Chapter One

The Presbytery

A. Name of the Presbytery

Second Presbytery of the Associate Reformed Presbyterian Church.
Second Presbytery is incorporated with the State of South Carolina.
This Manual of Procedure serves as the by-laws of the Corporation, and the Executive Committee serves as the officers of the Corporation.

B. Boundaries of the Presbytery

The boundaries of Second Presbytery, as established by General Synod, June 1982, shall comprise the State of Georgia and the South Carolina counties of Abbeville, Aiken, Allendale, Anderson, Barnwell, Edgefield, Greenville, Greenwood, Laurens, McCormick, Newberry, Oconee, Pickens, Saluda, Spartanburg, and Union.

Maps will be inserted here.

C. Purpose and Responsibility of the Presbytery

1. Purpose

The court of the Associate Reform Presbyterian Church (ARPC) next higher than the Session is the Presbytery, which has the oversight of a group of congregations within a specific geographical area as determined by the General Synod. In the expansion of the Church, there are times when Presbyteries need to go beyond their geographical boundaries in order to establish churches, “chapels,” “preaching stations,” “ethnic ministries,” or “mission congregations” in other areas. The Presbytery is the essential court of the Presbyterian system in administering its general order, the higher courts being constituted simply by a wider application of the general principles of the Presbytery. The name is scriptural, derived from the Greek of the New Testament. (Form of Government, 10.1)
2. Primary Responsibility

The Presbytery shall have as its primary responsibility 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 Presbytery and also in the local congregations, the General Synod, and the whole world.  

(Form of Government, 10.2)

D. Function and Funding of the Presbytery

1. Duties toward Its Constituencies
   a. Enforce the lawful injunctions of the higher courts
   b. Receive, hear, resolve, and decide referrals, appeals, and complaints according to constitutional procedures, including questions of doctrine or discipline
   c. Advise and to assume original jurisdiction for adjudication on matters from Church Sessions where their authority cannot be exercised
   d. Review and approve or censure the records of Sessions and to require their correction, to redress anything contrary to order, and to take effectual care for the observance of the Standards of the ARPC
   e. Unite, divide, organize, dissolve, receive, dismiss, and transfer congregations
   f. Hold, dispose, and apply the properties of dissolved congregations at its discretion
   g. Approve or disapprove the buying, selling, mortgaging, or leasing of any real property by a congregation over which the Presbytery has jurisdiction
   h. Inquire into the condition of the congregations under its care, correcting, and advising in any matter and taking special oversight of congregations without pastors by appointing moderators of Sessions, supplying preaching and other ordinances of worship for congregations without pastors
   i. Receive under its care students of theology as candidates for the ministry
   j. Examine and approve candidates for the ministry
   k. Ordain, install, receive, dismiss, remove, and try pastors of the Gospel, requiring pastors to devote themselves diligently to their sacred calling and censuring the delinquent
   l. Examine and approve calls and changes in terms of calls
   m. Establish the pastoral relation, and to dissolve it at the request of one or both of the parties, or at its own discretion
   n. Direct the labors of pastors who have no pastoral charge
   o. Establish and direct mission work within its bounds
   p. Institute and superintend the agencies necessary for its work and to concert measures for the enlargement of the ARPC within its bounds
   q. To consider and pass upon all proposed measures referred to it by the General Synod which would change the established order of doctrine and government of the ARPC
   r. Propose to the General Synod such measures as are of common advantage to the whole ARPC
   s. Take whatever actions necessary for the spiritual welfare of the congregations under its care and for the extension of the Kingdom of Christ  

(Form of Government, 10.3)
2. The Presbytery shall
   a. Keep full and accurate records of its proceedings and submit annually such records to the General Synod for inspection and review
   b. Report annually its proceedings to the General Synod with details in reference to:
      (1) Students of theology received
      (2) Ordinations, installations, and dissolutions of pastoral relations
      (3) Formations, organizations, dissolutions, unions, and divisions of congregations, and the receiving and transferring of congregations within the General Synod
      (4) Ordination and receiving of elders
      (5) Deaths of ministers, elders, and deacons
      (6) Through the Annual Statistical Report of its churches, the receiving, dismissing, and death of members and, as determined by the General Synod from time to time, organizational membership and summary financial information (7) Condition and progress of work within its bounds
      (8) In general all of the important businesses that has been transacted and changes that have taken place during the year
   c. Issue a certificate of standing to a minister upon valid application. Such certificate shall not be valid for more than one year. *(Form of Government, 10.4)*

3. Funding
   The Presbytery shall have a General Fund from which disbursements shall be made for the operation of its programs and ministries.

E. Membership of the Presbytery

1. Membership of Second Presbytery
   The membership of Second Presbytery shall consist of all the ministers and at least one elder from each congregation within the geographical jurisdiction of the Presbytery.

2. Voice and Vote
   When Second Presbytery is in session, only ministers on the roll of the Presbytery, elders who have been duly certified as delegates in accordance with the Manual of Procedure, and the officers of the Presbytery shall have voice and vote.

3. Licentiates
   Licentiates shall be given voice but not vote on the floor of the Presbytery.

4. Selection and Certification of Delegates
   Delegates to meetings of Second Presbytery shall be selected and certified in the following manner:
   a. The Session of each church shall select from among its active members the elder delegate(s) to represent its congregation.
      (1) Every congregation in the Presbytery shall be represented by one (1) elder, and every congregation whose communicant membership exceeds three
hundred (300) in number shall be represented by two (2) elders and shall be entitled to one (1) additional elder for each additional three hundred (300) communicants (Form of Government, 10.7).

(2) The Session shall select an alternate elder delegate who shall serve as the congregation’s representative in the absence of the elder delegate.

b. Each elder delegate or alternate shall present to the stated clerk his credentials and inscribe his name on the roll when registering for a stated meeting of the Presbytery.

(1) Elder delegates and alternates certified for a stated meeting shall represent their congregations at all called meetings occurring before the next stated meeting or until their Session chooses their replacement.

(2) Elder delegates not properly certified may be granted voice and vote by a majority vote of the Presbytery.

5. Excuses
If ministers, licentiates, students of theology, and elder delegates need to be excused from a stated meeting of the Presbytery, they shall inform the stated clerk of their reasons for requesting to be excused.

a. Written requests will normally be sent to the stated clerk before the stated meeting or placed in his hands at the meeting.

b. A grace period of two weeks following the stated meeting is allowed for emergency excuses. Without excuse by proper notification, the absence shall be recorded as unexcused.

c. Retired ministers, military chaplains, and missionaries will be excused without a formal request.

d. After unexcused absences at three (3) consecutive stated meetings, the Committee on the Minister and His Work (with regard to ministers) or the Committee on Candidates and Credentials (with regard to students and licentiates) will inquire into the matter and admonish the absentee. After six (6) consecutive unexcused absences from stated meetings, they will be recommended for removal from the roll of Presbytery by the clerk.

6. Responsibilities to the Presbytery and the General Synod
Responsible affiliation with Second Presbytery entails the following:

a. Ministers, licentiates, students of theology, and certified delegates are required to attend the stated meetings of Presbytery and the annual meeting of the General Synod.

b. Sessions are required to choose and send delegates to meetings of the Presbytery and the General Synod, file accurate reports in a timely way with the stated clerk, pay Presbytery fees and assessments, and pay regularly into Synod’s retirement fund.

c. Sessions are expected to support and to encourage their members to participate in programs sponsored by the Presbytery and the General Synod.

d. All ministers and elders in the Presbytery and all members of congregations are expected, to the extent of their abilities and time, to accept nominations and elections to Presbytery and Synod boards, commissions, and standing committees.

e. All members of Second Presbytery are expected to adhere to the tenets, principles, and procedures set forth in the Standards of the Associate Reformed Presbyterian Church and the Manual of Procedure of Second Presbytery; to support financially and with prayer,
time, and effort all programs and activities sponsored by the Presbytery; and to promote the unity, peace, purity, and prosperity of the Presbytery.

F. Organization and Meetings of the Presbytery

1. Organization
To carry out its purpose, the Presbytery shall have three (3) stated meetings each calendar year and as many called meetings as necessary.

2. Meetings
Stated meetings shall be the spring meeting, held on the second Tuesday of March; the Summer Meeting, held on the first day of the annual meeting of the General Synod; and the fall meeting, held on the second Tuesday of October.

NOTES:
Normally, students of theology and candidates for licensure shall be scheduled to preach and be examined for licensure/ordination during a stated meeting. The afternoon session of a stated meeting shall begin with prayer.

a. Procedure for the Spring Meeting
   (1) Quorum established
   (2) Meeting constituted with prayer by the moderator
   (3) Correction and approval of minutes from the previous meeting
   (4) Sermon (See note above)
   (5) Unfinished business
   (6) Moderator-elect takes office
   (7) Appointment and confirmation of the vice moderator
   (8) Appointment of moderator’s committees
   (9) New business
   (10) Committee reports
       (a) Standing Committees
       (b) Moderator’s Committees
   (11) Announcement for the place of the summer meeting.
   (12) Singing of Psalm 133
   (13) Benediction

b. Procedure for the Summer Meeting
   (1) Quorum established
   (2) Meeting constituted with prayer by the moderator
   (3) Correction and approval of minutes from the previous meeting
   (4) Unfinished business
   (5) Committee reports
       (a) Standing Committees
       (b) Moderator’s Committees
   (6) New business
   (7) Announcement of the place for the fall meeting
(8) Singing of Psalm 133
(9) Benediction

c. Procedure for the Fall Meeting
   (1) Quorum established
   (2) Meeting constituted with prayer by the moderator
   (3) Sermon and Sacrament of the Lord’s Supper (See note above)
   (4) Correction and approval of minutes from the previous meeting.
   (5) Unfinished business
   (6) Appointment of moderator’s committees
   (7) New business
   (8) Committee reports
      (a) Standing Committees
      (b) Moderator’s Committees
   (9) Election of the moderator-elect
   (10) Announcement of the place for the spring meeting
   (11) Singing of Psalm 133
   (12) Benediction

3. Called Meetings
   If any matter arises which requires attention between stated meetings, the moderator or, in case of his inability or unavailability, the vice moderator has the authority to call a meeting of the Presbytery and shall always do so at the request of three (3) members of the Presbytery from at least two (2) congregations.
   
   Procedure
   (1) Meeting constituted with prayer by the moderator
   (2) Quorum determined
   (3) Business as stated in the notice
   (4) Benediction

NOTES:
Only the business specified in the notice for the called meeting shall be considered. Any other business presented shall be declared out of order.
The minutes of called meetings will be presented for approval at the next stated meeting of the court.

4. Notice for Meetings
   a. For stated meetings, a notice of at least four (4) weeks shall be given to all members of the Presbytery and shall specify the time and place.
   b. For called meetings, a notice of at least one (1) week shall be given and shall specify the purpose of the meeting.

5. Quorum for Meetings
   a. The quorum for a stated meeting shall be one third of the ministers of the Presbytery and the duly appointed elder delegates from one third of the churches.
   b. For a called meeting, the quorum shall be two (2) ministers and the duly elected elders from at least two (2) congregations.
6. Motions
Motions, substitute motions, and amendments to motions must be presented to the stated clerk in writing prior to a vote on the motion.

7. Memorials
Memorials may be submitted to the court by a Session or an individual of Presbytery. All Memorials must: have a subject heading, be correctly formatted, be signed, and dated and in the possession of the clerk in time to be included in the packet being distributed to the members of the court. A Memorial must be in the packet in order for it to be considered by the court. A memorial that is not properly constructed will be returned to the originator. Correctly formatted Memorials received too late for distribution will be held until the next stated meeting of the Presbytery.

8. Submission of Minority Reports
According to Robert’s Rules of Order (#52 & #53), there are certain principles that must be followed with regard to the submission and consideration of minority reports.
   a. The minority report must be clearly distinguished from the majority report of the committee or commission.
   b. It is customary to allow presentation of the minority report after the presentation of the majority report, but if there is objection to hearing the minority report, a majority vote of the body is needed. The motion to hear the minority report is not debatable.
   c. If presented, the minority report is read for information. It can only be acted upon if a motion is passed to substitute the minority report for that of the majority.
   d. Multiple minority reports may be presented.

G. Officers of the Presbytery
The Presbytery shall have these officers: moderator, vice moderator, stated clerk, reading clerk, treasurer, and parliamentarian. All ministers and elders are eligible to serve in these offices. The terms of office for stated clerk, reading clerk, treasurer, and parliamentarian will be staggered.

1. Moderator
   a. Selection of Moderator
      The moderator shall automatically be a member of the court over which he is elected to preside. He shall be nominated from the floor at the fall meeting and elected by the court at that meeting; he shall begin his duties at the spring meeting. (Presbytery normally alternates between a minister and elder for the office of moderator.)
   b. Term of Moderator
      The moderator shall serve a one-year term beginning after old business at the spring meeting of Presbytery and ending after old business at the following spring meeting.
   c. Duties of Moderator
      The duties of the moderator include, but are not limited to, the following:
      (1) Moderate all meetings of the Presbytery
      (2) Chair the Executive Committee
(3) Appoint ecclesiastical commissions
(4) Appoint members of ad hoc committees
(5) Appoint moderator’s committees
(6) Deliver, or have another deliver, a sermon or appropriate address unless the Committee on Candidates and Credentials has scheduled a student of theology to preach
(7) Serve as an ex-official member on each of Presbytery’s standing committees, ad hoc committees, and ecclesiastical commissions
(8) Approve information sent out by the stated clerk in his efforts to be a central source of information for churches, committees, and individuals

2. Vice Moderator
   a. Selection of Vice Moderator
      The vice moderator shall be nominated by the moderator at the spring meeting and elected by the Presbytery for a term of one (1) year. He shall automatically be a member of the court.
   b. Term of Vice Moderator
      The vice moderator shall serve a one-year term beginning after old business at the spring meeting and ending after old business at the following spring meeting
   c. Duties of Vice Moderator
      (1) Preside in the absence of, or at the request of, the moderator
      (2) Assist the moderator in his official duties
      (3) Assume the duties of the moderator in the event that the moderator is unable to complete his term of office

3. Stated Clerk
   a. Selection of Stated Clerk
      The stated clerk shall be nominated by the Committee on Nominations in the spring meeting and elected by the Presbytery. He is a member of the court.
   b. Term of Stated Clerk
      The stated clerk shall serve a four-year term beginning on July 1 and ending on June 30 after four (4) years of service. He may succeed himself.
   c. Duties of the Stated Clerk
      (1) Maintain a current roll (name, address, telephone number, and e-mail) of the following:
         (a) Ministers
         (b) Licentiates
         (c) Students of theology
         (d) Officers and board, committee and commission members
         (e) Other groups as needed
      (2) Notify the chairman of the Committee on the Minister and His Work or the chairman of the Committee on Candidates and Credentials of multiple absences from stated meetings of Presbytery
      (3) Acquire and forward to the clerk of the Session of a new church or mission in the Presbytery an Employee Identification Number (EIN) and a church ID number
(4) Maintain an accurate, up-to-date list of the churches and missions of the Presbytery
(5) Notify the ARP Center of changes in the status of members and charges of the Presbytery
(6) Provide the official roll of Second Presbytery for the annual meeting of the General Synod
(7) Serve as the secretary of the Executive Committee for preparing the agenda for stated meetings of Presbytery
(8) Receive reports and prepare and distribute packets consistent with the agenda at least two weeks in advance of stated meetings
(9) Send out notices of the stated meetings at least four (4) weeks prior to the meeting
(10) Send out notices of called meetings at least one (1) week prior to the meeting
(11) Constitute the roll at each stated meeting and declare a quorum
(12) Receive and record all documents coming before the court
(13) Take accurate minutes of the meetings
(14) Announce any unfinished business to come before the stated meetings of Presbytery.
(15) Preside at the election of a temporary moderator in the absence of the moderator and the vice moderator
(16) Prepare and distribute the minutes of the stated and called meetings of Presbytery within two (2) weeks to the following:
   (a) Ministers, licentiates, and students of theology on the role of Presbytery, and the churches for distribution to the elders
   (b) Stated clerks of the other Associate Reformed Presbyterian presbyteries
   (c) The ARP Center
(17) Preserve official records and papers of the Presbytery
(18) Sign all official/legal papers of and for the Presbytery
(19) Handle all official communications on behalf of the Presbytery
(20) Prepare the annual report for the General Synod
(21) Issue authorized certificates of ordination and licensure as well as letters of transfer
(22) Serve as a central source of information for churches, committees, and individuals and distribute upon the approval of the moderator
(23) Keep an up-to-date calendar of Synod and Presbytery events
(24) Prepare and distribute, at the direction of the Presbytery or the Executive Committee, announcements, bulletins, and newsletters
(25) Inform all officers and committee members of their election, end of service, and, when necessary, their dismissal
(26) Maintain an updated, amended copy of the Manual of Procedure of Second Presbytery
(27) Send to ministers, clerks of Session, students of theology, and licentiates amended sections of the Manual of Procedure of Second Presbytery
(28) Consult and seek the advice the Principal Clerk of General Synod in the event that he, the Principal Clerk, has any questions about procedural matters within the Presbytery
(29) Arrange for an interim clerk when he is unable to attend a meeting
d. Expenses of Stated Clerk
The expenses of the stated clerk shall be included in the Presbytery’s budget.

4. Reading Clerk
a. Selection of Reading Clerk
The reading clerk shall be nominated by the Committee on Nominations at the spring meeting and elected at that meeting. The reading clerk is a member of the court.
b. Term of Reading Clerk
The reading clerk shall serve a four-year term beginning on July 1 and ending on June 30 after four (4) years of service. He may succeed himself.
c. Duties of Reading Clerk
   (1) Read to the Presbytery all reports, papers, or communications to be considered by the Presbytery
   (2) Assist the stated clerk
   (3) Call the roll when necessary

5. Treasurer
a. Selection of Treasurer
The treasurer shall be nominated by the Committee on Nominations at the spring meeting and elected at that meeting. The treasurer is a member of the court. If the treasurer is unable to fulfill his duties, the chairman of the Committee on Stewardship shall act as treasurer until a new treasurer is elected. The Committee on Nomination is to present a recommendation at the next stated meeting.
b. Term of Treasurer
The treasurer shall serve a four-year term beginning on July 1 and ending on June 30 after four (4) years of service. He may succeed himself.
c. Duties of Treasurer
The duties of the treasurer include, but are not limited to, the following:
   (1) Serve as the custodian of the Presbytery’s funds
   (2) Dispense funds authorized by Presbytery
   (3) Give a financial report at the spring and fall meetings
   (4) Present his books to the Committee on Stewardship for an annual review
   (5) Prepare, prior to September 1 of each year, a statement listing each congregation’s per capita assessment. (See NOTE below)
   (6) Serve as an ex-officio member of the Committee on Stewardship

NOTE:
In determining the per capita assessment for each congregation, the treasurer shall use the amount set for the Operating Fund by Presbytery at its fall meeting and the previous Minutes of the General Synod to ascertain congregational membership. In the absence of a congregational report in the previous Minutes of the General Synod, he shall use the next most recent Minutes in which the figure occurs.

6. Parliamentarian
a. Selection of Parliamentarian
The parliamentarian shall be nominated by the Committee on Nominations at the spring meeting and elected at that meeting. The parliamentarian is a member of the court.

b. Term of Parliamentarian
The parliamentarian shall serve a four-year term beginning on July 1 and ending on June 30 after four (4) years of service. He may succeed himself.

c. Duties of Parliamentarian
   (1) Advise on all parliamentary procedures or questions referred to him during a meeting of Presbytery
   (2) Serve as Presbytery’s parliamentary consultant
   (3) Arrange for a substitute parliamentarian when he is unable to attend a meeting