

The Manual of Central Carolina Presbytery of the Presbyterian Church in America

Revised November 2013

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SECTION I: NAME

The name of this body shall be "THE CENTRAL CAROLINA PRESBYTERY OF THE PRESBYTERIAN CHURCH IN AMERICA," hereinafter called "Presbytery."

SECTION II: OBJECT

The object of this body is to fulfill the requirements for Presbyteries as set forth in Chapter 13 of the *Book of Church Order of the Presbyterian Church in America* (BCO). The doctrinal and governmental standards of Presbytery shall be those stated in the Preface to the BCO. This Manual is not to conflict with the BCO, and in any case of conflict, the standards of the BCO shall take precedence.

SECTION III: MEMBERS

Members of Presbytery shall be in two classes: ordained Teaching Elders and particular churches. Standards for examination for membership of Teaching Elders shall be as set forth in BCO 21-4 and 13-6. Standards for examination for membership of churches shall be as set forth in BCO 13-8 and 5-8, 5-9.

SECTION IV: OFFICERS

Presbytery shall elect four officers at the Spring Stated Meeting, each for a term of one year beginning on June 1. Presbytery shall elect a Treasurer at the Fall Stated Meeting for a term of one year. His term of service shall begin on January 1. Nominations shall come from the Admin Committee.

- A. **Moderator.** The Moderator shall be elected in accord with BCO 10-3, and his duties shall be as set forth therein also. The Moderator may appoint members of Presbytery to assist him as a parliamentarian and as a timekeeper. The Moderator shall have the authority to appoint Standing and Ad Interim Committees, as needed. When vacancies occur on the permanent Committees of Presbytery and replacements are needed before the next Stated Meeting of Presbytery, the Moderator shall have the authority to make interim appointments, subject to the final approval at the next Stated Meeting of Presbytery. Also, the Moderator, along with the Stated Clerk, may upon request of a Commission of Presbytery (except a Judicial Commission) fill vacancies in that Commission in order to establish a quorum. Between meetings, the Moderator does not have the authority to speak for the Presbytery, but should be consulted in all matters affecting the Presbytery as a whole.
- B. **Assistant Moderator.** The Assistant Moderator shall assist the Moderator in carrying out the duties of his office. Normally, the Assistant Moderator shall be nominated to succeed the Moderator.
- C. **Stated Clerk.** His duties shall be set forth in BCO 10-4. The Stated Clerk shall have the authority to refer items of business to the proper Committee, subject to the approval of the Administration Committee. He shall be authorized to open meetings of Presbytery when the Moderator is unable to do so, and to serve until a new Moderator is elected. The Stated Clerk shall post on the website a copy of the proposed docket not less than one week prior to each Stated Meeting, together with copies of all reports to be presented at that meeting of Presbytery. (The individual Clerks of Session are urged to make copies of the docket for each Ruling Elder commissioner elected by their Session prior to the meeting of Presbytery.) Presbytery shall provide or reimburse the Stated Clerk for all costs required by the duties of his office, and may, upon approval of its budget, provide appropriate remuneration for the labor involved. The office of Stated Clerk is not a position of power and authority, but one of humility and service.
- D. **Assistant Clerk.** The Assistant Clerk shall assist the Stated Clerk in carrying out the duties of his office.

- E. **Treasurer.** He shall be entrusted with the funds of Presbytery. He shall keep an accurate record of these funds and disburse them according to the instruction of Presbytery. The Treasurer shall submit a written report for distribution at each Stated Meeting of Presbytery. This report shall be in the hands of the Stated Clerk not less than two weeks prior to each Stated Meeting. He shall also post on the Presbytery's web page an itemized report each month of the receipts. The Treasurer's books shall be under a financial review annually either by a special committee or by an outside auditor, at the discretion of Presbytery. Bonding of the Treasurer shall be at the discretion of Presbytery. The Treasurer shall attend the quarterly Admin Committee meetings and participate as directed by the Committee. He is not a member of the Admin Committee and has no vote. He shall present his records for review at each quarterly meeting.
- F. **Trustees.** At the Spring Stated Meeting, Presbytery shall elect three elders as Trustees to serve on classes of three year terms, thus electing one new trustee each year. Trustees shall handle all matters of Presbytery relating to civil law.

SECTION V: MEETINGS

- A. **Stated Meetings.** Presbytery shall have four Stated Meetings per year according to the following schedule:

WINTER STATED MEETING	9:00 AM	4th Saturday in February
SPRING STATED MEETING	9:00 AM	4th Tuesday in May
SUMMER STATED MEETING	9:00 AM	4th Saturday in August
FALL STATED MEETING	9:00 AM	Tuesday of the week before Thanksgiving
- B. **Called Meetings.** Called meetings shall be held as necessary in accord with BCO 13-12.
- C. **Place of Meetings.** The time and place of each Stated Meeting shall be determined by the Admin Committee. Hosting the meeting of Presbytery is understood to be a privilege and a service, and individual member churches are urged to invite Presbytery to meet at their facilities.
- D. **Quorum.** A quorum for all meetings shall be established when 20% of member churches are represented by a Ruling Elder and 20% of the Teaching Elders with call in bounds are present. If, at any time during a meeting, attendance falls below the level required for a quorum, the only business which may be conducted is to fix the time to adjourn, adjourn, recess, or take measures to obtain a quorum.
- E. **Calendar.** The Stated Clerk shall publish a yearly calendar to be posted with the docket for the Winter Stated Meeting. The calendar should include the dates for Presbytery meetings, all Committee meetings, and the deadlines for submission of written church reports and Committee reports (two weeks prior to the meeting of Presbytery), candidate reports (three weeks prior), and Teaching Elder reports (five weeks prior).

SECTION VI: NORMAL ORDER OF BUSINESS

- A. **Worship.** Presbytery shall convene each Stated Meeting for worship planned and organized by the host Session with special attention given to meaningful preparation, including a season of prayer, a brief testimony by a campus minister, missionary, or church planter (selected by the Admin Committee), and preaching by invited guests or ordained members of Presbytery, and the administration of the Lord's Supper. Normally, sermons by candidates in partial fulfillment of their examinations for licensure and ordination shall be heard by the Examinations Committee in accord with BCO 19-2d.
- B. **Docket.** The normal docket for Stated Meetings shall be as follows:
 1. Call to Order and Opening Prayer
 2. Worship
 3. Arrangements of the host church
 4. Brief recess
 5. Determination of Roll and Quorum
 6. Introduction of guests and seating of visiting brethren
 7. Election of Moderator and other officers (when necessary)
 8. Approval of the docket
 9. Appointment of Committee of Thanks
 10. Approval of the Omnibus Motion
 11. Program or Issue Discussion (selected by the Admin Committee)
 12. Reports of Missions and RUM Committees (rotated from meeting to meeting)
 13. Lunch and Report of the Committee of Thanks
 14. Reports of Examinations and Candidates Committees

15. Report of the Administration Committee including the Report of the Stated Clerk, Nominations, Treasurer, and Trustees (as needed).
 16. Reports of Bills and Overtures, Commissions and Ad-Interim Committees (placement on the docket to be determined by the Admin Committee)
 17. Reports of the Shepherding and Session Records Committees (placement on the docket to be determined by the Admin Committee)
 18. Time and location of next Stated Meeting
 19. Adjournment and closing prayer
- C. **Docket Changes.** Presbytery shall not be allowed to change the approved docket without a 2/3 majority vote of those present.
- D. **Procedural Guidelines.**
1. The only motions to be entertained on the floor of Presbytery shall be those contained in written Committee reports delivered prior to Presbytery, or pertaining to the motions from the report currently on the floor. Any miscellaneous motions, motions pertaining to new business, or personal resolutions shall be referred to the appropriate Committee.
 2. Except for simple parliamentary motions, all motions shall be required to be written on a standard form developed by the Administration Committee.
 3. In debating a question, no commissioner may speak on the same question more than once until all desiring to speak have done so. The Committee Chairman or his designate shall have opportunity to make the final statement in debate.
 4. Debate on the main motion shall be limited to ten (10) minutes unless extended. When a main motion has been debated for ten (10) minutes, the Moderator shall put the question to the Presbytery: "Does Presbytery desire to extend the time an additional five (5) minutes?" A simple majority will decide the question. If the majority decides not to extend debate, the Moderator will call the question. If an amendment or substitution is on the floor, the question of extending time on the main motion shall be repeated after the vote on the amendment or substitute. If time is extended, the question of extension will again be put every succeeding five (5) minutes until the motion is concluded. Each Commissioner shall be limited to three (3) minutes on the same question unless the Court by a simple majority grants additional time.
 5. Debate shall be free and open, with equal time being given to proponents and opponents insofar as possible. Commissioners are encouraged to distinguish between debate and division, not hesitating to debate issues upon which there is disagreement yet not becoming defensive or quickly offended when another Commissioner disagrees.
 6. The Moderator shall not allow any inappropriate statements or personal attacks which impugn the integrity, motive, or character of a fellow commissioner.
 7. A single Omnibus Motion will be used for all Committee recommendations at the Stated Clerk's discretion. Any commissioner may request, without comment or debate, the removal of a specific item from the Omnibus Motion whereupon that item shall be removed and presented as part of the Committee report from which it originated. A favorable vote on the Omnibus Motion shall be recorded as a favorable vote on each item included in the motion.

SECTION VII: ATTENDANCE AND EXCUSES

- A. **Teaching Elders.** All Teaching Elders who are members of Presbytery shall be required to attend all the meetings of Presbytery. Honorably retired TE's and foreign missionaries are granted an automatic exception to this requirement.
- B. **Ruling Elders.** The Session of each Church which is a member of Presbytery shall be required to send at least one Ruling Elder as representative to each meeting of Presbytery, in accord with BCO 13-1.
- C. **Excuses.** Requests for excuse for Teaching Elders and Ruling Elders shall be submitted in writing on a standard form to the Stated Clerk prior to the meeting of Presbytery. In order that Presbytery emphasize the need for Teaching Elders and Session representatives to come to all meetings of Presbytery and to stay for the whole meeting, all requests for excuse shall be approved or disapproved by the Admin Committee and reported in the minutes. Teaching Elders and Ruling Elders absent without excuse shall be noted in the minutes. Excuses shall be approved only for personal/family illnesses or emergencies, pastoral emergencies (such as a funeral, crisis situation, etc.), unexpected or extraordinary employment demands, or other providential circumstances hindering attendance.
- D. **Early Excuses.** A request for early excuse must be approved by Presbytery prior to leaving the meeting.

SECTION VIII: REPORT OF TEACHING ELDERS AND CHURCHES

- A. **Report of Teaching Elders laboring in churches and campus ministers in the Presbytery.** Each teaching elder in the role of pastor, assistant pastor, associate pastor, and campus minister laboring within the bounds and in a church under the jurisdiction of Presbytery shall report annually on his ministry, activities, church relations, and any problems. This report need not be lengthy, and shall be submitted in writing to the Shepherding Committee on a standard form at least five weeks before a Stated Meeting of Presbytery, on a schedule determined by the Stated Clerk. Reports of Pastors shall be presented to Presbytery only if the Shepherding Committee finds it necessary.
- B. **Report of Teaching Elders laboring in ministries outside the Presbytery.** Each non-Pastor Teaching Elder (and each pastor of a church not under the jurisdiction of Presbytery) shall report annually on his activities, opportunities for ministry, pursuit of his call, and any problems he may face. This report need not be lengthy, and shall be submitted in writing to the Shepherding Committee on a standard form at least five weeks before a Stated Meeting of Presbytery, on a schedule determined by the Stated Clerk. Reports of men laboring under the direct jurisdiction of the PCA (GA Agency, Committee staff, Presbytery evangelists, MTW missionaries, etc.) shall be presented to Presbytery only if the Shepherding Committee finds that to be necessary.
- C. **Reports of Teaching Elders without call, laboring outside the bounds of Presbytery, or laboring in works not under the jurisdiction of Presbytery** (chaplains, teachers, etc.) shall report annually on his activities, opportunities for ministry, pursuit of his call, and any problems he may face. This report need not be lengthy, and shall be submitted in writing to the Shepherding Committee on a standard form at least five weeks before a Stated Meeting of Presbytery, on a schedule determined by the Stated Clerk and may be presented to Presbytery by the Shepherding Committee or by the Teaching Elder himself.
- D. **Report of Churches.** Each church Session shall report annually to Presbytery in writing on a standard form at least two weeks before a Stated Meeting of Presbytery, on a schedule determined by the Stated Clerk. This report need not be lengthy, and shall be attached to the posted docket but not read at Presbytery. Specific prayer requests for the churches shall be compiled by the Stated Clerk and distributed with the docket.
- E. **Report of Deceased.** Presbytery shall make a record each January of Teaching Elders and Ruling Elders who have passed away during the prior year, along with a brief summary of their ministry. This record shall be attached to the minutes for the Winter Stated Meeting.

SECTION IX: PERMANENT COMMITTEES

- A. **Membership.** Permanent Committee members, with the exception of the Administration Committee, shall be elected by Presbytery at the Spring Stated Meeting and begin serving at the close of that meeting for a term of four years, arranged in four classes so that the terms of one fourth of the members expire each year. Committees shall elect their own Chairman, who shall serve for a term of one year but is eligible to succeed himself as long as he remains on the Committee. If a committee member becomes inactive, the Moderator may name an interim replacement at the recommendation of the Committee, subject to the final approval at the next Stated Meeting of Presbytery. Committee members may serve no more than two consecutive terms before a lapse of one year. A member filling an unexpired term is eligible for re-election to a full term.
- B. **Quorum.** A quorum for all meetings shall be one-half of the Committee membership.
- C. **Eligibility.** A TE or Ruling Elder whose compensation is provided by a particular Committee, or whose ministry is immediately subject to review and direction of a particular Committee (such as an organizing or aid-receiving pastor to the Mission to North America Committee), shall be ineligible for election as a member of that Committee.
- D. **Reports.** Each Permanent Committee shall normally meet three to four weeks prior to the Stated Meetings of Presbytery. Committees shall submit their written report to the Stated Clerk on a standard form at least two weeks before the meeting of Presbytery at which the report is to be made, in order that the report may be posted with the docket. Reports shall be summarized on the floor of Presbytery but not read in their entirety. Committee recommendations shall be followed by the recorded vote of the Committee and the rationale of the Committee, in order to expedite the meeting of Presbytery. Presbytery shall not hear reports which have not been submitted in writing and posted with the docket. If this rule is suspended by 2/3 vote, any such report will be placed at the end of the docket. Presbytery shall admonish Committees who are negligent in fulfilling their charter. Each Committee is to report to presbytery according to the following schedule. Supplemental reports for other meetings may be submitted as each Committee deems necessary. Each Committee is to report to presbytery according to the following schedule. Supplemental reports for other meetings may be submitted as each Committee deems necessary.

<u>Committee</u>	<u>Time of Reporting</u>
Administration	Each meeting as needed
Candidates	Each meeting as needed
Examinations	Each meeting as needed
Missions	Each meeting as needed
RUM	May and November
Session Records	May
Shepherding	Each meeting as needed

E. **Minutes.** A copy of the minutes of the Permanent Committees shall be submitted to the Stated Clerk at the Winter Stated Meeting for historical preservation.

F. **Committee Structure.**

1. **Administration Committee.** This Committee shall be composed of the Stated Clerk, Moderator, Assistant Moderator, chairmen of the other six committees (Candidates, Exams, Missions, RUM, Shepherding, Session Records) and two members elected at-large (or their designees). The Stated Clerk, by virtue of his office, shall serve as Chairman. The Administration Committee shall prepare the docket prior to each Stated Meeting of Presbytery, discuss questions of procedure, assign correspondence to Committees, and coordinate the ongoing work of Presbytery. This committee shall receive regular reports from the Presbytery Women's Ministry.

Nominations - Admin Committee shall, at the Spring Stated Meeting of Presbytery, nominate suitable Teaching Elders, Ruling Elders, and Deacons to serve on the other permanent Committees. It shall present nominations to fill unexpired terms whenever such vacancies occur on permanent Committees. This Committee shall, at the Spring Stated Meeting, nominate a qualified Teaching Elder or Ruling Elder to the offices of Moderator and Assistant Moderator. Neither this Committee, nor any member of Presbytery, when nominations are reported out, shall make nominating speeches for or against a particular nominee. The Committee shall report only his fitness, willingness, and qualifications to serve. The two at-large positions on this Committee shall be filled by Presbytery, without nominations from this Committee. At the Winter Stated Meeting, this Committee shall nominate to the Presbytery a Teaching Elder and Ruling Elder for the General Assembly Overtures Committee.

Stewardship – Admin Committee shall keep the churches of Presbytery abreast of the financial status of Presbytery and shall promote the financial support of the work of the General Assembly and Presbytery such that member churches are strongly urged to provide non-designated giving at the level of Askings. At the Fall Stated Meeting of Presbytery, the final budget will be adopted. With regard to financial and budgetary issues, this Committee shall make any recommendations to Presbytery as necessary to promote the monetary stability of Presbytery. This committee shall review the Treasurer's records and report the results annually to Presbytery. The Treasurer shall serve as an advisory-only member of the Admin committee.

All overtures, miscellaneous motions, and personal resolutions of a general nature (not specifically related to the work of another permanent Committee) shall be referred to this Committee, which shall bring appropriate recommendations to Presbytery. Overtures to other PCA courts shall be submitted at least four weeks prior to a Stated Meeting and be circulated for comment at least two weeks before this Committee meets. All references, appeals, and complaints shall be referred to this Committee. When a complaint is received, this Committee shall advise the Moderator in his determination of whether or not the complaint is in order, but shall not make recommendations to Presbytery regarding the disposition of the complaint. When a reference or appeal is received, this Committee shall make recommendations to Presbytery regarding the disposition of the reference or appeal.

2. **Candidates Committee.** This Committee shall be composed of four Teaching Elders and four Ruling Elders. This Committee shall provide the means whereby men sensing a call to the gospel ministry may receive direction and nurture in the pursuit of that call, and be provided with appropriate opportunities for theological training and practical service, to include the specific internship training leading up to their ordination. This Committee shall examine men requesting to come under the care of Presbytery, compile the necessary testimonials, make recommendations to Presbytery regarding the reception of the candidate, and provide personal oversight for all candidates under care of Presbytery. This Committee shall make recommendations to Presbytery to initiate and approve specific internship assignments for candidates, and shall oversee those internships for each candidate.
3. **Examinations Committee.** This Committee shall be composed of six Teaching Elders and six Ruling Elders, in four classes of three, and six alternate members (3 TEs and 3 REs) who may fill any vacancy necessary to meet a quorum for a given meeting.

Licensure and Ordination - This Committee shall provide a comprehensive written examination for each candidate requesting to be licensed or ordained by Presbytery, review the exegesis and theological papers

required for ordination, examine each candidate orally before the Committee, make recommendations to Presbytery regarding the approval of that examination, and conduct a pointedly representative oral examination before the Presbytery. Normally, sermons which are a part of a candidate's licensure or ordination examination shall be heard by this Committee or a sub-committee thereof in lieu of a sermon preached before Presbytery. When a candidate takes exception to the Confession or has a disputable interpretation of the Confession, yet it is an issue where diverse opinions are held within the Presbytery, let the Committee note the issue and let the Presbytery decide. Each man seeking licensure, ordination, and transfer who takes an exception to the Standards shall summarize his views in writing, interacting with Scripture. This summary shall be no more than 5 pages and shall be included in the reports of the Committee and mailed with the docket. Prior to the floor exam, the Committee shall remind the Presbyters that the purpose of the exam is to discover a man's views not to debate them. This Committee shall review all calls issued to men being ordained in this Presbytery (which calls shall ordinarily be in the hands of this Committee prior to the stated meeting of the Committee) and recommend to Presbytery that the call either be found in order and be approved; or, if not found in order, recommend the necessary changes which need to be made before it be approved. When the total compensation package in a call falls below the minimum established by the Presbytery, the Shepherding Committee shall be notified and the matter shall be referred to it by the Examinations Committee.

Transfers - In accord with BCO 13-6, this Committee shall examine the views of Teaching Elders requesting to be received by Presbytery from other Presbyteries of the Presbyterian Church in America and ministers seeking to be received from other denominations. This Committee shall make recommendations to Presbytery regarding the approval of that examination, and shall conduct a pointedly representative oral examination before the Presbytery. When a man takes exception to the Confession, yet it is an issue where diverse opinions are held within the Presbytery, let the Committee note the issue and let the Presbytery decide. Each man seeking licensure, ordination, and transfer who takes an exception to the Standards shall summarize his views in writing, interacting with Scripture. This summary shall be no more than 5 pages and shall be included in the reports of the Committee and mailed with the docket. Prior to the floor exam, the Committee shall remind the Presbyters that the purpose of the exam is to discover a man's views not to debate them. This Committee shall review all calls of ordained Teaching Elders requesting to be received by Presbytery and ministers seeking to be received from other denominations (which calls shall ordinarily be in the hands of this Committee prior to the stated meeting of the Committee) and recommend to Presbytery that the call either be found in order and be approved; or, if not found in order, recommend the necessary changes which need to be made before it be approved. When the total compensation package in a call falls below the minimum established by the Presbytery, the Shepherding Committee shall be notified and the matter shall be referred to it by the Candidates or Credentials Committee.

4. **Missions Committee.** The Missions Committee of Central Carolina Presbytery shall be composed of six Teaching Elders and six Ruling Elders. This Committee shall encourage and aid missional work locally, nationally and internationally in the presbytery, among our churches and in partnership with the PCA's MNA and MTW national committees and their ministries as well as PCA International Partners.
 - A. The committee shall focus efforts in church planting within the bounds of presbytery through the following functions¹:
 - Initiate, supervise, coach and fund church planting originating either from churches within our bounds or from presbytery.
 - Initiate oversight commissions approved by presbytery and facilitate reports of church plant commissions to presbytery.
 - Oversee the establishment of new or additional worship sites and new churches to encourage cooperation among PCA and other NAPARC churches within our bounds.
 - Care for, or find means to care for, church planters and their wives in cooperation with the Shepherding Committee.
 - B. The committee shall focus efforts outside the bounds of presbytery through the following functions:
 - Endorse MTW missionaries originating from within our bounds and membership
 - Endorse MNA missionaries originating from within our bounds and membership
 - Endorse International mission works originating within our bounds and membership that promote the gospel in non-PCA influenced areas
 - C. The Missions Committee shall labor to fund and support works originating with and overseen by our presbytery so that financial resources follow accountability.
 - D. Calls to church planters issued through the Missions Committee shall identify anticipated sources and amounts of funding, including Presbytery's contribution.

¹ See Appendix 2: Vision for church planting and cooperation on locations of new church plants

- E. CCP's Missions committee shall encourage individuals and churches to support works originating outside of our presbytery but shall only give presbytery monies to works which the presbytery oversees (i.e. works within Central Carolina's bounds).
 - F. This committee shall promote international church planting throughout the presbytery by endorsing MTW-GA international church plants and MTW-GA international missionaries who arise from within the bounds of Central Carolina Presbytery. The Mission Committee shall also assist MTW-GA in the recruiting of international missionaries from churches and local seminaries.
 - G. This committee shall promote national church planting throughout the presbytery by endorsing MNA-GA church planters who arise from within the bounds of Central Carolina Presbytery, by promoting other MNA-GA initiatives (e.g. revitalization and disaster relief) and by assisting MNA-GA in the recruiting of MNA-GA church planters from presbytery churches and local seminaries.
 - H. This endorsement will include floor time for MNA and MTW missionaries originating from within the bounds of Central Carolina but will not include Presbytery oversight or funding.
 - I. While Presbytery informally encourages other kingdom works beyond the PCA the CCP's Mission Committee shall focus its time and resources on PCA works as it is a committee of the PCA.
 - J. This committee shall resource CCP churches with mission program improvement, missions training, and short term mission work for the purpose of cooperative missions among our churches.
5. **Session Records Committee.** This Committee shall be composed of three Teaching Elders and three Ruling Elders. The Stated Clerk shall serve as an ex-officio member of the Committee. The report of the Session Records Committee shall include a recommendation concerning the minutes of each Session, which shall include:
- 1) Minutes approved without exception;
 - 2) Minutes approved with exceptions of form, which shall be reported directly to the Session;
 - 3) Minutes approved with exceptions of substance, which shall be presented to the Presbytery, which presentation shall include citation of any relevant scriptural and/or constitutional references, and provide the committee's rationale for finding the exception of substance;
 - 4) Responses to exceptions of previous Presbyteries, if any;
 - 5) Recommendations concerning all responses to exceptions taken by previous Presbyteries that have not been disposed of suitably.
- A. Normally, members of this Committee shall chair regional sub-committees consisting of the clerk or representative from each assigned Session, which sub-committees shall examine each church's minutes.
 - B. These sub-committee meetings shall be held in a convenient place in March of each year.
 - C. The permanent Committee shall report to Presbytery at the Spring Stated Meeting.
 - D. The Session Records Committee shall meet in the month of February to arrange the sub-committees.
 - E. The Sessions of each sub-committee will each be duly notified in a timely manner of the day, time and place of their sub-committee meeting.
 - F. The Session Records Committee shall meet in the month of March to prepare their report to the Spring Stated Meeting of Presbytery.
 - G. Session records not examined in the March sub-committee meetings shall be brought to the Spring Stated Meeting of Presbytery.
 - H. The clerk or representative from each Session having records not examined in March shall be required to participate with the examination of session records during the Spring Stated Meeting of Presbytery.
 - I. Within thirty days of the Spring Stated Meeting of Presbytery the chairman of the Session Records shall submit a list of non-compliant sessions to the Stated Clerk of Presbytery and the chairman of the Shepherding Committee.
 - J. Within thirty days of the Spring Stated Meeting of Presbytery the chairman of Session Records Committee shall send each non-compliant Session written notification of its status of non-compliance.
 - K. A non-compliant Session shall have thirty days to provide the Session Records Committee, in writing, an explanation.
 - L. Non-compliant Sessions shall be admonished to remedy the situation and in extreme cases may be removed from the roll of Presbytery.
 - M. In the Summer Stated Meeting of Presbytery, if the non-compliant Session is found guilty of contumacy, the Presbytery shall take one of two actions toward the non-compliant Session. The non-compliant Session shall be admonished to remedy the situation and/or removed from the roll of Presbytery.

6. **Shepherding Committee.** This Committee shall ordinarily be composed of six Teaching Elders and six Ruling Elders. This Committee shall:
 - A. Care for the holistic needs of the Teaching Elders within Presbytery through a sensitive and caring shepherding ministry
 - B. Advise and communicate through periodic visitation with Teaching Elders in their relations to the Session and congregation they serve, paying particular notice to significant problems or unresolved issues which have become known
 - C. Receive annual reports from Teaching Elders, and report to Presbytery as required, as defined in Section VIII
 - D. Contact personally any Teaching Elder with two consecutive unexcused absences from Presbytery
 - E. Counsel with Sessions of churches without pastors and offer assistance in securing pastors at the request of the Session or local nominating committee
 - F. Review all original calls to a particular work for adherence to suggested minimums.
 - G. Examine changes in pastoral calls that fall below the minimums outlined in Standing Rules Appendix 1 and recommend them to Presbytery for approval
 - H. Offer general oversight to Teaching Elders without call and/or laboring outside the bounds or jurisdiction of Presbytery
 - I. Review the severance package offered when either a pastor or a church requests the dissolution of the pastoral relation, applying the standards found in the Standing Rules Appendix 1, and make appropriate recommendations to Presbytery regarding the approval of that severance package
 - J. Act as a Commission to dissolve the pastoral relation between a pastor and a church when both parties concur in the request
 - K. Act as a Commission to transfer the membership of a Teaching Elder to another Presbytery of the Presbyterian Church in America, to a NAPARC presbytery, or to another denomination with which the General Assembly has fraternal relations
 - L. Inquire and counsel with Sessions in church situations where disorder is present (per BCO 13-9f).
 - M. Make recommendations to Presbytery for appropriate actions regarding churches affected with disorder
 - N. Perform other duties which Presbytery shall deem wise
 - O. Report to Presbytery whenever necessary or when requested by Presbytery
7. **Reformed University Ministries Committee.** This committee shall be composed of two Teaching Elders and two Ruling Elders. This committee shall serve Central Carolina Presbytery by promoting Reformed University Ministries within our bounds, and by supporting our campus ministers and their labors on campus. The duties of the RUM Committee of Central Carolina Presbytery shall be:
 - A. To promote the work of evangelism and discipleship on college and university campuses throughout the boundaries of Presbytery.
 - B. To facilitate the establishment of RUM chapters by Presbytery, determining the needs and priorities of new ministries and responding to local churches' visions for reaching the students in their community.
 - C. To vet, recommend, and initiate the call process for campus ministers by Presbytery.
 - D. To advise and supervise the RUM ministries that are established within our bounds.
 - E. To prepare the local campus ministries' budgets and the overall budget for Presbytery approval.
 - F. To maintain liaison with General Assembly's Committee on RUM.
 - G. To inform the churches and the people of Presbytery of the campus ministries available, including their purpose, progress and needs.
 - H. To report directly to Presbytery concerning the work of the committee and to present any appropriate matters to Presbytery for its approval.

SECTION X: SPECIAL COMMITTEES AND COMMISSIONS

- A. **Standing Committees.** The Moderator may appoint Standing (temporary) Committees as needed to function for a particular meeting of Presbytery, such as a Resolution of Thanks Committee to draft an appropriate resolution to a host church. The quorum shall be not less than one Teaching Elder and one Ruling Elder.
- B. **Ad-Interim Committees.** Presbytery may establish, by appointment or election, Ad-Interim Committees to function for a particular purpose and specified time, normally until the next Stated Meeting of Presbytery. The quorum shall be not less than two Teaching Elders and two Ruling Elders.

- C. **Commissions.** In accord with BCO Chapter 15, Presbytery may elect Commissions which shall be authorized to deliberate upon and conclude the business referred to them. Among the matters that may be properly executed by Commissions are the taking of the testimony in judicial cases, the ordination of ministers, the installation of ministers, the visitation of portions of the church affected with disorder, and the organization of new churches. If Presbytery approves the judgment of a Judicial Commission, they shall become the judgment of Presbytery. The quorum for all Commissions shall be not less than two Teaching Elders and two Ruling Elders. However, the quorum for a Commission appointed as an Interim Session shall be as specified in BCO 12-1. Installation Commissions should include elders from Central Carolina churches in addition to the church in which the minister is being installed
- D. **Standing Commissions.** The following Permanent Committees are authorized to act as Commissions for specific tasks. In the tasks below, if one voting member of the Commission requests, the Commission will only function as a committee and will bring the matter to the full Presbytery with recommendation. For these Permanent Committees to act as Commissions requires 2 TE's & 2 RE's for a quorum, except Admin whose quorum would be 50% of its members, and Examinations and Shepherding whose quorum would be 6 with at least 2 TE's and 2 RE's.

Admin

1. Determining location for meetings
2. Approving excused absences including requests to be excused early
3. Deciding upon the Program or Issue Discussion for any given meeting
4. Annually appointing 11 reps for GA Committees of Commissioners. This does not include the TE and RE for Overtures (RAO 14-2)
5. Annually nominating any qualified presbyters to the PCA Nominating Committee for consideration on the 13 PCA Permanent & Special Committees & Agencies (RAO 4)
6. Approving the minutes after posting a draft on the website for comment.

Candidates

1. Approving beginning internships BCO 19-9 & 10
2. Approving internships as complete BCO 19-13

Examinations

1. Approving PCA TE licensure exams (stated supplies, seminary professors, etc - BCO 19-1). When Exams acts as a commission for licensure of a PCA minister, their report in the docket shall record any differences the minister had with the Standards, noting whether Commission judged them as being merely semantic, or more than semantic but not out of accord with any fundamental of our system of doctrine (like RAO 16-3e.5)
2. Appointing Installation Commissions for PCA TE's transferring (BCO 21-5)

RUM

1. Approving any changes in Terms of Call for current RUF ministers (after previous initial approval by full Presbytery). BCO 20-6, 8-6

Session Records

1. Approving Session minutes without exception or with exceptions of form.

Shepherding

1. Approving Session requests for Stated Supply of men already licensed by Central Carolina (includes "interim pastors" or licensed Student Supply or licensed RE Supply) BCO 22-5 & 6
2. Approving Session requests to appoint a minister as Session moderator when the church is without a pastor per BCO 12-3.

SECTION XI: AMENDMENTS AND SUSPENSION OF MANUAL RULES

The provisions of this Manual may be temporarily suspended at any Stated or Called Meeting of Presbytery by a two-thirds majority vote of those present, unless such suspension would violate any part of the BCO. Any permanent amendment, revision, or repeal of this Manual must be proposed in writing at a Stated Meeting, approved by a two-thirds vote of that Stated Meeting, and ratified by a two-thirds vote of the following Stated Meeting of Presbytery. This Manual may also be amended at a single meeting, with prior notice, by an 80% vote.