

All titles, deeds, contracts, leases and other such property documents must be carefully secured and preserved. Depending on local laws, appropriate property documents may be held in the World Witness office or by the Mission. If the original documents are held overseas, the missions should send copies and translations to the World Witness office.

The Board will supervise the upkeep and use of real property held in the US. The Board is responsible for determining the use of these facilities. The Executive Director will handle day-to-day property administration.

## **ARTICLE II – MEMBERSHIP**

*Section 1 – Members*

The General Synod-designated individuals are members of this Board. Individually, members have no authority. Rather, the organization acts based on the collective decisions of its Board, as outlined herein.

*Section 2 – New member orientation*

The chair will develop an orientation program. This program is required for all new members of the Board.

## **ARTICLE III – THE BOARD OF WORLD WITNESS**

*Section 1 – Board role and operation*

The Board is responsible for overall policy and direction of World Witness. It delegates responsibility for day-to-day operations to its Executive Director.

*Section 2 – Oversight*

The General Synod has oversight of all activities of the Board. It may approve, amend, or set aside any action by the World Witness Board.

*Section 3 – Board size, terms, selection, vacancies and compensation*

The Board consists of thirteen members; all serving 6-year terms. General Synod appoints twelve at large and ARP Women's Ministry appoints one member. Each group uses its established procedures to make the appointments and fill vacancies.

World Witness' Executive Director, the Moderator, Moderator-Elect, Coordinator of General Synod, and a representative appointed by each presbytery serve as Advisory members. These Advisory members have all member privileges except the privileges of making mo-

tions, attendance in executive sessions, and voting. (General Synod has authorized the Moderator, Moderator-Elect and Coordinator of General Synod to attend executive sessions.)

Board members receive no compensation other than reasonable expenses.

#### *Section 4 – Responsibilities*

As General Synod's agent for foreign missions, the Board has responsibility:

- a. To direct the entire work of foreign missions for the ARP Church
- b. For the character of those who represent the ARP on the foreign fields, for their loyalty to the Gospel and ARP, for the fidelity and efficiency of their work, and the propriety of their methods
- c. To challenge the church's stewardship in support and development of foreign missions. It must also make wise and economical use of funds entrusted to it
- d. To cooperate with other churches and agencies in the US and around to world to support foreign mission work.
- e. To mobilize the ARP church to full engagement in and support of the mission of the church through prayer, missionary care, sending and going as well as through stewardship.

#### *Section 5 – Specific Duties*

The Board will:

- a. Define policy and through the Executive Director supervise the work of all missionaries and mission work. This includes any mission work regardless of how funded.
- b. Review the applications, counsel, appoint and assign missionaries to the field. It is then responsible for their work and support. It may cancel an appointment or recall a missionary when it feels the good of the work dictates.
- c. Advise the national churches about the conduct of World Witness work.
- d. Prepare an annual budget and oversee the Executive Director's execution of it. It should monitor financial records.
- e. Maintain full and accurate records of its meetings and actions. It makes these available for review as required by General Synod.
- f. Publicize the work of World Witness and opportunities for service.
- g. Make provisions for emergencies.

#### *Section 6 – Duties of Members*

Individual Board members will:

- a. Seek to serve God as a Board member.
- b. Attend and actively participate in the meetings of the Board.
- c. Fulfill the obligations of officers and/or committee members as appropriate to their assignments within the Board.
- d. Participate in setting agency policy and providing oversight for its use.
- e. Serve on at least one committee. Members have the privilege of attending the meetings of any other committee of the Board.
- f. Select the Executive Director, provide him with advice and counsel, and annually review his performance.
- g. Participate in an annual evaluation of the Board's work and of the relationship between the Board and the Executive Director.
- h. Keep abreast of current mission issues and take advantage of cross-cultural ministry opportunities.
- i. Promote the work of World Witness within the guidelines of Board policy.

#### *Section 7 – Meetings and notice*

The Board will meet at least semi-annually in the Spring (normally the first week of March) and Fall (normally the first week of October), at an agreed upon time and place. An official Board meeting requires that each Board member have written notice at least two weeks in advance. The secretary may convey this notice by mail, telephone, electronic communications or other effective means.

The Board will also meet on the call of the chair or any three voting members. The secretary will send each Board member notice of a special meeting at least two weeks in advance. This

notice will state the purpose of the special meeting. Action during the meeting is limited to the agenda of the notice unless three-fourths of the Board members present agree to additional action.

The rules contained in the current edition of Robert's Rules of Order govern the Board in all cases where they are applicable and in which they are not inconsistent with the Standards of the ARP Church, directives of the General Synod or the Policy Manual.

The Board may hold electronic meetings. An affirmative vote of a majority of all Board members is required for approval of any action during an electronic meeting.

*Section 8 – Quorum and passage of motions*

A quorum must be present for the Board, or any of its committees, to conduct official business. A quorum is at least three-fifths (60%) of the full membership of the Board or committee. In the absence of a quorum, the body may take no formal action except to adjourn the meeting to a subsequent date/time.

Unless otherwise specified, passage of motions requires a simple majority of the members present. Only members present at a meeting may vote.

*Section 9 – Officers, Election and Duties*

There are three officers of the Board, consisting of a chair, vice-chair and secretary.

At the Spring meeting, a nominating committee composed of outgoing members nominates a slate of candidates. Members may nominate additional individuals.

The members, by majority vote, elect the officers annually to one-year terms. They take office on July 1<sup>st</sup>. The Board may elect an officer to serve consecutive terms.

*a. The chair will:*

1. Preside over the meetings of the Board and the Executive Committee.
2. Call for meetings of the Executive Committee to deal with urgent business.
3. Appoint members of all committees, except the Executive Committee, promptly after July 1<sup>st</sup> and designate the chair of each committee.
4. Act as an advisory member of all committees.
5. Represent the Board of World Witness when requested by the Executive Committee of the General Synod.
6. Regularly consult with the Executive Director in order that their combined efforts might be a mutual benefit to the Board.
7. Perform such duties in keeping with this office as the Board may request.

*b. The vice chair will:*

1. Fill the role of chair in the chair's absence and assist as requested
2. Chair or advise committees on special subjects

*c. The secretary will:*

1. Ensure the keeping of full and fair records of Board actions, including overseeing the taking of minutes at all Board meetings. The secretary provides the Executive Director a copy of all Board meeting minutes within seven working days.
2. Ensure the sending of meeting announcements, copies of minutes and agendas to each Board member.
3. Ensure the proper maintenance of official World Witness Board records.

*Section 10 – Resignation, absences, and termination*

Resignations from the Board must be in writing and received by the secretary. The Board will notify General Synod's Principle Clerk and the Chair of its Nominating Committee of any resignations.

Members who miss three consecutive meetings are subject to dismissal by the Board. The Board may remove a member for cause after a hearing before the full Board and a three-fourths vote of the remaining members of the Board present.

## **ARTICLE IV – COMMITTEES**

*Section 1 – Committee formation*

The Board may create committees as needed for the efficient conduct of its business. The chair will appoint members to committees shortly after the joining of new members in July.

The chair will also appoint a chair for each committee. Committee assignments are valid for

one year; the chair may reappoint a member to the same committee in succeeding years. Standing Committees are the Executive Committee, Finance Committee, Medical Advisory Committee, Personnel Committee, and Strategy Committee. The chair may appoint other committees as needed to facilitate agency business.

Committees have no governance responsibility but rather aid the Board in segments of its overall ministry. Committees may make recommendations to the full Board for action, as seem appropriate.

Committees may develop detailed procedures, guides and other aids to facilitate their work.

Committee chairs call meetings as needed or as requested by any committee members. The chair will preside over meetings and provide minutes to the Board secretary. The chair also organizes and ensures presentation of committee reports.

*Section 2 – Executive Committee*

The Executive Committee is composed of the three officers and the chair of all standing committees. The Executive Director and the Moderator of General Synod are advisors to the Executive Committee.

The Executive Committee gives general supervision to the affairs of the Board and Executive Director between regular Board meetings. It also deals with critical issues that may arise. Except for the power to amend the Policy Manual and Bylaws, the Executive Committee will have all the powers and authority of the full Board in intervals between Board meetings.

The Board Chair, in consultation with the Executive Director, may call a meeting of the Executive Committee to meet emergency situations. Three members of the Board or the Executive Director may also call for a meeting.

The Executive Committee will report all actions to the full Board at its next stated meeting. The full Board may affirm, amend or set aside any Executive Committee action.

*Section 3 – Finance Committee*

The Finance Committee develops and monitors the World Witness budget, income, and expenditures. Key roles include:

- Develop the budget for the coming year and make updates, as appropriate. (The full Board approves the World Witness budget and expenditures must be within the budget allocations. The Board, or Executive Committee, must approve any major change in the budget.)
- Oversee the development program and encouragement to churches to participate
- Ensure sound fiscal record keeping and controls; including an annual independent audit of finances
- Maintain liaison with General Synod's Board of Stewardship in relation to investment accounts.
- In coordination with Executive Director, set missionary salary levels.

Reviews the annual audit and makes appropriate recommendations to the Board.

Working with the Board Chairman, annually review the compensation plan for all missionaries and employees. The Board Chairman will specifically approve reimbursements to directors.

*Section 4 – Medical Advisory Committee*

The Medical Advisory Committee develops overall direction for medical programs. It also serves as the liaison with the Christian Hospital Sahiwal Board and Director. Key roles include:

- Set standards for medical and paramedical volunteers and short-term workers
- Identify medical needs (personnel and equipment) for fields and special areas
- Identify sources for volunteers.

*Section 5 – Personnel Committee*

The Personnel Committee develops overall direction for personnel programs. The committee chair may split the committee into Candidate and Missionary Subcommittees as needs suggest. Key roles include:

- Oversee proper recruiting, screening, selection, orientation and preparation of candidates to fill missionary positions
- Evaluate candidates and make recommendations to the Board concerning continued development and appointment
- Inform the Board of the ability to recruit candidates to meet field slots
- Meet regularly with missionaries to evaluate and address their needs (at home and on the field)
- Evaluate missionary life (pastoral care)
- Maintain WW policies directly related to candidates and missionaries
- Recommend to the Board changes in missionary status
- Coordinate missionary activities in supporting development.

*Section 6 – Strategy Committee*

The Strategy Committee develops long-term policies. It also oversees determination and changes in the mission fields. Key roles include:

- Maintain WW Policy Manual
- Project field staffing plans to include determining slots by fields
- Oversee the short-term missions program
- Recommend cooperative agreements with other mission organizations
- Evaluate the missionaries' ability to implement the fields' strategy
- Coordinate preparation of the annual report to Synod
- Review the mission statement and field status periodically
- Maintain Crisis Management procedures

## **ARTICLE V – EXECUTIVE DIRECTOR AND STAFF**

*Section 1 – Executive Director*

The Board develops objectives, policy and strategy. It hires the Executive Director as the Administrator of the agency. The Executive Director has day-to-day responsibility for the organization, including carrying out the organization's objectives, policies and strategies. The Executive Director will attend all Board meetings, report on the progress of the organization, answer questions of the Board members and carry out the duties described in the job description.

The Executive Director, operating within Board's policies and directives, acts on behalf of the Board between meetings. When Board guidance is not present, or as seems prudent, he brings matters to the Board for discussion and decision.

The Executive Director is usually the spokesperson for the agency. He may speak for the Board and sign papers on its behalf, within limits established by the Board.

*Section 2 – Staff*

The Executive Director is responsible to hire, organize and supervise a staff necessary to support the World Witness ministry. These duties include:

- Recruiting missionary candidates and mentoring them through their commissioning
- Pastoral care of missionaries, employees, and their families
- Support development
- Financial management and record keeping. This includes routine handling of agency funds, within the guidelines established by the Board.
- General office management
- Administrative support to the Board

The Executive Director is the sole official link between the Board and the staff. He may delegate detailed discussions to staff members while retaining decision authority.

## **ARTICLE VI - MISCELLANEOUS**

### *Section 1 – Fiscal year*

The fiscal year of World Witness will begin the 1<sup>st</sup> day of January and terminate on the 31<sup>st</sup> day of December each year.

### *Section 2 – Annual report*

World Witness must submit an annual report to the General Synod each year for consideration at its June meeting. The report will include personnel changes, financial information, key activities in the mission fields and other information as seem prudent. The Executive Director will draft this report for approval of the Board at its spring meeting.

## **ARTICLE VII – AMMENDMENTS**

### *Section 1 – Amendments*

Proposed amendments must be presented at a meeting and may not be voted on until a subsequent meeting. A two-thirds majority of the members of the Board may amend these bylaws.

### *Section 2 – Reporting*

Amendments to these bylaws will be reported to the General Synod in the World Witness' annual report.

## **CERTIFICATION**

The Board approved these bylaws by a two-thirds majority vote on March 10, 2011

The Board reported these bylaws to General Synod on June 7, 2011.

**COMMITTEES  
OF THE  
GENERAL SYNOD OF THE  
ASSOCIATE REFORMED PRESBYTERIAN CHURCH**

The *Form of Government*, Chapter XIV, C, defines a committee as a body appointed to study matters committed to it and to recommend appropriate action and carry into effect specific directives or decisions made by the appointing court.

Committees shall perform designated work according to specific instructions of the appointing court. All recommendations of committees require action by the appointing court. All committees shall make written reports to the appointing court.

The *Form of Government* classifies committees as follows:

**Moderator's Committees:** These are temporary committees appointed by the moderator to serve at his pleasure. These committees function only during the meeting of Synod. A moderator's committee shall be appointed to consider reports to fulfill the requirements as set forth in Chapter XII,B.2(e), and to consider other matters referred to it by the court. Moderator's committees shall be appointed to consider reports of the boards of Synod and memorials of presbyteries. Other moderator's committees may be appointed at the discretion of the Moderator, subject to the confirmation of the court.

**Special Committees:** These committees are appointed whenever the work of the court requires it. These committees may be appointed by the Moderator or the Committee on Nominations whenever authorized by the court.

**Standing Committees:** These are permanent committees appointed by the court to study and implement specific orders of the court. The General Synod has appointed the following standing committees:

- Committee on Inter-Church Relations
- Committee on Investment
- Committee on Lay Ministry
- Committee on Minister and His Work
- Committee on Nominations
- Committee on Theological and Social Concerns
- Committee on Worship

The following is a description of the authorities and duties of the standing committees appointed by the General Synod.

**ECCLESIASTICAL COMMISSION  
OF THE  
GENERAL SYNOD OF THE  
ASSOCIATE REFORMED PRESBYTERIAN CHURCH**

The *Form of Government*, Chapter XIV, B, defines an ecclesiastical commission as a body appointed and empowered by a court of the General Synod to examine, consider, and conclude certain designated business. The decisions of ecclesiastical commissions are to be reported to the appointing court. In the event of judicial cases, decisions may be appealed to the appointing court.

The following is a description of the authority and duties of the ecclesiastical commission appointed by the General Synod.

**ECCLESIASTICAL COMMISSION ON JUDICIARY AFFAIRS**

- Membership:** At Large: Nine (9) members, consisting of five (5) teaching elders and four (4) ruling elders.  
Advisory: Moderator of Synod, Moderator-Elect of Synod, Coordinator of the General Synod, Executive Director of Central Services (2009 Synod).
- Terms of Service:** At Large: Four (4) years.  
Advisory: As determined by the office to which elected.
- Stated Meetings:** None. The Ecclesiastical Commission on Judiciary Affairs shall meet only when required.
- Organization:** Officers: Chairman, Vice Chairman, Secretary.
- Authority:** The Ecclesiastical Commission on Judiciary Affairs is empowered to examine, consider, and conclude certain designated business referred by the General Synod or the Executive Board and/or to examine, consider, and make recommendations on matters referred by the General Synod or the Executive Board. Further it is appointed by the General Synod to take testimony in judicial cases and, with the consent of the parties, to render a judgment. (2005 Synod)
- In the exercise of its authority, the Ecclesiastical Commission on Judiciary Affairs shall comply with *The Standards of the Associate Reformed Presbyterian Church*, and its policies and programs shall be consistent with the purpose of the General Synod.
- Duties:**
1. To hear judicial cases when the General Synod is not in session, provided both parties consent, and to render a judgment; and to report such judgment to the General Synod at its next meeting.
  2. To interpret, construe, and apply the constitution and laws of the church to all matters involving constitutionality referred to it by the General Synod and to report such judgment to the General Synod at its next meeting.
  3. To keep full and complete records of all judicial proceedings and to submit such records to the General Synod.
  4. To make an annual report to the General Synod of all other activities of the commission.
  5. Upon referral by the General Synod or the Executive Board of Synod, to review proposed changes in charters, constitutions, bylaws, and policy manuals in light of *The Standards of the Associate Reformed Presbyterian Church*, and report its findings to the appropriate agency, and if appropriate to the General Synod.

## COMMITTEE ON INTER-CHURCH RELATIONS

- Membership:** At Large: Nine (9) members, one (1) of whom shall be nominated from a name or names submitted by the ARP Women's Ministries.  
Advisory: Moderator of Synod, Moderator-Elect of Synod, Coordinator of the General Synod, Principal Clerk of Synod (2005 Synod), Executive Director of Central Services (2009 Synod).
- Terms of Service:** At Large: Six (6) years.  
Advisory: As determined by the office to which elected or appointed.
- Stated Meetings:** At least annually.
- Organization:** Officers: Chairman, Vice Chairman, Secretary.
- Authority:** The Committee on Inter-Church Relations is responsible for maintaining relations with church bodies and interdenominational agencies as specified by the General Synod.
- In the exercise of its authority, the Committee on Inter-Church Relations shall comply with *The Standards of the Associate Reformed Presbyterian Church*.
- Policies with regard to inter-church relations previously approved by the General Synod which are not in conflict with these revisions of the *Manual of Authorities and Duties* shall continue in full force unless and until revoked.
- Duties:**
1. To present to the General Synod for approval the names of the ruling or teaching elder delegates to the annual meeting of the North American Presbyterian and Reformed Council (delegates to include the Moderator, Moderator-Elect or their respective Vice Moderators as alternates) ; and to receive and review the report from NAPARC as well as from the delegates and disseminate information from these reports through the denominational magazine. (2008 Synod)
  2. To present to the General Synod names of teaching or ruling elders for consideration for nominations as fraternal delegates for assignment during the following calendar year to the Synods of the Associate Reformed Presbyterian Church in Mexico and Pakistan and other denominational bodies as directed by the Synod. In the event a selected delegate is unable to serve it shall be the duty of the chairman of the Committee on Inter-Church Relations to make a suitable appointment of a substitute. Fraternal delegates and representatives to other General Synod or General Assemblies shall be ordained ruling or teaching elders of the Associate Reformed Presbyterian Church.
  3. To maintain relationships of Fraternal Fellowship with the denominations approved by the General Synod. This relationship of Fraternal Fellowship is appropriate for churches: (A) which are other branches of the ARP Church outside of the United States, recognized by our General Synod, including the Associate Reformed Presbyterian Church in Mexico; the Associate Reformed Presbyterian Church in Pakistan; and other Associate Reformed Presbyterian Churches which may be formed in the future (NOTE: Relationships which involve a channeling of financial or people resources in programs overseas are the responsibility of the Board of World Witness.); (B) which are Reformed as to confession (i.e., churches that adhere to the Westminster Confession and Catechisms, and/or the Heidelberg Catechism, the Belgic Confession, and the Canons of the Synod of Dordt), polity, and liturgy, as determined not only by their formal standards, but also by their actual practice. This relationships is understood to involve: (1) exchange of fraternal delegates at major assemblies; (2) occasional pulpit fellowship under the oversight of presbytery (where the ministers in question would satisfy the ordination requirements of the ARP Church); (3) intercommunion under the oversight of the local session [i.e., fellowship at the table of the Lord]; (4) joint action in areas of common responsibility; (5) communication on major issues of joint concern; (6) the exercise of mutual concern and admonition with a view to promoting the fundamentals of Christian unity. (NOTE: Denominations approved are the Associate Reformed Presbyterian Church of Pakistan, the Associate Reformed Presbyterian Church of Mexico, the Evangelical Presbyterian Church, the Reformed Presbyterian Church in North America, the Presbyterian Church in America, the Orthodox Presbyterian

Church, and the Korean-American Presbyterian Church.) (CRC deleted 2011 Synod).

4. To maintain relationships of Fraternal Correspondence with the denominations approved by the General Synod. This relationship involves correspondence and, where appropriate: (1) the exchange of official representatives at major assemblies; (2) joint action in areas of common concern; (3) consultation on issues of joint concern; and (4) intercommunion with the oversight of the local Session, i.e., fellowship at the table of the Lord. (NOTE: Denominations approved are the Reformed Church in America, the Cumberland Presbyterian Church, and the Cumberland Presbyterian Church in America.) (1999 Synod) (PCUSA deleted 2010 Synod).
5. To present to the General Synod names of teaching or ruling elders for assignment as fraternal delegates to those denominations approved by the General Synod; and to receive and review reports from the fraternal delegates and disseminate information from these reports.
6. To appoint a teaching or ruling elder as a delegate to attend any concurrent meeting of one or more Assemblies/Synods of NAPARC denominations; and to receive and review a report from the delegate.
7. In consultation with the Moderator of Synod, to appoint the General Synod representative(s) to NAPARC Study Committees. (1994 Synod)
8. To exchange official minutes with those denominations approved by the General Synod.
9. To investigate and study ecumenical relations that would be beneficial to Synod and to make recommendations accordingly.
10. To evaluate present relations of our church with other church bodies and interdenominational agencies and to make recommendations accordingly.
11. To prepare an annual budget for submission to the General Synod, which shall include membership fees for interdenominational bodies, our fraternal delegates' and representatives' expenses, hospitality for fraternal delegates and representatives attending our General Synod (but not their travel expenses), Inter-Church Relations Committee meeting and travel expense, and when necessary, assistance in bringing Mexican and Pakistan delegates to our General Synod.
12. To host delegates from organizations mentioned herein and present them to the General Synod.
13. To insure that persons serving as a representative or delegate submit written reports (including a summary/text of their address) to the chairman and secretary of the Committee. (2000 Synod)
14. To insure that when written greetings are sent to the annual meeting of another denomination, the letter (prepared by the Committee Secretary) be prepared for the signature of the Committee Chairman and the Principal Clerk of Synod.
15. To make an annual report to the General Synod including an index listing of all reports received by the Committee during the year.

## **BASIS AND GUIDELINES FOR INTER-CHURCH RELATIONS**

### **Adopted by 1973 General Synod**

#### **Included in *Manual of Authorities and Duties* at the Direction of the 1980 General Synod**

The basis for inter-church relations is our belief in the holy catholic church, as set forth in the Scriptures, proclaimed by the Westminster Confession of Faith, and reiterated in our Constitution: "There is but one Church set forth in the Scriptures." (*Form of Government*, Chapter I,B.1)

The unity of the church does not require uniformity. Rather, it is a marvelous unity that allows for diversity of ministry, of thought, and of action. Our relationship to other churches does not require complete agreement on doctrine, but depends on our mutual relation to Jesus Christ and God's Word (I Cor. 12).

The ministry of Jesus Christ has been given unto the universal church (*Confession of Faith*, XXV,iii). Therefore, insofar as we withhold fellowship from other true Christian bodies, we miss part of our own body, and the ministry of the church is weakened. In like manner, the rest of the body of Christ misses us, since as people of faith, we are essential to the life and service of the universal church.

The unity of the church is not an achievement of the church, but a gift from its Lord. Our participation in inter-church activities is an expression of this unity and an exploration for greater unity in growing toward the fullness of the stature of Christ (Eph. 4:15-16).

We, therefore, maintain relations with other church bodies because membership in the Church of Jesus Christ is constituted by faith in Jesus Christ, and not by membership in any one denomination; because

those who profess faith in Jesus Christ are our brothers and sisters to whom we are united in love; and because we share a unity that transcends denominational lines.

### GUIDELINES

1. The fundamental guideline for inter-church relations is the confession of faith in Jesus Christ.
2. The General Synod will seek to practice our confession of belief in the holy catholic church by a declaration of our underlying unity with all churches who confess Jesus Christ as Lord, according to the Scriptures, and by recognizing the mutual dependence of all church bodies throughout the world in carrying out our ministry.
3. The General Synod will seek a clearer understanding of the expressions of faith of other churches by a willingness to interpret such expressions of faith in the best light instead of their worst, and by a willingness to revise continually our understanding of the expressions of faith of others. At the same time we will be realistic in evaluating either the validity or non-validity of such expressions of faith.
4. The General Synod will seek to face openly the issues which have caused separation.
5. The General Synod will seek to maintain its own integrity. The goal of inter-church relations is not to water down our own standards, but to offer the advantages of our own heritage to the church at large.
6. The General Synod will seek to maintain formal ties with the Reformed family of churches, which while including most denominations which are presbyterian in government, does not exclude churches who may subscribe to other forms of government, but do share our Reformed heritage.
7. The General Synod will seek to maintain special ties with churches with whom we have a historical relationship; especially those churches formed through our missionary endeavor.
8. The General Synod will be aware of special geographical considerations which may make it practical to share the life and service of the church.
9. The General Synod will seek to cooperate with other church bodies whenever and wherever practicable for the fulfillment of the mission and ministry of the church.

## Unity of the Church

Under the general topic of "Unity of the Church" there are three rudiments or first principles which we need to state in a very concise manner. These rudiments are: the Vision, the Basis, and the Disposition.

### **The Vision**

Before proceeding into any discussion of church unions, etc., the vision or mandate from Scripture must be taken seriously. Scripture teaches that the invisible church is one and consists of the elect "that have been, are, or shall be gathered into one." In this invisible church there is essential oneness of the Church in the Old and New Testaments. Indeed, we should praise God for this great mystical truth and the power of His grace in the creation of the catholic church.

Being limited creatures in this life, we see the visible church with all its imperfections and impurities. Yet Christ prayed that we might reflect the unity of the Church even in this temporal, visible church. "May they be brought to complete unity to let the world know that you sent me..." (John 17:23a NIV). Jesus is clearly praying for a unity amongst His believers that they may be a witness to the world. All Christians must acknowledge this desire before the Lord and be desirous to be sanctified more and more to this end. It is a tremendous vision, "How good and pleasant it is when brothers live together in unity!" (Psalm 133:1 NIV)

### **The Basis**

Nowhere does Scripture teach unity at any price. For two denominations within the visible church to unite there must be "Doctrinal consensus." Scripture speaks repeatedly of holding to and maintaining the truth in love, e.g. Acts 2:42, Jude 3, and I John 2:21-27, etc. Furthermore, we believe that the *Westminster Confession* and *Catechisms* are good biblical theology and therefore we would have no desire to depart from such in terms of theology and polity. The basis of unions must then be upon the "doctrinal consensus" of all the parties concerned, namely these Subordinate Standards. If there is not a doctrinal consensus then all attempts at unity are really "paper thin." Doctrinal distinctives are not bare and cold agreements on articles of religion, acts of worship and discipline alone. "Love must cement the union which faith has formed." Likewise, peace and unity are not always the infallible marks of a true and pure church. Sacrifices in the name of union can be made which give "undue latitude" simply in order to procure peace and unity with fellow Christians.

### **The Disposition**

Finally, Christians desirous to speak of unity in the church and those open to strengthening the unity of the visible church need to possess certain dispositions. They must "Love the truth and peace." (Zech. 8:19) There must be a love for the truth of the Word and a love of peace and gentleness, not a contentious spirit. Other qualities necessary are: a disposition to be open, ready to hear what may be advanced, free from equivocation, no concealment of truth (in essence, Christian candor). The gifts of knowledge and wisdom must be sought of the Lord along with a spirit that will stand for the right and not for self-interest and worldly gain.

There are two extremes to be aware of. The first extreme is indifference. We are not to be "hard-hearted" and "unmoved" by the wounds of the Church, but rather we must desire to pour healing oil. Secondly, beware of the "Spirit of error" that would cause one to fall away from standing for the truth and honoring the vows he has made before the Lord. Finally, guard against an impatient disposition. God's providential time is beyond our comprehension of the moment.

Adopted by 1991 General Synod as  
"Our guiding document for Inter-Church Relations"

## COMMITTEE ON INVESTMENT [Synod, 2005]

- Membership:** At Large: Five (5) members. Members are required to have knowledge applicable to their responsibilities.  
Ex-Officio: Treasurer of General Synod  
Advisory: Representatives from each denominational agency or board with funds invested with the Investment Committee; Moderator, Moderator-Elect and Coordinator of General Synod; Chief Administrative Officer of Central Services.
- Terms of Service:** At Large: Five (5) years.  
Ex-Officio and Advisory: As determined by the office to which elected or appointed.
- Stated Meetings:** Quarterly. Three (3) of those meetings may be via conference call.
- Authority:** The Investment Committee is charged with the management of investment funds of the denomination and its agencies as entrusted to it. The Investment Committee may also manage funds from presbyteries and churches.  
In the exercise of its authority, the Committee shall comply with *The Standards of the Associate Reformed Presbyterian Church*, and its policies and programs shall be consistent with the purpose of the General Synod.
- Duties:** The initial membership shall have the following duties and responsibilities:
1. developing guidelines for the work of the Committee;
  2. management of all investments funds under the auspices of the ARP Foundation/Stewardship (including funds of the General Synod) and the Board of Benefits;
  3. reviewing all current investment relationships for funds currently invested under the auspices of the ARP Foundation/Stewardship (including funds of the General Synod) and funds of the Board of Benefits; and
  4. discuss with other boards and agencies the possibility of including their funds in those under management.



## COMMITTEE ON LAY MINISTRY

- Membership:** At Large: Thirteen members, one (1) of whom shall be a minister and 12 of whom shall be laypersons, six (6) men and six (6) women (one of whom shall be nominated from a name or names submitted by the ARP Women's Ministries)  
Advisory: President of ARP Women's Ministries, Director of Lay Ministry, ARP Women's Ministries Administrator, President of Alliance of Loyal Laity, Family Bible Conference Director, Moderator of Synod, Moderator-Elect of Synod, Coordinator of the General Synod, Executive Director of Central Services (2009 Synod), Cornerstone Planning Committee Chairman. (2009 Synod).
- Terms of Service:** At Large: Four (4) years.  
Advisory: As determined by the office to which elected or appointed.
- Stated Meetings:** At least twice annually.(2009 Synod)
- Organization:** Officers: Chairman, Vice Chairman, Secretary, Treasurer.  
Administrative Officer: Director of Lay Ministry (2009 Synod)
- Authority:** For a biblical ordering of the life and ministry of the church, the Committee on Lay Ministry shall promote lay involvement in the total ministry of the church to the world by providing encouragement, resources, and training to local churches (congregations) for the energizing of the laity. (2009 Synod)  
  
In the exercise of its authority, the Committee shall comply with *The Standards of the Associate Reformed Presbyterian Church*, and its policies and programs shall be consistent with the purpose of the General Synod.
- Duties:**
1. To plan and implement, in cooperation with presbyteries, congregations, and the ARP Women's Ministries, conferences, retreats, and workshops with a view of involving men, women, and young people.
  2. To plan and implement a Family Bible Conference for the Synod each year in coordination with the ARP Women's Ministries and agencies of Synod.
  3. To recommend to the General Synod a Family Bible Conference Director, an Assistant Director, and a Treasurer.
  4. To plan and implement a Laymen's Conference and a Young Adult Conference for the Synod each year.
  5. To promote the work of laymen through denominational publications and other media.
  6. To encourage utilization of lay persons within the ministry of the church in such areas as evangelism, teaching ministry, stewardship, and services on boards and committees of congregations, presbyteries, and Synod.
  7. To recommend to the Synod for appointment the Director of Lay Ministry and to direct the work of this person.
  8. To promote lay centered Bible study in congregations of the denomination through such programs as Bible Mastery Month, home Bible study, and family devotions.
  9. To present to Synod an operating budget to cover cost of conferences, salaries, and expenses for the administration of lay ministry.
  10. As a part of lay ministry, to promote men and women's ministries in presbyteries and congregations.
  11. To report annually to the General Synod.



## **JOB DESCRIPTION FOR FAMILY BIBLE CONFERENCE LEADERS**

**Revised February 16, 2002**

### **I. DIRECTOR**

#### **A. Selection:**

The Family Bible Conference Director is approved by the General Synod on recommendation from the Lay Ministry Committee.

The Director shall serve a two-year term.

The Assistant Director, after serving two years, becomes Director. If the Assistant Director cannot become Director, the Lay Ministry Committee shall appoint a Director subject to the approval of Synod.

#### **B. Responsibilities:**

1. General oversight and coordination of the conference program.
2. Through the Lay Ministry Committee, make budget requests to the General Synod for the Family Bible conference.
3. Serve as liaison with the Bonclarken staff.
4. Chair the Conference Planning Committee consisting of the Director, Assistant Director, the Director of Lay Ministry, and the ARP Women's Ministries Conference Committee.
5. Secure the following conference personnel:
  - a. Music Leader
  - b. Morning Watch Leader
  - c. Workshop Leaders as need may arise. This will be done in coordination with the ARP Women's Ministries Conference Committee.
  - d. Evening Worship Leader. This person is to be chosen from a list of speakers approved by the Committee on Lay Ministry.
  - f. Registrars
6. Work with the ARP Women's Ministries leadership to coordinate ARP Women's Ministries emphasis.
7. Collect pictures, biographical data of conference participants.
8. Prepare conference publicity posters and distribute them to churches.
9. In coordination with the ARP Women's Ministries Conference Director, prepare the printed program and arrange for printing.
10. Makes necessary conference reservations with Bonclarken.
11. In coordination with the ARP Women's Ministries Conference Director, arrange for use of rooms and facilities at Bonclarken.
12. Set dates with Bonclarken for future conferences.
13. Coordinate with the Editor of The Associate Reformed Presbyterian to publish line item conference program and sketches of participants.
14. Serve as advisory member of Lay Ministry Committee.

### **II. ASSISTANT DIRECTOR**

#### **A. Selection:**

During the second year as Assistant Director, he shall meet with the Conference subcommittee of the Lay Ministry Committee to consider the Assistant Director for the following year.

This committee shall recommend to the Lay Ministry Committee a person to fill this position after considering all input from each person on the subcommittee.

#### **B. Responsibilities:**

1. To work with the Director to coordinate and carry out the conference program.
2. To serve as a member of the Conference Planning Committee.
3. To carry out the duties of the Director in his absence.
4. To assume other responsibilities as assigned by the Director.
5. To oversee the registrars.

### III. TREASURER

#### A. Selection:

The Treasurer shall serve a two-year term and can succeed himself. The Treasurer is appointed to his position by the Lay Ministry Committee. He does not have to be a member of the Lay Ministry Committee; however, he shall be a lay person of good reputation, skilled in accounting as well as leadership. He shall serve as both a trainer and advisor to the incoming Assistant Director and Director.

#### B. Responsibilities:

1. Attends Family Bible Conference.
2. Maintains a checking account for the Family Bible Conference.
3. In coordination with the Director and Assistant Director, applies for the appropriated funds from the General Synod.
4. Handles and disburses funds that come from General Synod and Conference registrations as well as other gifts directed to the Conference.
5. Advises Director and Assistant Director in availability of funding for proposed expenditures.
6. Files a yearly financial report with the Chairman of the Lay Ministry Committee following each Conference.

### Job Description for Director of Lay Ministry

<b>Position:</b>	Director of Lay Ministry Reports to: Chairman of Lay Ministry Committee
<b>Status:</b>	Part-time
<b>Qualifications:</b>	Must be energetic, enthusiastic, good organizer, excel in communication.
<b>Position Summary:</b>	The Director of Lay Ministry is responsible for coordinating, planning, implementing and evaluating the effectiveness of the lay ministry program throughout the Synod under the direction of the Lay Ministry Committee.

#### Duties and Responsibilities:

1. Prepares material for publication in the ARP Magazine to promote involvement of lay persons in the total ministry of the church.
2. Visits and promotes lay ministry throughout the Synod.
3. Serves in an advisory capacity on the Lay Ministry Committee.
4. Develops and directs program for Layman's Weekend Retreat.
5. Assists the Director of the Family Bible Conference.
6. Prepares correspondence necessary to complete tasks.
7. Provides Lay Ministry Chairman with monthly documentation of activities and expenses incurred.
8. Applies the philosophy of the Associate Reformed Presbyterian Synod.
9. Cooperates with ARP Women's Ministries, Bonclarken staff, ARP Conference Center and other committees.
10. Request must be submitted to the Lay Ministry Committee to serve on additional committees.
11. Serves a term of office for one year.

### COMMITTEE ON MINISTER AND HIS WORK

<b>Membership:</b>	At Large: None. Ex-officio: Chairman of each Presbytery Committee (Commission) on Minister and His Work or his designated alternate, Chairman of each Presbytery Committee that has oversight of Students and Licentiates, Director of Outreach North America, and Vice President of Erskine Theological Seminary. (2006 Synod)
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Advisory: Moderator of Synod, Moderator-Elect of Synod, Coordinator of the General Synod, Executive Director of Central Services. (1997 Synod)

**Terms of Service:** Ex-officio and Advisory: As determined by the office to which elected or appointed.

**Stated Meetings:** At least annually.

**Organization:** Officers: Chairman, Vice Chairman, Secretary.

**Authority:** The Committee on Minister and His Work shall serve as an enabling instrument for the courts, agencies, and congregations of the General Synod who are involved in securing the services of theological students and ministers who desire work or a change of work.

In the exercise of its authority, the Committee on Minister and His Work shall comply with the Standards of the Associate Reformed Presbyterian Church, and its policies and programs shall be consistent with the purpose of the General Synod.

- Duties:**
1. To secure and maintain a dossier on all theological students and ministers. The committee shall secure the student's or minister's permission before releasing the dossier to congregations, church courts, agencies of the church courts, or any other group or agency requesting it. (NOTE: Maintained by Central Services.) (1992 Synod)
  2. To maintain a list of students who are available for work and a list of ministers who are interested in a change of work.
  3. To keep the General Synod informed of the work of our military and chaplains informed of the work of the church.
  4. To recommend to Synod representatives to the PRJC. (2011 Synod)
  5. To encourage presbyteries to maintain close ties with their ministers who are serving in work not specifically under the supervision of the presbyteries.
  6. To assist the minister in areas of his work so long as it does not usurp the authority and responsibility of the presbytery.
  7. To prepare, on a periodic basis, a uniform, written examination for all candidates for ordination, to be administered by the Presbyteries as they think appropriate.
    - (a) The sole purpose of the examination would be to determine the candidate's knowledge of Bible, theology, church history, church government and pastoral care. The written examination would not solicit the candidate's personal views on issues, but would leave that part of the examination to the presbyteries when the candidate would have the opportunity to elaborate upon his personal views.

- (b) The written examination would not prohibit the Presbytery from asking additional questions about the candidate's knowledge of the Bible, theology, church history, church government and pastoral care. The purpose of the written exam is to provide the Presbytery with advanced information about the candidate's knowledge and to permit the Presbytery more time to evaluate the candidate's personal views and his ability to apply his knowledge to life situations.
  - (c) It is understood that the uniform written examination would be only one aspect of the overall evaluation of the suitability of the candidate for ministry.
- 8. To submit an annual operating budget to the General Synod.
  - 9. To make an annual report to the General Synod.

## COMMITTEE ON NOMINATIONS

- Membership:** At Large: One (1) who shall be nominated from a name or names submitted by ARP Women's Ministries  
Presbytery Appointees: One (1) from each Presbytery.  
Advisory: Moderator of Synod, Moderator-Elect of Synod, Coordinator of the General Synod
- Terms of Service:** At Large and Presbytery Appointees: Four years.  
Advisory: As determined by the office to which elected or appointed.
- Stated Meetings:** At least annually.
- Organization:** Officers: Chairman, Vice Chairman, Secretary.
- Authority:** The Committee on Nominations has the responsibility to review the qualifications and to nominate to the General Synod those persons best qualified to fill vacant membership positions to serve on General Synod's boards, standing committees, commissions, and for special assignments.
- In the exercise of its authority, the Committee on Nominations shall comply with *The Standards of the Associate Reformed Presbyterian Church*, and its policies and programs shall be consistent with the purpose of the General Synod.
- Duties:**
1. To identify persons and maintain a list of those who can serve on Synod's boards, committees, and ecclesiastical commission, and as officers of the General Synod.
  2. To maintain a file of those who have served on boards and committees and on special assignments in the past.
  3. To determine positions to be filled (the committee shall receive and act on resignations in determining positions to be filled), review the qualifications of those considered for service, and nominate to the Synod those persons best qualified to serve.
  4. To nominate to the Synod those persons best qualified to serve the Synod in special assignments, to include the clerks of Synod, Synod's Parliamentarian, and the Treasurer of Synod's Funds.
  5. To insure that the directives of Synod are complied with concerning such matters as presbytery distribution, service limitations, and balance between lay and clergy representation.
  6. To ascertain the willingness to serve of all persons nominated.
  7. To submit budget requirements to the General Synod.

## GUIDELINES FOR COMMITTEE ON NOMINATIONS

The Committee on Nominations is charged by the Synod with the responsibility of submitting to the Synod a slate of nominees to fill all of the vacancies which come open each year on all of the boards and committees of Synod. In order that this task be accomplished in the best way possible, the Committee goes through the following procedures:

1. Ministers, sessions, board and committee chairmen, presbytery clerks, and members of the Committee on Nominations are:
  - a. notified in writing of the annual meeting of the Committee on Nominations;
  - b. provided with a list of vacancies to be filled;
  - c. invited to submit recommendations to fill those vacancies; and
  - d. provided with a form to be used in submitting recommendations, to include:
    - (1) Complete mailing address and telephone numbers(s)
    - (2) Church membership and offices held
    - (3) Position or vacancy for which recommendation is submitted
    - (4) Background information and qualificationsA notice shall be published in *The Associate Reformed Presbyterian* inviting the general membership to make recommendations. Recommendations must be made on the form provided by the Committee on Nominations, and must include the satisfactory evidence of his or her belief and adherence to the basic doctrines of evangelical Christianity as adopted by the General Synod and as set forth in a *Manual of Authorities and Duties*. (2005 Synod)
2. Presbyteries are requested to appoint Presbytery Representatives and Presbytery Nominees at the fall meeting of Presbytery to preclude the nomination of such persons to other vacancies.
3. Prior to the annual meeting of the Committee on Nominations each committee member is provided with a set of the submitted recommendations. In the absence of nominees or for other pertinent reasons, committee members are encouraged to seek nominees for consideration at the annual meeting, securing the information outlined in Guideline No. 1.
4. It is the purpose of the Committee to seek out and name individuals best qualified to serve. The Synod has designated that certain positions are to be filled by women by presbytery appointments. Geographic representation is a strong consideration, there being an effort to have each presbytery fairly represented. An attempt is also made to have laity and clergy equitably represented, or represented according to Synod's policy.
5. Prospective nominees are contacted to confirm their willingness to serve. Each prospective Erskine Board nominee is to be furnished with a copy of the 2008 Report of the Special Committee on Christian Higher Education, the Statement of the Philosophy of Christian Higher Education, and the Statement of Evangelical Christianity, as each is found in the *Manual of Authorities and Duties*. Each prospective nominee is to sign and return to the Committee on Nominations a Form of Affirmation, which states, "I have read, understand, and am in agreement with the Report of the Special Committee on Christian Higher Education, the Statement of Philosophy on Christian Higher Education, and the Statement of Evangelical Christianity." The mailing of the three documents and the affirmation form is to be done by the ARP Center upon receipt of the Recommendation for Service Form for each prospective Erskine Board member. (2007 Synod) Nominees for the Board of Trustees of Erskine College shall be notified by Erskine College and by the Committee. Opportunity shall be given for Erskine College to make the first contact. (1986 Synod)
6. The slate of nominees with church affiliation indicated is provided to delegates to Synod in advance of the annual meeting for study.
7. The Committee submits to the Synod at its annual meeting, the slate of nominees, and recommends that, if additional nominees come from the floor, the matter of geographic representation and prior consent of the individual must be kept in mind.
8. The following additional guidelines are followed in the selection of nominees:
  - a. Persons who have served for more than a half term on a board or committee are ineligible to succeed themselves, except as specifically authorized in the *Manual of Authorities and Duties*.
  - b. Employees are ineligible for nomination to a board or committee under whose jurisdiction that person is employed. This includes mission developers.
  - c. Except for those persons who are serving as advisory or ex-officio members from another board or standing committee, persons shall not be nominated to more than one board, standing committee, or Ecclesiastical Commission.
  - d. Persons who are serving as presbytery representatives on boards and standing committees ordinarily shall not be nominated to other boards and standing committees.

- e. Effort shall be made to preclude the nomination to a board or committee of more than one person from the same congregation. The Committee on Nominations shall not nominate more than one person from a congregation to a board or committee per year. (1986 Synod)
- f. Members of the Committee on Nominations shall refrain from nominating themselves for terms on any board or committee. (1986 Synod)
- g. An employee of a board or committee who is serving as a presbytery appointee on the Committee on Nominations shall not make nominations for appointments on the board or committee that employs or governs the institution which employs the individual, and shall be excused when nominees for the employing board or agency are being discussed.
- h. The Committee on Nominations shall give strong consideration to those suggested nominees for the Board of Trustees of Erskine College. (1986 Synod)

## COMMITTEE ON THEOLOGICAL AND SOCIAL CONCERNS

- Membership:** At Large: Eight (8) members, one (1) of whom shall be nominated from a name or names submitted by the ARP Women's Ministries.  
Advisory: Professor, Erskine Theological Seminary; Moderator of Synod, Moderator-Elect of Synod, Coordinator of the General Synod, Executive Director of Central Services (2009 Synod)
- Terms of Service:** At Large: Four (4) years.  
Advisory: Professor, Erskine Theological Seminary, one (1) year; Moderator of Synod, Moderator-Elect of Synod, as determined by term of office.
- Stated Meetings:** None. The Committee shall meet only when required.
- Organization:** Officers: Chairman, Vice Chairman, Secretary.
- Authority:** The Committee on Theological and Social Concerns is authorized to study and present to the General Synod theological and ethical views on historical and contemporary issues of relevance to the Associate Reformed Presbyterian Church.  
In the exercise of its authority, the Committee shall comply with *The Standards of the Associate Reformed Presbyterian Church*, and its policies and programs shall be consistent with the purpose of the General Synod.
- Duties:**
1. To serve as a liaison between the Associate Reformed Presbyterian Church and Bethany Christian Services.
  2. To enter into theological dialogue between the Associate Reformed Presbyterian Church and other ecclesiastical bodies when requested to do so by the General Synod.
  3. To study and report on theological matters as requested to do so by the General Synod.
  4. To keep before the General Synod the special relationship between Christianity and health—both physical and emotional—and call to the attention of the General Synod areas of special need and concern.
  5. To prepare, on request of the General Synod, specific positions on theological, social, moral, medical, and emotional issues.



**COMMITTEE ON WORSHIP**  
**[Revised by General Synod 2009]**

- Membership:** At Large: Twelve voting members should include four (4) clergy/theologians, four (4) musicians, and four (4) members-at large, one (1) of whom shall be nominated from the ARP Women's Ministries.
- Advisory:** Moderator of Synod, Moderator-Elect of Synod, Coordinator, Executive Director of Central Services, Director(s) of Bonclarken Music Conference and a Bonclarken Staff member are advisory to the Music Conference subcommittee.
- Terms of Service:** Four years.  
Advisory: as determined by the term of office which elected or appointed.
- Stated meetings:** Twice annually. The Music Conference subcommittee may elect to meet during the Bonclarken Music Conference
- Organization:** Officers: Chairman, Vice Chairman, Secretary.
- Sub Committee:** Music Conference
- Mandate/Authority:** Understanding that God is to be feared, loved, praised, called upon, trusted, and served, with all the heart, soul, and might, General Synod's Committee on Worship is called to focus on worship and worship elements within the ARP Church.  
Understanding the preceding, the Committee on Worship *purposes* to:
1. Educate on issues encompassing Biblical worship and its implications for life and Godliness
  2. Uphold the Word and Sacraments as central to corporate worship
  3. Keep before the congregations and church courts the requirements of the Directory of Public Worship
  4. Encourage the highest standards of Christian worship
  5. Promote personal and corporate prayer
  6. Encourage family worship and personal devotions
  7. Provide resources that enhance worship  
(2009 Synod)
- In the exercise of its authority, the Committee shall comply with *The Standards of the Associate Reformed Presbyterian Church*, and its policies and programs shall be consistent with the purpose of the General Synod.
- Duties:**
1. Study trends, issues, and materials available on the topic(s) of worship (music, prayer, devotionals, structure, form, etc.) and discuss as appropriate to provide guidance, ideas, and dialogue with and between congregations, throughout the denomination.  
(2009 Synod)
  2. a. Provide guidance on Directory of Public Worship topics and issues as appropriate.  
b. Educate clergy and congregations on various methods of worship planning / organization / structure and style, not only within the Associate Reformed Presbyterian Church, but also in other reformed / evangelical denominations.  
c. Educate clergy and congregations on the elements, need for, vitality, purpose, and benefits of personal and corporate prayer and worship, especially targeted at increasing active prayer life (individual and corporate).  
d. Provide opportunities for music instruction to church pianists, organists, choirs, and directors, including, but not limited to, leadership and guidance to the Music Conference (including financial oversight, conference leadership, music direction, etc.).
  3. The Chairman of the Committee on Worship shall appoint a Music Conference Subcommittee. This subcommittee is accountable to Synod's Committee on Worship for financial oversight, conference leadership, musical direction, and other issues pertaining to the worship of the church.
  4. Prepare, keep current, and make available information on Biblical and practical resources for clergy, congregations, and individuals, to include
    - a. Books, articles, and papers on matters of worship.

- b. Speakers and the topics they cover.
  - c. Devotional guides and helps for family and personal worship.
  - d. New and familiar music suitable for variety of events and occasions.
  - e. Approved hymnals for congregational use.
5. Prepare an annual report, including an annual operating budget, for submission to the General Synod.

## **RULES OF ORDER**

It has been said that if there were no rules or established customs to guide an assembly of persons, and if each could talk on any subject as long and as many times as he pleased, and if all could talk at the same time, it would be impossible in most cases to ascertain their deliberate judgment on any particular matter.\* Certainly, therefore, important business such as that relating to our Lord and Saviour should be carried out with decency and order as the Apostle Paul has indicated.

The following Rules of Order are written primarily for use during the meeting of Synod, but are to be observed by all Courts of the Church, insofar as they may be applicable.

- I. Constituting the Court. At the time appointed, the Moderator, or his alternate, shall call the court to order and the Court shall be constituted with prayer. At the opening service the retiring moderator will present a sermon, or if he is a ruling elder, will present an appropriate address. At the first business session the Principal Clerk shall constitute the Roll of Voting Members in a manner approved by the Court. For the meeting of the General Synod, the roll shall be prepared in the following manner:

- A. Each Presbytery shall submit a list of ministers who are to be enrolled as voting members for the current meeting according to the Form of Government, Chapter XIII, C. Ministers must register at Synod's Registration to be recorded as present on the Official Roll of Synod.
  - B. Each elder-representative shall present from his Session a statement signed by the moderator and clerk, in the form specified in Chapter XIII, C, 6, Form of Government.
- II. Officers of the Court: The officers of the Court shall be the Moderator, Vice moderator, a Principal Clerk, a Reading Clerk, a Bill Clerk, an Assistant Clerk, and a Parliamentarian.
- A. Election of Officers.
    - 1. Moderator. A Moderator-elect shall be elected by the Court for a specific period. The Moderator-elect must be a Teaching or Ruling Elder and shall be nominated from the floor, and shall previously have assured his nominator of his willingness to serve, if elected. Voting shall be by secret ballot if more than one person is nominated. In the absence of any nomination from the floor, the Moderator will submit a name to the Court. In the event of the Moderator's death or his inability to perform the duties of his office within the first 180 days of his term of service, the Vice Moderator shall automatically become Moderator and shall nominate a Vice Moderator to the Executive Board of Synod which shall, acting on behalf of the General Synod, elect a Vice Moderator to fill the unexpired term. The records of the Synod shall certify that the initially elected Moderator and his successor, the Vice Moderator, were both Moderators of Synod for the year they served.
    - 2. Vice Moderator. A Vice moderator-elect shall be elected by the Court for a specific period one year before service. The Vice moderator-elect must be a Teaching or Ruling Elder and shall be nominated from the floor, and shall previously have assured his nominator of his willingness to serve, if elected. Voting shall be by secret ballot if more than one person is nominated. The Moderator-elect shall be allowed to submit a name to the Court. The Vice moderator-elect shall become the Moderator-elect in the event of the death, resignation, or other incapacities of the Moderator-elect.
    - 3. Clerks. The clerks will be nominated to the body by the Committee on Nominations and upon election serve for a specific period.
    - 4. Parliamentarian. The Parliamentarian shall be nominated by the Committee on Nominations and elected for a three (3) year period. He may succeed himself.
  - B. Duties of Officers. (These duties are limited to duties during Court Sessions.)
    - 1. Moderator.
      - a. Open the Session. At the hour appointed, the Moderator shall take the chair, call the house to order, and open the meeting with prayer, unless a worship service has been held. If a quorum is present, the Court shall proceed to business.
      - b. Announce the business before the Court in the order in which it is to be acted upon, keeping in mind any "order of the day."
      - c. State and put all questions properly brought before the Court.
      - d. Take the vote and announce the result.
      - e. Decide all questions of order, subject to an appeal to the house by any two members. He may, without appeal, submit the question to the Court.
      - f. Appoint Moderator's Committees, subject to the approval of the Court.
    - 2. Vice Moderator. The Vice moderator shall preside in the absence of the Moderator, and assist in his official duties if desired.
    - 3. Principal Clerk. It shall be the duty of the Principal Clerk to keep a roll of the members and call it whenever required by the Court; to record the proceedings; to receive and record documents acted upon by the Court; to make record of all unfinished business to come before the Court; to sign all orders and official papers; to provide a presbytery a written report on disposition of its memorial to include a statement, if any, from the Moderator's Committee; and to publish the minutes of the proceedings.
    - 4. Reading Clerk. It will be the responsibility of the Reading Clerk to present the business to the Court in the order determined by the Moderator and agenda. In the absence of a directive from the Moderator or an order of the day, the Reading Clerk will determine the order in which business is to be taken from the table and presented to the court. The Reading Clerk will present reports to the body, except in those cases where the reports are presented by particular representatives of a board or committee.
    - 5. Bill Clerk. The Bill Clerk will receive, record, and distribute matters to come before the Court. It is his responsibility to see that papers and reports referred are placed in the hands of the proper committees, and properly returned by such committees.

6. Assistant Clerk. In the absence of any clerk, the Assistant Clerk will perform the functions assigned to the clerk in absence.
  7. Parliamentarian. The Parliamentarian should be a person with expert knowledge of the rules and use of adopted parliamentary procedures. He should be a person who is impartial, systematic, knowledgeable, and reliable. He should see to it that the business procedures are carried out according to these Rules of Order. He should call attention to an improper procedure and on request advise the Moderator on procedural matters.
- III. Quorum. No business may be conducted without the presence of a quorum as prescribed in the Form of Government. If a quorum has not assembled at the hour appointed, and if two or more members are present, the Court may adjourn to a set time to provide an opportunity for a quorum to assemble.
- IV. Moderator's Committees. At the first business session and immediately following unfinished business, the Moderator shall appoint committees to consider the reports of boards and records and reports of lower courts. These shall be referred without reading unless there is a request for reading. The Moderator is encouraged to direct memorials which address concerns that have been assigned to a particular board of the General Synod to the Moderator's Committee which will be considering that board's report. Reports of committees shall be considered by the Court as a whole, unless referred by the Moderator to a moderator's committee.
- A. Membership. The Moderator will appoint the members, subject to the approval of the Court, and will designate a chairman and a vice chairman. Voting members of the Committee must be voting members of the Court. Advisors and observers may be appointed by the Moderator, subject to the approval of the Court.
  - B. Duties. Moderator's committees are to carefully consider and make recommendations on all matters referred to them. Moderator's committees are not to change or alter the content of the matters referred to them. In those circumstances where the moderator's committee recommends that a Memorial NOT BE ADOPTED or where the moderator's committee recommends SUBSTANTIVE ALTERATIONS, the moderator's committee shall draft a statement explaining its actions and submit the statement with its official report.
  - C. Discharge. Action of the Court on a report from the moderator's committee discharges the committee. If the report is recommitted, the committee is to reconvene and resubmit recommendations until such report is accepted by the Court.
- V. Order of Business. Subsequent to the opening service described elsewhere, and following prayer or worship, the following order of business is to be observed:
- A. Declaration of Quorum
  - B. Presentation of Minutes from the previous session
  - C. Special Order of the Day, if there be such
  - D. Unfinished Business
  - E. New Business
- VI. Matters to be Considered by the Court.
- A. Reports from boards, standing committees, and special committees of the Court and reports and memorials from lower courts will be filed with the Bill Clerk prior to the close of the first business session. These reports should be submitted in typewritten form, in triplicate, signed by the Chairman, Secretary, or Clerk. These communications will be considered in the ordinary routine of business.
  - B. Matters received directly by the Court will be filed with the Bill Clerk to be considered in the ordinary routine of business.
  - C. All other matters to be considered by the Court must be brought before the assembly by a motion of a member to that effect and seconded and then announced by the Moderator. If the matter is not to be considered at the time of the motion, it must be reduced to writing and submitted to the Bill Clerk. If the matter is to be considered by the Court at the time of the motion, the motion must be reduced to writing and submitted to the Principal Clerk. (This applies only to main motions and motions to amend, to include substitute motions.)
  - D. All requests for funding from the unrestricted funds of Synod are expected to be presented to the Board of Stewardship in time for the Board to give careful consideration to the request and to make recommendation in its report to the General Synod. Requests brought before the General Synod that have not been considered by the Board of Stewardship will be referred to the Board of Stewardship for consideration and for reporting its recommendation at the next meeting of the General Synod. Emergency requests may be made a matter of business at that meeting of the General Synod by two-thirds of the representatives present

and voting and shall be referred to the chairman of the Board of Stewardship or in his absence the Treasurer of Synod or the administrative officer of the Board of Stewardship for review and comment prior to a decision of the court.

VII. Deliberations of the Court. Matters to be presented to the Court which were submitted to the Bill Clerk will be presented to the Court by the Reading Clerk or if they so desire, by a member of the committee or board making such report. Matters not considered by moderator's committees will be read to the Court while matters considered by the moderator's committees will have only the Report of the Moderator's Committee read, unless the moderator's committee or the Court determines that the original report be read. Following reading, the person presenting the report will make a motion that the Report be approved. Debate may then ensue. Other deliberations of the Court will be by motion and second as per paragraph VI, C.

A. Motions, General Classification. Motions range from the "Main Motion" which is the lowest in rank to "To Fix the Time to Which to Adjourn," the highest. Motions fall into four (4) general classifications.

1. Main Motions. The object is to introduce business, such as accept or adopt reports and ratify or confirm action. No main motion can be made when any other question is before the Court. It is debatable, takes precedence of nothing, and yields to all privileged, incidental, and subsidiary motions. Motions to adopt a report are main motions. The "Motion to Reconsider" is a main motion and can be made only by one who voted on the prevailing side. Anyone may second the motion. The "Motion to Reconsider" is undebatable. If the motion is carried, the original motion is again open to discussion and vote. No question can be twice reconsidered unless it was materially amended after its first reconsideration. Certain affirmative votes and certain negative votes cannot be reconsidered.

2. Subsidiary Motions. These are such as are applied to other motions for the purpose of most appropriately disposing of them. They take precedent of a main motion and must be decided before the main motion can be acted upon. They yield to privileged and incidental questions and are as follows (being arranged in their order of precedence among themselves):

a. Lay on the Table. The object is to postpone the subject in such a way that it can be taken up at any time, and if decided in the affirmative on the main motion or any amendment or substitute, remove the whole subject from before the Court until it is taken up again. This motion is undebatable and unamendable and may be applied to main motions, to questions of privilege, to specific orders of the day (but not as a whole), to appeals, and to reconsider when immediately pending. It cannot be applied to unfinished business or formal reports of boards, committees, or reports or memorials from lower courts. Business laid on the table should be brought up by the clerk when the docket is cleared but only prior to the adjournment of the General Synod.

b. The Previous Question. This is the name given to a motion "to close debate now, stop further motions to amend, and proceed to vote on the immediately pending question." It requires a second, is undebatable, and is unamendable. It does yield to privileged and incidental motions and to the motion to "Lay on the Table." A 2/3 vote is required.

c. Postpone to a Set Time. The object is to set a time when a matter must be considered. It requires a second and is debatable only as to propriety of postponing. It may be amended as to time and as to special or general order. If a matter is postponed to a certain day, it becomes a "General Order" of business and majority vote carries it. It can only be considered on the day appointed when all business has been disposed of. If the business is "Postponed to a Set or Certain Time," it becomes a "Special Order," requires a 2/3 vote to carry, and must be considered at the appointed time. Motions that hold over are "Previous Questions," "Table," privileged motions, and incidental motions.

d. Commit. Object is to place business in the hands of a few. The motion requires a second and is debatable, as to propriety of committing, and is amendable. Motions that hold over are all motions except "Postpone Indefinitely" and "Main Motions." Majority vote is required. Instructions may be given to a committee any time before it submits its report by majority vote. It may be "Reconsidered" if the committee has not begun consideration of the business.

e. Amend. Object is to change or modify. It requires a second and is debatable, but debate must be confined to the amendment. It may be amended. All motions, except "Postpone Indefinitely" and "Main Motions" hold over a motion to amend. A ma-

majority vote is required, and it may be "Reconsidered." A "Substitute Motion" is an "Amendment."

- f. Postpone Indefinitely. Object is to kill a motion, and requires a second. It is debatable and opens up "Main Motion" to debate. It is unamendable and cannot have any subsidiary motion applied to it except "Previous Question" and motion to "Limit or Extend Debate." All motions except "Main Question" hold over motion to "Postpone Indefinitely." It can be reconsidered.
  3. Incidental Motions are such as arise out of other motions, and, consequently take precedence of, and are to be decided before, the questions which gave rise to them. They yield to privileged questions and cannot be amended. Excepting on appeal, they are undebatable. They are:
    - a. Appeal. Any member, with a second, may appeal from any decision of the Moderator. After debate, as allowed by Robert's Rules of Order, the question shall be put in this form: "Shall the decision of the Moderator be sustained?"
    - b. Objection to the Consideration of a Motion. An objection can be made to the consideration or any main motion, but only when it is first introduced. It can be made while another member has the floor and does not require a second. It cannot be debated or amended or have any subsidiary motion applied to it. When a motion is made and any member objects to its consideration, the Moderator shall immediately put the question, "Will the Court consider it?" If decided in the negative by a 2/3 vote, the whole matter is dismissed for that meeting.
    - c. Suspension of the Rules. This motion is not debatable and cannot be amended, nor can any subsidiary motion be applied to it, nor a vote on it be reconsidered. The rules of the assembly shall not be suspended except for a definite purpose, and by a 2/3 vote.
    - d. Other Incidental Motions include "Reading Papers," "Withdraw a Motion," motions relating to voting and nomination. They yield to "Table" generally and to privileged motions. They take precedence of the motions they affect.
  4. Privileged Motions. These are motions which take precedence of all other questions whatever, and on account of this very privilege, they are undebatable, except when relating to the rights of the Court or its members, as otherwise they could be made use of so as to seriously interrupt business. They are as follows, being arranged in their order of precedence among themselves.
    - a. To Fix the Time to Which to Adjourn
    - b. Adjourn
    - c. Questions Relating to the Rights and Privileges of the Court or Any of Its Members. The object is to get the attention of the Chair at once, to ask a question, to attend to some matter of business that cannot wait. Question cannot interrupt voting or verifying the vote. It is undebatable, unamendable, and may be reconsidered.
    - d. Orders of the Day. A call on the "Orders of the Day" takes precedence of every other matter, excepting "To Reconsider," and the three preceding, to which latter three it yields. It is not debatable nor can it be amended.
- B. Debate.
1. Addressing the Moderator. When any member desires to speak, he must rise and address the Moderator, and may not proceed until the Moderator recognizes him and announces his name.
  2. Obtaining the Floor. The member who first addresses the Moderator is to be granted the floor. If two or more address him at the same time, the one who is farthest from the chair is to be given the floor. The one who fails to obtain the floor is to be granted it next in order. The chair will refrain from recognizing a member who has risen and remained standing while another member is speaking, provided anyone else rises after the speaker has yielded the floor. EXCEPTIONS: The mover of a resolution, or in the case of official reports the chairman or some other member of the body making the report, is entitled to the floor immediately after the motion is announced, if he desires it; and when two members in succession have been heard on the same side of a question, the Moderator is to grant the floor to some member of the other side, if any member desires it.
  3. Decorum of Speakers and Attention of Members. Every member when speaking shall first address himself to the Moderator, and then speak to the house in general, but shall not address any member individually except through the Moderator; he shall treat all members with decorum and respect, and shall attend closely in his speech to the question under consideration. Members of the Court shall attend closely to the business in hand, and shall not engage in private conversation or in anything that may cause confusion or disorder, while any member is speaking or the Moderator is taking a vote.

4. Debate by Officers of the Court. The Moderator may speak on questions of order without leaving the chair. However, when he would express his views on any subject under debate, he shall call on the Vice moderator to fill the chair and take the floor as other members of the Court. The other officers of the Court may speak on questions of order when requested by the Moderator and when necessary to perform their duties. However, to speak to subjects under debate, the officer shall call on the Assistant Clerk to perform the duties of his office and take the floor as other members of the Court.
5. Calls to Order. If a speaker acts in any respect in a disorderly manner, it shall be the right of any member and the duty of the Moderator to call him to order; and when thus called to order, he shall at once take his seat, until it is determined whether or not he was out of order, or until he is given leave by the Court to proceed.
6. Opportunity to Debate. Before putting any debatable question to a vote, the Moderator shall first give an opportunity for remarks.
7. End of Debate. When the "Call on the Question" and "The Call for the Previous Question" have been decided in the affirmative, or when the Moderator has begun taking the vote, no further debate or remarks shall be admitted, unless there has evidently been a mistake; in which case, the mistake shall be rectified and the Moderator shall begin to take the vote.

C. Voting.

1. Presenting a Motion to the Court for Vote. In placing a motion before the Court for vote, the Moderator shall repeat the motion, and if there should be any cause for doubt, the result of the vote should be repeated. The motion shall be put in the following form, "All who are in favor of this motion will say aye"; and after the affirmative is expressed, "All who are opposed will say no." The Moderator will immediately announce the vote.
2. Division. If there is any doubt as to the result, the Moderator or any two (2) members (motion and second) may call for a division. In that case, the Moderator shall repeat the motion and require first the ayes and then the noes to rise and be counted, and shall pronounce accordingly. The vote shall be taken by officers of the Court.
3. Recording of Votes.
  - a. Should one third of the members present wish to have votes recorded, the roll shall be called and vote of each member recorded in the minutes. Those not voting will be counted with the majority, but recorded as not voting in the minutes. To have the vote recorded an "Incidental Motion" should be made and seconded and the question put to the Court should be "Should the vote be recorded?" Unless 2/3 vote negative, the votes shall be recorded.
  - b. In lieu of a roll call vote, any member of the court, who had the right to vote on a question, is entitled to have his name recorded in the Minutes indicating what his vote was. He may support his signature with a brief respectful statement setting forth the reason for his vote.
4. Vote of Moderator. In a vote taken by ballot or by roll call, he shall vote with the other members. In all other cases he shall have the casting vote if the house is equally divided. If he is unwilling to decide, he shall put the question a second time, and if the result shall be the same and he still declines to vote, the question shall be lost.
5. Majority Vote. In all cases not otherwise prescribed, a majority of the votes cast shall be sufficient for adoption or election.

VIII. Miscellaneous Procedures of the Court.

- A. Executive Sessions. All courts have the right to sit in executive session on any business which in their judgment ought not to be made a matter of public discussion.
- B. Leave of Absence. Members who are unable to attend the meeting of the Court shall submit a written excuse to the Principal or Stated Clerk. Members who leave the meeting before final adjournment shall submit a written excuse for that portion of the meeting to be missed. Reasons for the excuse should be stated. Members are encouraged not to leave the Court without the permission of the Moderator.
- C. Recording of Minutes. Minutes are a record of proceeding, and may be corrected at any time, without reconsidering the vote that approved them. Minutes should record all "Main Motions" (not withdrawn); name of maker of "Main Motions"; "Points of Order"; "Appeals" (whether lost or sustained); all other motions not lost or withdrawn; hour of meeting and adjournment; and roll call vote. Main Motions are interpreted to include official correspondence and reports submitted to this body for its consideration. All reports are to be printed in full in order to preserve the integrity of the reports. All actions of the General Synod which are intended to be of a binding nature are to be placed within the framework of the official documents of the church.

- D. Final Adjournment. Before the final adjournment the minutes of that day's session shall be read and adopted, the minutes of the meeting as a whole approved, the roll called and the names of those present recorded. Then, after prayer and the singing of praise, the Moderator shall declare the court adjourned to meet at the appointed time and place, and shall then pronounce the apostolic benediction.
  - E. Changes to Associate Reformed Presbyterian Retirement Plan. Proposed changes to the Associate Reformed Presbyterian Retirement Plan which are not submitted by the Board of Benefits must be referred to that Board for study and recommendation.
  - F. Commitment of Synod's Operating Reserve. Proposed commitments of Synod's operating funds which would reduce the operating reserve below 6.5% of the anticipated funds for allocation shall be referred to the Board of Stewardship for study and recommendation.
- IX. Amendment of Rules. Amendments to the Rules of Order shall be proposed by the General Synod to the presbyteries and must be approved by a majority of all those voting in all the presbyteries. The General Synod shall certify the vote at its next meeting.
- X. Cases Unprovided For. All cases unprovided for in the foregoing Rules of Order are to be governed by the general principles of parliamentary law as per Robert's Rules of Order.

—END—

#### Listing of Amendments

Amendment No. 1 effective June 4, 1979 (II,A,2)

Amendment No. 2 effective June 2, 1980 (I, Constituting the Court; II,A, Election of Officers; II,A,2; II,B,1, Moderator; VI,A; VII,A,1; VIII,B)

Amendment No. 3 effective June 9, 1981 (VIII,C)

Amendment No. 4 effective June 11, 1985 (VIII,E)

Amendment No. 5 effective June 9, 1992 (VIII,F)

Amendment No. 6 effective June 9, 1998 (IV, Moderator's Committees)

Amendment No. 7 effective June 9, 1998 (IV,B)

Amendment No. 8 effective June 9, 1998 (II,B,3)

Amendment No. 9 effective June 11, 2001 (VI,D)

Amendment No. 10 effective June 10, 2003 (II,A,1)

Amendment No. 11 effective June 9, 2011 (VII,A,2,a)

Amendment No. 12 effective June 9, 2011 (VII,C,3,b)