

**INSTRUMENTS OF THE GENERAL ASSEMBLY
OF THE ORTHODOX PRESBYTERIAN CHURCH**

A. RULES FOR KEEPING PRESBYTERIAL MINUTES

1. The minutes of the presbytery shall be kept in lock-type record books with numbered pages.
2. The minutes shall be typewritten or printed, or reproductions from typewritten or printed masters, and shall be neat and legible.
3. The minutes shall state the date and place of each meeting, and the times of convening and adjourning.
4. If a meeting is held at a date, time, or place other than that for which it is called, such facts shall be recorded in the minutes, together with a statement of the reason(s) therefore.
5. The name of the person serving the meeting as Moderator shall be determinable from the minutes.
6. If the Stated Clerk is not present, a Clerk pro tem shall be selected, and his selection shall be indicated in the minutes.
7. The minutes shall state the names of those present at each meeting, using the following categories:
 - a. Ministers
 - b. Elder commissioners (with indication as to churches they represent)
 - c. Alternate elder commissioners (with indication as to churches they represent).
8. The names of absent ministerial members and of churches not represented by elder commissioners shall be indicated in the minutes of stated meetings. If none is absent, the minutes shall state this fact.
9. The portion(s) of the call for a special meeting stating the purpose of the meeting shall be recorded verbatim in the minutes of the special meeting.
10. The minutes shall identify those who have offered opening and closing prayer each day.
11. The minutes of each meeting shall be approved by the presbytery at the same or a subsequent meeting, such approval being recorded in the minutes. When minutes of a previous meeting (or meetings) are approved, the date(s) of said meeting(s) shall be given.
12. The minutes shall state:
 - a. That which is required to describe intelligently the motions adopted and business transacted,
 - b. The terms of all ministerial calls as described in the Form of Government, XXII, 9 (Whenever the form of a ministerial call departs from that given in the Form of Government, XXII, 9, the entire call shall be recorded in the minutes.),
 - c. At the time a call is approved, whether hospitalization insurance is to be provided from any source, and
 - d. All such additional information as the presbytery deems desirable for historical purposes.
13. Each main motion shall normally be recorded in a separate paragraph. Subsidiary and procedural motions may be recorded in the same paragraph with the main motion to which they pertain. Main motions may be recorded in the same paragraph if they are closely related and pertain to the same item of business.
14. The minutes of the meetings of the presbytery shall appear in the minutes book in the order in which the meetings occur. When a previous action of the presbytery is referred to, the date of the meeting in which the action occurred shall be given.
15. Insofar as possible, erasures, interlineations, and footnotes shall be avoided.
16. Documents and their specific location may be referred to in the minutes, and filed separately in a file maintained by the Clerk. However, such documents shall be included in the minutes only by transcription.
17. The Stated Clerk shall be responsible for the custody of the minutes of the presbytery, and he shall be responsible for the presentation at each stated meeting of the minutes or such portion thereof as the presbytery may direct.
18. The minutes of each meeting of the presbytery shall be signed by the Clerk of the meeting.

- 65 19. The Stated Clerk shall be responsible for the presentation to the General Assembly for approval of all minutes of
 66 the presbytery which have been approved by the presbytery and not previously approved by the General
 67 Assembly. All other minutes of presbytery (or conformed copy thereof) to which specific reference is
 68 made in the minutes submitted to the General Assembly for approval shall be submitted for the purpose of
 69 information. Presbytery minutes shall be placed in the hands of the Stated Clerk of the Assembly no later
 70 than the start of the Assembly's recess for Advisory Committee meetings.
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- 72 20. A copy of the current *Rules for Keeping Presbyterial Minutes* shall be kept with the minutes of the presbytery.
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- 74 21. A copy of the by-laws of the presbytery, corrected as amended, shall be kept with the minutes.
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- 76 22. The presbytery shall record in its minutes each individual exception taken to sessional minutes in its annual
 77 review of those minutes.
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- 79 23. The presbytery shall take note in its minutes of exceptions taken by the Assembly together with the corrections
 80 or explanations adopted by the presbytery to rectify them. The presbytery shall advise the next General
 81 Assembly of the disposition it has made of the exceptions.
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83 B. RULES FOR EXAMINING PRESBYTERIAL MINUTES

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- 85 1. Presbyterial minutes shall be examined for conformity to (a) the primary and secondary standards of the church,
 86 as to the substance of the actions recorded; (b) the Assembly's *Rules for Keeping Presbyterial Minutes*, as
 87 to form, structure, and minimum content; and (c) appropriate standards as to use of the English language;
 88 and for reporting to the Assembly activities and decisions of presbyteries which the committee deems
 89 could be useful to the rest of the Church for its benefit and edification, with authority to make
 90 recommendations to the Assembly if deemed appropriate.
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- 92 2. Each set of presbyterial minutes shall be read by at least two members of the committee.
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- 94 3. The committee may divide its work so that two or more members examine minutes primarily as to form and two
 95 or more members examine them primarily as to substance.
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- 97 4. The findings of the committee, with respect to the minutes of each presbytery, shall be reported under the
 98 following categories, as appropriate:
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- 100 a. *Notations*: Typographical errors, misspellings, improper punctuation, non-prejudicial misstatements of
 101 fact, etc., may be reported under this category. Also, failures to provide proper or sufficient information or
 102 identification, prejudicial misstatements of fact, etc., may be reported under this category.
 103
- 104 b. *Exceptions*: Violations of the Assembly's *Rules for Keeping Presbyterial Minutes* and actions which in
 105 substance appear not to conform to the standards of the church or to be out of accord with the deliverances
 106 of General Assemblies may be reported under this category.
 107
- 108 5. Before recommending that exceptions be taken to the minutes of a presbytery, the committee shall confer with a
 109 member of that presbytery.
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- 111 6. The committee shall prepare a report concerning the minutes of each presbytery. The filling out of a form
 112 designed for the purpose, for each presbytery, shall meet the requirements of this section. After action by
 113 the Assembly, one copy of the report shall be sent by the Stated Clerk to the presbytery. A second copy
 114 shall be retained by the Stated Clerk in a permanent file. A third copy shall be kept in the records of the
 115 committee, which shall be maintained in a suitable binder. The custody of the records of the committee
 116 shall be the responsibility of the Stated Clerk in the period between General Assemblies.
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- 118 7. Notations and exceptions in the committee's reports shall be disposed of as follows:
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- 120 a. Notations shall normally be sent to the presbyteries by the Stated Clerk without being read before the
 121 Assembly or recorded in its minutes.
 122
- 123 b. Exceptions shall be read before the Assembly, recorded in its minutes, and disposed of as the Assembly
 124 determines.
 125
- 126 c. The Assembly shall adopt an appropriate motion with respect to the minutes of each presbytery, the
 127 following forms being examples:
 128 (1) That the minutes of the Presbytery of _____ be approved without exception.
 129 (2) That the minutes of the Presbytery of _____ be approved with the exceptions noted.
8. Reports to the Assembly from the presbyteries concerning disposition of exceptions taken by past Assemblies
 shall normally be referred to the committee without being read before the Assembly, nor printed in its
 agenda or minutes. The committee shall examine such reports and shall report to the Assembly its
 judgment as to the suitability of the disposition that has been made. The committee shall also present

130 recommendations concerning all exceptions taken by previous Assemblies or committees, that have not
131 been disposed of suitably.
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133 C. RULES FOR KEEPING STANDING COMMITTEE RECORDS

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- 135 1. The minutes of the standing committees shall be kept in lock-type record books with consecutively numbered
136 pages. No numbered pages shall be left blank.
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- 138 2. The minutes shall be typewritten or printed, or reproductions from typewritten or printed masters and shall be
139 neat and legible.
140
- 141 3. The minutes shall state the date and place of each meeting, and the times of convening and adjourning.
142
- 143 4. If a meeting is held at a date, time, or place other than that for which it is called, such facts shall be recorded in
144 the minutes, together with a statement of the reason(s) therefore.
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- 146 5. The name of the person serving the meeting as Chairman shall be determinable from the minutes.
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- 148 6. If the Secretary is not present, a Secretary pro tem shall be selected, and his selection shall be indicated in the
149 minutes.
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- 151 7. The minutes shall state the names of those present at each meeting.
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- 153 8. The names of absent members shall be indicated in the minutes of the stated meetings.
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- 155 9. The portion(s) of the call for a special meeting stating the purpose of the meeting shall be recorded verbatim in
156 the minutes.
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- 158 10. The minutes shall identify those who have offered opening and closing prayer each day.
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- 160 11. The minutes of each meeting shall be approved by the committee at the same or a subsequent meeting, but not
161 later than the first regular meeting in the following year, such approval being recorded in the minutes.
162 When minutes of a previous meeting (or meetings) are approved, the date(s) of said meeting(s) shall be
163 given.
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- 165 12. The minutes shall state that which is required to describe intelligibly the motions adopted and business
166 transacted, together with such additional information as the committee deems desirable for historical
167 purposes.
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- 169 13. Each main motion shall normally be recorded in a separate paragraph. Subsidiary and procedural motions may
170 be recorded in the same paragraph with the main motion to which they pertain. Main motions may be
171 recorded in the same paragraph if they are closely related and pertain to the same item of business.
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- 173 14. The minutes of the meetings of the committee shall appear in the minute book in the order in which the meetings
174 occur. When a previous action of the committee is referred to, the date of the meeting in which the action
175 occurred shall be given and the volume and page number(s) on which it is recorded shall be designated.
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- 177 15. Insofar as possible, erasures, interlineations, and footnotes shall be avoided.
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- 179 16. Documents and their specific location may be referred to in the minutes, and filed separately in a file maintained
180 by the General Secretary, if there be one, and if not, by the Chairman. However, such documents shall be
181 included in the minutes only by transcription, with the exception of financial reports and annual reports.
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- 183 17. The General Secretary, if there be one, and if not, the Chairman, shall be responsible for the custody of the
184 minutes of the committee, and he shall be responsible for the presentation of the minutes at each stated
185 meeting.
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- 187 18. The minutes of each meeting of the committee shall be signed by the Secretary of the meeting.
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- 189 19. The General Secretary, if there be one, and if not, the Chairman, shall be responsible for the presentation to
190 the General Assembly for approval of all minutes of the committee which have been approved by the committee and
191 not previously approved by the General Assembly, and shall provide a copy of these minutes to the Advisory
192 Committee of that Standing Committee for their perusal. All other minutes of the committee (or conformed copy
193 thereof) to which specific reference is made in the minutes submitted to the General Assembly for approval shall be

- 194 submitted for the purpose of information. Standing committee minutes shall be placed in the hands of the Stated
 195 Clerk of the Assembly no later than the start of the assembly's recess for advisory committee meetings.
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 197 20. Each Standing Committee (or venture in which a Standing Committee is a member) which has an audit or
 198 review performed by a certified public accountant shall present a copy of that report to the Advisory
 199 Committee reviewing its work.
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 201 21. A copy of the current *Rules for Keeping Standing Committee Records* shall be kept with the minutes of the
 202 committee.
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 204 22. A copy of the bylaws of the committee, if there be such, corrected as amended, shall be kept with the minutes.
 205
 206 23. The standing committees shall take note in their minutes of exceptions taken by the Assembly, together with the
 207 corrections or explanations adopted by the standing committee to rectify them. The standing committees
 208 shall advise the next General Assembly of the disposition they have made of the exceptions.
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211 D. RULES FOR EXAMINING STANDING COMMITTEE RECORDS

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 213 1. Standing committee records shall be examined for conformity to (a) the primary and secondary standards of the
 214 church, as to the substance of the actions recorded; (b) the Assembly's *Rules for Keeping Standing*
 215 *Committee Records* as to form, structure, and minimum content; and (c) appropriate standards as to use of
 216 the English language.
 217
 218 2. Each set of standing committee records shall be read by at least two members of the committee.
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 220 3. The committee may divide its work so that two or more members examine records primarily as to form and two
 221 or more members examine them primarily as to substance.
 222
 223 4. The findings of the committee, with respect to the records of each standing committee shall be reported under
 224 the following categories, as appropriate:
 225 a. *Notations*: Typographical errors, misspellings, improper punctuation, non-prejudicial misstatements of fact,
 226 etc., may be reported under this category. Also, failures to provide proper or sufficient information of
 227 identification, prejudicial misstatements of fact, etc., may be reported under this category.
 228 b. *Exceptions*: Violations of the Assembly's *Rules for Keeping Standing Committee Records* and actions
 229 which in substance appear not to conform to the standards of the church or to be out of accord with the
 230 deliverances of General Assemblies may be reported under this category.
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 232 5. Before recommending that exception be taken to the minutes of a standing committee, the examining committee
 233 shall confer with a member of that standing committee or its General Secretary.
 234
 235 6. The committee shall prepare a report concerning the minutes of each standing committee. The filling out of a
 236 form designed for the purpose, for each standing committee, shall meet the requirements of this section.
 237 After action by the Assembly, one copy of the report shall be sent by the Stated Clerk to the standing
 238 committee. A second copy shall be retained by the Stated Clerk in a permanent file. A third copy shall be
 239 kept in the records of the committee, which shall be maintained in a suitable binder. The custody of the
 240 records of the committee shall be the responsibility of the Stated Clerk in the period between General
 241 Assemblies.
 242
 243 7. Notations and exceptions in the committee's reports shall be disposed of as follows:
 244 a. Notations shall normally be sent to the standing committees by the Stated Clerk without being read before
 245 the Assembly or recorded in its minutes.
 246 b. Exceptions shall be read before the Assembly, recorded in its minutes, and disposed of as the Assembly
 247 determines.
 248 c. The Assembly shall adopt an appropriate motion with respect to the records of each standing committee,
 249 the following forms being examples:
 250 (1) That the records of the Committee on _____ be approved without exception.
 251 (2) That the records of the Committee on _____ be approved with the exceptions noted.
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 253 8. Reports to the Assembly from the standing committees concerning disposition of exceptions taken by past
 254 Assemblies shall normally be referred to the committee without being read before the Assembly, nor
 255 printed in its agenda or minutes. The committee shall examine such reports and shall report to the
 256 Assembly its judgment as to the suitability of the disposition that has been made. The committee shall also
 257 present recommendations concerning all exceptions taken by previous Assemblies, or committees, that
 258 have not been disposed of suitably.

E. COORDINATING THE WORLDWIDE OUTREACH OF THE CHURCH

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1. PURPOSE

There shall be a Committee on Coordination (“the Committee”) whose purpose shall be:

- a. to develop and operate a Worldwide Outreach centralized accounting system;
- b. to recommend to the General Assembly a combined budget for the Committee on Christian Education, the Committee on Foreign Missions, and the Committee on Home Missions and Church Extension (“the program committees”) for the following year, so as to help the Church maximize the use of its resources for the fulfillment of its tasks;
- c. to encourage and assist the program committees in the development of the financial support needed to carry out their programs;
- d. to promote Worldwide Outreach and to help coordinate the promotion of the work of the program committees;
- e. to support the ministry of the pastors and sessions in their responsibility to teach and encourage the practice of biblical stewardship in the church; and
- f. to act as fiscal agent for the General Assembly with respect to its Operation Fund and its Travel Fund.

2. STRUCTURE

The Committee shall consist of (a) one member from each of the three program committees, elected by his respective committee; (b) six members at large, elected by the General Assembly (see Standing Rule X.2.); and (c) the General Secretaries of the three program committees as ex officio members without vote.

3. FUNCTIONS

Toward the accomplishment of its purpose, the Committee’s functions shall include:

- a. arranging for the orderly receiving and accounting of funds for the program committees;
- b. considering the ministries (including budgets, short- and long-term objectives and promotion plans) being proposed by each program committee;
- c. recommending a Worldwide Outreach combined budget for the program committees for submission annually to the General Assembly for its approval and commendation to the churches for their support;
- d. approving and reviewing special relationships between a program committee and one or more presbytery(s) or session(s) (see 7, below);
- e. helping to coordinate the promotion of the work of the program committees (see 6, below);
- f. encouraging, as the Lord provides, the enlargement of the work of the program committees and the development of the financial resources needed to support such through both current and deferred giving, and from sources outside of the Orthodox Presbyterian Church;
- g. developing and preparing resources to encourage the practice of good stewardship;
- h. acting as fiscal agent for the General Assembly in receiving, disbursing, and keeping account of receipts and disbursements of the General Assembly with respect to its Operation Fund and its Travel Fund, and making reports to the Stated Clerk and the Trustees of the Orthodox Presbyterian Church.

4. OPERATION

The method of operation to carry out the functions of the Committee shall be these or similar activities:

- a. Develop a budget for its own operations, to be included in the combined budget to be recommended to the General Assembly.
- b. Recommend to the General Assembly a Worldwide Outreach combined budget for the following year reflecting the Committee’s judgment as to the most desirable apportionment of the anticipated resources of the church.
- c. Report annually to the General Assembly. The report shall include:
 - (1) information concerning the Committee’s work, including the costs of the operation of the Committee, and the promotional activities of the Committee;
 - (2) recommendation(s), together with the rationale therefore, for a combined budget for the program committees for the Assembly’s approval and commendation to the churches for their support; and
 - (3) a compilation of the promotional activities of the past year of the program committees along with that of the Committee .
- d. Report periodically to the churches. (1) Inform the churches of the programs (including budgets) approved and commended by the General Assembly; and (2) provide the churches with periodic updates reporting the progress in reaching the approved combined budget of the respective program committees.
- e. Arrange for the receiving of a Thank Offering each year for Worldwide Outreach.
- f. Assist the program committees in providing to the churches an annual Worldwide Outreach report, and to the General Assembly an annual financial report subjected to an audit or a review engagement by certified public accountants.
- g. Provide counsel, assistance, and literature to help support the ministry of pastors and sessions in their responsibility to teach and encourage the practice of biblical stewardship in the church.
- h. May employ a Director of Finance and Planned Giving and such staff as is needed to carry out the Committee’s functions

5. ALLOCATION OF CONTRIBUTIONS

324 Contributions shall be allocated as follows:

- 325 a. Contributions for the attainment of the total Worldwide Outreach budget shall be allocated monthly to
326 the program committees in the proportion approved by the General Assembly for that year (after meeting
327 the needs of the Committee on Coordination and New Horizons); checks for this purpose shall be made
328 payable to "The Orthodox Presbyterian Church" with the notation "Worldwide Outreach."
329 b. Designated contributions shall be allocated to the causes designated by the donors.
330 c. Funds received by bequest, deferred gift, or from sources outside the Orthodox Presbyterian Church
331 shall not be reckoned as contributing to the fulfillment of the responsibility of the Orthodox Presbyterian
332 churches for the approved budgets of the program committees.

333 6. PROMOTIONAL GUIDELINES

334 a. Advertising

335 (1) Purposes. The purposes of advertising Worldwide Outreach and the program committees' activities to
336 the churches are to:

- 337 (a) Enable the churches to praise the Lord for His specific faithfulness and goodness to us;
338 (b) Enable the churches to pray intelligently and specifically for particular activities of the
339 committees;
340 (c) Encourage the churches in their own local works;
341 (d) Inform the churches of ways in which they can participate (including financially) in the
342 committees' activities;
343 (e) Instruct the churches in biblical principles of stewardship; and
344 (f) Discharge, in part, the committees' responsibility to report their activities to the churches.

345 (2) Guidelines.

- 346 (a) All advertising shall be done in a manner designed to give the glory to God.
347 (b) Every effort shall be made to ensure the truthfulness and completeness of all representations
348 made.
349 (c) Efforts shall be made to achieve a balance in presenting the various aspects of the featured
350 activities in each piece of advertising; the financial aspects shall not be unduly emphasized.

351 (d) Whenever possible, advertising shall present specific prayer requests for the needs of the
352 activity being featured.

353 (e) Proper vehicles for advertising the activities of the program committees include (but are not
354 limited to) New Horizons, the OPC website, electronic newsletters, bulletin inserts, brochures, visits to the
355 presbyteries and congregations by members of the committees' staff and missionaries, and electronic media
356 presentations.

357 (f) Each of the program committees shall be encouraged to promote, both unitedly and separately,
358 its own work, as part of Worldwide Outreach, to the Orthodox Presbyterian Church.

359 (g) The laying of specific financial needs before the churches shall be done in such a manner as to
360 promote giving to Worldwide Outreach rather than designated giving to a particular committee or activity
361 of such committee, except:

- 362 (i) in the case of an approved special relationship (see 7, below); or
363 (ii) with respect to an annual "Special Projects List" that is approved by a program committee
364 and features particular needs (totaling, in the aggregate, not more than ten percent of that committee's
365 approved budget for that year) for which general fund resources are not available (e.g., capital items). The
366 list may be communicated annually to the churches for use in Sunday schools, vacation Bible schools,
367 missions societies, etc.—and to individual members and/or adherents only in response to their request for a
368 copy of such.

369 b. Solicitation Guidelines

370 (1) As the bringing of tithes and offerings is a proper part of corporate worship, members and adherents
371 of the churches shall be encouraged to give towards the support of activities of the program committees
372 through the budgetary processes of the local church.

373 (2) Individual members and/or adherents of the churches shall not be sent direct solicitations for funds to
374 support the activities of the program committees. Exceptions:

- 375 (a) Direct solicitations made for purposes specifically authorized by the General Assembly.
376 (b) Direct solicitations made in an emergency situation (as determined by the Committee on
377 Coordination and reported to the next General Assembly).
378 (c) General and specific financial needs for the support of the activities of the program committees
379 described in New Horizons (which is mailed directly to the residences of members and adherents), and in
380 bulletin inserts and similar materials mailed to the churches at their church address.
381 (d) Communications made in response to a designated gift.

382 7. SPECIAL RELATIONSHIPS

383 A program committee may, with the approval of the Committee on Coordination, seek to undertake a special
384 relationship with one or more session(s) or presbytery(s) to implement a part of that committee's program
385 with respect to a specific missionary or project. The contemplated special relationship includes a
386 commitment by the session or presbytery to provide financial support for the missionary or the project
387 from sources that are over and above its regular giving to the Worldwide Outreach combined budget. All
388 approved special relationships shall be reviewed by the Committee and reported to the General Assembly
389 annually.

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F. GUIDELINES FOR ADVISORY COMMITTEES

1. All members of the Assembly, and such corresponding members and alternates as may be used to advantage, excepting the Moderator, the Clerks, and those commissioners whose presence is needed for presentation or questioning by temporary or advisory committees, shall be assigned to temporary or advisory committees.
2. Recommendations of advisory committees shall be considered secondary to the reports and recommendations of the committees whose reports they review; thus the order of consideration of reports and recommendations shall be:
 - a. Report of the committee
 - b. Report of the advisory committee
 - c. Recommendations of the committee
 - d. Recommendations of the advisory committee (may be moved as amendments to the recommendations of the committee)
3. The Assembly shall recess prior to presentation of the main body of committee reports to permit temporary and advisory committees to meet and do their work.
4. In proposing the assignment of matters and commissioners to temporary and advisory committees the Stated Clerk shall observe the following:
 - a. Commissioners shall not be assigned to advisory committees that are to review reports of standing or special committees on which they serve or of which they are employees, except for members of the Committee on Appeals and Complaints, as provided in the *Standing Rules of the General Assembly*, X,2.b.
 - b. Not more than two commissioners from the same presbytery shall normally be assigned to the same temporary or advisory committee.
5. In discharging their assignments, advisory committees shall observe the following:
 - a. Suggestions of advisory committees concerning the work of any committee under review shall be given directly to the committee and not brought to the floor of the Assembly, unless they involve a redirection, expansion, or diminution of that work.
 - b. Silence by an advisory committee with respect to the work or recommendations of a committee under review shall be construed as general approval of the work and concurrence in the recommendations.
 - c. Advisory committees shall not bring recommendations or advice to the Assembly that is critical of or at variance with the work or recommendations of a committee without first conferring with at least one representative of the committee, if there be one available.
 - d. Temporary and advisory committees shall arrange to have at least two of their members prepared to report to the Assembly on any matter under review, in order to avoid confusion arising from unexpected or early departures of spokesmen from the Assembly. Reports of advisory committees shall ordinarily be signed by the chairman.

G. CONSTITUTION OF THE PRESBYTERIAN AND REFORMED JOINT COMMISSION ON CHAPLAINS AND MILITARY PERSONNEL

Article I. NAME

The name of this organization shall be the Presbyterian and Reformed Joint Commission on Chaplains and Military Personnel.

Article II. PURPOSES

The Commission is an agent of its member denominations (not an ecclesiastical commission in the technical sense), created by them to assist in carrying out their ministries to members of the Armed Forces and other institutions. Since the primary structure for such ministries is through formal chaplaincies, the principal activity and concern of the Commission shall be involved with chaplains.

In carrying out its mission, the Commission functions in the following ways:

1. By maintaining liaison with the appropriate contact point of each member denomination, and through their various presbyteries, to:
 - a. provide current information regarding criteria, policies and procedures for the appointment of ministers as chaplains;

- 454 b. provide a technical service to the presbyteries by recommending qualified candidates to the
455 chaplaincy.
- 456 2. By maintaining cooperative relationships with the Armed Forces Chaplain Board and the leadership
457 of military and other institutional chaplaincies by:
- 458 a. certifying to the proper agencies the ecclesiastical endorsements and approvals granted by the
459 member denominations through their various presbyteries;
- 460 b. serving as a representative body for problems referred by or concerning chaplains, both
461 individually and collectively.
- 462 3. By maintaining contact and liaison with individual chaplains serving in the Armed Forces and other
463 institutions through regular reports, newsletters, written correspondence, and personal visits as authorized
464 by the Commission. Ordinarily personal visits shall be made only in consultation with the presbytery
465 involved.
- 466 4. By establishing and maintaining methods of liaison with individual congregations of the member
467 denominations to assist them in providing adequate ministry to their members while they are separated
468 from the particular church during periods in the Armed Forces and other institutions.
- 469 5. By keeping member denominations informed on significant developments, trends, issues and
470 problems concerning chaplains and members of the Armed Forces and other institutions and to report
471 annually on the activity of the Commission to each member denomination through the proper agencies.
- 472 6. By assisting the presbyteries in the promotion of the ministry of the chaplaincy to the member
473 denominations and their particular churches.

474 Article III. MEMBERSHIP

475 The Commission is made up of the following member denominations:

- 476 1. Orthodox Presbyterian Church
- 477 2. Presbyterian Church in America

478 Any member denomination may withdraw from the Commission by act of its General Assembly/Synod. Any
479 denomination seeking membership in the Commission shall:

- 480 1. Submit a letter of application for membership to the Commission no later than 1 January of the year
481 in which it desires membership.
- 482 2. Be approved by vote of all current member denominations at their General Assembly/Synod.

483 Each member denomination or its responsible committee shall elect its representatives to serve as voting
484 members of the Commission, with qualifications and terms to be set by the member denominations.

485 Each denomination shall be entitled to three Commission members for its first fifty thousand members or portion
486 thereof. One Commission member may be added for each additional fifty thousand members or part
487 thereof.

488 Article IV. INCORPORATION

489 The Commission shall be incorporated under the corporation laws of the State of Colorado relating to nonprofit,
490 religious corporations. The Joint Commission is not a division of any one denomination but because of the
491 organizational and administrative support provided by the PCA, the Executive Director normally will be a
492 teaching elder of the PCA with military chaplain experience and he also will represent MNA as appropriate
493 and feasible.

494 Article V. RULES OF ORDER

495 The Commission shall regulate its own proceedings in accordance with its Articles of Incorporation,
496 Constitution, Bylaws, and *Robert's Rules of Order* (current edition). Any portion of the Bylaws and their
497 rules of order, except Article VIII of the Bylaws, may be temporarily suspended by a two-thirds vote.

498 Article VI. FINANCIAL SUPPORT

499 The financial support of the Commission shall be primarily the responsibility of the member denominations, and
500 shall be on a fair share basis, as recommended by the Commission. Each denomination shall be
501 responsible for all expenses incurred by its representative at any meeting of the Commission or its sub-
502 committees. Each denomination shall be asked to contribute a set amount per year per full time/active duty
503 chaplain endorsed by the Commission. Each chaplain endorsed, both full and part-time, active duty and
504 reserve, shall be asked to contribute an appropriate amount per year, if able. Amounts of contributions will
505 be recommended by the Commission for the approval of the member denominations annually. In addition,
506 the Commission shall be free to receive donations from individuals and churches, both within and without
507 the member denominations.

508 Article VII. STAFF

519 The Commission shall have as its chief operating officer an Executive Secretary, and may hire such other
 520 personnel as it may determine.
 521

522 Article VIII. AMENDMENTS
 523

524 This constitution may be amended only by written submission of proposed amendments by the Commission to
 525 each of the member denominations and by subsequent approval of each member denomination at their
 526 annual General Assembly/Synod.
 527

528 APPENDIX A
 529

530 The following are policy guidelines which apply to the ministry of chaplains of the Orthodox Presbyterian
 531 Church serving with the military. They are not changes to the Constitution of the Presbyterian and
 532 Reformed Joint Commission on Chaplains and Military Personnel but serve to explain and codify specific
 533 issues considered necessary by this denomination.

534 1). Since the Orthodox Presbyterian Church holds that the office of minister, or teaching elder, is given
 535 only to biblically qualified men, it is impermissible for any minister of this Church serving as a military
 536 chaplain to share in the conduct of any service of public worship where those not meeting biblical
 537 qualifications take part in the leading of that worship service. This principle does not prohibit such a
 538 chaplain from working with chaplains from other denominations in biblically appropriate areas of
 539 cooperative ministry.

540 2). Our chaplains will provide compassionate and caring ministry to all service members and their
 541 families regardless of sexual orientation and behavior or the diseases with which they may be afflicted. At
 542 the same time we will never condone the sinful and destructive behavior of homosexuals. Those OPC
 543 chaplains endorsed by the Commission will continue to preach the whole counsel of God, but are not
 544 permitted to conduct divine worship with homosexual chaplains, are not permitted to have homosexual
 545 ministry assistants, and are not permitted to perform same-sex marriages.
 546

547 H. GUIDELINES FOR THE GENERAL ASSEMBLY OPERATION FUND
 548

- 549 1. Those making contributions for the attainment of the approved budgets of the General Assembly Operation
 550 Fund (GAOF) are encouraged to make their checks payable to "The Orthodox Presbyterian Church" and to
 551 note "GAOF" thereon.
- 552 2. Standing or special committees that draw upon the GAOF for their expenses shall limit their expenses to the
 553 amounts set by the Assembly when it adopts the budget for the GAOF, except as follows:
- 554 a. The Stated Clerk may authorize such a committee to spend up to 10% over its budget, upon request of the
 555 committee submitted prior to the incurring of the expense, if in his judgment the expense will be offset by a
 556 corresponding under-expenditure elsewhere in the GAOF.
- 557 b. In situations in which the Stated Clerk and the Trustees of The Orthodox Presbyterian Church jointly
 558 determine to be of overriding importance to the Church, they may (if there are sufficient funds on hand in
 559 the GAOF) authorize an expenditure in excess of that allowed in a. above, and they shall report their
 560 decision (together with the reasons therefore) to the next General Assembly.
- 561 c. Gifts designated for projects/purposes included in approved budgets shall not increase the total amount
 562 budgeted for that committee/cause unless the GAOF has met its budgeted receipts.
- 563 d. Gifts specially designated for projects/purposes not included in approved budgets may be accepted only
 564 upon approval by the Stated Clerk (after consulting with the appropriate committee), who shall determine
 565 whether such gifts shall or shall not be reckoned in fulfillment of the approved budget.
- 566 e. Gifts received by bequest or from sources outside the Orthodox Presbyterian Church shall not be reckoned
 567 as contributing to the fulfillment of the approved budget.
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569 as of 7/2008
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