

**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) therefor.
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 made  
 68 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 or  
 80 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 could  
 89 be useful to the rest of the Church for its benefit and edification, with authority to make recommendations to  
 90 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:  
 99 a. *Notations*: Typographical errors, misspellings, improper punctuation, non-prejudicial misstatements of fact,  
 100 etc., may be reported under this category. Also, failures to provide proper or sufficient information or  
 101 identification, prejudicial misstatements of fact, etc., may be reported under this category.  
 102 b. *Exceptions*: Violations of the Assembly's *Rules for Keeping Presbyterial Minutes* and actions which in  
 103 substance appear not to conform to the standards of the church or to be out of accord with the deliverances  
 104 of General Assemblies may be reported under this category.  
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- 106 5. Before recommending that exceptions be taken to the minutes of a presbytery, the committee shall confer with a  
 107 member of that presbytery.  
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- 109 6. The committee shall prepare a report concerning the minutes of each presbytery. The filling out of a form  
 110 designed for the purpose, for each presbytery, shall meet the requirements of this section. After action by  
 111 the Assembly, one copy of the report shall be sent by the Stated Clerk to the presbytery. A second copy  
 112 shall be retained by the Stated Clerk in a permanent file. A third copy shall be kept in the records of the  
 113 committee, which shall be maintained in a suitable binder. The custody of the records of the committee  
 114 shall be the responsibility of the Stated Clerk in the period between General Assemblies.  
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- 116 7. Notations and exceptions in the committee's reports shall be disposed of as follows:  
 117 a. Notations shall normally be sent to the presbyteries by the Stated Clerk without being read before the  
 118 Assembly or recorded in its minutes.  
 119 b. Exceptions shall be read before the Assembly, recorded in its minutes, and disposed of as the Assembly  
 120 determines.  
 121 c. The Assembly shall adopt an appropriate motion with respect to the minutes of each presbytery, the  
 122 following forms being examples:  
 123 (1) That the minutes of the Presbytery of \_\_\_\_\_ be approved without exception.  
 124 (2) That the minutes of the Presbytery of \_\_\_\_\_ be approved with the exceptions noted.  
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- 126 8. Reports to the Assembly from the presbyteries concerning disposition of exceptions taken by past Assemblies  
 127 shall normally be referred to the committee without being read before the Assembly, nor printed in its  
 128 agenda or minutes. The committee shall examine such reports and shall report to the Assembly its judgment  
 129 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 been  
 131 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.  
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  - 141 3. The minutes shall state the date and place of each meeting, and the times of convening and adjourning.  
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  - 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) therefor.  
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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 the  
 190 General Assembly for approval of all minutes of the committee which have been approved by the committee and not  
 191 previously approved by the General Assembly, and shall provide a copy of these minutes to the Advisory Committee  
 192 of that Standing Committee for their perusal. All other minutes of the committee (or conformed copy thereof) to  
 193 which specific reference is made in the minutes submitted to the General Assembly for approval shall be submitted for  
 194 the purpose of information. Standing committee minutes shall be placed in the hands of the Stated Clerk of the  
 195 Assembly no later than the start of the assembly's recess for advisory committee meetings.

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20. Each Standing Committee (or venture in which a Standing Committee is a member) which has an audit or review performed by a certified public accountant shall present a copy of that report to the Advisory Committee reviewing its work.
  21. A copy of the current *Rules for Keeping Standing Committee Records* shall be kept with the minutes of the committee.
  22. A copy of the bylaws of the committee, if there be such, corrected as amended, shall be kept with the minutes.
  23. The standing committees shall take note in their minutes of exceptions taken by the Assembly, together with the corrections or explanations adopted by the standing committee to rectify them. The standing committees shall advise the next General Assembly of the disposition they have made of the exceptions.

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#### D. RULES FOR EXAMINING STANDING COMMITTEE RECORDS

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1. Standing committee records shall be examined for conformity to (a) the primary and secondary standards of the church, as to the substance of the actions recorded; (b) the Assembly's *Rules for Keeping Standing Committee Records* as to form, structure, and minimum content; and (c) appropriate standards as to use of the English language.
  2. Each set of standing committee records shall be read by at least two members of the committee.
  3. The committee may divide its work so that two or more members examine records primarily as to form and two or more members examine them primarily as to substance.
  4. The findings of the committee, with respect to the records of each standing committee shall be reported under the following categories, as appropriate:
    - a. *Notations*: Typographical errors, misspellings, improper punctuation, non-prejudicial misstatements of fact, etc., may be reported under this category. Also, failures to provide proper or sufficient information of identification, prejudicial misstatements of fact, etc., may be reported under this category.
    - b. *Exceptions*: Violations of the Assembly's *Rules for Keeping Standing Committee Records* and actions which in substance appear not to conform to the standards of the church or to be out of accord with the deliverances of General Assemblies may be reported under this category.
  5. Before recommending that exception be taken to the minutes of a standing committee, the examining committee shall confer with a member of that standing committee or its General Secretary.
  6. The committee shall prepare a report concerning the minutes of each standing committee. The filling out of a form designed for the purpose, for each standing committee, shall meet the requirements of this section. After action by the Assembly, one copy of the report shall be sent by the Stated Clerk to the standing committee. A second copy shall be retained by the Stated Clerk in a permanent file. A third copy shall be kept in the records of the committee, which shall be maintained in a suitable binder. The custody of the records of the committee shall be the responsibility of the Stated Clerk in the period between General Assemblies.
  7. Notations and exceptions in the committee's reports shall be disposed of as follows:
    - a. Notations shall normally be sent to the standing committees by the Stated Clerk without being read before the Assembly or recorded in its minutes.
    - b. Exceptions shall be read before the Assembly, recorded in its minutes, and disposed of as the Assembly determines.
    - c. The Assembly shall adopt an appropriate motion with respect to the records of each standing committee, the following forms being examples:
      - (1) That the records of the Committee on \_\_\_\_\_ be approved without exception.
      - (2) That the records of the Committee on \_\_\_\_\_ be approved with the exceptions noted.
  8. Reports to the Assembly from the standing committees 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 recommendations concerning all exceptions taken by previous Assemblies, or committees, that 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 therefor, 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

Contributions shall be allocated as follows:

- a. Contributions for the attainment of the total Worldwide Outreach budget shall be allocated monthly to 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 activity  
 352 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 of  
 371 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 from  
 387 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  
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## F. GUIDELINES FOR ADVISORY COMMITTEES

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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 COMMISSION ON CHAPLAINS AND MILITARY PERSONNEL

### Article I. NAME

The name of this organization shall be the Presbyterian and Reformed 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). The Commission was created to assist in carrying out their ministries to members of the Armed Forces and other institutions. Since the primary structure of 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.
  - b. Provide a technical service to the presbyteries by recommending qualified candidates to the chaplaincy.
2. By maintaining cooperative relationships with the Armed Forces Chaplain Board and the leadership of military and other institutional chaplaincies by:

- 457 a. Certifying to the proper agencies the ecclesiastical endorsements and approvals granted by the  
 458 member denominations through their various presbyteries.  
 459 b. Serving as a representative body for problems referred by or concerning chaplains, both  
 460 individually and collectively.  
 461 3. By maintaining contact and liaison with individual chaplains serving in the Armed Forces and other  
 462 institutions through regular reports, newsletters, written correspondence, and personal visits as  
 463 authorized by the Commission.  
 464 4. By establishing and maintaining methods of liaison with individual congregations of the member  
 465 denominations to assist them in providing adequate ministry to their members while they are separated  
 466 from the particular church during periods in the Armed Forces and other institutions.  
 467 5. By keeping member denominations informed on significant developments, trends, issues and  
 468 problems concerning chaplains and members of the Armed Forces and other institutions and to report  
 469 annually on the activity of the Commission to each member denomination through the proper agencies.  
 470 6. By assisting the presbyteries in the promotion of the ministry of the Chaplaincy to the member  
 471 denominations and their particular churches.  
 472

### 473 Article III. MEMBERSHIP

474  
 475 The Commission is made up of the following member denominations:

- 476 1. Associate Reformed Presbyterian Church
- 477 2. Korean American Presbyterian Church
- 478 3. Orthodox Presbyterian Church
- 479 4. Presbyterian Church in America
- 480 5. Reformed Presbyterian Church of North America

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

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

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

488 Each denomination shall be entitled to three Commission members for its first fifty thousand members or portion  
 489 thereof. One Commission member may be added for each additional fifty thousand members or portion  
 490 thereof.

491 The Commission may serve as the endorsing agency for applicants of associate member denominations that are in  
 492 doctrinal agreement with the standards of the member denominations. The Commission will only entertain  
 493 applications from denominations that are members of the North American Presbyterian and Reformed  
 494 Council (NAPARC) for associate membership in the PRCC. Formal applications from associate member  
 495 denominations will be handled on a case-by-case basis and will be subject to approval at the next meeting of  
 496 the Commission.  
 497

### 498 Article IV. INCORPORATION

499  
 500 The Commission shall be incorporated under the corporation laws of the State of Colorado relating to non-profit,  
 501 religious corporations.  
 502

### 503 Article V. RULES OF ORDER

504  
 505 The Commission shall regulate its own proceedings in accordance with its Articles of Incorporation,  
 506 Constitution, By-Laws, and Roberts Rules of Order (current edition). Any portion of the By-Laws and their  
 507 rules of order, except Article VII of the By-Laws, may be temporarily suspended by a two-thirds vote.  
 508

### 509 Article VI. FINANCIAL SUPPORT

510  
 511 The Commission shall be financially supported primarily through contributions of member denominations and  
 512 donations from interested individuals, churches and groups. Commission income shall be supplemented by  
 513 the dues of endorsed chaplains.

514 The financial support of the Commission shall be primarily the responsibility of the member denominations, for  
 515 whom the Commission endorses and supports chaplains.

- 516 1. Each denomination shall contribute a specific annual amount for each active duty, reserve components,  
 517 Veterans Administration or civilian chaplain requiring an endorsement by the employing body. Chaplains  
 518 not required to have an endorsement will not be counted.
- 519 2. In addition, the Commission shall be free to communicate with and to receive donations from  
 520 individuals, churches or other organizations, both within and outside of the denominations.
- 521 3. Each denomination shall be responsible for all expenses incurred by its own representatives at any  
 522 meetings of the Commission or its committees.



523 Chaplains also have a responsibility to share in the cost of their endorsement and support. Chaplain dues, as  
524 distinct from denominational contributions, will be assessed and received as follows:

- 525 1. Amounts of chaplain dues shall be reviewed by the Commission at least biennially.
- 526 2. Each military and civilian chaplain who requires an ecclesiastical endorsement shall pay a designated  
527 amount of annual dues. Requests for waivers of dues shall be considered by the Commission when received  
528 in writing.
- 529 3. A chaplain may request his church, presbytery, or denomination to pay some or all of his dues, or a  
530 presbytery or denomination may elect to contribute all or part of their chaplains' dues to the Commission.
- 531 4. If a chaplain's dues remain unpaid, and a waiver request is not approved by the Commission, the  
532 Executive Director shall inform his denominational representatives on the Commission. The Chaplain's  
533 denomination will become responsible for the dues, and will deal with the chaplain through his presbytery as  
534 it desires.

535  
536 Article VII. STAFF

537  
538 The Commission shall have as its chief operating officer an Executive Director, and may hire such other  
539 personnel as it may determine.

540  
541 Article VIII. AMENDMENTS

542  
543 This Constitution may be amended only by written submission of proposed amendments to each member  
544 denomination and by subsequent approval of each denomination at their annual General Assembly/Synod.  
545 Proposed amendments shall be provided to members of the Commission with at least twenty days prior  
546 notice to the date of the meeting. If a constitutional quorum is present, a 3/4ths vote shall be required to  
547 submit a proposed amendment to member denominations' General Assembly/Synod for approval.

548  
549 APPENDIX A

550  
551 The following are policy guidelines which apply to the ministry of chaplains of the Orthodox Presbyterian  
552 Church serving with the military. They are not changes to the Constitution of the Presbyterian and  
553 Reformed Commission on Chaplains and Military Personnel but serve to explain and codify specific issues  
554 considered necessary by this denomination.

- 555 1). Since the Orthodox Presbyterian Church holds that the office of minister, or teaching elder, is given  
556 only to biblically qualified men, it is impermissible for any minister of this Church serving as a military  
557 chaplain to share in the conduct of any service of public worship where those not meeting biblical  
558 qualifications take part in the leading of that worship service. This principle does not prohibit such a  
559 chaplain from working with chaplains from other denominations in biblically appropriate areas of  
560 cooperative ministry.
- 561 2). Our chaplains will provide compassionate and caring ministry to all service members and their  
562 families regardless of sexual orientation and behavior or the diseases with which they may be afflicted. At  
563 the same time we will never condone the sinful and destructive behavior of homosexuals. Those OPC  
564 chaplains endorsed by the Commission will continue to preach the whole counsel of God, but are not  
565 permitted to conduct divine worship with homosexual chaplains, are not permitted to have homosexual  
566 ministry assistants, and are not permitted to perform same-sex marriages.

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569  
570 H. GUIDELINES FOR THE GENERAL ASSEMBLY OPERATION FUND

- 571  
572 1. Those making contributions for the attainment of the approved budgets of the General Assembly Operation Fund  
573 (GAOF) are encouraged to make their checks payable to "The Orthodox Presbyterian Church" and to note  
574 "GAOF" thereon.
- 575 2. Standing or special committees that draw upon the GAOF for their expenses shall limit their expenses to the  
576 amounts set by the Assembly when it adopts the budget for the GAOF, except as follows:
  - 577 a. The Stated Clerk may authorize such a committee to spend up to 10% over its budget, upon request of the  
578 committee submitted prior to the incurring of the expense, if in his judgment the expense will be offset by a  
579 corresponding under-expenditure elsewhere in the GAOF.
  - 580 b. In situations in which the Stated Clerk and the Trustees of The Orthodox Presbyterian Church jointly  
581 determine to be of overriding importance to the Church, they may (if there are sufficient funds on hand in  
582 the GAOF) authorize an expenditure in excess of that allowed in a. above, and they shall report their  
583 decision (together with the reasons therefor) to the next General Assembly.
  - 584 c. Gifts designated for projects/purposes included in approved budgets shall not increase the total amount  
585 budgeted for that committee/cause unless the GAOF has met its budgeted receipts.

- 586 d. Gifts specially designated for projects/purposes not included in approved budgets may be accepted only  
587 upon approval by the Stated Clerk (after consulting with the appropriate committee), who shall determine  
588 whether such gifts shall or shall not be reckoned in fulfillment of the approved budget.  
589 e. Gifts received by bequest or from sources outside the Orthodox Presbyterian Church shall not be reckoned  
590 as contributing to the fulfillment of the approved budget.  
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