

# PRESBYTERY MANUAL OF OPERATION

*Approved as a Guide by The 1988 General Assembly*

# INTRODUCTION

## I. ORDER AND MISSION

The Presbyterian form of government is one of three forms of church polity in use throughout the world. The others are Episcopal and Congregational.

Some people believe the Presbyterian form of government is more like that of the early Christian church, and of the synagogue during and just prior to the first century. It is thought by some that the representative form of government of the United States, designed by the founding fathers, was patterned after the polity of the Presbyterian church.

While the above assertions may be true, this, in itself, does not prove one form of church government superior to the others, or justify one's use of the Presbyterian form today. Government or order exists to serve mission; therefore, "that form or order which best serves the mission of the church at any time or place is to be preferred" (Toward a Theology of Church Government, Minutes of the General Assembly, 1970, p. 143).

While not contending that it is true for all denominations in the second half of the twentieth century, the people called Cumberland Presbyterians do believe that they can best carry out their mission by adhering to the basic principles and tenets of Presbyterian church polity.

Although no particular form of government is essential, some form of government is. Without some definite form, the church would likely cease to exist. This form has a single purpose, which is: "To enable the Church to develop its forces most effectively in its assigned mission in and for the world" (top cit, p. 143). Mission and form are closely related. It is mission, however, that should determine form, rather than form determining mission.

## II. THE PRESBYTERY IN THE PRESBYTERIAN SYSTEM

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

The presbytery should be the key program unit in the Presbyterian system, but small presbyteries do not have the necessary material or human resources to function effectively as program agencies. Having larger presbyteries with several thousand active members seems to be the only solution to this problem.

## III. THE PURPOSE OF THIS MANUAL

The purpose of this Manual of Operation is to bring together in one guidebook most of the guidelines and regulations that direct the life and work of the presbytery.

# THE PRESBYTERY MANUAL OF OPERATION

## 1.0 Definition, Purpose, and Bounds

1.1 **Definition.** A presbytery consists of the ordained ministers and the elders elected to represent the session of the churches within a prescribed area.

1.2 **Purpose.** The presbytery exists to exercise pastoral oversight and jurisdiction over ordained ministers, sessions, and churches within a prescribed area.

1.3 **Bounds.** The bounds of the presbytery shall be determined by the synod of which the presbytery is a member.

## 2.0 General Regulations

2.1 **Quorum.** Four members shall constitute a quorum provided at least one minister and one elder are present.

2.2 **Regular Meetings.** The presbytery shall meet as often as once a year on its own adjournment. The exact number of regular meetings shall be specified in the presbytery's Standing Rules.

2.3 **Special Meetings.** The moderator shall call a special meeting upon the receipt of a written request from two ministers and two elders from different churches. The call shall give notice, specifying the particular business of the intended meeting, to every minister and session of every particular church on its roll, at least ten days prior to the proposed time of the meeting. Nothing shall be transacted at such special meetings other than the particular business for which the presbytery was convened.

2.4 **Membership.** The membership of the presbytery consists of its ordained ministers and representatives for the sessions of its particular churches.

2.41 In a particular church having a membership of one to 300 active members, the session is entitled to send one elder as its representative; in a particular church having a membership of 301 to 600, the session shall be entitled to send two representatives; and the basis for representation shall continue in the above proportion.

2.42 A minister of another church with whom the General Assembly has a reciprocal agreement and whose ecclesiastical relations have been certified by that church, who is serving in a ministerial capacity in the Cumberland Presbyterian Church may be enrolled for a period of such service as a member of the presbytery and have temporarily the rights and privileges of such membership.

2.43 Members in good standing in other presbyteries, or in an ecclesiastical body with which the Cumberland Presbyterian Church has established correspondence, may be seated as Advisory Members. Advisory Members have the privilege of the floor, but not of voting. Some of the churches with which the Cumberland Presbyterian Church is in correspondence are: American Baptist Church, Associate Reformed Presbyterian Church, Evangelical Covenant Church, Hungarian Reformed Church in America, Lithuanian Evangelical Reformed Church, Moravian Church in America, Presbyterian Church in Canada, Presbyterian Church (USA), Reformed Church in America, Second Cumberland Presbyterian Church, United Church of Christ, and United Methodist Church.

2.44 Ministers in good standing in other ecclesiastical bodies may be officially recognized as Visiting Ministers.

2.45 Elders must be currently serving on the session to be eligible to serve as a representative to presbytery (or any other higher judicatory).

2.5 **Attendance.**

2.51 Ministers shall attend all meetings of the presbytery, or present to the stated clerk a valid reason for their absence.

2.52 Elders, who have been elected representatives by their sessions and are unable to attend, shall request, through the stated clerk, that they be excused from attending.

2.53 Sessions that are unable to send a representative shall request, through the stated clerk, that they be excused for their non-attendance.

2.54 Candidates and Licentiates shall attend all meetings of the presbytery. When this is not possible, a request to be excused shall be directed to the presbytery through the stated clerk, and the chairperson of the Committee on the Ministry shall be informed of this request.

2.55 Only the presbytery can act on reasons for non-attendance, or approve one's leaving prior to the final adjournment.

**2.6 Conduct of Meetings.** All meetings of the presbytery shall be conducted according to the Rules of Order of the Cumberland Presbyterian Church. Any case which is not covered by these rules shall be governed by the current edition of Robert's Rules of Order.

**2.7 Agenda and Program.**

2.71 The agenda and program for each meeting of the presbytery shall be prepared by the Presbytery Council (see 5.1) or such other agency as may be specified by the Standing Rules.

2.72 Once the agenda and program have been adapted, they can be changed only by unanimous consent, or a two-thirds majority vote.

**2.8 Place of Meeting.** The location of each meeting of the presbytery shall be selected in the manner specified in the Standing Rules.

**2.9 Standing Rules.**

2.91 In addition to the Manual of Operation, the presbytery shall have a set of Standing Rules to assure that all things are done "decently and in order."

2.92 The Standing Rules should be amended as the need arises.

2.93 The Standing Rules are guidelines to aid the presbytery in its decision making and in carrying out its mission. The presbytery, however, shall adopt no Standing Rule or take any action that is contrary to the Constitution and Government of the church.

**2.94 STANDING RULES MODEL**

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**3.0 Officers of the Presbytery**

**3.1 Moderator.**

3.11 The moderator shall be elected for a set term and shall serve until a successor is

elected. Each regular meeting of presbytery must elect its own moderator, but even if the presbytery has two or more regular meetings annually, there are legal ways of having the same moderator serve for an entire year. One way is by establishing the tradition of reelecting the moderator at each regular meeting. Another method is through the use of adjourned meetings. Though the adjourned meetings are held at various times and places during the year, technically, they are all a part of one meeting, thus, it is not necessary to elect a moderator for each one of them.

3.12 The moderator shall be knowledgeable of parliamentary law and be familiar with the Presbytery Manual of Operation and Standing Rules.

3.13 The duties of the moderator include the following:

- a. to announce in proper sequence the business that comes before the presbytery in accordance with the agenda or program and the existing orders of the day;
- b. to recognize members who are entitled to the floor;
- c. to state and to put all questions that come legitimately before the presbytery as motions or that otherwise arise in the course of proceedings (except those that relate to the moderator), and to announce the result of each vote; or, if a motion that is not in order is made, to rule it out of order;
- d. to protect the presbytery from frivolous motions by refusing to recognize them;
- e. to require that the rules relating to debate and to order and decorum within the presbytery be observed;
- f. to expedite business in every way compatible with the rights of the members;
- g. to decide all questions of order, subject to appeal--unless, when in doubt, such a question is submitted to the presbytery for decision;
- h. to respond to inquiries of members relating to parliamentary procedure or factual information bearing upon the business of the presbytery;
- i. to authenticate by signature, when necessary, all acts, orders, and proceedings of the presbytery;
- j. to declare the meeting adjourned when the presbytery so votes or--when applicable--at the time prescribed on the program, or at any time in the event of a sudden emergency affecting the safety of those present;
- k. to appoint all committees unless otherwise determined by the presbytery, and
- l. to call the vice-moderator (or some other member) to the chair to preside temporarily; or before engaging in debate (except upon questions of order).

3.14 At each meeting, in addition to the necessary papers proper to that meeting's business, the moderator should have at hand:

- a. a copy of the Presbytery Manual of Operation;
- b. a copy of the Standing Rules of the presbytery;
- c. a copy of the Confession of Faith and Government of the Cumberland Presbyterian Church;
- d. a copy of the current edition of Robert's Rules of Order, and
- e. a memorandum of the complete order of business.

3.15 The presbytery may name the moderator an ex-officio member of all its boards and agencies (with voting rights); otherwise, the moderator is an advisory (non-voting) member of such boards and agencies.

### **3.2 Vice-Moderator.**

3.21 The vice-moderator shall be elected for a set term and shall serve until a successor is elected.

3.22 The vice-moderator shall perform the duties of the moderator during the absence or

disability of the moderator, or in the case of a vacancy in the office of moderator.

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

3.24 The presbytery may establish the tradition of electing the vice-moderator to succeed the moderator.

### **3.3 The Stated Clerk.**

3.31 The stated clerk shall be elected for a definite term (normally three years) and shall hold office until a successor is elected.

3.32 The stated clerk may or may not be a member of the presbytery.

3.33 It shall be the duty of the stated clerk to record all minutes in permanent form and to supply extracts from them when properly requested. The stated clerk shall perform the duties of the office of stated clerk during the meeting of the presbytery unless otherwise determined by the presbytery. Other duties of the stated clerk shall be:

- a. to keep on file all committee records;
- b. to keep the presbytery's official membership roll;
- c. to make copies of the official minutes of the presbytery and distribute them to the members prior to the next stated meeting (unless otherwise determined by the presbytery)
- d. to notify officers, committee members and delegates of their election or appointment, to furnish committees with whatever documents are required for the performance of their duties and to have on hand at each meeting a list of all existing committees and their members;
- e. to certify delegates or commissioners;
- f. to sign the minutes of all meetings;
- g. to read all papers to be acted upon (unless otherwise determined by the presbytery), and
- h. to record any vote which requires more than a majority following a polling of the presbytery or a division of the house.

3.34 The stated clerk shall have available for the meetings of the presbytery the recent minutes of the presbytery, the synod and the General Assembly; the Confession of Faith and Government, the Cumberland Presbyterian Digest, the Presbytery Manual of Operation, and the current edition of Robert's Rules of Order.

3.35 Upon leaving office, the stated clerk shall transfer all such records and documents to the successor.

### **3.4 Treasurer.**

3.41 The treasurer shall be elected for a definite term (normally three years), and may be elected for additional terms.

3.42 The treasurer shall keep the books properly posted so as to be able to provide a current report on the financial condition of the presbytery.

3.43 The treasurer shall prepare a detailed annual report at the end of each fiscal year and such supplemental reports as the presbytery may require.

3.44 The treasurer shall present the financial records for an annual review or audit, the nature of such to be determined by the presbytery and included in the Standing Rules.

3.45 The treasurer shall not disburse any funds without proper authorization from the presbytery.

3.46 The treasurer may or may not be a member of the presbytery.

3.47 The stated clerk of the presbytery may serve also as its treasurer.

### **3.5 Trustees.**

3.51 The presbytery shall elect trustees. The trustees shall be the agents of the presbytery

and shall act in that capacity, when so directed by the presbytery. The trustees shall elect their own officers in compliance with the presbytery's Standing Rules and the laws of the state(s) in which the presbytery is located.

### **3.6 Recording Clerk.**

3.61 The presbytery may have a recording clerk who serves as an assistant to the stated clerk.

3.62 The recording clerk shall record the minutes of the meetings and perform such other duties as may be assigned by the presbytery.

3.63 The recording clerk shall be elected for a definite period of time, and may or may not be a member of the presbytery.

### **4.0 Responsibilities and Functions of Presbytery**

(with a listing of the agency or agencies responsible for carrying them out, or making recommendations to the presbytery regarding them)

#### 4.1 The presbytery has the responsibility to:

**a.** receive, examine, dismiss, and license candidates and ordain them to the ministry; (Committee on the Ministry)

**b.** receive, dismiss, install, remove, and discipline ministers; (Committee on the Ministry, Board of Missions, Ecclesiastical Commission)

**c.** approve ministers to serve as pastors and in other types of ministry; (Board of Missions, Committee on the Ministry)

**d.** require ministers to devote themselves diligently to their sacred calling and censure and otherwise discipline the delinquent; (Committee on the Ministry)

**e.** review the records of the sessions, discipline sessions for whatever they may have done contrary to order, and take effectual care that they observe the government of the church; (Committee on Judicial Concerns, Board of Missions)

**f.** examine and decide appeals, protests, and referrals brought before it in an orderly manner; (Committee on Judicial Concerns, Ecclesiastical Commission)

**g.** establish the pastoral relation and dissolve it at the request of one or both parties, or where the interests of religion imperatively demand it; (Board of Missions, Committee on the Ministry)

**h.** see that the injunctions of the higher judicatories are obeyed; (Committee on Judicial Concerns, General Council)

**i.** condemn erroneous opinions which hinder the peace or purity of the church, and resolve questions of doctrine and discipline properly and seriously proposed; (Committee on Theology and Social Concerns, Committee on the Ministry, Board of Missions, Ecclesiastical Commission)

**j.** visit particular churches, inquire into their condition, and redress the evils that may have arisen in them; (Board of Missions, Ecclesiastical Commission)

**k.** settle differences regarding church property and its use; (Board of Finance, Board of Missions)

**l.** approve the location of new churches and the relocation of existing churches; (Board of Missions)

**m.** approve proposals and plans of churches considering building or rebuilding church facilities or additions; (Board of Missions, Board of Finance)

**n.** unite or divide such churches as are in a chronic state of crisis or inaction, unite or divide other churches with the consent of a majority of the members thereof, and, for cause, dissolve a church and attach its members to another congregation; (Board of

Missions, Ecclesiastical Commission)

**o.** form and receive new churches and concert measures for the enlargement of the church within its bounds; (Board of Missions)

**p.** take special oversight of churches which do not have the services of a minister, appointing a minister to moderate its session; (Board of Missions)

**q.** formulate budgets and assign shares to the churches of the presbytery; (Board of Finance)

**r.** institute and oversee the agencies necessary in the work of the presbytery; (Presbytery Council)

**s.** engage in study and planning in order to: establish goals, objectives, and programs; set priorities; and take whatever actions this calls for; (Presbytery Council)

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

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

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

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

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

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

**z.** buy and sell property. (Trustees)

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

## **5.0 Agencies of the Presbytery**

### **5.1 The Presbytery Council.**

**5.11** The Presbytery Council shall be responsible for supervising and coordinating the total program of the presbytery, and shall be the agency primarily responsible for long range planning.

**5.12** The membership of the council shall be determined by the presbytery and included in its Standing Rules, but normally will include the officers of the presbytery as ex-officio members and a specified number of members-at-large. It should include both ministers and laypersons in approximately equal numbers, and should also reflect the male-female ratio in the constituency it serves.

**5.13** The authority of the council is that of an executive board and not that of an ecclesiastical commission. Between meetings of the presbytery, it may interpret the presbytery's policy decisions and make necessary program and budget adjustments, but may not make judicial decisions for the presbytery as an ecclesiastical commission is empowered to do.

**5.14** The council shall be directly responsible to the presbytery.

**5.15** The responsibilities of the council include:

**a.** reviewing the work of all boards and agencies of the presbytery;

- b. receiving the written reports of all boards and agencies and submitting them to the presbytery with recommendations;
- c. receiving the proposed budgets of the various boards and agencies, amending them as necessary, and submitting one budget to the presbytery for the presbytery to modify and/or adopt;
- d. planning the program and agenda for each meeting of the presbytery;
- e. serving as the employing and supervising agency for the presbytery staff;
- f. developing job descriptions for the presbytery staff;
- g. designating a place of meeting for the presbytery, when the presbytery has not selected one;
- h. cultivating and promoting the development and growth of the presbytery, both spiritual and material; and
- i. engaging in study and planning in order to recommend goals, objectives, programs, actions and priorities to the presbytery.

## **5.2 The Board of Missions.**

5.21 The board shall consist of nine members in three staggered terms (the number may be more or less than nine as determined by the presbytery and included in its Standing Rules). It should include both ministers and laypersons in approximately equal numbers, and should also reflect the male-female ratio in the constituency it serves.

5.22 The terms shall be for three years, and members may not serve more than three consecutive terms.

5.23 The Men's Fellowship and Cumberland Presbyterian Women shall be under the supervision of the board and shall channel their reports to the presbytery through it.

5.24 The president of the CPW shall be an ex-officio or advisory member of the board, as determined by the presbytery and included in the Standing Rules.

5.25 Among the specific responsibilities of the Board of Missions are:

- a. developing new churches;
- b. redeveloping established churches;
- c. developing programs of evangelism and church growth;
- d. establishing multiple church parishes;
- e. making recommendations concerning the establishing and dissolving of pastoral relationships;
- f. making recommendations concerning moderators for vacant churches;
- g. aiding pulpit and search committees;
- h. aiding churches that are experiencing disharmony among its members, or other serious difficulties (it is preferable that the church ask for assistance, but there are times when the board should initiate the action; see 5.45 B.2., page 12).
- i. publicizing and promoting the mission programs of the General Assembly's Board of Missions;
- j. maintaining contact with the mission committees in the particular churches, and providing them with information concerning missions materials and other resources;
- k. serving as a channel of communication between the General Assembly's Board of Missions and the Committees on Missions in the particular churches; and
- l. sponsoring seminars, mission fairs, and workshops for a particular church, a cluster of churches, or the churches of the presbytery-at-large.
- m. advising local churches concerning the organization of volunteer work groups.

## **5.3 The Board of Christian Education.**

5.31 The board shall consist of nine members in three staggered terms (the number may

be more or less than nine as determined by the presbytery and included in its Standing Rules). It should include both ministers and laypersons in approximately equal numbers, and should also reflect the male-female ratio in the constituency it serves.

5.32 The terms shall be for three years, and members may not serve more than three consecutive terms.

5.33 Among the specific responsibilities of the Board of Christian Education are:

- a. serving as a liaison between the committees on Christian education in the particular churches and the General Assembly's Board of Christian Education;
- b. promoting and publicizing the programs of the General Assembly's board;
- c. serving as a resource agency for local Christian education committees in their various concerns including: Sunday church school, weekday church school, vacation Bible school, youth and children's programs and activities, leadership training, church officer training, stewardship education, and all additional systematic study opportunities for children, youth, and adults;
- d. providing curriculum materials workshops with critical evaluations of print materials, filmstrips, films, slide sets, audio and video cassettes;
- e. aiding in the development of a corps of consultants in Christian education who will be available for workshops at the presbytery and congregational levels;
- f. planning, promoting and implementing summer youth camps, youth convocations, events to encourage development and enrichment of worship, marriage enrichment retreats, seminars on the particular problems of singles, special programs for children, and vacation activities for the family which relate to spiritual formation;
- g. serving as an advocate for Bethel College within the presbytery.

5.34 The Board of Christian Education should provide a regional resource center for the presbytery. Audio tapes, video cassettes, slides, filmstrips, etc., shall be made available to the churches without cost, or at a nominal fee. Samples of curriculum materials, including vacation Bible school materials and materials for summer youth camps, may also be included. A circulating library containing books on a wide variety of topics would be useful in many situations.

#### **5.4 The Committee on the Ministry.**

5.41 The committee shall consist of six members in three staggered terms (the number may be more or less than six as determined by the presbytery and included in the Standing Rules).

5.42 The terms shall be for three years, and members may not serve more than three consecutive terms.

5.43 The committee should include both ordained ministers and laypersons, and at least one of the laypersons should be an elder.

5.44 The stated clerk should be an advisory member of the committee.

5.45 The functions of the Committee

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

1. The committee shall interview all persons considering becoming candidates of the ministry prior to their appearance before the presbytery.
2. The proper procedures for receiving candidates and guiding them in their preparation for licensure and ordination is found in the Article of the Constitution entitled "The Authority of Presbytery over Ministers, Licentiates, and Candidates," sections 6.10-6.54 (a manual for members of the Committee on the Ministry is available from the Cumberland Presbyterian Resource Center, 1978

Union Avenue, Memphis, TN 38104; an informal guide which is being distributed by the Commission on the Ministry is included in this manual as Appendix I).

**3.** An important part of the probationer's preparation is the formal educational training. This, however, is just one aspect of the preparation, and a person who has completed the educational requirements may or may not be ready for ordination. Such things as personal commitment, maturity, mental health, spiritual formation, and social development must also be considered. Persons exhibiting psychological problems or a lack of social development should be encouraged to receive psychological testing, and if needed, some form of counseling or psychotherapy.

**4.** The education requirement for licensure is a degree from a college or university approved by the presbytery.

**5.** The education requirement for a licentiate to receive ordination is a degree from a graduate school of theology approved by the presbytery.

**6.** Exceptions to the above education requirements may be made. The Constitution states: "Exceptions may be made only of persons possessing suitable gifts and abilities for a fruitful ministry, but who, because of reasons considered valid in the judgment of the presbytery cannot complete an undergraduate degree (and a graduate school of theology degree). See Section 6.202 of the Constitution.

**7.** Persons for whom such exceptions are made must complete the Program of Alternate Studies (PAS), a joint program of the presbytery and Memphis Theological Seminary. (A PAS Manual for Committees on the Ministry may be obtained from the Director of PAS at Memphis Theological Seminary, 168 East Parkway South, Memphis, TN 38104.)

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

**9.** The granting of exceptions shall be closely monitored by the synod and the General Assembly's Commission on the Ministry.

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

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

**2.** The committee is responsible for monitoring the ministries of the various pastors in the presbytery. When a problem arises which cannot be resolved within the session, the committee should investigate the situation and seek to bring about reconciliation. If this is not possible, the committee should report the matter to the presbytery making such recommendations as it deems advisable. It is preferable for the session to seek the committee's help in such situations, but if such an invitation is not forthcoming, the committee should initiate the action. Because problems involving the pastor almost without exception involve the congregation, it is important that the committee work closely with the Board of Missions. (See 5.25)

**3.** The committee shall encourage the ministers of the presbytery to participate in programs of continuing education and work with the General Assembly's

Commission on the Ministry and Memphis Theological Seminary in making such programs available.

4. Situations which may call for the disciplining of a minister should be reported to the presbytery. The procedures for handling such cases are stated in the Rules of Discipline, especially in the Article entitled, "Specific Procedures for Ministers," Sections 3.401-3.410.

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

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

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

8. Receiving ministers from other denominations:

a. The committee shall interview ministers from other ecclesiastical bodies who desire to become ministers in the Cumberland Presbyterian Church and make recommendations to the presbytery as to whether or not they should be received.

b. In cases where the recommendation is to receive such ministers, the committee should recommend the conditions under which they are to be received.

c. The regulations governing the reception of ministers from other denominations are found in the Constitution, Article 6:40, "Recognition of Ordination," Sections 6.41-6.43 (see Appendix X).

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

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

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

12. Prepare annual necrology report for the memorial service at presbytery.

## **5.5 The Board of Finance.**

5.51 The Board of Finance shall consist of nine members in three staggered terms (the number may be more or less than nine as determined by the presbytery and included in the Standing Rules). It should include both ministers and laypersons in approximately equal numbers, and should also reflect the male-female ratio in the constituency it serves.

5.52 The terms shall be for three years, and members may not serve more than three consecutive terms.

5.53 Unless otherwise determined by the presbytery and included in its Standing Rules,

the members of the Board of Finance and their successors in office shall be the trustees of the presbytery (see 3.51).

5.54 The Board shall encourage full support of the presbytery and synod budgets and of OOU, by the particular churches of the presbytery.

5.55 In conjunction with the Boards of Christian Education and Missions, the Board of Finance shall plan, publicize, and implement seminars and workshops on Christian stewardship, and use other available means to develop good stewardship attitudes and practices among the congregations of the presbytery.

5.56 Unless otherwise determined by the presbytery, the Board of Finance shall be the agency responsible for the maintenance of the presbytery's physical assets, such as camp and conference grounds, presbytery office and center facilities, vehicles, etc.

5.57 The Board shall function as the presbytery's Committee on Insurance unless the presbytery elects to delegate this responsibility to another agency.

#### **5.6 The Committee on Judicial Concerns.**

5.61 The committee shall consist of six members in three staggered terms (the number may be more or less than six as determined by the presbytery and included in the Standing Rules). The committee should include both ministers and laypersons in approximately equal numbers, and should reflect the male-female ratio in the constituency it serves.

5.62 The terms shall be for three years, and members may not serve more than three consecutive terms.

5.63 The committee shall review annually the session records of the churches and report its findings and recommendations to the presbytery.

5.64 The committee shall study all questions coming before the presbytery by appeal, dissent, or protest and advise the presbytery on their legal and constitutional aspects.

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

#### **5.7 The Committee on Theology and Social Concerns.**

5.71 The committee shall consist of six members in three staggered terms (the number may be more or less than six as determined by the presbytery and included in the Standing Rules). The committee should include both ministers and laypersons in approximately equal numbers, and should reflect the male-female ratio in the constituency it serves.

5.72 The terms shall be for three years, and members may not serve more than nine consecutive years.

5.73 The committee shall serve as a liaison between the General Assembly's Commission on Theology and Social Concerns and such committees (or the sessions) in the particular churches.

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

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

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

#### **5.8 The Heritage Committee.**

5.81 The committee shall consist of three members in three staggered terms (the number may be more or less than three as determined by the presbytery and included in the

Standing Rules). The committee should include at least one minister and one layperson; and at least one male and one female.

5.82 The terms shall be for three years, and members may not serve more than three consecutive terms.

5.83 The committee shall serve as a liaison between the Cumberland Presbyterian Historical Foundation and the Heritage Committees (or sessions) in the particular churches.

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

5.85 Sessions should be encouraged to deposit their old session records in the archives at the Historical Foundation in Memphis.

5.86 The committee shall plan, promote, and implement presbytery-wide celebrations in remembrance of important persons and events in the life of the presbytery and the denomination. These might include: the birth of the church; the founding of Bethel College, the Children's Home, and Memphis Theological Seminary; the opening of a mission field; the ordination of Mrs. L. M. Woosley; the adoption of the Confession of Faith; the beginning of the camping program; the organization of the Woman's Board of Missions; and the life and ministries of such persons as Johnie Massey Clay, Cam Sing Quah, Finis Ewing, and Clark Williamson.

#### **5.9 The Nominations Committee.**

5.91 The committee shall be composed of the moderator, the stated clerk, the president of Cumberland Presbyterian Women, and three members-at-large.

5.92 The members-at-large shall serve three year, staggered terms, and shall not be eligible to succeed themselves. The members-at-large should include at least one minister and one layperson, and at least one male and one female.

5.93 The committee shall nominate persons to serve on all permanent boards and agencies of the presbytery, as well as the requisite number of delegates to the synod and commissioners to the General Assembly.

5.94 Permission must be secured from any person whose name is to be placed in nomination.

### **6.0 Select Committees and Ecclesiastical Commissions**

#### **6.1 Other Committees.**

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

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

#### **6.2 Commissions.**

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

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

6.23 There is no required number of members for a commission, except that in the case of a commission to ordain a probationer, a quorum of the presbytery (including two ministers) is required.

6.24 A majority of a commission shall constitute a quorum (except for a commission to ordain).

6.25 Commissions may be appointed for purposes such as the following:

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

## **7.0 Professional Staff**

### **7.1 Roles/Functions of Presbytery that Require Professional Staff.**

There are multiple needs which the presbytery, functioning as "group bishop," has in our society. The environment poses new challenges to all members of the presbytery (bishop) --pastors, laity, churches. The difficulty of getting our work done by volunteers, who already have full-time work loads; new demands on pastors which were never even imagined by the early presbyteries; the fundamentally different challenges to churches have implications and consequences for the presbytery. It appears, then, that there are at least three different categories of roles/functions of presbyteries that require staff:

1. Care and maintenance of the presbytery's health, wholeness, and well-being, so that the corporate body is an effective pastor, teacher, prophet, and servant.
2. Care for churches and pastors through special programs, resources and services.
3. Care for presbytery functions; i.e., maintenance of its internal structure(s). The organizational manual will suggest a variety of staffing patterns to help presbyteries fulfill their functions.

7.2 The presbytery should have a General Presbyter, who is employed by the Presbytery Council with the approval of the presbytery, and works under its supervision. The position of General Presbyter may be full time or part time.

7.3 The presbytery may have such Associate General Presbyters and other staff persons as the program demands and the budget allows.

7.4 The role of the staff members is to provide the professional leadership the presbytery needs for carrying out its purpose and mission.

7.5 A detailed job description for each staff position shall be prepared by the General Council and approved by the presbytery.

7.51 A Model for developing a job description.

- a. Areas in which staff member needs expertise.
- b. Activities in which staff member will be involved.
- c. Authority granted to staff member by presbytery.
- d. Evaluation of staff member.
- e. Provision for contract.

7.6 Models for Presbytery professional staff.

7.61 Multiple staff (full time).

- a. Centralized staff and office.
- b. Staff members have areas of concentration, but also work as generalists.
- c. All staff work as consultants to churches as well as resource persons for the presbytery boards and agencies. (See model job description, Appendix XIII.)

7.62 Single full-time staff member.

- a. General Presbyter is the presbytery administrator.
- b. Outside consultants used in areas needing particular skills.
- c. All members of presbytery seen as unpaid volunteer staff members.

## **8.0 Models for Operating Larger Presbyteries**

### **8.1 Geographical Problems**

8.11 The merging of presbyteries into larger, more functional units makes it necessary for these larger presbyteries to reevaluate their methods of operation. Presbyteries covering large geographical areas may not find it feasible to meet more than once per year, or to rotate the meetings among the churches. They likely would choose to meet in central locations. A meeting which began on Thursday evening and closed at noon on Saturday should provide ample time for business, worship, and fellowship. Most called meetings could be avoided if routine matters were delegated to boards, committees, and commissions, as provided for by the Constitution.

8.12 Although the synods will be larger, both geographically and numerically, the number of members attending the meetings may be drastically reduced. If they were delegated bodies, their delegates would be chosen by the presbyteries. If they served as courts of review and appeal, there would be no need for large numbers of delegates. In most cases, six to ten delegates from each presbytery would suffice. Having delegated synods would reduce overall travel, and help compensate for additional travel in the presbyteries.

### **8.2 Program Models for Larger Presbyteries**

8.21 To facilitate the continuation of programs designed for smaller presbyteries, presbytery sub-districts, termed Program Regions, could be organized. These would be geographically small enough to allow members to attend a meeting or event and return home the same day.

8.22 Sub-presbytery programs could include such things as: youth rallies and other youth activities; manse family fellowships; children's rallies; men's fellowships, certain CPW events, and lay and clergy retreats.

8.23 Some groups would be organized on both a presbytery-wide and sub-presbytery basis.

8.24 Summer youth camps could be held on either a presbytery-wide or sub-presbytery level, depending upon the geography and numbers involved.

8.25 A smaller sub-group than the Program Regions would be the Parish Clusters. These would be composed of a small number of churches, which are in close geographical proximity.

8.26 Activities for the Parish Clusters would be such things as: hosting missionaries on itinerary; leadership training events; curriculum materials workshops; worship services during special seasons; and meetings of pastors and families for fellowship

8.27 Where geography would allow, there could be joint vacation Bible schools, youth activities, Sunday evening programs, and senior citizen activities.

8.28 Joint activities with other churches would allow many small churches to have a greatly increased ministry.

## **APPENDIX I**

### **Steps in Becoming An Ordained Minister in the Cumberland Presbyterian Church**

1. The Cumberland Presbyterian Church believes in a "God-called ministry." The means through which God calls persons to the ordained ministry and the kinds of experiences in which the call

may come may vary from person to person, but God's call always comes through the church.

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

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

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

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

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

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

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

**9.** Following licensure the person remains under the care of presbytery and responsible to the Committee on the Ministry. Under the direction of the committee the licentiate continues such preparation as is required for ordination. The section of the Constitution governing ordination should be studied carefully (Sections 6.30-6.36).

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

call to a ministry approved by the presbytery before proceeding with the ordination. (Constitution, 6.31). This policy should be written into the presbytery's Standing Rules.

## **APPENDIX II Receiving Candidates**

6.15 The reception of candidates for the ministry shall be at a duly constituted meeting of presbytery. Following the examination of the candidate and the various testimonials that may be given, a member of the Committee on the Ministry or a person appointed for that purpose shall address the candidate as follows:

**The Presbytery of \_\_\_\_\_ of the Cumberland Presbyterian Church, having heard the testimonials on your behalf and having sustained your examination thus far, now requires you to make answer to the following questions:**

- I.** As far as you know your heart, do you believe yourself to be called by God to the office of the Christian ministry?
- II.** Do you promise, in reliance upon the grace of God, to maintain a Christian character and conduct, and to be diligent and faithful in making full preparation for the ministry?
- III.** Do you promise to work with the presbytery through its committee on the ministry in matters that pertain to your preparation for the ministry?
- IV.** Do you now desire to be received by this presbytery as a candidate for the ministry in the Cumberland Presbyterian Church?

Following formal reception by the presbytery, the person presiding shall offer an appropriate prayer. Following the prayer, with the congregation standing, the person presiding shall address the candidate as follows:

**In the name of the Lord Jesus Christ, the great head of the church, I do now declare by the authority of this presbytery that you are acknowledged and received as a candidate for licensure and ordination in the Cumberland Presbyterian Church and I now direct that your name be entered on the roll of the presbytery as a candidate for the ministry.**

The person presiding shall then extend to the candidate the hand of Christian fellowship, saying:

**The Lord bless you and keep you; the Lord make his face to shine upon you and be gracious unto you; the Lord lift up the light of his countenance upon you and give you peace; through Jesus Christ our Lord. Amen.**

Proper record of the reception shall be made in the minutes of presbytery.

## **APPENDIX III Licensing Candidates**

6.203 The licensing of candidates shall be done at a duly constituted meeting of the presbytery or by a commission of the presbytery meeting at a previously designated time and place. The commission shall consist of a quorum of presbytery, but must include two ordained ministers. After a brief statement as to the meaning and significance of licensure, the person presiding shall propose the following questions to the candidate:

- I.** Do you believe the scriptures of the Old and New Testaments to be the inspired word of God, the authority for faith and practice?
- II.** Do you sincerely receive and adopt the Confession of Faith of the Cumberland Presbyterian Church as containing the essential doctrines taught in the holy scriptures?
- III.** Do you promise to promote the peace, unity, and purity of the church?
- IV.** Do you promise continued cooperation with the presbytery through its Committee on the

Ministry as you continue preparation for ordination, and as you perform those functions of ministry which pertain to a licentiate, as set forth in the Constitution?

The questions being answered in the affirmative, the person presiding shall offer a prayer appropriate to the occasion. Following the prayer, with the congregation standing, the person presiding shall address the candidate as follows:

**In the name of the Lord Jesus Christ, the great head of the church, and by the authority which he has given to the church for its edification, the presbytery now licenses you to preach the gospel and perform other functions of ministry as set forth in the Constitution. To this end may the blessing of God rest upon you and the Spirit of Christ fill your heart. Amen.**

Proper record of the licensure shall be made in the minutes of presbytery.

#### **APPENDIX IV**

##### **Installation of Pastors and Associate/Assistant Pastors**

7.11 Pastors and associate/assistant pastors shall be installed by presbytery or by a commission of presbytery. The service of installation shall include a sermon appropriate to the occasion, a brief explanation of the nature of the pastoral relation, and the asking of the following questions:

**To the minister:**

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

When these questions have been answered in the affirmative, the following questions shall be asked:

**To the congregation:**

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

When these questions have been answered in the affirmative, the presiding minister shall say:

**I now declare that \_\_\_\_\_ has been regularly called and installed pastor (or associate/assistant pastor) of this congregation, agreeable to the Word of God and according to the government of the Cumberland Presbyterian Church. Therefore, \_\_\_\_\_ is entitled to all support, encouragement, and honor in the Lord. In the name of the Father, and of the Son, and of the Holy Spirit. Amen.**

The presiding minister, or one appointed for the purpose, shall then deliver an appropriate charge to the pastor (or associate/assistant pastor) and to the congregation to fulfill the covenant made between them. Then, by prayer, the minister shall commend them to the grace of God and to God's holy keeping.

**APPENDIX V**  
**CERTIFICATE OF RECEPTION FOR MINISTERS**  
**OR PROBATIONERS**

*(The stated clerk or the proper official of the receiving judicatory must complete this form, detach, and mail to the stated clerk of the dismissing presbytery.)*

This certifies that \_\_\_\_\_, an ordained minister \_\_\_\_\_, licentiate \_\_\_\_\_, candidate \_\_\_\_\_, of the Cumberland Presbyterian Church, upon presentation of a letter of dismissal from the \_\_\_\_\_ Presbytery, bearing the date \_\_\_\_\_, 19\_\_\_\_, was received by the \_\_\_\_\_ Presbytery of the Cumberland Presbyterian Church, or the following judicatory of the designated church: \_\_\_\_\_ on the date \_\_\_\_\_, 19\_\_\_\_.

Signed \_\_\_\_\_ *(Stated Clerk or other authorized official)*

Address \_\_\_\_\_

**Presbyterial Clerk's Record of Dismission**

Name \_\_\_\_\_, an ordained minister \_\_\_\_\_, licentiate, \_\_\_\_\_, candidate \_\_\_\_\_, was dismissed to the \_\_\_\_\_ Presbytery of the Cumberland Presbyterian Church, or the following judicatory of the designated church: \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_.

**Record of Reception**

The above named person was received by the \_\_\_\_\_ Presbytery of the Cumberland Presbyterian Church, or the following judicatory of the designated church:

\_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_.

Record of the Reception signed by: \_\_\_\_\_ -

*(Stated Clerk or other authorized official)*

Address \_\_\_\_\_

**APPENDIX VI**  
**LETTER OF DISMISSION FOR MINISTERS**  
**OR PROBATIONERS**

*(To be completed and forwarded by the stated clerk of the dismissing presbytery to the stated clerk or the proper official of the receiving judicatory.)*

This certifies that \_\_\_\_\_, an ordained minister \_\_\_\_\_, licentiate, \_\_\_\_\_ candidate \_\_\_\_\_, in good standing in the \_\_\_\_\_-Presbytery of the Cumberland Presbyterian Church, is hereby at his/her own request dismissed therefrom and is recommended favorably to the \_\_\_\_\_ Presbytery of the Cumberland Presbyterian Church, or to the following judicatory of the designated church: \_\_\_\_\_ Given by the order of \_\_\_\_\_ Presbytery, this \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_.

Signed \_\_\_\_\_ *(Stated Clerk)*

Address \_\_\_\_\_

**APPENDIX VII**  
**ADMISSION OF NEW CHURCHES**

When a new church is organized, the session shall apply for the new church's admission into the presbytery in whose bounds it is located. The following form may be used:

TO THE PRESBYTERY OF \_\_\_\_\_

The undersigned respectfully declare that on the \_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_, a new church was organized at \_\_\_\_\_ by the Reverend \_\_\_\_\_ (or a commission of presbytery), which adopted the principles of the government of the Cumberland Presbyterian Church, and has a membership of \_\_\_\_\_. The following persons were elected as elders:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. The following persons were elected as deacons: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

We apply to be received under your care, and promise as the session to comply with all the duties and obligations enjoined upon particular churches and their officers by the government of the Cumberland Presbyterian Church.

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

Elders

Date \_\_\_\_\_

NOTE: If a commission appointed by the presbytery organizes a new church and reports its proceedings to the presbytery, recommending that the new church be enrolled as a congregation of the presbytery, use of the above form is not necessary.

**APPENDIX VIII**  
**Request For a Special Meeting of Presbytery**

To the Moderator of \_\_\_\_\_ Presbytery, we respectfully request that you call a meeting of the presbytery to be held at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, at \_\_\_\_\_ o'clock (p.m.-a.m.), for the purpose of:

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_
- (d) \_\_\_\_\_

Signed:

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

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

AND

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

\_\_\_\_\_ Congregation

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

\_\_\_\_\_ Congregation

In response to the above request, I hereby call \_\_\_\_\_ Presbytery to meet as

above, at the hour and date as set out, and for the purposes herein specified.

Signed:

Moderator \_\_\_\_\_

Attest:

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

**APPENDIX IX**  
**Some Common Procedural Mistakes**

1. **"I move that the program (agenda, docket) be approved subject to necessary change.**  
Comment: The program is always subject to necessary change, so this phrase is superfluous. Once the program is adopted, however, a two-thirds vote is required to change it.
2. **"I move that the report of the Committee on Nominations be adopted."** Comment: A motion, second and vote on a report of a Committee on Nominations are needed only if the report contains recommendations. Any member of the presbytery can make nominations, and no second is required.
3. **"I move you, Mr. Moderator..."** Comment: It is the question, not the moderator, that is to be moved.
4. **"I move that the report be adopted as a whole."** Comment: When a question has been divided and each part has been adopted, the whole report has been adopted. An additional motion or vote is out of order.
5. **"I move that nominations cease, and that we elect by acclamation."** Comment: After a reasonable period of time has been allowed for additional nominations, this motion is in order. Two votes, however, must be taken: one to adopt the motion; another to elect by acclamation.
6. **"Move that we deride between the two nominees by a standing vote."** Comment: The *Rules of Order* state: "When more than one person is nominated for the same office, the method of voting shall be by ballot."
7. **"I wish to offer a substitute motion."** Comment: The proper motion is "to amend by substitution." This motion requires special handling. See article 9.0, Section 9.21, of the *Rules of Order* and section 12-3a of *Robert's Rules of Order*.  
divided and each part has been adopted, the whole report has been adopted. An additional motion or vote is out of order.
5. **"I move that nominations cease, and that we elect by acclamation."** Comment: After a reasonable period of time has been allowed for additional nominations, this motion is in order. Two votes, however, must be taken: one to adopt the motion; another to elect by acclamation.
6. **"Move that we deride between the two nominees by a standing vote."** Comment: The *Rules of Order* state: "When more than one person is nominated for the same office, the method of voting shall be by ballot."
7. **"I wish to offer a substitute motion."** Comment: The proper motion is "to amend by substitution." This motion requires special handling. See article 9.0, Section 9.21, of the *Rules of Order* and section 12-3a of *Robert's Rules of Order*.
8. **"I move that the report be considered seriatim."** Comment: This word is frequently mispronounced. The ending is either A'tim or AT'im but not I'tem. When this motion is adopted, each sub-division is debated and amended, but no sub-division is finally adopted at that time. After all parts have been considered, the entire report is opened for amendment. Following this, the vote is taken on the entire report as amended.
9. **"I move that we table this item until after lunch."** Comment: Postpone action on the item until after lunch would be the proper motion. An item cannot be tabled for a definite period of time.
10. **"I rise to a point of order: a board report cannot be amended."** Comment: board reports which are reviewed by a select committee cannot be amended. board reports which are brought directly to the floor for review and action are treated as committee reports and are subject to amendment.
11. **"I move that the stated clerk be named an ex-officio member of this committee, but without vote."** Comment: Ex-officio members are voting members. Non-voting members are

advisory members.

12. **"I move that we adjourn for lunch and resume business at 1 p.m."** Comment: Presbytery recesses for lunch and other short breaks. It adjourns at the close of the day's activity, and at the close of the meeting.

## **APPENDIX X**

### **Receiving Ministers From Other Denominations**

6.41 A minister of another ecclesiastical body who desires to become a minister in the Cumberland Presbyterian Church shall appear before the Committee on the Ministry of the presbytery in which he or she wishes to be received. The Committee on the Ministry shall investigate the following:

- a. Whether the minister has proper credentials from his or her ecclesiastical body;
- b. Whether the minister has a degree from a college and graduate school of theology;
- c. Whether the minister has a knowledge of the history, theology, and government of the Cumberland Presbyterian Church;
- d. Whether the minister seems fit for service as a minister in the Cumberland Presbyterian Church.

6.42 The Committee on the Ministry, if satisfied in each of the areas described in Section 6.41 may recommend to presbytery that the minister be received as an ordained minister in the Cumberland Presbyterian Church, upon giving affirmative answers to the questions put to licentiates at their ordination. Such procedure shall not exclude the opportunity for presbytery to examine the minister.

6.43 If the person seeking to become a minister in the Cumberland Presbyterian Church neither has degrees from a college and a graduate school of theology nor has completed a course of study comparable to the program of alternate studies approved by the General Assembly, he or she shall be required during a probationary period to meet the educational standards for ordination. A person who does not have a college degree or has not completed the program of alternate studies shall have the status of a candidate. A person who has a college degree or has completed the program of alternate studies required of a licentiate shall have the status of a licentiate. When the educational requirements have been satisfied, the probationary period may be ended and the minister's previous ordination confirmed upon giving affirmative answers to the questions put to licentiates at their ordination. Such procedure shall not exclude the opportunity for presbytery to examine the minister.

## **APPENDIX XI**

### **Model Job Description of a General Presbyter With Centralized Staff and Office**

**NAME.** The name of this position shall be the General Presbyter of \_\_\_\_\_ Presbytery of the Synod of \_\_\_\_\_ of the Cumberland Presbyterian Church.

**PURPOSE.** The purpose of this position shall be to serve the presbytery and its churches, through the promotion of the total program of the presbytery, synod, and General Assembly.

**EMPLOYMENT.** The General Presbyter shall be employed by the General Council and shall work under its supervision. He/she shall have a written contract, which shall be reviewed annually.

**DUTIES.** The General Presbyter shall serve as an advisory member of all the boards and agencies of the presbytery, and shall be available as a resource person to all presbytery agencies and church sessions, as time allows.

The General Presbyter shall attend the meetings of synod and General Assembly, and such ecumenical meetings as relate to the work of presbytery.

The General Presbyter, in cooperation with the Department of Professional Services of the General Assembly's Board of Missions and the presbytery's Board of Missions, shall work with sessions and pulpit or search committees that are seeking pastors for their churches.

The General Presbyter shall attend the meetings of the presbytery's Cumberland Presbyterian Women, when they are not in conflict with the presbytery meetings and events, and shall aid in this work, when requested, and as time allows.

The General Presbyter shall work with the Board of Missions in aiding small churches to form larger parishes and yoked fields.

The General Presbyter shall work with mission churches and fellowships, making at least annual visits for observation and evaluation.

The General Presbyter shall work with the Board of Christian Education in the promotion and implementation of leadership training events.

The General Presbyter, in cooperation with the Board of Christian Education, shall aid in the planning and promotion of camps and conferences for various age groups.

The General Presbyter shall work with the Committee on the Ministry in planning and promotion of the annual ministers' retreat, and in other events for ministers and their families.

ADMINISTRATION. The General Presbyter shall be the stated clerk and treasurer of the presbytery. In cooperation with the Board of Finance, he/she will be responsible for investing the presbytery's endowment funds.

The General Presbyter shall be in charge of the central office, and shall employ and supervise such additional help (office secretary, administrative assistant, bookkeeper, typist) as the presbytery approves and provides for.

The General Presbyter shall, through the central office and when provided the necessary information, be responsible for mailing notices of meetings and promotional materials for the various presbytery programs.

The General Presbyter shall serve as the conference grounds superintendent, and shall supervise the work of such employees as shall be employed there.

EDITORSHIP. The General Presbyter shall be responsible for the planning, printing and distributing of a newspaper for the clergy and laity of the presbytery, and a newsletter for the clergy only.

## **APPENDIX XII**

### **Model Job Description**

#### **For a Part-time Staff Person**

#### **Name**

The title of this position shall be "Director of Resources and Planning."

#### **Concept of Position**

The concept of position of a presbytery staff person is characterized by the key work "enabler."

The area of service to be performed will be as follows:

- 1.** An enabler seeking to equip the presbytery to do its job with the congregations. The staff person will be working with the presbyteries, not the congregations.
- 2.** An enabler seeking to equip the General Assembly agencies to channel their resources to the presbytery according to need and priority.

#### **Areas of Responsibility**

- 1.** As enabler to the General Council the staff person:
  - a)** will operate under policy established by the General Council.

- b) is to be an enabler seeking to equip the boards and agencies to do their work and not one who does the work for the boards and agencies.
  - c) Will enable the Councils to establish priority to program.
2. As enabler to presbytery the staff person will work with presbytery to establish a viable organization for communication and for flow of resources.
  3. As enabler to General Assembly the staff person will work with the General Assembly's Executive Committee to establish a central viable organization for communication and for flow of resources to presbytery through synod.

### **Nature of the Work**

As an enabler the work of the staff person will be as follows:

1. In relation to the presbytery, work of the staff person will focus on the task of strengthening the presbytery to do its job with congregations by:
  - a) Enabling the presbytery to determine resources needed to do its job with congregations and then help the presbytery to secure those resources.
  - b) Assisting in establishing a channel within the presbytery through which the staff person can work and resources can flow effectively to meet needs of the congregations. It is understood that the staff person will work with the presbytery and not directly with congregations.
  - c) Enabling presbytery to cultivate available resources by giving leadership in training presbytery personnel.
2. In relation to the General Council the work of the staff person will involve:
  - a) Helping the Council to secure the resources needed in deciding priority of program.
  - b) Helping channel resources that will assist in training and equipping board and agency personnel.
  - c) Helping in implementing the presbytery program.
  - d) Helping foster a spirit of unity and purpose within the presbytery.
  - e) Helping the General Council become the channel through which the resources from General Assembly can flow according to priority to the presbytery and its churches.
3. In relation to General Assembly the staff person will:
  - a) Consult with the General Assembly Executive Committee through the office of the General Assembly to establish a viable point of communication on the General Assembly level through which resources can flow both to presbytery and through synod and to General Assembly.
  - b) Provide data from General Assembly to presbytery agencies.

### **Employee Relationship**

1. The Staff Person shall be considered an employee of the presbytery and will receive direction from the presbytery's General Council.
2. There will be an annual evaluation of the staff position.
3. The Staff Person will be encouraged to participate annually in a minimum of one week of training related to his/her job responsibility. The selection of such training will be under the supervision of the General Council.
4. Employment, and/or termination of the Staff Person, will be the responsibility of the General Council.
5. A minimum of sixty days' notice will be required by either of the three parties prior to severing the relationship.

**APPENDIX XIII**  
**Model Job Description**  
**For a Presbyterian Pastor**

**Position**

Presbyterial Pastor

**Qualifications**

A Cumberland Presbyterian ordained minister

**Terms of Employment**

Employment is for part-time service which will require not more than an average of twenty (20) hours per week. The hours and the days each week spent in this service are flexible and according to needs, demands, and opportunities which come with the job, and according to the time demands of any other employment the part-time worker may have. Any other employment of the Presbyterian Pastor shall not exceed demands of one-half of his time, or approximately twenty (20) hours.

**Line of Authority**

The employer is the presbytery. The Presbyterian Pastor will be directly responsible to the General Council for guidance and supervision in the performance of all duties. Access to the presbytery will be through the General Council for reporting and recommendations. This does not preclude direct access to presbytery for purposes of appeal or for performing the duties and responsibilities of a member presbyter.

**General Objectives**

To represent in his/her person the general objectives of the presbytery, and those objectives will be consistent with the nature and mission of the Christian Church as defined and adopted by the Cumberland Presbyterian Church and assigned to presbytery's various boards and agencies; and, as a servant of presbytery, to assist presbytery in the fulfilling of its objectives. General Responsibility Presbytery, in general, has responsibility for its member clergy, its congregations, and planting new churches. The Presbyterian Pastor will have general responsibility in the same areas.

**A. Clergy**

1. Offer pastoral services to the clergy members and their families.
2. Inform clergy members of any crisis or death within the Cumberland Presbyterian Church in general and this presbytery in particular, which calls for prayers, support or other appropriate acts of love.
3. Send flowers and/or other appropriate gifts and/or communications on behalf of the presbytery to family members of critically ill or deceased clergy members and to the clergy whose immediate family member(s) is critically ill or deceased.

**B. Particular Churches**

1. Work through the Board of Missions
  - a. To establish new congregations
  - b. To assist vacant churches
  - c. To group churches for shared ministries
  - d. To promote Christian service
  - e. To minister to churches in crisis situations
2. As time permits, provide assistance to any presbyterial board or agency in the promotion of presbyterial programs.
3. Be available to congregations as a program resource person.
4. Promote denominational programs.