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# THE PRESBYTERY OF ARKANSAS MINISTRY MANUAL

## *Part I: Organization and Structure*

August 16, 2017

### *Preface*

The Vision of the Presbytery of Arkansas is “to make visible the body of Christ.” To that end the Presbytery adopts an internal structure that provides for both the decent and orderly work of the church and the creative engagement of the church with the world.

This structure is not the final word, nor should it be. As part of the church reformed always being reformed according to the Word of God, the Presbytery of Arkansas remains open to the guidance of the Holy Spirit and the wisdom of the people of God as we continue to seek to live into Christ’s calling.

18 **1) The Presbytery**

- 19 A. Name- The name of the Presbytery shall be The Presbytery of Arkansas.
- 20 B. Geographical Boundaries- The geographical area of the Presbytery of  
21 Arkansas includes the following counties within the State of Arkansas:  
22 Arkansas, Baxter, Benton, Boone, Carroll, Clark, Cleburne, Conway,  
23 Craighead, Crawford, Cross, Desha, Faulkner, Franklin, Fulton, Garland,  
24 Grant, Greene, Hot Spring, Independence, Izard, Jackson, Jefferson,  
25 Johnson, Lawrence, Lee, Logan, Lonoke, Madison, Marion, Monroe,  
26 Montgomery, Newton, Perry, Phillips, Pike, Poinsett, Polk, Pope, Prairie,  
27 Pulaski, Randolph, St. Francis, Saline, Scott, Searcy, Sebastian, Sharp,  
28 Stone, Van Buren, Washington, White, Woodruff and Yell. This section  
29 shall be automatically amended by subsequent action of the General  
30 Assembly of the Presbyterian Church (USA).
- 31 C. Membership- The membership of the Presbytery includes all Ministers  
32 of Word and Sacrament enrolled by the Presbytery and all  
33 congregations within its boundaries. Elders elected as General  
34 Presbyter, Stated Clerk, Assistant Stated Clerk, or Treasurer;  
35 Commissioned Lay Pastors in current service; members of the  
36 Coordinating Team; or current commissioners to General Assembly  
37 shall be enrolled as members of the Presbytery during the term of  
38 elected service. Elders who are Certified Christian Educators as  
39 defined by the most recent edition of the *Book of Order* of the PC(USA)  
40 may be enrolled as members of the Presbytery.  
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42 **2) Authority and Order**

- 43 A. Ecclesiastical Authority- The Presbytery shall be governed by the most  
44 recent edition of the *Book of Order* of the PC(USA).
- 45 B. Presbytery Organization- The Presbytery shall maintain written rules,  
46 policies and procedures in a Ministry Manual. In the event any rule or  
47 policy is deemed in conflict with the *Book of Order* of the PC(USA), the  
48 *Book of Order* shall have precedence.  
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57 **3) Meetings and Membership of the Presbytery**

- 58 A. Stated Meetings- The Presbytery shall meet no fewer than two times per  
59 year.
- 60 B. Types of Meetings- In addition to its stated meetings, the Presbytery may  
61 meet in Special, Called, or Adjourned meetings.
- 62 C. Special Meetings- Special, Called, or Adjourned meetings should be held  
63 on a Saturday. Only those ministers and elder commissioners within a  
64 75-mile radius of the place of meeting shall be expected to attend a  
65 special meeting.
- 66 D. Membership- All Ministers of Word and Sacrament enrolled by the  
67 Presbytery, elder commissioners duly elected by member  
68 congregations, and other elder members as defined in the Organization  
69 and Structure, shall be enrolled as members of the Presbytery for a  
70 particular meeting. All members shall have voice and vote.
- 71 1. Attendance- It is the duty and responsibility of all member  
72 ministers of the Presbytery (except those honorably retired on  
73 non-active status) to attend all meetings and it is the duty and  
74 responsibility of member churches to be represented by duly  
75 elected elders at all meetings.
- 76 2. Parity- The Presbytery may provide by rule to achieve numerical  
77 parity between minister and elder members at a particular  
78 meeting.
- 79 3. Elder Commissioners- All Sessions shall elect at least one elder  
80 commissioner for all meetings. Elder commissioners shall be  
81 elected as follows:
- 82 a) One commissioner from churches of 300 or fewer reported  
83 members;
- 84 b) Two commissioners from churches of 301-1000 reported  
85 members;
- 86 c) Three commissioners from churches of 1001-1500 reported  
87 members;
- 88 d) Four commissioners from churches of 1501-2000 reported  
89 members;
- 90 e) One additional commissioner for every additional 500  
91 reported members or major fraction thereof.

- 92 f) In no case shall the total number of elder Commissioners  
93 allotted to a particular congregation be fewer than the total  
94 number of installed or transitional ministers serving that  
95 congregation serving at least ½ time.
- 96 g) Moderators of COM, CLD, Future of the Church, Administration,  
97 Y/YA/C, Mission of the Church, Nominations, and Representation  
98 who are elders shall be enrolled as members with voice and vote  
99 if not otherwise members of the Presbytery. Moderators who are  
100 not elders may be seated as Corresponding Members with voice  
101 but not vote.
- 102 h) Elder members of the Coordinating Team not otherwise  
103 members of the Presbytery shall be enrolled as members of the  
104 Presbytery during their time of service on the Coordinating Team.
- 105 E. Other Attendees- The Presbytery may enroll as corresponding members  
106 or visitors with voice but not vote:
- 107 1. Youth Advisory Delegates- Each member congregation may elect  
108 up to two (2) Youth Advisory Delegates (YADs).
- 109 a) Eligibility- Active confirmed members of member congregations  
110 from 9<sup>th</sup> to 12<sup>th</sup> grades are eligible to serve as YADs.
- 111 b) Attendance- No fewer than one stated meeting per year shall be  
112 designated for participation by YADs.
- 113 c) Advisory Role- YADs serve as advisors to the Presbytery in its  
114 work. Prior to a vote by the full Presbytery, an advisory vote of  
115 YADs should be taken on those issues they have studied as a  
116 group. The results of the advisory vote will be reported to the  
117 Presbytery prior to the vote of commissioners.
- 118 2. Young Adult Advisory Delegates- Each member congregation or  
119 recognized campus ministry of the Presbytery may elect up to  
120 two (2) Young Adult Advisory Delegates (YAADs).
- 121 a) Eligibility- Active confirmed members of member congregations  
122 who are 18-28 years old and active members of a recognized  
123 campus ministry who are also confirmed members of any  
124 PC(USA) congregation are eligible to serve as YAADs.
- 125 b) Attendance- No fewer than one stated meeting per year shall be  
126 designated for participation by YAADs.

- 127 c) Advisory Role- YAADs serve as advisors to the Presbytery in its  
128 work. Prior to a vote by the full Presbytery, an advisory vote of  
129 YAADs should be taken on those issues they have studied as a  
130 group. The results of the advisory vote will be reported to the  
131 Presbytery prior to the vote of commissioners.
- 132 3. Presbyterian Women- The Moderator of Presbyterian Women, if a  
133 Minister of Word and Sacrament or elder in good standing, shall  
134 have voice and vote.
- 135 4. Others- By majority vote of commissioners present and voting, the  
136 Presbytery may enroll other visitors and grant privilege of voice  
137 but not vote.

#### 138 4) *Officers and Staff*

- 139 A. Officers- The constitutional officers of the Presbytery shall be the  
140 Moderator and Stated Clerk. The Presbytery also provides by rule for  
141 Moderator-in-Election and Moderator of Coordinating Team.
- 142 1. Moderator: - The Moderator shall preside at meetings of the  
143 Presbytery and fulfill such other duties as provided by rule and the  
144 most recent edition of the PC(USA) *Book of Order*.
- 145 a. Election- An individual nominated to serve as Moderator  
146 will normally be elected as “Moderator-in-Election” (or  
147 Vice-Moderator) in the fall preceding the first year of  
148 service. Upon election as Moderator-in-Election, the  
149 individual is deemed to have been elected to the full three  
150 years of service as Moderator-in-Election, Moderator, and  
151 Moderator of Coordinating Team unless resignation or  
152 removal from office prevent the completion of the term.
- 153 b. Installation- The Moderator shall normally be installed at  
154 the first meeting in the year of service as Moderator.
- 155 c. Vacancy: Should a vacancy occur during the first year of  
156 service (Moderator-in-Election), the Committee on  
157 Nominations shall bring to the next stated or called meeting  
158 of the Presbytery the name of an individual to be elected for  
159 the remainder of the term. Should a vacancy occur during  
160 the second year of service (Moderator), the Moderator-in-  
161 Election shall assume the role of Moderator for the rest of  
162 the unexpired term and continue to serve his or her own  
163 elected term. Should a vacancy occur during the third year  
164 of service (Moderator of Coordinating Team), the  
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166 Moderator-in-Election shall serve the remainder of the  
167 unexpired term as Moderator of Coordinating Team.

168 2. Stated Clerk: The Stated Clerk shall serve as the  
169 parliamentarian of the Presbytery and as the designated authority on  
170 matters of policy and polity.

171 a) Election- Upon vacancy or upon the nomination of more  
172 than one candidate, the Committee on Nominations shall bring  
173 to the Presbytery a Stated Clerk Nominating Committee to be  
174 elected and charged with presenting a candidate to the  
175 Presbytery for election. Nominations shall be allowed from the  
176 floor.

177 b) Vacancy: Should a vacancy occur a Temporary Stated  
178 Clerk shall be named by the Coordinating Team from among  
179 previous Stated Clerks or otherwise qualified individuals. The  
180 appointment shall be presented to the Presbytery at the next  
181 stated meeting for its approval. A search for a new Stated Clerk  
182 shall commence for the election of a Stated Clerk to complete  
183 the unexpired term.

184 B. Parity- The office of Moderator shall normally alternate between elder  
185 and Minister of Word and Sacrament.

186 C. Staff- The Presbytery staff shall normally include an Executive/General  
187 Presbyter, Stated Clerk, and Treasurer and may include such other staff  
188 approved by the Presbytery for the fulfillment of the Presbytery's  
189 mission and ministry.  
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191 **5) Ministry Areas and Standing Committees**

- 192 A. Ministries of the Presbytery- In order to more fully and effectively live  
193 into its vision, the work of the Presbytery shall be partitioned into five  
194 broad ministry areas: *Administration, the Church and Its Ministries, the*  
195 *Mission of the Church, the Future of the Church, and Ministries with*  
196 *Youth, Young Adults, and Campus Ministry*. Within these areas, the  
197 Presbytery shall maintain such committees necessary to carry-out the  
198 functions of the Presbytery as required by the most recent edition of the  
199 *Book of Order* of the PC(USA) and the vision set forth by the Presbytery.
- 200 B. Administration- The Administration Ministry Area shall oversee the  
201 budget and financial operations of the Presbytery, act as the Personnel  
202 committee of the Presbytery, and relate to the constitutionally required  
203 committees and commissions of the Presbytery,
- 204 1. Membership- One member from each of the regions of the  
205 Presbytery shall be elected for a three-year term. Terms should  
206 be staggered to ensure even distribution over each yearly class.  
207 Up to three at-large members may be elected if the principle of  
208 representation or a need for specific skills or gifts requires.
- 209 2. Sub-committees and Task Forces- The Administration Ministry  
210 Area may establish such sub-committees and task forces needed  
211 to carry out their duties. In no case shall a sub-committee or  
212 task force be established for longer than 12 months without the  
213 approval of the Presbytery or provided by rule.
- 214 C. The Church and Its Ministries- The Church and Its Ministries Ministry  
215 Area shall be responsible for oversight of the enrolling and dismissing  
216 of Ministers of the Word and Sacrament, the call process for  
217 congregational ministry, validation of other ministries, the training and  
218 oversight of Commissioned Lay Pastors, the oversight of Inquirers and  
219 Candidates for ministry, the health and welfare of member  
220 congregations in times of need or pastoral transition, and the support  
221 and nurture of church professionals.
- 222 1. Permanent Committees- There shall be two permanent  
223 committees in the Church and Its Ministries Ministry Area: the  
224 Committee on Leadership Development (CLD) and the  
225 Committee on Ministry (COM).

- 226 a) Committee on Leadership Development- The Committee on  
227 Leadership Development (CLD) shall oversee the training,  
228 certification, and commissioning of Inquirers and  
229 Candidates for the office of minister and candidates for the  
230 role of Commissioned Lay Pastor. The CLD shall also  
231 provide for the certification of qualified Christian  
232 Educators and Associate Christian Educators.
- 233 (1) Membership- One member from each region of the  
234 Presbytery shall be elected to serve a three-year  
235 term. Five at-large members representing the  
236 diversity of the Presbytery shall be elected. At least  
237 one member of the CLD shall be a Certified Christian  
238 Educator or Certified Associate Christian Educator.
- 239 (2) Co-Opting- CLD may co-opt members of the  
240 Presbytery for particular duties including liaising  
241 with inquirers and candidates, teaching and training  
242 CLPs, and assisting with the certification process for  
243 Christian Educators.
- 244 b) Committee on Ministry- The Committee on Ministry shall  
245 oversee the enrollment and dismissal of Ministers of Word  
246 and Sacrament, the call process for both ministers and  
247 CLPs, the care and nurture of church professionals, and, in  
248 cooperation with the Future of the Church Ministry Area,  
249 inquire into difficulties in congregations per Presbytery  
250 policies.
- 251 (1) Membership- Two members from each region of the  
252 Presbytery shall be elected to serve a three-year  
253 term. Ten at-large members representing the  
254 diversity of the Presbytery shall be elected to serve a  
255 three-year term.
- 256 (2) Co-Opting- COM may co-opt members of the  
257 Presbytery for particular duties including but not  
258 limited to liaising with congregations, examining  
259 candidates for enrollment in the Presbytery, or  
260 inquiry into congregational difficulties.



- 261 (3) Regional Cooperation- The unified mission and  
 262 ministry of the Presbytery are essential to the  
 263 corporate witness of the church. When possible, the  
 264 work of the Presbytery and its ministries and  
 265 committees should be done in the most  
 266 representative and inclusive way. This commitment  
 267 must be balanced by the demands of the geographic  
 268 diversity of the Presbytery. In order to more  
 269 effectively meet the needs of the Presbytery, the  
 270 COM may organize its routine work regionally  
 271 provided the final decision on matters of policy,  
 272 recommendations for Presbytery action, and  
 273 enrollment/dismissal remain with the full  
 274 committee.
- 275 2. Ministry Coordination- The Leadership of the Church (CLD) and  
 276 Ministry (COM) committees should meet together at least  
 277 annually to review shared goals and priorities and to coordinate  
 278 their work for the benefit of the whole church.
- 279 D. The Mission of the Church- The Mission of the Church Ministry Area  
 280 provides oversight, planning, and support for programs that connect  
 281 our congregations in practicing our faith through mission and outreach,  
 282 Christian education, and spiritual development. The Mission of the  
 283 Church Ministry Area will provide guidance and resources to help  
 284 connect congregations in mission and ministry.
- 285 1. Membership- Two members from each of the regions of the  
 286 Presbytery shall be elected for a three-year term. Up to five at-  
 287 large members may be elected if the principle of representation  
 288 or a need for specific skills or gifts requires. The Moderator of  
 289 Presbyterian Women or her designee shall be a member with  
 290 voice and vote.
- 291 2. Sub-committees and Task Forces- The Mission of the Church  
 292 Ministry Area may establish such sub-committees and task  
 293 forces needed to carry out their duties. In no case shall a sub-  
 294 committee or task force be established for longer than 12  
 295 months without the approval of the Presbytery unless provided  
 296 by rule.
- 297 3. Permanent Sub-Committee- One permanent sub-committee of no  
 298 fewer than four (ideally one from each of the regions) members  
 299 shall be elected for the Disaster Preparedness Sub-Committee.

- 300 4. Other Relating Entities- Unless otherwise required by charter or  
 301 covenant with the Presbytery, all partner agencies (i.e. Ferncliff,  
 302 PW, Presbyterian Pilgrimage, etc.) shall report to the Presbytery  
 303 through the Mission of the Church Ministry Area.
- 304 E. Ministries with Youth, Young Adults and Campus Ministry Area- The  
 305 Ministries with Youth, Young Adults and Campus Ministry Area shall  
 306 oversee the ministry of the church with middle school and high school  
 307 youth, college and campus based ministries within the bounds of the  
 308 Presbytery, and ministries with Young Adults up to age 35.
- 309 1. Membership- Two members from each of the regions of the  
 310 Presbytery shall be elected for a three-year term. One member  
 311 from each UKirk registered campus ministry shall be appointed  
 312 by their ministry to serve with voice and vote. Two members of  
 313 the Youth Advisory Team shall be appointed by the Youth  
 314 Advisory Team to serve with voice and vote.
- 315 2. Sub-committees and Task Forces- The Ministry Area may establish  
 316 such sub-committees and task forces needed to carry out their  
 317 duties. In no case shall a sub-committee or task force be  
 318 established for longer than 12 months without the approval of  
 319 the Presbytery.
- 320 3. Permanent Sub-Committees- Two permanent sub-committees  
 321 shall be appointed to oversee Youth and Campus ministries  
 322 respectively.
- 323 a) Youth Ministry Team: The Youth Advisory Team (YAT) shall  
 324 consist of youth and adults from across the Presbytery. The  
 325 Youth Advisory Team shall establish a process to annually  
 326 invite youth and adults to join the team.
- 327 b) The Campus Ministry Sub-Committee: The Campus Ministry  
 328 Sub-committee shall consist of representatives from each  
 329 UKirk registered campus ministry or congregation-based  
 330 campus ministry within the bounds of the Presbytery and  
 331 others appointed by the Ministries with Youth, Young Adults  
 332 and Campus Ministry Area.

- 333 F. The Future of the Church Ministry Area- The Future of the Church serves  
334 as a catalyst to engage congregations and Presbytery Ministry Areas in  
335 creative thinking and planning beyond current models of ministry and  
336 programming to meet the challenges of new demographics and trends  
337 as society continues to change. The Future of the Church Ministry Area  
338 assists with visioning, branding, technology, and development of new  
339 ministries. It encourages and supports the new church development  
340 efforts of the Presbytery.
- 341 1. Membership- Two members from each of the regions and six at-  
342 large members shall be elected to three year terms.
- 343 2. Sub-committees and Task Forces- The Ministry Area may establish  
344 such sub-committees and task forces needed to carry out their  
345 duties. In no case shall a sub-committee or task force be  
346 established for longer than 12 months without the approval of  
347 the Presbytery.
- 348 G. Required Committees- The Presbytery shall maintain the following  
349 committees and commissions to meet constitutional requirements: a  
350 Permanent Judicial Commission, a Committee on Representation, a  
351 Nominating Committee, and such other committees and commissions  
352 required by the most recent edition of the *Book of Order* of the PC(USA).
- 353 H. Coordinating Team- The Coordinating Team shall serve as the  
354 coordinating and program oversight body of the Presbytery between  
355 meetings. When necessary, the Coordinating Team may act on behalf of  
356 the Presbytery for routine business or when a called, special, or regular  
357 meeting of the Presbytery is impractical.
- 358 1. Membership- There shall be no more than 22 and no fewer than  
359 15 members of the Coordinating Team, including six ex-officios.
- 360 a) Members from Ministry Areas: Two elected members from  
361 each of the five ministry areas shall be elected each January  
362 to represent that area on the Coordinating Team.
- 363 b) At-Large Members: Five at-large members shall be elected  
364 from the Presbytery (no more than two from any region.)  
365 Three additional at-large members may be elected to meet  
366 the principles of representation and parity.

- 367 c) Moderator: The Moderator of the Coordinating Team shall be  
 368 the most recent Moderator of the Presbytery. S/he shall  
 369 serve with voice and vote. In the event the most recent past  
 370 moderator is unable or unwilling to serve, the Nominations  
 371 Committee shall bring a name to the Presbytery to fill the  
 372 role of Moderator of the Coordinating Team. The nominee  
 373 will normally come from the roster of past moderators.
- 374 d) Ex-officio Members: The General/Executive Presbyter,  
 375 Treasurer, Stated Clerk, Moderator of Presbytery, Moderator  
 376 or designee of Moderator of Committee on Nominations, and  
 377 Moderator-in-election (Vice-Moderator) of Presbytery shall  
 378 be ex-officio members with voice but not vote. Other ex-  
 379 officio members may be provided for by policy.
- 380 e) Geographic Limitations: At no time shall more than four voting  
 381 members of Coordinating Team be from the same geographic  
 382 region.
- 383 2. Terms- Terms of service shall be for two years. The terms of  
 384 Ministry Area representatives and at-large members should be  
 385 staggered to ensure consistent representation and continuity of  
 386 leadership. Members may be elected for up to two successive  
 387 terms. No member may serve for more than four consecutive  
 388 years without approval of the Presbytery.
- 389 I. Nominations and Elections- The Presbytery shall provide by rule for the  
 390 nomination and election of members to serve on all permanent  
 391 committees, sub-committees, and commissions. The principles of  
 392 representation and parity shall apply to all committees, sub-  
 393 committees, commissions, task forces, and other extensions of the  
 394 Presbytery.
- 395 J. Additional and at-Large Members of Committees: When the  
 396 Organization and Structure provides for the option of additional  
 397 members, a committee may request that the Nominating Committee put  
 398 forward the name(s) of at-large members to meet particular needs of  
 399 the committee. The Nominating Committee may, at its own discretion,  
 400 also put forward at-large members for election if the committee deems  
 401 it necessary to meet the demands of representation and parity.
- 402 K. Representation and Parity- The principles of representation and parity  
 403 shall apply to all committees, sub-committees, commissions, task forces,  
 404 and other extensions of the Presbytery.  
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408 **6) Standing Rules**

409 A. Definition- A standing rule of the Presbytery is any action of the  
410 Presbytery of a general nature that will govern the actions of Presbytery  
411 for an indefinite period of time. Standing rules may order the  
412 operations of Presbytery; elaborate on existing policies and practices;  
413 direct its officers, staff, or agencies; establish procedures; or provide  
414 any kind of specific guidance. However, they must be within the  
415 framework of existing policies of the Presbytery; they may not establish  
416 policy nor modify parliamentary procedure. Policy is established by this  
417 Manual or by specific procedures established by the Manual.

418 B. Expiration- Any action of the Presbytery that meets the definition of  
419 standing rule, but which is not so identified and numbered in the  
420 minutes, will expire one year from the date of its passage, unless  
421 readopted.

422 C. Records- The Stated Clerk will keep a Compendium of Standing Rules,  
423 numbering each chronologically, or by another numbering system,  
424 assigning each a number immediately after passage, which number will  
425 appear in the minutes.

426 The list of Standing Rules should not be renumbered following repeal of  
427 a rule. When a rule expires or is repealed, a note shall be added to the  
428 Compendium in place of the rule.

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450 **7) Incorporation**

451 A. Incorporation- The Presbytery of Arkansas is incorporated as a not for  
452 profit ecclesiastical corporation in accordance with the constitution of  
453 the Presbyterian Church (U.S.A.) as well as in compliance with the laws  
454 of the State of Arkansas, and in conformity with appropriate sections of  
455 the Federal Internal Revenue Code.

456 B. Meetings of the Corporation- Meetings of the Presbytery shall be  
457 meetings of the corporation.

458 C. Officers- Officers of the corporation shall be the Moderator and Stated  
459 Clerk of the Presbytery of Arkansas.

460 D. Counselor-at-Law- The Presbytery shall elect a counselor-at-law and may  
461 elect associate counselors-at-law, each of whom shall be active  
462 members of churches in the Presbytery of Arkansas. Terms shall be for  
463 three years and reelection shall be permitted.

464 The counselor shall be an advisory member of the Coordinating Team of  
465 the Presbytery, and shall advise the Coordinating Team and the  
466 Presbytery on such legal matters as may become of concern to the  
467 Coordinating Team and the Presbytery. The counselor may seek the  
468 advice and assistance of the associate counselors when necessary.

469 The counselor and associate counselors shall serve without  
470 compensation, but they shall be reimbursed for such reasonable  
471 expenses as they may from time to time incur.

472 The counselor may, at the direction of the Presbytery, retain or employ  
473 such additional attorneys as may be deemed necessary to represent the  
474 Presbytery from time to time.

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479 **8) Amendment**

- 480 A. Amendments- The **Ministry Manual** may be amended by vote of the  
481 Presbytery as follows:
- 482 1. Amending Organization and Structure- The **Organization and**  
483 **Structure** section may be amended by 3/5 vote of the  
484 Presbytery present and voting if the proposed amendment is  
485 distributed to all members and member congregations no less  
486 than 30 days prior to the meeting during which the vote is to  
487 take place. This rule may be waived by a 2/3 vote of the  
488 Presbytery present and voting.
- 489 2. Ministry Duties and Presbytery Policies- The Ministry Duties and  
490 Presbytery Policies sections may be amended by majority vote  
491 of the Presbytery.
- 492 3. Standing Rules- A Standing Rule may be adopted by a 3/5 vote of  
493 the Presbytery present and voting.
- 494 4. Covenants and Partnerships- Once adopted by the Presbytery, all  
495 covenants and partnership agreements shall be deemed added  
496 to the Ministry Guide.
- 497 B. Suspension- A particular provision of this manual may be suspended by  
498 a 2/3 vote of the Presbytery. No provision may be suspended if such  
499 suspension violates the *Book of Order* of the Presbyterian Church (USA).
- 500 C. Editorial Changes- The Stated Clerk shall provide for annual review of  
501 this Manual and its contents. The Stated Clerk, in consultation with the  
502 Moderator and General Presbyter, is empowered to make minor  
503 changes to correct grammar or spelling, to eliminate redundancies, or  
504 to make such changes necessitated by action of the General Assembly of  
505 the PC(USA) or the GAPJC. Any changes (other than scrivener's  
506 corrections) shall be reported to the Presbytery at its next stated  
507 meeting. At least annually, the Stated Clerk shall provide each Clerk of  
508 Session in the Presbytery the updated contents to this manual.