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The Standing Rules of NORTH TEXAS PRESBYTERY

Table of Contents

5 1 Purpose
6 2 General Rules
7 2-1 Parliamentary Procedure
8 2-2 Amendments
9 2-3 Suspension of the Standing Rules
10 2-4 Relation to Corporate Bylaws
11 2-5 Quorum
12 2-6 Attendance at Meetings
13 2-7 Financial Management
14 2-8 Guest Presentations at Meetings
15 2-9 Committee Reports
16 2-10 Committee Plans
17 3 Meetings
18 3-1 Stated Meetings
19 3-2 Meeting Arrangements
20 3-3 Called Meetings
21 4 Officers
22 4-1 The Officers of Presbytery
23 4-2 Duties of Officers
24 5 Committees and Commissions
25 5-1 Permanent Committees
26 5-2 Commissions and Ad Hoc Committees
27 5-3 Quorums for Commissions and Ad Hoc Committees
28 6 Administrative Committee
29 7 Candidates Committee
30 8 Theological Examining Committee
31 9 Ministerial Relations Committee
32 10 Mission to the World Committee
33 11 Mission to North America Committee
34 12 Campus Ministries Committee
35 13 Christian Education Committee
36 14 Sessional Records Committee
37 15 Resolutions and Overtures
38
39 **APPENDICES**
40 Appendix A Presbytery Calendar
41 Appendix B The Nominations Process
42 Appendix C Suggested Docket
43 Appendix D Template for Permanent Committee Minutes & Reports
44 Appendix E Template for Commission Reports
45 Appendix F Template for Session Minutes
46 Appendix G Guidelines for Session Minutes
47 Appendix H Application for Candidates Coming Under Care
48 Appendix I Format for a Call to Ministry
49 Appendix J Guidelines for Local Session Planting Churches
50 Appendix K Guidelines Regarding Ministers Without Call

1 **1 PURPOSE**

2 These Standing Rules shall serve to direct the work of the North Texas
3 Presbytery, Inc. (hereinafter referred to as "Presbytery"). The ultimate authority
4 of any court of the church rests in God alone as revealed in His Word. It is the
5 responsibility and privilege of elders in His church to submit to Him and His word
6 in the work of Presbytery.
7
8

9 **2 GENERAL RULES**

10
11 **2-1 Parliamentary Procedure**

12 *Robert's Rules of Order* (most recent edition) shall govern all the meetings
13 of Presbytery in all cases to which they are applicable, and in which they
14 are not inconsistent with the Book of Church Order of the Presbyterian
15 Church in America (BCO) or these Standing Rules (SR).
16

17 **2-2 Amendments**

18 These Standing Rules may be amended at any Stated Meeting of
19 Presbytery by the affirmative vote of two-thirds of the members present.
20 The amendment must have been proposed in writing at the previous Stated
21 Meeting and reported in the docket of the meeting where the vote is
22 scheduled to take place.
23

24 **2-3 Suspension of the Standing Rules**

25 These Standing Rules, or any portion thereof, except Section 2.2, may be
26 suspended by a three-fourths vote of the members present at any meeting
27 of Presbytery, which affirmative vote shall be no less than 50% of the
28 enrollment at that meeting. Such suspension shall be effective only for
29 that meeting of Presbytery.
30

31 **2-4 Relation to Corporate Bylaws**

32 Presbytery operates under the "Bylaws of Presbyterian Church in
33 America, North Texas Presbytery, a Nonprofit Corporation" (hereinafter
34 referred to as "Bylaws") adopted at the establishment of the Presbytery.
35 These Bylaws state, "these bylaws shall be read and interpreted to be
36 consistent with the Standing Rules of Presbytery. In the event of conflict
37 or ambiguity, express or implied, between the bylaws and Standing Rules,
38 the Standing Rules provisions shall apply. Every reasonable effort will be
39 made to apply the Standing Rules and Bylaws in harmony." In addition,
40 the Presbytery operates in accordance with the Book of Church Order of
41 the Presbyterian Church of America, which is incorporated herein by
42 reference.
43

44 **2-5 Quorum**

45 The quorum to conduct business at any meeting of Presbytery shall be

1 eight (8) Ruling Elder Commissioners from at least eight (8) different
2 churches, and eight (8) Teaching Elders.

3 **2-6 Attendance at Meetings**

4 **2-6.1 Absences from Meetings**

5 Every Teaching Elder shall attend every Stated or Called Meeting of
6 Presbytery, unless providentially hindered, and all churches shall be
7 represented by Ruling Elder commissioners at every Stated or Called
8 Meeting, unless providentially hindered. When providentially hindered
9 from such attendance, a Teaching Elder or a Session representative
10 shall request Presbytery to excuse him, stating the reason he is unable
11 to attend. Due to the fact that Stated Meetings are known months (or
12 even years) in advance, according to our Standing Rules, the term
13 "providentially hindered" refers to a death, illness, or other emergency
14 situations, but not scheduling problems. Teaching Elders, Ruling
15 Elder representatives and churches in the Presbytery should seek to
16 schedule events to avoid conflict with Stated Meetings (and Called
17 Meetings, if possible).

18
19 **2-6.2 Presence during Meetings**

20 Members of Presbytery shall arrive on time and to attend all sessions
21 of the Presbytery unless specifically excused by Presbytery. All
22 Teaching Elders, and Ruling Elders commissioned by their Sessions,
23 shall register upon arriving at any Stated or Called Meetings. All
24 guests shall be invited to register and may be seated as visiting
25 brothers, or corresponding members. When the Presbytery moves into
26 Executive Session, it shall be conducted according to *Roberts' Rules of*
27 *Order*.

28
29 **2-7 Financial Management**

30 **2-7.1 Contributions**

31 Monies intended to support the work of Presbytery or any Presbytery
32 Committee shall be sent to the Treasurer. The Treasurer shall apply
33 the gifts as follows: undesignated gifts to the budget of Presbytery;
34 designated gifts as directed by the donor, with the approval of the
35 Administrative Committee.

36
37 **2-7.2 Fiscal Year**

38 The fiscal year of the Presbytery shall be July 1 – June 30.

39
40 **2-8 Guest Presentations at Meetings**

41 Each committee shall be limited to three informational presentations by its
42 guests, unless additional presentations are approved by a simple majority
43 vote of Presbytery when the docket is approved. Informational
44 presentations shall be limited to ten minutes per person, except when the
45 time is extended by a simple majority vote of Presbytery.

1
2 **2-9 Committee Reports** (see Appendix D for suggested format)
3 All reports to be acted upon by Presbytery shall be distributed in written
4 form with the docket for the meeting (SR 4-2.2.b.iii). Reports which do
5 not meet this criterion may be acted on at a meeting after a representative
6 of the Committee explains the providential hindrance to the timely
7 distribution of the report, and then, only by a simple majority vote of
8 Presbytery.
9

10 **2-10 Committee Plans**

11 After the annual Presbytery committee elections in February, the convener
12 of each committee (SR 4-2.1.b.v) shall call a meeting before March 15 to:

- 13 1. Elect a chairman for the new year
- 14 2. Elect a clerk for the new year
- 15 3. Prepare an action plan and budget for the next fiscal year to
16 carry out the work of the committee. (The committee shall
17 consult the Standing Rules job description for the committee,
18 previous plans and budgets, the BCO 13, 14-1, other BCO
19 references, the Scriptures and other sources as desired.)

20 The new committee chairman shall submit the action plan and budget
21 request in writing to the Administrative Committee Chairman by April 1.
22
23

24 **3 MEETINGS**

25
26 **3-1 Stated Meetings**

27 Presbytery shall meet in Stated session on the first Friday and Saturday in
28 February, May and November and the fourth Friday and Saturday of
29 August. The time and place shall normally be fixed during a previous
30 meeting of Presbytery. Presbytery shall normally convene at 7:00 P.M. on
31 Friday, recess at 10:00 P.M. on Friday, reconvene at 8:00 A.M. on
32 Saturday and adjourn at 12:00 P.M. on Saturday. Such times may be
33 changed at the discretion of the Moderator or the Court. The Friday
34 meeting (see Appendix C: "Suggested Docket") may be preceded by a
35 meal provided by the host church. It is appropriate for a fee to be charged
36 to defray the cost of the meal.
37

38 **3-2 Meeting Arrangements**

39 **3-2.1 Location of Meetings**

40 Presbytery, at each November Stated Meeting, may receive invitations
41 from churches to host the next four regular Stated Meetings (February,
42 May, August and November). If an invitation for any of these four
43 meetings is not received and/or accepted, the Stated Clerk and the
44 Administrative Committee Chairman shall undertake to secure such
45 invitation(s). When a church designated to host a future meeting is

1 later unable to do so, the Clerk of the Session of the church shall notify
2 the Stated Clerk as soon as possible. The Stated Clerk and the
3 Administrative Committee Chairman shall immediately undertake to
4 secure another invitation. Three of the four Stated Meetings each
5 calendar year shall be in the Dallas – Fort Worth area.
6

7 **3-2.2 Expenses**

8 The expenses of Teaching and Ruling Elders attending Presbytery
9 shall be defrayed by the bodies that they respectively represent (BCO
10 10-6). It is appropriate, at the discretion of the host church, to offer
11 housing to those who otherwise would be unable to attend due to the
12 expense of lodging.
13

14 **3-2.3 Worship Services**

15 Each Stated Meeting of Presbytery shall begin with a worship service
16 not to exceed one hour. The Saturday morning session shall begin
17 with a brief (approximately 20 minute) exposition of God's word. The
18 Moderator shall designate the speaker(s). The Friday evening sermon
19 and/or Saturday morning exposition may be used to satisfy BCO 19-2d
20 and 21-4d (see SR 8-5.3).
21

22 **3-2.4 Time of Prayer**

23 As stated in the suggested docket, a time of mutual encouragement
24 and prayer is to be enjoyed by those attending Presbytery during each
25 Stated Meeting of Presbytery, according to a format the Moderator
26 determines will best promote these ends.
27

28 **3-3 Called Meetings**

29 Called Meetings shall be in accordance with BCO 13-12.
30
31

32 **4 OFFICERS**

33
34 **4-1 The Officers Of Presbytery**

35 The officers of Presbytery shall be the Moderator, the Stated Clerk, the
36 Treasurer and the Nominations Clerk. Each officer shall be elected by a
37 majority of the court. The Chairman of the Administrative Committee, the
38 Moderator, the Stated Clerk and the Treasurer shall serve, for corporate
39 purposes, as the President, Vice-President, Secretary and Treasurer,
40 respectively, of the Corporation.
41

42 **4-2 Duties of Officers**

43 **4-2.1 Moderator**

44 **a. Election**

45 The Moderator shall be elected by the Presbytery for a period of one

1 year at the February meeting and will assume office at the conclusion
2 of that meeting. Nominations for Moderator shall come from the floor
3 of Presbytery. The office will alternate between a Teaching Elder and
4 a Ruling Elder. If the new Moderator is a Ruling Elder, the Stated
5 Clerk of Presbytery shall notify the Clerk of the Session of which that
6 Ruling Elder is a member, and request that he be designated as a
7 representative of that Session for the term to which he has been
8 elected. The Moderator may be re-elected to a succeeding one-year
9 term, but may serve no more than two successive terms.

10
11 **b. Duties**

12 The Moderator shall:

- 13 i. Prepare a docket of the business for each Presbytery meeting in
14 coordination with the Stated Clerk
- 15 ii. Arrange for the worship services in coordination with the host
16 church
- 17 iii. Designate those who will preach at Presbytery (SR 3-2.3)
- 18 iv. Convene each meeting of Presbytery and preside according to
19 parliamentary procedure (SR 2-1)
- 20 v. Appoint the Resolution of Thanks Committee and Ad Hoc
21 Committees created by Presbytery
- 22 vi. Appoint conveners for Permanent Committees, Ad Hoc
23 Committees and Commissions
- 24 vii. Appoint other members of Presbytery to help him preside over
25 the meeting (for example, a Parliamentarian, a Timekeeper,
26 etc.)
- 27 viii. Encourage Committee Chairmen to ensure that the work of
28 their Committee is done well
- 29 ix. Serve as an *ex officio* member of all Presbytery Committees,
30 (although his presence cannot count toward a quorum).

31
32 **c. Absence of the Moderator**

33 In the absence of the Moderator, the Stated Clerk shall convene the
34 court and immediately preside over the election of an Acting
35 Moderator. The Acting Moderator, immediately upon his election,
36 shall assume the functions of the Moderator only for that meeting of
37 Presbytery or until the Moderator arrives. When both the Moderator
38 and the Stated Clerk are absent from a meeting of Presbytery, the
39 former Moderator in attendance at that meeting of Presbytery who
40 most recently served as Moderator shall convene the court and
41 immediately preside over the election of the Acting Moderator.

42
43 **4-2.2 Stated Clerk**

44 **a. Election**

45 The Stated Clerk shall be elected at the February meeting and will

1 assume office at the conclusion of that meeting. Nominations for
2 Stated Clerk shall come from the floor of Presbytery. The Stated
3 Clerk shall be a Teaching Elder in the Presbytery or a Ruling Elder
4 who is a member of a church of the Presbytery. If the Stated Clerk is a
5 Ruling Elder, and he is not the representative from his church, he shall
6 function as Clerk, with the privilege of the floor, but without a vote.
7 The Stated Clerk shall serve for a term of three years, and may be
8 elected to additional three-year terms. The Stated Clerk shall receive
9 an annual stipend fixed by Presbytery.

10
11 **b. Duties**

12 The Stated Clerk shall:

- 13 i. Record and preserve the minutes of all meetings and present
14 them for approval by Presbytery at the next Stated Meeting.
15 He shall also keep an historical record of Presbytery and
16 preserve all historical documents
- 17 ii. Distribute the minutes of the immediate past meeting of
18 Presbytery to all Teaching Elders, Clerks of Session, the
19 Moderator, the Treasurer and Chairmen of Committees within
20 30 days following Presbytery
- 21 iii. Prepare the docket of each meeting, in cooperation with the
22 Moderator, and distribute it to all Teaching Elders and Clerks
23 of Session at least 14 days prior to the meeting
- 24 iv. Handle the Presbytery's correspondence and records,
25 forwarding information as appropriate to the committees of
26 Presbytery
- 27 v. Report to Presbytery all requests for excused absences
- 28 vi. Report appropriate information to the media (However, official
29 positions and actions of Presbytery may be reported only with
30 the approval of Presbytery)
- 31 vii. Serve as a member of the Administrative Committee
- 32 viii. Request data for and publish, at the May meeting, a Directory
33 of Churches, Teaching Elders and Presbytery Committees,
34 including:
 - 35 • Names, addresses, telephone numbers, and email addresses
36 of all churches (both particular and mission), Teaching
37 Elders and Clerks of Session
 - 38 • Names, addresses, telephone numbers, and email addresses
39 of all Committee members and Trustees of Presbytery
- 40 ix. Act for the Treasurer during those times that the Treasurer
41 cannot perform the duties of his office
- 42 x. Forward attendance records for all Teaching Elders and
43 churches to the Ministerial Relations Committee, indicating
44 excused or unexcused absences.
45

1 **4-2.3 Treasurer**

2 **a. Election**

3 The Treasurer shall be elected at the February meeting and will
4 assume office at the conclusion of that meeting. Nominations for
5 Treasurer shall come from the floor of Presbytery. The Treasurer shall
6 be a Teaching Elder in the Presbytery, or a Ruling Elder or Deacon in
7 a church of the Presbytery. The Treasurer shall serve for a term of
8 three years, and may be elected to additional three-year terms.

9
10 **b. Duties**

11 The Treasurer shall:

- 12 i. Be the custodian of the funds of the Presbytery and shall
13 receive, deposit, and disburse such funds as directed by the
14 Presbytery
- 15 ii. Disburse the funds of the Presbytery as directed by the
16 Chairman of the Presbytery's Committees or the Presbytery as
17 a whole
- 18 iii. Comply with fiscal internal controls and operating procedures
19 established by the Administrative Committee (SR 6-3.2)
- 20 iv. Prepare, or have prepared, reports of the financial condition of
21 the Presbytery for the February and August meetings, and he,
22 or his representative, shall present these reports
- 23 v. Serve as a member of the Administrative Committee.
24 However, if the Treasurer is a Deacon, he will be a non-voting
25 member of this Committee.

26
27 **4-2.4 Nominations Clerk**

28 **a. Election**

29 The Nominations Clerk shall be elected by Presbytery at the February
30 meeting, but will assume office at the conclusion of the May meeting.
31 He shall be nominated by the Administrative Committee. The
32 Nominations Clerk shall be elected for a term of three years and may
33 be elected to additional three-year terms. He shall be a Teaching
34 Elder in the Presbytery or a Ruling Elder in a church of the Presbytery.
35 Upon election, he shall attend all meetings of the Administrative
36 Committee in order to ensure a smooth transition into his new office,
37 which he assumes at the end of the May meeting.

38
39 **b. Duties**

40 Each year the Nominations Clerk shall present nominees for the
41 various General Assembly Permanent Committees, the General
42 Assembly Committees of Commissioners, and all vacancies on
43 Permanent Committees of Presbytery. He will submit these
44 nominations to Presbytery for approval as outlined in Appendix B,
45 "*The Nomination Process*". He shall ensure that all biographical data

1 and required forms are sent to the Stated Clerk of the General
2 Assembly by the required deadlines (see Appendix B).

3
4
5 Whenever a vacancy occurs on any of the Permanent Committees of
6 Presbytery, the Chairman of that Committee shall report it to the
7 Nominations Clerk, who will present a nominee to fulfill the unexpired
8 term at the next Stated Meeting of Presbytery.

9
10
11 **4-2.5 Trustees**

12 **a. Membership**

13 The Trustees of Presbytery shall be the Chairman of the
14 Administrative Committee, the Moderator, the Stated Clerk and the
15 Treasurer.

16
17 **b. Duties**

18 The Trustees of the Corporation shall:

- 19 i. Have those powers specified in the Bylaws of the Corporation
20 and are subject in all respects to the Book of Church Order of
21 the Presbyterian Church in America. The powers and duties of
22 the Trustees shall not infringe upon the powers and duties of
23 the officers of the Presbytery
- 24 ii. Act for the Presbytery only on the instruction of Presbytery in
25 matters regarding:
- 26 • The buying, selling and mortgaging of property for the
27 church,
 - 28 • The acquiring and conveying title to such property, the
29 holding and defending title to the same,
 - 30 • The managing of any permanent special funds entrusted to
31 them for the furtherance of the purposes of the Presbytery
- 32 iii. Keep Presbytery informed concerning all legal matters
33 pertaining to the Presbytery and retain legal counsel, should the
34 need arise.

35
36
37 **5 COMMITTEES AND COMMISSIONS**

38
39 **5-1 Permanent Committees**

40 The Permanent Committees of Presbytery shall be:

- 41 a. Administrative Committee
42 b. Candidates Committee
43 c. Theological Examining Committee
44 d. Ministerial Relations Committee
45 e. Mission to the World Committee

- f. Mission to North America Committee
- g. Campus Ministries Committee
- h. Christian Education Committee
- i. Sessional Records Committee

Reasonable and necessary out-of-pocket expenses incurred by members of Permanent Committees in the performance of their duties shall be reimbursed by Presbytery, according to each Committee's budget (SR 4-2.ii)

5-2 Commissions and Ad Hoc Committees

Commissions and Ad Hoc Committees may be appointed by the Moderator at any meeting for particular purposes as directed by Presbytery, including drafting a "Resolution of Thanks" to the host church, responding to an overture, etc.

Budget allocations for Commissions and Ad Hoc Committees may be requested from Presbytery through the Administrative Committee. Any member of any Commissions or Ad Hoc Committee may submit receipts and supporting documents for ordinary and necessary out-of-pocket expenses to the Presbytery Treasurer with a request for reimbursement. Documentation must be submitted within 60 days of the expenditure.

- If designated gifts toward such expenses are received (SR 2-7), the Treasurer shall provide reimbursement.
- If designated gifts towards such expenses have not been received, the Treasurer shall submit the request to the Administrative Committee for consideration.

5-3 Quorums for Commissions and Ad Hoc Committees

5-3.1 All commissions appointed by the Presbytery, with the exception of a commission appointed to act as an interim Session, (which case is covered by BCO 15-2), shall have as a quorum at least two Teaching and two Ruling Elders, with the Moderator of Presbytery or the Stated Clerk of Presbytery empowered to appoint substitutes if necessary. The convener of a commission (SR 4-2.1.b.v) to ordain and/or install a Teaching Elder may also appoint any Teaching Elder or Ruling Elder of the Presbyterian Church in America as a substitute.

5-3.2 The quorum for Ad Hoc Committees shall be set by the Moderator at the time the Committee is appointed.

6 ADMINISTRATIVE COMMITTEE

6-1 Composition and Quorum

The Administrative Committee shall consist of the Chairman (SR 6-2), the

1 Chairman of each of the Permanent Committees (or his designee from that
2 Permanent Committee), along with the Moderator, the Stated Clerk, the
3 Treasurer and the Nominations Clerk. The Executive Director of the
4 Southwest Church Planting Network shall serve as an *ex officio* member.
5

6 A quorum shall be four members.
7

8 **6-2 Chairman**

9 The Chairman shall be elected by the Presbytery for a period of one year at
10 the February meeting and will assume office at the conclusion of that meeting.
11 Nominations for the Chairman of the Administrative Committee shall come
12 from the floor of Presbytery. He may be elected to additional terms. He may
13 be a member of a Permanent Committee, but may not be an officer of
14 Presbytery or the Chairman of a Permanent Committee.
15

16 **6-3 Duties**

17 This Committee shall:

18 **6-3.1** Submit a budget for the approval of Presbytery at the May meeting
19

20 **6-3.2** Ensure that fiscal internal controls and operating procedures are
21 established and functioning as designed
22

23 **6-3.3** Devise measures to encourage each member church to participate fully
24 in the General Assembly's Partnership Shares, and to support the
25 Presbytery financially at the rate of at least .75% of her previous year's
26 General Fund receipts
27

28 **6-3.4** Formulate long-range plans for Presbytery
29

30 **6-3.5** Receive all complaints, appeals and references and recommend
31 appropriate action to the Presbytery, including whether to establish a
32 committee or commission, in which case they may recommend elders
33 they consider best suited to serve thereon
34

35 **6-3.6** Receive all matters for which no other Permanent Committee has
36 responsibility
37

38 **6-3.7** Act as the liaison between the Presbytery and the General Assembly
39 Committees on Administration, PCA Foundation and Insurance,
40 Annuities and Relief, and inform the Presbytery regarding their work.
41

42
43 **7 CANDIDATES COMMITTEE**
44

1 **7-1 Composition and Quorum**

2 This Committee shall be composed of nine elders in three classes.
3 Members of this Committee shall be elected at the February meeting
4 of Presbytery for a three-year term effective at the end of the meeting
5 at which the member(s) is elected (for unexpired terms, see SR 4-
6 2.4b). Each class shall have at least one Teaching Elder and one
7 Ruling Elder.

8
9 Whenever a vacancy occurs on the Committee, the Chairman shall
10 report it to the Nominations Clerk (SR 4-2.4.b).

11
12 A quorum shall be five members and must include two Teaching
13 Elders and two Ruling Elders.

14
15
16 **7-2 Candidates Under Care**

17 **7-2.1 Overview**

18 This Committee shall receive all applications from men seeking to
19 become Candidates under the care of Presbytery, examine them in
20 accordance with BCO 18-2 and 18-3 and, if approved, recommend
21 they be received by Presbytery.

22
23 **7-2.2 Application**

24 Each man's application, consisting of the written endorsement of his
25 Session (BCO 18-2), must be in the hands of the Stated Clerk of
26 Presbytery at least *six weeks* before the meeting of Presbytery at which
27 the applicant requests to become a Candidate under care.

28
29 **7-2.3 Session Endorsement**

30 The Session's written endorsement (BCO 18-2) shall include
31 testimony that the Session met with the man (and his wife, if married)
32 and shall reflect the Session's view of the following:

- 33 **a.** The applicant's household management (including but not limited
34 to: whether his wife is supportive of his calling; whether his
35 children are respectful; his Christian leadership in the home; well-
36 ordered and stable financial management)
- 37 **b.** The applicant's Christian character (as required in I Timothy 3 and
38 Titus 1)
- 39 **c.** The applicant's promise of usefulness in the ministry, and the
40 activities of ministry in which the applicant has participated, with a
41 brief evaluation (BCO 18-2).

42
43 **7-2.4 Examination**

44 This Committee shall lead the examination of prospective Candidates
45 on the floor of Presbytery. The entire examination of each Candidate

1 before the Presbytery (BCO 18-3) shall not exceed ten minutes. The
2 time limit may be extended for additional five-minute periods by a
3 simple majority vote of the Presbytery.
4
5

6 **7-2.5 Care of Candidates**

7 In order to provide for the general care and oversight of Presbytery's
8 Candidates, this Committee shall:

- 9 **a.** Give each Candidate counsel and guidance in regard to his studies,
10 his practical training and the institutions of learning he should
11 attend. (BCO 18-4)
12 **b.** Include in the Committee's report to be distributed with the docket
13 (SR 2-9, SR 4-2.2.b.iii), one or two sentences describing the
14 current status and progress of each Candidate under care
15 **c.** Secure from his instructors annual reports concerning each
16 Candidate's deportment, diligence and progress in study (BCO 18-
17 6) and review these reports for the purpose of assessing the
18 Candidate's progress
19 **d.** Receive a brief written report from each Candidate and distribute it
20 to the Presbytery at the August meeting (BCO 18-6)
21 **e.** Recommend Candidates eligible for scholarships and loans from
22 funds administered by the Presbytery or a seminary, when said
23 funds require such recommendation and approval by the
24 Presbytery.
25

26 **7-3 Internship**

27 **7-3.1 Overview**

28 This Committee shall oversee Interns as described in BCO 19-7
29 through 19-16.
30

31 **7-3.2 Process**

32 This Committee shall:

- 33 **a.** Receive applications from any man who desires to become an
34 Intern in the Presbytery, examine him in accordance with BCO 19-
35 9, and, if approved, recommend to Presbytery that he be approved
36 as an Intern
37 **b.** Evaluate written proposals for internship programs, and, when
38 acceptable, recommend that Presbytery approve such programs,
39 and closely supervise the Intern during the trial period (BCO 19-7)
40 **c.** Include in the Committee's report to be distributed with the docket
41 (SR 2-9, SR 4-2.2.b.iii), one or two sentences describing the
42 current status and progress of every Presbytery Intern (BCO 19-12)
43 **d.** Receive a brief written report from each Intern and distribute it to
44 the Presbytery at the August meeting (BCO 19-12)
45 **e.** Evaluate, at the end of the period of internship, whether the

1 requirements for internship have been satisfied and submit a
2 recommendation to Presbytery (BCO 19-13).

- 3
4 **7-4** This Committee shall act as the liaison between the Presbytery and Covenant
5 Theological Seminary and inform the Presbytery regarding its work.
6

7
8
9 **8 THEOLOGICAL EXAMINING COMMITTEE**

10
11 **8-1 Composition and Quorum**

12 This Committee shall be composed of nine elders in three classes. Members
13 of this Committee shall be elected at the February meeting of Presbytery for a
14 three-year term effective at the end of the meeting at which the member(s) is
15 elected (for unexpired terms, see SR 4-2.4b). Each class shall have at least one
16 Teaching Elder and one Ruling Elder.

17
18 Whenever a vacancy occurs on the Committee, the Chairman shall report it to
19 the Nominations Clerk (SR 4-2.4.b).

20
21 A quorum shall be five members and must include two Teaching Elders and
22 two Ruling Elders.

23
24 **8-2 Requirement of an Approved Call**

25 *Unless an ordinand or transferring minister presents a written copy of his call*
26 *with verification of receipt, review and recommendation by the Ministerial*
27 *Relations Committee Chairman (or his designee), this Committee shall not*
28 *proceed with the required examination.*

29
30 **8-3 Scope of Oversight**

31 This Committee shall receive all applications and examine the applicant's
32 qualifications only regarding men seeking to be:

- 33 • *licensed,*
34 • *ordained,*
35 • *admitted as members of Presbytery by transfer from another PCA*
36 *Presbytery, or*
37 • *admitted as members of Presbytery by transfer from other*
38 *denominations.*

39
40 **8-4 Report of Examination**

41 The Committee, having previously administered a thorough examination of
42 the applicant in all areas required by the Book of Church Order, shall report to
43 the Presbytery concerning the length of time spent in committee examining
44 the applicant. In addition, the Committee shall distribute to the Presbytery as
45 part of its report (SR 2-9, SR 4-2.2.b.iii) notice of any written assignments or

1 examinations submitted to the Committee by the applicant. These
2 assignments or examinations shall be made available upon request.

3
4 The Committee shall make a recommendation to Presbytery regarding men in
5 receipt of a call whom they have examined (this does not include licentiates).
6 This recommendation may be challenged by any member of Presbytery.

7
8
9 **8-5 Licensure (BCO 19-1 thru 19-6)**

10 **8-5.1 Examination on the floor of Presbytery**

11 This Committee shall lead the examination of applicants for licensure
12 on the floor of Presbytery in the following areas:

- 13 a. Christian experience and inward call
- 14 b. Basic knowledge of Biblical doctrine
- 15 c. Practical knowledge of Bible content
- 16 d. Basic knowledge of the government of the Presbyterian Church
17 in America

18
19 **8-5.2 Time Limits on the Examination**

20 The Committee's designated examiner will be allowed to examine the
21 applicant for up to ten minutes in each area. Up to five minutes in
22 each area will be allowed for examination from the floor. The time
23 limit for any area may be extended for additional five-minute periods
24 by a simple majority vote of the Presbytery.

25
26 **8-5.3 Sermons**

27 The Committee shall ensure that the Presbytery approves a sermon by
28 the applicant. The Presbytery may divide to hear more than one
29 sermon at a time (see SR 3-2.3). A member of each subcommittee of
30 Presbytery shall be designated by the Moderator to report back to the
31 full Presbytery.

32
33 **8-6 Ordination (BCO 21)**

34 **8-6.1 Examination on the Floor of Presbytery**

35 This Committee shall lead the examination of applicants for ordination
36 on the floor of Presbytery in the following areas:

- 37 a. Experiential religion, personal character and family
38 management
- 39 b. Bible content
- 40 c. Theology
- 41 d. The Sacraments
- 42 e. Church History, and the history of the Presbyterian Church in
43 America.
- 44 f. Principles and rules of the government and discipline of the
45 church

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8-6.2 Time Limits on the Examination

The Committee’s designated examiner will be allowed to examine the applicant for up to ten minutes in each area. Up to five minutes in each area will be allowed for examination from the floor. The time limit for any area may be extended for additional five-minute periods by a simple majority vote of the Presbytery.

8-7 Admission From Another PCA Presbytery (BCO 13-5 and 13-6)

8-7.1 Examination on the Floor of Presbytery

This Committee shall lead the examination of Teaching Elders seeking admission into the Presbytery from another Presbytery of the Presbyterian Church in America on the floor of Presbytery in the following areas:

- a. Christian experience
- b. The applicant’s views in:
 - Theology
 - The Sacraments
 - Church Government

8-7.2 Written Statement

The Committee shall establish, maintain, and revise a list of not more than five specific topics of pastoral and/or theological interest to the Presbytery. They shall require each applicant to submit a brief written statement (2-3 sentences per topic) of his views on each topic, which shall be distributed with the docket (Standing Rule 4.2-2b.iii).

8-7.3 Time Limits on the Examination

The Committee’s designated examiner will be allowed to examine the applicant for up to five minutes in each area. Up to five minutes in each area will be allowed for examination from the floor. The time limit for any area may be extended for additional five-minute periods by a simple majority vote of the Presbytery.

8-8 Admission From Other Denominations (BCO 13-6)

8-8.1 Examination on the Floor of Presbytery

This Committee shall lead the examination regarding the knowledge and views of applicants seeking admission into the Presbytery from other denominations on the floor of Presbytery in the following areas:

- a. Experiential religion, personal character and family management
- b. Bible content
- c. Theology
- d. The Sacraments
- e. Church History, and the history of the Presbyterian Church in

- 1 America
2 f. Principles and rules of the government and discipline of the
3 church
4
5

6 **8-8.2 Written Statement**

7 A written statement of the applicant's views in specific areas of
8 pastoral and/or theological interest to the Presbytery as determined by
9 the Committee shall be distributed with the docket (SR 4.2-2b.iii).

10 **8-8.3 Time Limits on the Examination**

11 The Committee's designated examiner will be allowed to examine the
12 applicant for up to ten minutes in each area. Up to five minutes in
13 each area will be allowed for examination from the floor. The time
14 limit for any area may be extended for additional five-minute periods
15 by a simple majority vote of the Presbytery.
16
17

18 **9 MINISTERIAL RELATIONS COMMITTEE**

19
20 **9-1 Composition and Quorum**

21 This Committee shall be composed of six elders in three classes. Members of
22 this Committee shall be elected at the February meeting of Presbytery for a
23 three-year term effective at the end of the meeting at which the member(s) is
24 elected (for unexpired terms, see SR 4-2.4b). Each class shall have one
25 Teaching Elder and one Ruling Elder.
26

27 Whenever a vacancy occurs on the Committee, the Chairman shall report it to
28 the Nominations Clerk (SR 4-2.4.b).
29

30 A quorum shall be three members and must include one Ruling Elder and one
31 Teaching Elder.
32

33 **9-2 Overview**

34 In general, this Committee shall consider and make recommendations
35 regarding all matters referred to it by the Presbytery concerning the work and
36 responsibilities of Teaching Elders and their official relationship to the calling
37 church or court.
38

39 **9-3 Calls to Teaching Elders (see Appendix I)**

40 **9-3.1 Review prior to Examination**

41 This Committee will review the form and content (terms) of all calls
42 (BCO 20-6) and immediately forward their recommendation(s) to the
43 Theological Examining Committee. The Committee shall recommend
44 to Presbytery one of three options:

- 45 • approve the terms of the call

- not approve the terms of the call
- approve the call with changes in terms

9-3.2 General Acceptability of Applicants

The Committee shall investigate all men coming into the Presbytery in the areas including but not limited to the following:

- a. Physical and emotional health
- b. Marriage and family life
- c. Financial needs and problems
- d. Gifts for ministry
- e. History of ministry experience
- f. Spiritual maturity
- g. General ability to edify the church.

Because these areas are subjective in nature, the Committee shall consult with some member(s) of presbytery(ies) and churches or organizations in which the applicant has previously served. The Committee shall draw conclusions about the general acceptability of the man for the church and report its findings or concerns to the Presbytery in accordance with BCO 21-1.

9-4 Pastoral Relationships To The Churches of Presbytery

9-4.1 This Committee shall consider and make recommendations to Presbytery concerning:

- a. All requests for dissolution of pastoral relations, (BCO 23)
- b. All requests for honorable retirement (BCO 23),
- c. All requests for divestiture without censure (BCO 38-2)
- d. Members of Presbytery who renounce the communion of the Presbyterian Church in America by joining some other denomination (BCO 38-3).

9-4.2 This Committee shall have the authority to act as a commission of Presbytery in the following case: When Presbytery has received a request for dissolution of the pastoral relation and to grant permission to leave the field, the Ministerial Relations Committee may act and shall, if necessary, hold a special meeting for that purpose. Such power shall be exercised only under the following circumstances:

- a. When there has been an uncontested request from the congregation to dissolve the pastoral relation (BCO 23-1), which matter has been handled through a duly called congregational meeting, and
- b. When the Teaching Elder is in good standing, with no charges pending or problems known to prejudice his relationship with either the congregation or Presbytery.

In such case, the Ministerial Relations Committee shall submit a report

1 of its actions at the next Stated Meeting of Presbytery.

2
3 **9-4.3** This Committee shall, as directed by Presbytery, or at the request of a
4 Session or the Pastor of a congregation, investigate problems
5 concerning churches and/or Teaching Elders and, where possible, give
6 counsel and advice to resolve such problems; and, if necessary, report
7 and recommend to Presbytery suitable action to protect the honor of
8 Christ, the reputation of the church, and the dignity of the office of
9 Teaching Elder (BCO 13-9f, 31-2,7; 32-2 and 33-1).

10 **9-5 Changes in Theological Views**

11 This Committee shall hear and make recommendations to Presbytery
12 concerning Teaching Elders who report changes in their views related to
13 Ordination Vow #2 (BCO 21-5(2)).

14
15 **9-6 Churches without Ministers**

16 The Committee shall:

17
18 **9-6.1** Be notified by the Session of any church within Presbytery having no
19 pastor. Sessions are strongly encouraged to seek the assistance of this
20 Committee both for locating and selecting a candidate and in procuring
21 pulpit supply (BCO 12-3 and 12-5).

22
23 **9-6.2** Consider and make recommendations to Presbytery concerning all
24 requests for Stated Supply (BCO 22-5 and 22-6).

25
26 **9-7 Teaching Elders without Call, Laboring out of Bounds, or Honorably
27 Retired**

28 **9-7.1** The Committee shall consult with Teaching Elders without call not
29 less than once every quarter, report and prepare recommendations to
30 Presbytery concerning their status (BCO 13-2, 13-9, and 34-10).

31
32 **9-7.2** The Committee shall consult at least annually with Teaching Elders
33 laboring out of bounds, report and prepare recommendations to
34 Presbytery concerning their status.

35
36 **9-7.3** The Committee shall receive requests and make recommendations
37 concerning Teaching Elders who desire to labor outside the
38 geographical bounds of, or in a work not under the jurisdiction of this
39 Presbytery (BCO 13-2)

40
41 **9-7.4** The Committee shall report to Presbytery annually regarding the
42 general well-being of each of its Honorably Retired Teaching Elders.
43 This report shall include information concerning:
44 **a.** The Teaching Elder's spiritual health and connection to the body
45 of Christ

- 1 b. His physical, emotional and financial well-being, and
2 c. Any recommendations for appropriate administrative actions
3 relevant to such Teaching Elders and the Presbyteries within which
4 they live or labor.

5
6 **9-7.5** Teaching Elders without call or laboring outside the bounds of
7 Presbytery will be expected to report to each August Stated Meeting
8 concerning their location and activities. Teaching Elders who are
9 honorably retired or permanently disabled are exempt from this
10 requirement, but are encouraged to attend the meetings of Presbytery.

11
12 **9-8 Attendance of Presbyters at Meetings**

13 The Committee shall make recommendations to Presbytery concerning
14 appropriate Presbytery response to any case of habitual absence from Stated
15 Meetings of Presbytery whether by a Teaching Elder or a Session through its
16 Ruling Elder representative, (see Section 2-6 “Attendance At Meetings”)

17
18 **9-9 General Edification of the Church through Her Presbyters**

19 **9-9.1** The Committee shall encourage informal gatherings of members of
20 Presbytery for mutual support and fellowship.

21
22 **9-9.2** The Committee shall encourage the spiritual and professional
23 development of pastors in the Presbytery.

24
25 **9-10 Because these decisions are spiritual and theological in nature,**
26 **notwithstanding any of the above, nothing contained herein shall effect**
27 **the exercise of the discretion of the Presbytery in admitting any teaching**
28 **elder into the Presbytery, nor shall any of the foregoing be interpreted to**
29 **create a civil right or remedy.**

30
31
32 **10 MISSION TO THE WORLD COMMITTEE**

33
34 **10-1 Composition and Quorum**

35 This Committee shall be composed of six elders in three classes. Members of
36 this Committee shall be elected at the February meeting of Presbytery for a
37 three-year term effective at the end of the meeting at which the member(s) is
38 elected (for unexpired terms, see SR 4-2.4b). Each class shall have one
39 Teaching Elder and one Ruling Elder.

40
41 Whenever a vacancy occurs on the Committee, the Chairman shall report it to
42 the Nominations Clerk (SR 4-2.4.b).

43
44 A quorum shall be three members, including one Teaching Elder and one
45 Ruling Elder.

1
2 **10-2 Duties**

3 **10-2.1 Overview**

4 This Committee shall encourage and promote the cause of world
5 missions in the churches of the Presbytery in obedience to our Lord's
6 command to go and make disciples of all nations (BCO 14-1-1,
7 14-1-2).

8
9 **10-2.2 Relationship to the Churches**

10 This Committee shall encourage churches of the Presbytery to:

- 11
12 **a.** Become true sending churches, i.e. churches that recruit, train,
13 shepherd, qualify, financially support and pray for their home
14 church Mission to the World missionaries (BCO 14-1-1, 14-1-2,
15 14-1-4)
16 **b.** Support Mission to the World missionaries, especially those from
17 the Presbytery (BCO 14-1-4)
18 **c.** Financially support and participate in Border Evangelism And
19 Mercy Ministries along the Mexican border (BCO 14-1-4)
20 **d.** Provide information about their mission conferences and programs
21 with other churches
22 **e.** Send their Teaching Elders and Ruling Elders (especially Senior
23 Pastors) on Mission to the World vision trips.

24
25 **10-2.3 Relationship to Missionaries**

26 This Committee shall support and encourage all Mission to the World
27 missionaries sent out by churches in the Presbytery (and other
28 Presbyteries as we are able) by:

- 29
30 **a.** Helping them contact churches in the Presbytery
31 **b.** Giving guidance on raising support in the Presbytery
32 **c.** Praying for them
33 **d.** Communicating with them in order to be informed of their ongoing
34 needs
35 **e.** Giving them opportunity to speak at meetings of Presbytery.

36
37 **10-2.4** This Committee shall act as the liaison between the Presbytery and the
38 General Assembly Committee on Mission to the World and inform the
39 Presbytery regarding its work.
40

41
42 **11 MISSION TO NORTH AMERICA COMMITTEE**

43 **11-1 Composition and Quorum**

44 This Committee shall be composed of six elders in three classes. Members of
45

1 this Committee shall be elected at the February meeting of Presbytery for a
2 three-year term effective at the end of the meeting at which the member(s) is
3 elected (for unexpired terms, see SR 4-2.4b). Each class shall have one
4 Teaching Elder and one Ruling Elder.

5
6 Whenever a vacancy occurs on the Committee, the Chairman shall report it to
7 the Nominations Clerk (SR 4-2.4.b).

8
9 A quorum shall be three members, including one Teaching Elder and one
10 Ruling Elder.

11 **11-2 Duties**

12 **11-2.1 New Church Development**

13 This Committee shall have oversight of all new church development
14 activity within the bounds of Presbytery. It shall:

- 15 **a.** Be directly responsible for all new churches funded by the
16 Presbytery and cooperate in the oversight of churches started
17 within the bounds of Presbytery by a local church Session(s) (see
18 “Guidelines For Local Sessions Planting Churches”), the
19 Southwest Church Planting Network (BCO 5-2), or General
20 Assembly
- 21 **b.** Ensure that each mission church has an appropriate temporary
22 system of government, that the governing role is properly fulfilled
23 (BCO 5-3) and that appropriate records are maintained
- 24 **c.** Raise the necessary funds to support church development and
25 receive donations for the work of church development. (The
26 Presbytery and her trustees will administer such assets. See SR 4-
27 2.5.b.ii)
- 28 **d.** Identify potential candidates, recommend such men and extend
29 calls to Teaching Elders who will be involved in church
30 development under the auspices of Presbytery
- 31 **e.** Develop strategies to promote and advance the work of church
32 development by the Presbytery and her local churches.

33
34
35 **11-2.2** This Committee shall assist and ensure that mission churches are
36 organized into particular churches in an orderly and timely manner
37 (BCO 5-8 through 5-11).

38
39 **11-2.3** This Committee shall oversee the process of receiving churches
40 wishing to join the Presbytery (BCO 13-8).

41
42 **11-2.4** This Committee shall promote and coordinate Presbytery-wide efforts
43 in evangelism, as well as the promotion of the name and distinctives of
44 the Presbyterian Church in America within our bounds.

1 support of campus ministries

- 2 d. Identify potential candidates, recommend such men and extend calls to
3 Teaching Elders who will be involved in campus ministry under the
4 auspices of Presbytery, as well as hire unordained staff (such as
5 “campus interns”)
- 6 e. Encourage churches of the Presbytery to pray for and support
7 financially the campus ministries under the oversight of the Southwest
8 Joint Committee on Campus Ministries and promote healthy
9 relationships between campus ministries and local PCA churches near
10 each campus ministry
- 11 f. Encourage the Sessions of Presbytery to refer college students who are
12 members of their churches to Reformed University Ministries, if one
13 exists on the campus of the college or university they will be
14 attending, and encourage their involvement in that ministry.
15

16
17 **12-2.2 Campus Ministers**

18 This Committee shall have the oversight of all Teaching Elders
19 working on campuses in the bounds of Presbytery and any staff hired
20 to directly oversee their work. In conjunction with the Southwest Joint
21 Committee on Campus Ministries and the Area Coordinator it shall:

- 22 a. Receive regular reports from each campus minister, and send a
23 representative to visit each campus at least annually to report back on
24 the condition of the ministry
- 25 b. Evaluate the programs offered at each campus to ensure that the
26 ministry is conducted in accordance with the doctrinal system set forth
27 in the Westminster Confession of Faith, the Larger Catechism and the
28 Shorter Catechism of the Presbyterian Church in America and the
29 principles of Presbyterian polity as set forth in the Book of Church
30 Order
- 31 c. Ensure participation of all campus ministers, staff and interns in area-
32 wide and ministry-at-large programs and projects
- 33 d. Provide mentoring, training and counsel for campus ministers and their
34 wives and make contributions toward the cost of support services, area
35 assistance and training, and ensure that all campus ministers, staff and
36 interns participate in training provided by Reformed University
37 Ministries
- 38 e. In general, act toward each campus ministry as a Session would for a
39 local church, including approving major decisions.
40

1 **12-2.3** This Committee shall act as the liaison between the Presbytery and the
2 General Assembly Committee on Reformed University Ministries and
3 inform the Presbytery regarding its work.
4
5

6 **13 CHRISTIAN EDUCATION COMMITTEE**

7

8 **13-1 Composition and Quorum**

9 This Committee shall be composed of six elders in three classes. Members of
10 this Committee shall be elected at the February meeting of Presbytery for a
11 three-year term effective at the end of the meeting at which the member(s) is
12 elected (for unexpired terms, see SR 4-2.4b). Each class shall have one
13 Teaching Elder and one Ruling Elder.
14

15 Whenever a vacancy occurs on the Committee, the Chairman shall report it to
16 the Nominations Clerk (SR 4-2.4.b).

17 A quorum shall be three members, including one Teaching Elder and one
18 Ruling Elder.
19

20 21 22 **13-2 Duties**

23 This Committee shall promote and coordinate those aspects of educational
24 ministry that would be "...of common advantage to the Church at large..."
25 (BCO 13-9h) within the bounds of Presbytery.

26 **13-2.1** The Committee shall facilitate the churches' ability to share resources,
27 training opportunities and joint ministry opportunities for areas of
28 educational ministry which the churches have in common, including:

- 29 • Elders
 - 30 • Deacons
 - 31 • Youth
 - 32 • Teachers
- 33

34 **13-2.2** The Committee shall act as a clearinghouse for materials and resources
35 for churches that are seeking help in the area of educational ministry.
36

37 **13-2.3** The Committee shall oversee the work of Presbytery Women in the
38 Church as they share resources, training opportunities and joint
39 ministry opportunities for the women's ministries of the churches in
40 Presbytery.
41

42 The Committee shall ensure that the Presbytery Women in the Church
43 submit reports annually to the Presbytery, including a budget for
44 approval and an accounting for expenditures.
45

1 **13-2.4** The Committee shall promote the consideration of moral and ethical
2 issues that affect the churches of Presbytery at large and ensure that
3 Presbytery addresses "...erroneous opinions which injure the purity or
4 peace of the Church..." (BCO 13-9f) within its bounds.

5
6 **13-2.5** The Committee shall act as the liaison between the Presbytery and the
7 General Assembly Committees on Christian Education and
8 Publications, Covenant College and Ridge Haven, and inform the
9 Presbytery regarding the work of these Committees.

10 11 12 **14 SESSIONAL RECORDS COMMITTEE**

13 14 **14-1 Composition and Quorum**

15 This Committee shall be composed of six elders in three classes. Members of
16 this Committee shall be elected at the February meeting of Presbytery for a
17 three-year term effective at the end of the meeting at which the member(s) is
18 elected (for unexpired terms, see SR 4-2.4b). Each class shall have one
19 Teaching Elder and one Ruling Elder.

20
21
22 Whenever a vacancy occurs on the Committee, the Chairman shall report it to
23 the Nominations Clerk (SR 4-2.4.b).

24
25 A quorum shall be three members, including one Teaching Elder and one
26 Ruling Elder.

27 28 **14-2 Duties**

29 This Committee shall "...review the records of church Sessions, redress
30 whatever they may have done contrary to order and take effectual care that
31 they observe the Constitution of the Church;" (BCO 13-9b).

32 **14-2.1** The Committee shall establish a procedure to ensure that the Session
33 of each church within the bounds of Presbytery submits its minutes
34 annually for review by the Committee (BCO 12-7).

35
36 **14-2.2** The Committee shall examine the minutes and report notations and
37 exceptions to Presbytery and to the Clerk of that Session, according to
38 the spirit of the Rules of Assembly Operations (RAO Article XIV).

- 39 **a.** Notations and exceptions of *form* (RAO 14-6, c. 2-3) shall be
40 reported to the Presbytery and the Clerk of that Session in writing
41 **b.** Exceptions of *substance* (RAO 14-6, c. 1 and 14-10) shall be
42 reported on the floor of Presbytery, with recommended action, and
43 to the Clerk of that Session
44 **c.** Failure to send statistical information to the General Assembly
45 shall be reported on the floor of Presbytery, and to the Clerk of that

1 Session.

2
3 **14-2.3** The Committee shall provide and update guidelines for minutes, which
4 it shall distribute to Clerks of Session annually.

5
6 **14-2.4** The Committee shall offer counsel and help to Clerks of Session, as it
7 deems necessary.

8
9
10 **15 RESOLUTIONS AND OVERTURES**

11 All resolutions and overtures (except that of the Resolution of Thanks Committee) to
12 be considered on the floor of Presbytery shall be sent to the Stated Clerk of
13 Presbytery at least 30 days prior to the Presbytery meeting at which the author wishes
14 it to be considered and acted upon. The Stated Clerk will forward the resolution to the
15 appropriate Permanent Committee, which shall meet to consider the resolution and to
16 formulate a recommendation in the form of a motion to be submitted to Presbytery.
17 All resolutions and, if possible, the Committee's response, should be distributed by
18 the Stated Clerk with the docket for the meeting at which they are to be considered.
19

20
21 **16 CHRISTIAN CONCILIATION**

22 The parties to this agreement are Christians and believe that the Bible commands
23 them to make every effort to live at peace and to resolve disputes with each other in
24 private or within the Christian community in conformity with the biblical injunctions
25 of 1 Corinthians 6:1-8, Matthew 5:23-34, and Matthew 18:15-20. Therefore, the
26 parties agree that any claim or dispute arising out of, or related to, this agreement or
27 to any aspect of the employment relationship, including statutory claims, shall be
28 settled by biblically-based mediation.
29

30 If resolution of the dispute and reconciliation do not result from mediation, the matter
31 shall then be submitted to a panel of three independent and objective arbitrators for
32 binding arbitration. Each party to the agreement shall have the right to select one
33 arbitrator (unless the parties mutually agree to the use of only one arbitrator). The
34 two arbitrators selected by the parties shall jointly select the neutral, third arbitrator.
35 If there is an impasse in the selection of the third arbitrator, the Institute for Christian
36 Conciliation division of Peacemaker Ministries of Billings, Montana [(406) 256-
37 1583] shall be asked to provide the name of a qualified person who will serve in that
38 capacity. The mediation and arbitration process shall be conducted in accordance
39 with the "Rules of Procedure for Christian Conciliation" contained in the Peacemaker
40 Ministries booklet, Guidelines for Christian Conciliation.

41
42 The parties agree that these methods shall be the sole remedy for any controversy or
43 claim arising out of the employment relationship or this agreement and expressly
44 waive their right to file a lawsuit against one another in any civil court for such
45 disputes, except to enforce a legally binding arbitration decision.

This version in effect beginning February 8, 2003; revised May 8, 2004, revised November 6, 2004

Bruce E. Breeding 2/16/07 2:35 PM
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3 **17 CHURCH DISCIPLINE**

4 The Presbytery is authorized to act in areas of church discipline, as set out more
5 particularly in Part II of the Book of Church Order (Rules of Discipline). These
6 determinations are entirely theological matters and shall not in any circumstance
7 create any civil right or obligation.
8
9

10 **APPENDIX B**
11 **The Nomination Process**
12 **An Annual Timeline for the Nominations Clerk**
13 **(Beginning July 1 & ending June 30)**
14
15

16 **August**

17 The Stated Clerk of the General Assembly informs the Stated Clerk of Presbytery by
18 August 1 of the Ruling Elder and Teaching Elder positions open for **Permanent Committees and Boards of**
19 **the General Assembly**. The Stated Clerk of Presbytery gives this information to the Nominations Clerk of
20 Presbytery.
21

22 At the **August Presbytery meeting**, the Nominations Clerk reports on the participation of North Texas
23 Presbytery representatives on **General Assembly Committees of Commissioners**.
24

25 The Nominations Clerk sends out a letter (within 10 days of the end of the August Presbytery meeting) to the
26 Chairman of each Presbytery Committee and to the Stated Clerk of Session of each church within Presbytery to
27 solicit names of likely candidates for positions on each **Permanent Committee of North Texas Presbytery**.
28 The Stated Clerk of Presbytery maintains a list of all Presbytery committee memberships. Vacancies and/or
29 resignations should be reported to the Stated Clerk. Committee Chairmen of Committees with vacancies should
30 give Nominations Clerk recommendation(s) for replacement(s).
31

32 Nominations Clerk collects names and matches names with vacant positions on each **Permanent Committee of**
33 **North Texas Presbytery**.
34
35

36 **September**

37 The Nominations Clerk continues collecting names and matching names with vacant positions on each
38 **Permanent Committee of North Texas Presbytery**.
39
40

41 **October**

42 The Nominations Clerk continues collecting names and matching names with vacant positions on each
43 **Permanent Committee of North Texas Presbytery**.
44

45 The Nominations Clerk will provide a report of vacancies on **Permanent Committees of North Texas**
46 **Presbytery** for inclusion in the docket for the November meeting of North Texas Presbytery. This report may
47 follow the pattern below, or something similar:
48

| | | |
|----------------------|-----------------------------|------------------|
| Mission To The World | Chairman- RE Bruce Breeding | |
| Class of 2000 | RE Cub Culbertson | TE Dave Farbishe |
| Class of 2001 | RE Bruce Breeding | TE Jeff Weir |
| Class of 2002 | RE Curt Dobbs | TE Vacant |
| Class of 2003 | RE | TE |

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November

The Nominations Clerk informs Presbytery that we need men (and their biographical information) to fill positions on the **Permanent Committees of Boards and Agencies of the General Assembly**.

At the **November Presbytery Meeting** the Nominations Clerk announces: “Here are blank biographical forms that need to be returned to Nominations Clerk at least three weeks before the February meeting of Presbytery.”

At the **November Presbytery Meeting** the Nominations Clerk announces: “Those Presbyters who plan to attend General Assembly and are available to serve on a Committee of Commissioners, please contact the Nominations Clerk.” (This information should be sent out with the docket.)

The Nominations Clerk continues collecting names and matching names with vacant positions on each **Permanent Committee of North Texas Presbytery**.

At the **November Presbytery Meeting** the Nominations Clerk announces to Presbytery that at its February meeting Presbytery will select individuals to fill vacancies and supply new members for each **Permanent Committee of Presbytery**, and select a Moderator of Presbytery and a Chairman of the Administrative Committee. The Moderator of Presbytery, and the Administrative Committee are to be elected from floor nominations.

December

The Nominations Clerk continues to pursue biographical information as needed for nominees to fill positions on the **Permanent Committees of Boards and Agencies of the General Assembly**.

The Nominations Clerk continues collecting names and matching names with vacant positions on each **Permanent Committee of North Texas Presbytery**.

January

The Nominations Clerk continues to pursue biographical information as needed for nominees to fill positions on the **Permanent Committees of Boards and Agencies of the General Assembly**.

The Nominations Clerk receives copies of General Assembly registrations from the Stated Clerk.

The Nominating Clerk sends the names of nominees to serve on the **Permanent Committees of North Texas Presbytery** to the Administrative Committee by **January 10** for their approval.

February

At the **February meeting** of Presbytery, the Nominations Clerk presents the names of individuals for available positions for the **Permanent Committees of Boards and Agencies of the General Assembly** for election.

The Nominations Clerk continues to pursue biographical information as needed for nominees to fill positions on

1 the **Permanent Committees of Boards and Agencies of the General Assembly.**
2
3 The Nominations Clerk must submit the names of those the Presbytery has nominated for the **Permanent**
4 **Committees of Boards and Agencies of the General Assembly** to the Stated Clerk of the General Assembly
5 by *February 15*.
6
7 At the *February meeting* of Presbytery, the Nominations Clerk reports to Presbytery the recommended
8 nominees for the **General Assembly Committees of Commissioners** for approval.
9
10 At the *February meeting* of Presbytery, the Nominations Clerk is elected every three years. A newly elected
11 Nominations Clerk assumes office in May.
12
13

14 **April**

15 The Nominations Clerk receives a report from the North Texas Presbytery’s representative on the General
16 Assembly Nominating Committee regarding the individuals nominated by North Texas Presbytery who were
17 approved by the Committee to be nominated to serve on **Permanent Committees of Boards and Agencies of**
18 **the General Assembly.**
19
20 The Nominations Clerk must submit the names of those the Presbytery has nominated for the **General**
21 **Assembly Committees of Commissioners** to the Stated Clerk of the General Assembly by *April 15*.
22
23

24 **May**

25 The Nominations Clerk reports to Presbytery the set of nominations sent to General Assembly Stated Clerk (for
26 the GA Permanent Committees and Boards) and reports to Presbytery the action taken by GA Nominations
27 Committee.
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APPENDIX C
SUGGESTED DOCKET

- REGISTRATION – 6:00 to 7:00 P.M.
- CALL TO ORDER AND PRAYER BY THE MODERATOR 7:00 P.M.
- DETERMINATION OF A QUORUM
- WELCOME BY HOST CHURCH
- OPENING WORSHIP
- APPROVAL OF DOCKET
- INTRODUCTION OF VISITORS
- PARTIAL REPORTS FROM CE & MTW (SR 2-8)
- ENCOURAGEMENT AND PRAYER
- APPOINT RESOLUTION OF THANKS COMMITTEE
- REPORT OF THE STATED CLERK
 - 1) Communications
 - 2) Approval of minutes
 - 3) Report of other business directed by the court
- REPORT OF TREASURER (SR 4-2.3.b.iv)
- REPORT OF NOMINATIONS CLERK (SR 4-2.4.b)
- REPORTS OF PERMANENT COMMITTEES
 - MISSION TO THE WORLD
 - MISSION TO NORTH AMERICA
 - CAMPUS MINISTRY COMMITTEE
 - CHRISTIAN EDUCATION
 - SESSION RECORDS (SR 14-2)
 - ADMINISTRATIVE COMMITTEE
 - CANDIDATES COMMITTEE
 - MINISTERIAL RELATIONS
 - THEOLOGICAL EXAMINING COMMITTEE

This version in effect beginning February 8, 2003; revised May 8, 2004, revised November 6, 2004

- 1
- 2 OLD BUSINESS
- 3
- 4 NEW BUSINESS
- 5
- 6 REPORT OF RESOLUTION OF THANKS COMMITTEE
- 7
- 8 REPORT LOCATION OF FUTURE MEETINGS (SR 3-2.1)
- 9
- 10 MOTION TO ADJOURN
- 11
- 12 HYMN OR PSALM
- 13 PRAYER AND BENEDICTION

APPENDIX D

PERMANENT COMMITTEE MINUTES/REPORT TO PRESBYTERY TEMPLATE

I. MEETING TIME, PLACE, QUORUM

The meeting of the _____ Committee of the North Texas Presbytery
 was convened on ____/____/____ at _____ .
(Location)

A quorum was established with the following members:

PRESENT:

ABSENT:

The meeting began with prayer by _____ at _____ AM/PM

II. SUMMARY OF PRINCIPLE BUSINESS CONDUCTED

III. MATTERS TO BE RECEIVED BY PRESBYTERY AS INFORMATION

IV. MATTERS FOR PRESBYTERY ACTION
 (Committee Recommendations, which are on the floor and do not need a second)

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The meeting was closed with prayer by _____ at _____ AM/PM

Respectfully submitted

(Committee Secretary)

APPENDIX E
Template for Commission Reports
REPORT OF COMMISSION TO ORDAIN/INSTALL

Report of the Commission to ordain/install Mr./Rev. _____

as Pastor of _____

The Commission met on _____ 2____, at _____ a.m./p.m.
at the church (or at _____). A quorum was present.

Commission members present were:

| | |
|----------|----------|
| TE _____ | RE _____ |
| TE _____ | RE _____ |
| TE _____ | RE _____ |

Others Present:

The Commission meeting was opened with prayer by _____
Mr./Rev. _____ was elected chairman and Mr./Rev. _____ was elected
Secretary of the Commission. The Commission recessed with prayer by _____ for
the ordination/installation service.

The Chairman presided in the sanctuary service, which was opened with singing, prayer and Scripture reading.
The sermon was preached by Rev. _____, on the topic/text:

The Chairman stated briefly the previous proceedings of the Presbytery, and pointed out the nature and
importance of the ordination/installation ordinance.

The Chairman propounded the constitutional questions to the Candidate/Minister (**BCO 21.9**) and these were
answered in the affirmative. The Chairman then propounded the constitutional questions to the
_____ congregation (**BCO 21.10**), and these were answered in the affirmative
by the Members holding up their right hands. The Candidate then knelt and was set apart to the holy office of
the Gospel Ministry with prayer and the laying on of hands. He then rose and the Members of the Commission

1 gave him the right hand of fellowship. The Chairman then declared that Mr./Rev.
2 _____ had been regularly elected, (ordained), and installed as Pastor of the
3 Church.

4
5 A charge to the Pastor was delivered by Mr./Rev. _____

6
7 A charge to the Congregation was delivered by Mr./Rev. _____

8
9 Following prayer and singing, the new Pastor pronounced the benediction

10
11 The Commission reconvened, approved its Minutes, and was adjourned by prayer by _____.
12 Signed: _____, Secretary

13 **APPENDIX F**
14 **TEMPLATE FOR SESSION MINUTES**

15
16
17 The Session of _____

18 met in a [Called / Stated] Meeting on (date) _____

19 at (location) _____.

20
21
22
23 A quorum was declared with the following Elders:

24 Present:

25
26
27 Absent:

28
29
30 Excused:

31
32
33 The meeting was opened with prayer by _____

34 at _____ (AM/PM)

35
36
37 The minutes of the meeting(s) of _____ were read for approval.

- 38
39 • Include appointment of Presbytery/General Assembly representatives, and also reports from the same
40 following said meetings.
41
42 • Include record of members received and dismissed, with BCO reference.
43
44 • Include record of officer nominations, session examination of nominees, congregational elections, and
45 ordinations/installations.
46
47 • All actions taken by Motion, Seconded and Carried.

48
49
50
51 The meeting was adjourned with prayer by _____

1
2 at _____ (AM/PM)

3
4
5 Moderator _____ Clerk of Session _____
6

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11 **APPENDIX G**
12 **GUIDELINES FOR KEEPING SESSIONAL RECORDS AND MINUTES**
13 **ATTENTION: BCO Paragraphs 12: 7,8,9**
14

15 **A.** There shall be a permanent record of the following:

- 16
17 1. All communicant members of the Church, showing date of reception into the local church,
18 method of reception (profession of faith, reaffirmation of faith, transfer), and dismissal, decease (if
19 applicable), or ordination.
20
21 2. All non-communicant members of the church, showing date of reception into the local church,
22 and dismissal, decease, or transfer to communicant membership.
23
24 3. All baptisms, showing date and officiating pastor
25
26 4. All officers, including Pastors or Ministers of the Word (Regular and Supply), Ruling Elders,
27 and deacons, with dates of election, ordination, installation and dismissal.
28
29 5. All Moderators and Clerks of the Session, showing dates served.
30

31 **B.** The Clerk shall be responsible for:

- 32
33 1. Keeping records up to date and recording the minutes of the Session.
34
35 2. The timely depositing of copies of minutes with Presbytery's Sessional Records Committee.
36

37 **C.** The minutes of the Session shall include the following:

- 38
39 1. Kind of meeting – Stated or Called.
40
41 2. Time, date and place of meeting.
42
43 3. Names of those attending (including visitors) and of those excused and not excused from
44 attending the meeting.
45
46 4. Names of Moderator and Clerk
47
48 5. Meetings opened and closed with prayer and by whom.
49
50 6. If Stated, Reading and Approval of Minutes of Previous Meetings

This version in effect beginning February 8, 2003; revised May 8, 2004, revised November 6, 2004

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- 7. All actions taken by Motion, Seconded and Carried. Actions may be taken by common consent if there is no objection. The following need not be recorded:
 - a. Name of Mover and Seconder, unless so ordered.
 - b. Vote count, unless so ordered.
 - c. Negative action votes, unless so ordered.
- 8. Time of adjournment
- 9. Minutes signed by the Clerk (the person who recorded the Minutes of the meeting.)

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5 **APPENDIX I**
6 **CALL TO MINISTRY**
7

8 I. The Church [or Session of Church], being on sufficient grounds well satisfied with your ministerial
9 qualifications, and having good hopes from our knowledge of your labors that your ministrations in the
10 Gospel will be profitable to our spiritual interests, do earnestly call you to undertake the office of
11 Pastor [or Associate Pastor, or Assistant Pastor] in this congregation beginning, _____,
12 20____ promising you, in the discharge of your duty, all proper support, encouragement and obedience
13 in the Lord.
14

15 II. **Salary.** That you may be free from worldly cares and avocations we hereby promise and oblige
16 ourselves to pay you the following annual amounts:
17

18 Salary in regular monthly [weekly, twice monthly] installments \$
19 Self employment tax contribution (FICA/SSI) \$
20 Housing allowance [or use of manse and utilities] \$ _____
21
22 Salary & Housing Total \$ _____
23

24 III. **Benefits.** We will also provide (specify which of these, or add others):
25

26 Medical, Prescription, Dental and Hospitalization Insurance \$
27 Long Term Disability Insurance \$
28 Retirement contribution, annually \$
29 Reimbursement of ministry expenses [may state a limit] \$
30 Group Term Life Insurance through the PCA [or other] \$
31 Moving Expenses \$ _____
32
33 Benefits Total \$ _____
34

35 IV. **Personal** You will be entitled to _____ weeks of paid vacation annually and paid study leave of
36 _____ weeks.
37

38 V. **Attestation of the Call** (Please use one of the following)
39

40 A. *[If call is from the congregation]* In testimony whereof we have respectively subscribed our names
41 this _____ day of _____, A.D. 2000.
42

43 (Signature of Elders, *or* of congregants of a church becoming particular)
44

45 I _____ having moderated the Congregational meeting on, _____, 20____ which
46 extended a call to _____ for his ministerial services, do certify that the call has been
47 made in all respects according to the rules of the Book of Church Order, and that the persons who signed the
48 foregoing call were authorized to do so by vote of the congregation.
49

50 Moderator of the Meeting (Signature)

1 **OR...**

2
3 B. *[If call is from the Session]* I, _____ having moderated the Session meeting on, _____,
4 _____ which extended a call to _____ for his ministerial services, do certify that the
5 call has been made in all respects according to the rules of the Book of Church Order.

6
7 Moderator of Meeting (Signature)

Clerk of Session (Signature)

8 **APPENDIX J**

9 **GUIDELINES FOR LOCAL SESSIONS PLANTING CHURCHES**

10 Considerations for Coordinating Local Church Planting

11 With the Presbytery MNA Committee

12
13
14 The Book of Church Order of the Presbyterian Church of America states, "*Ordinarily, the responsibility for*
15 *initiation and oversight of a mission church lies with Presbytery, exercised through its committee on Mission to*
16 *North America, or by a Session, in cooperation with Presbytery's Committee on Mission to North America.*"
17 (BCO 5-2) While the Presbytery welcomes the zeal of local church Sessions to be involved in church planting,
18 because of the MNA Committee's overall responsibility for oversight of mission churches within the bounds of
19 Presbytery, the Presbytery advises local Sessions to implement this strategy as the best way to foster
20 cooperation between a local Session and the MNA Committee.

21
22 1. Notify the Committee as soon as a decision to plant a church is being seriously considered by the Session,
23 before such a decision is announced to the congregation or to Presbytery, so issues of mutual concern can be
24 discussed (e.g. location, strategy, leadership, philosophy of ministry, etc.).

25
26 2. Seek the concurrence of the MNA Committee for the proposed site for the new church, in order to ensure
27 that there is no overlap in plans or to see if there might be a site with a higher priority with the Committee that
28 the Session might consider as an option.

29
30 3. Bring any candidate for the church planting position before the Committee for their interview and
31 recommendation, before beginning to use him in any formal or informal capacity in a church planting setting.

32
33 4. Send copies of advertisements that will employ the PCA name and logo to the MNA Committee. Since
34 failed efforts in the past have left an enduring poor impression on the people of those communities and hindered
35 future church planting, the Presbytery should have input into activities that will affect its public perception as a
36 whole.

37
38 5. Consult with Sessions of other PCA churches near the proposed target area.

39
40 The Presbytery is responsible to oversee the common interests of the churches in her membership. Insofar as
41 church planting is a joint responsibility as well as the prerogative of local churches, we must work together for
42 the overall benefit of the PCA in North Texas. These guidelines serve to clarify the Presbytery's interpretation
43 of the Book of Church Order and will promote the cooperation of the Presbytery and local churches as we work
44 toward the common goal of church planting in our Presbytery.

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APPENDIX K
GUIDELINES REGARDING MINISTERS WITHOUT CALL

12 The North Texas Presbytery (NTP), in seeking to comply with the constitution of the PCA (specifically: BCO
13 13-2, 34-10, and 38-2) has developed the following policy to guide its Ministerial Relations Committee (MRC)
14 in the care of ministers on the roll without call. It is the Committee's desire to provide pastoral care for ministers
15 without call and to encourage these men to exercise the gifts of a teaching elder within the body. In addition the
16 Committee also seeks to magnify the privilege and protect the office of the teaching elder.

17 When a minister resigns a call and does not accept a new call within six months, the NTP MRC will follow this
18 procedure:

19 **Step 1:** In accord with BCO 13:2 and 34:10, a representative of the MRC will meet with the
20 aforementioned minister during the first six months of his time without call, and explain the
21 requirements of the NTP with regard to Ministers without call and report the results of this meeting to
22 the NTP.

23 **Step 2:** During the first year following his resignation, the Committee shall assign one of its members to keep in
24 monthly contact with the TE for pastoral encouragement and prayer. The committee member shall inquire as to
25 his personal, emotional, financial and ecclesiastical needs and make a quarterly report to the MRC which will
26 be included in the MRC report to the Presbytery at its stated meetings. When appropriate, the MRC will try to
27 meet those needs. The NTP Pastor at Large will also maintain regular contact with the TE and will work closely
28 with the Committee providing pastoral care and encouragement.

29 **Step 3:** After the first anniversary of his resignation and annually thereafter, the MRC shall renew contact for
30 the expressed purpose of inquiry into the status of his call or lack thereof. The Committee will follow the four
31 guidelines listed below, and a report shall be made to the Committee either by the TE himself or by the
32 Committee member encouraging him.

33 **Step 4:** On the third anniversary of his resignation, the Committee shall prayerfully evaluate with the TE his
34 call to ministry by the following four guidelines. If the Committee or the TE then has reservations about a clear
35 call to ministry as a TE, the procedures of BCO 38-2 or 34-10 for removal from the roll shall be brought to the
36 floor of presbytery for consideration.

37 **Guidelines for determining whether a TE is fulfilling his call to ministry:**

38 1. Has the TE been in regular (50% or more of stated meetings) attendance at NTP meetings? (If costs to attend
39 are prohibitive, the TE will be required to make these needs known to the Committee.)

40 2. Does the TE state his willingness to pursue a new call and demonstrate credible action on his part to this end?

41 3. Has the TE since his resignation demonstrated a continued exercise of the gifts of a TE through some
42 acceptable combination of the following? a) preaching, b) teaching, c) counseling, d) Session, Presbytery or GA
43 Committee work, e) Pastoral prayer life, f) administration of the sacraments, g) evangelism, h) other.

1 4. Does the TE demonstrate a vital and measurable connection with the PCA through his involvement with and
2 his family's active membership in a local PCA congregation or through some other means if geographical
3 barriers are large or providential reasons permit?

4 **A tempering clause to this policy and practice:**

5 The MRC, realizing that this is a sensitive issue for any TE without call, intends to allow up to 12 months (from
6 August 2006) to pastorally guide any current TEs without call through this process.