

**THE BY-LAWS OF CATAWBA VALLEY PRESBYTERY  
OF THE PRESBYTERIAN CHURCH IN AMERICA**

Section I: Name  
Section II: Purpose and Mission  
Section III: Members  
Section IV: Officers  
Section V: Meetings  
Section VI: Normal Order of Business  
Section VII: Attendance and Excuses  
Section VIII: Reporting  
Section IX: Permanent Committees  
Section X: Special Committees and Commissions  
Section XI: Misc  
Appendix 1: Minimum Compensation Policy and Guidelines on Severance

**SECTION I: NAME AND GEOGRAPHIC BOUNDARIES**

The name of this body shall be "THE CATAWBA VALLEY PRESBYTERY OF THE PRESBYTERIAN CHURCH IN AMERICA," hereinafter called "The Presbytery." The Presbytery consists of the following NC counties: Alexander, Cabarrus, Catawba, Cleveland, Gaston, Iredell, Lincoln, Mecklenburg north of 1-85; and Rowan.

**SECTION II: PURPOSE AND MISSION**

The purpose of this body is to fulfill the requirements for Presbyteries as set forth in Chapter 13 of the Book of Church Order of the Presbyterian Church in America (BCO).

The Mission of CVP is to be a Church of Teaching and Ruling Elders deeply committed to each other and to our mission of promoting the gospel of grace by extending God's Kingdom in and through our Reformed particularized churches, missions and RUM.

The principal means to accomplishing our mission is the strategic planting of healthy new churches for which the MNA Committee has the primary responsibility. The support for this mission is derived from a spiritually healthy presbytery that invests stewardship in its stewardship by meeting for worship, fellowship and business pertinent to the success of this mission. Our worship and fellowship is primarily focused on our mission as is our business.

**SECTION III: MEMBERSHIP**

Members of the Presbytery shall be in two (2) classes: (1) ordained Teaching Elders and (2) particular churches. Standards for examination for membership of Teaching Elders shall be as set forth in BCO 21-4 and 13-6. Standards for examination for membership of churches shall be as set forth in BCO 13-8 and 5-8, 5-9.

**SECTION IV: OFFICERS**

The Presbytery shall elect four (4) officers and a Treasurer at the Fall Stated Meeting, each for a term of one (1) year beginning and ending on the First (1<sup>st</sup>) day of January. Nominations shall come from the Administration Committee as set forth in these By-Laws.

- A. Moderator.** The Moderator shall be elected in accordance with BCO 10-3, and his duties shall be as set forth therein. The Moderator may appoint members of the Presbytery to assist him as a parliamentarian and as a timekeeper. The Moderator shall have the authority to appoint Standing and Ad Interim Committees, as needed. When vacancies occur on the permanent Committees of the Presbytery and replacements are needed before the next Stated Meeting of the Presbytery, the Moderator shall have the authority to make interim appointments, subject to the final approval at the next Stated Meeting of the Presbytery. Also, the Moderator, along with the Stated Clerk, may upon request of a Commission of the Presbytery (except a Judicial Commission) fill vacancies in that Commission in order to establish a quorum. Between meetings, the Moderator does not have the authority to speak for the Presbytery, but should be consulted in all matters affecting the Presbytery as a whole.
- B. Assistant Moderator.** The Assistant Moderator shall assist the Moderator in carrying out the duties of his office. Normally, the Assistant Moderator shall be nominated to succeed the Moderator. He shall be authorized to open meetings of the Presbytery when the Moderator is unable to do so, and to serve until a new Moderator is elected.
- C. Stated Clerk.** The duties of the Stated Clerk shall be as set forth in BCO 10-4. The Stated Clerk shall have the authority to refer items of business to the proper Committee, subject to the approval of the Administration Committee. The Stated Clerk shall post on the website a copy of the proposed docket not less than one (1) week before each Stated Meeting, together with copies of all reports to be presented at that meeting of the Presbytery. (The individual Clerks of Session are urged to make copies of the docket for each Ruling Elder commissioner elected by their Session before the meeting of the Presbytery.) The Presbytery shall provide or reimburse the Stated Clerk for all costs required by the duties of his office, and may, upon approval of its budget, provide appropriate remuneration for the labor involved. The office of Stated Clerk is not a position of power and authority, but one of humility and service.
- D. Assistant Clerk.** The Assistant Clerk shall assist the Stated Clerk in carrying out the duties of his office.
- E. Treasurer.** The Treasurer shall be entrusted with the funds of the Presbytery. He shall keep an accurate record of these funds and disburse them according to the instruction of the Presbytery. The Treasurer shall submit a written report for distribution at each Stated Meeting of the Presbytery. This report shall be in the hands of the Stated Clerk not less than two (2) weeks before each Stated Meeting. He shall also post on the Presbytery's web page an itemized report each month of the receipts. The Treasurer's books shall be reviewed annually by an outside auditor chosen by the Administration Committee. Bonding of the Treasurer shall be at the discretion of the Presbytery. The Treasurer shall attend the quarterly Admin Committee meetings and participate as directed by the Committee. He is not a

member of the Admin Committee and has no vote. He shall present his records for review at each quarterly meeting.

- F. Trustees.** At the Fall Stated Meeting, The Presbytery shall elect three (3) elders as Trustees to serve on classes of three (3) year terms, thus electing one (1) new trustee each year. Trustees shall handle all matters of The Presbytery relating to civil law.

## SECTION V: MEETINGS

- A. Stated Meetings.** The Presbytery shall have three (3) Stated Meetings per year according to the following schedule:

WINTER STATED MEETING: 8:00 AM on the Fourth (4<sup>th</sup>) Saturday in January with Lord's Supper

SPRING STATED MEETING: 8:00 AM on the Fourth (4<sup>th</sup>) Tuesday in May

FALL STATED MEETING: 8:00 AM on the Fourth (4<sup>th</sup>) Tuesday in September

- B. Called Meetings.** Called meetings shall be held as necessary in accord with BCO 13-12.

- C. Place of Meetings.** The time and place of each Stated Meeting shall be determined by the Admin Committee. Hosting the meeting of The Presbytery is understood to be a privilege and a service, and individual member churches are urged to invite The Presbytery to meet at their facilities.

- D. Quorum.** A quorum for all meetings shall be established when Twenty percent (20%) of member churches are represented by a Ruling Elder and Twenty percent (20%) of the Teaching Elders with call in bounds are present. If, at any time during a meeting, attendance falls below the level required for a quorum, the only business that may be conducted is to fix the time to adjourn, adjourn, recess, or take measures to obtain a quorum.

- E. Calendar.** The Stated Clerk shall publish a yearly calendar to be posted with the docket for the Winter Stated Meeting. The calendar should include the dates for The Presbytery meetings, all Committee meetings, and the deadlines for submission of written church reports and Committee reports (two (2) weeks before the meeting of The Presbytery) and pastor, non-pastor, and candidate reports (three (3) weeks prior).

## SECTION VI: NORMAL ORDER OF DOCKET

- A. Worship.** The topics, themes, and arrangements of each stated meeting of the Presbytery shall be determined by the Planning Committee, a sub-committee of the Administration Committee, and in coordination with the hosting churches. It shall be comprised of the moderator, the Stated Clerk, the assistant moderator, and representatives from the three hosting churches that year. The goal of the morning portion of each stated meeting is to provide exhortation, community, and intercession. The goal of the morning portion of each stated meeting is to provide exhortation, community, and intercession:

1. Exhortation: The Planning Committee is encouraged to think in terms of a year-long ‘theme’ or topic to thread together the three (3) annual meetings. At the Winter Stated Meeting, this will take the form of a gospel-focused sermon and the administration of the Lord’s Supper as described above in Section V, Paragraph A. The other stated meetings will allow more flexibility (sermon, seminar, or presentation) based on the given theme.

a. Normally, sermons by candidates in partial fulfillment of their examinations for licensure and ordination shall be heard by the Examinations Committee in accord with BCO 19-2d, rather than by the presbytery-at-large.

b. With the exception of the Winter Stated Meeting, the worship shall not include the administration of the Lord’s Supper.

2. Community: The worship shall normally be followed by discussion in small group format (see #3), or a large-group Q&A with the morning speaker. The goal is for presbyters to interact with the presented topic in community. The Planning Committee shall provide any helpful resources to spur discussion.

3. Intercession: The Planning Committee shall structure prayer time around regular ‘affinity groups’ so that men meet consistently with the same people in similar ministry positions (solo pastors, church planters, youth pastors, ruling elders, etc.) to share and pray together.

4. The Presbytery may encourage guests from our member churches to participate in this time of worship and discussion

**B. Docket.** The normal docket for Stated Meetings shall be as follows:

1. Call to Order and Opening Prayer
2. Opening Worship
3. Sermon and/or Program
4. Administration of the Lord’s Supper (Winter Meeting only)
5. Discussion of the presented topic
6. Prayer in small groups
7. Brief Recess (around 10:15 AM)
8. Arrangements of the host church
9. Determination of Roll and Quorum
10. Introduction of guests and seating of visiting brethren
11. Election of Moderator and other officers (when necessary)
12. Approval of the docket
13. Approval of the Omnibus Motion
14. Reports of committees (placement on the docket to be determined by the Admin Committee)
  - A. Administration (clerk, treasurer, nominations, trustees reports)
  - B. Ad-Interim Committees
  - C. Bills and Overtures
  - D. Candidates and Examinations
  - E. Commissions

- F. Missions (MNA/ MTW)
- G. RUM
- H. Session Records
- I. Shepherding
- 15. Time and location of next Stated Meeting
- 16. Adjournment and closing prayer
- 17. Lunch

**C. Docket Changes.** The Presbytery shall not be allowed to change the approved docket without a 2/3 majority vote of those present.

**D. Procedural Guidelines.**

1. The only motions to be entertained on the floor of The Presbytery shall be those contained in written Committee reports delivered before The Presbytery, or pertaining to the motions from the report currently on the floor. Any miscellaneous motions, motions pertaining to new business, or personal resolutions shall be referred to the appropriate Committee.

2. Except for simple parliamentary motions, all motions shall be submitted in written form.

3. In debating a question, no commissioner may speak on the same question more than once until all desiring to speak have done so. The Committee Chairman or his designate shall have opportunity to make the final statement in debate.

4. Debate on the main motion shall be limited to ten (10) minutes unless extended. When a main motion has been debated for ten (10) minutes, the Moderator shall put the question to the Presbytery: "Does The Presbytery desire to extend the time an additional five (5) minutes?" A simple majority will decide the question. If the majority decides not to extend debate, the Moderator will call the question. If an amendment or substitution is on the floor, the question of extending time on the main motion shall be repeated after the vote on the amendment or substitute. If time is extended, the question of extension will again be put every succeeding five (5) minutes until the motion is concluded. Each Commissioner shall be limited to three (3) minutes on the same question unless the Court by a simple majority grants additional time.

5. Debate shall be free and open, with equal time being given to proponents and opponents insofar as possible. Commissioners are encouraged to distinguish between debate and division, not hesitating to debate issues upon which there is disagreement yet not becoming defensive or quickly offended when another Commissioner disagrees.

6. The Moderator shall not allow any inappropriate statements or personal attacks which impugn the integrity, motive, or character of a fellow commissioner.

7. A single Omnibus Motion will be used for all Committee recommendations at the Stated Clerk's discretion. Any commissioner may request, without comment or debate, the

removal of a specific item from the Omnibus Motion whereupon that item shall be removed and presented as part of the Committee report from which it originated. A favorable vote on the Omnibus Motion shall be recorded as a favorable vote on each item included in the motion.

## SECTION VII: ATTENDANCE AND EXCUSES

- A. Teaching Elders.** All Teaching Elders who are members of The Presbytery shall be required to attend all the meetings of The Presbytery. Honorably retired Teaching Elders' and foreign missionaries are granted an automatic exception to this requirement.
- B. Ruling Elders.** The Session of each Church which is a member of The Presbytery shall be required to send at least one (1) Ruling Elder as representative to each meeting of The Presbytery, in accord with BCO 13-1, which allows each Session to send two (2) Elder representatives or more.
- C. Excuses.** Requests for excuse for Teaching Elders and Ruling Elders shall be submitted in writing on a standard form to the Stated Clerk before the meeting of The Presbytery. In order that The Presbytery emphasize the need for Teaching Elders and Session representatives to come to all meetings of The Presbytery and to stay for the whole meeting, all requests for excuse shall be approved or disapproved by the Admin Committee and reported in the minutes. Teaching Elders and Ruling Elders absent without excuse shall be noted in the minutes. Excuses shall be approved only for personal/family illnesses or emergencies, pastoral emergencies (such as a funeral, crisis situation, etc.), unexpected or extraordinary employment demands, or other providential circumstances hindering attendance.
- E. Early Excuses.** A request for early excuse must be approved by The Presbytery before leaving the meeting.

## SECTION VIII: REPORTING

- A. Report of Non-Pastors.** Each non-Pastor Teaching Elder (and each pastor of a church not under the jurisdiction of The Presbytery) shall report annually on his activities, opportunities for ministry, pursuit of his call, and any problems he may face. This report need not be lengthy, and shall be submitted in writing to the Shepherding Committee on a standard form at least three (3) weeks before a Stated Meeting of The Presbytery, on a schedule determined by the Stated Clerk. Reports of men laboring under the direct jurisdiction of the PCA (GA Agency, Committee staff, The Presbytery evangelists, MTW missionaries, etc.) shall be presented to The Presbytery only if the Shepherding Committee finds that to be necessary. Reports of Teaching Elders without call, laboring outside the bounds of The Presbytery, or laboring in works not under the jurisdiction of The Presbytery (chaplains, teachers, etc.) shall be presented to The Presbytery by the Shepherding Committee or by the Teaching Elder himself.
- B. Report of Deceased.** The Presbytery shall make a record each January of Teaching Elders and Ruling Elders who have passed away during the prior year, along with a brief summary of their ministry. This record shall be attached to the minutes for the Winter Stated Meeting.

## SECTION IX: PERMANENT COMMITTEES

- A. **Membership.** Permanent Committee members, with the exception of the Administration Committee, shall be elected by The Presbytery at the Fall Stated Meeting and begin serving at the close of that meeting for a term of three or four (3 or 4) years depending on the designated size of the committee, arranged in classes so that the terms of one third (1/3) or one fourth (1/4) of the members expire each year. Committees shall elect their own Chairman, who shall serve for a term of one (1) year but is eligible to succeed himself as long as he remains on the Committee. If a committee member becomes inactive, the Moderator may name a replacement at the recommendation of the Committee.
- B. **Quorum.** A quorum for all meetings shall be one-half (1/2) of the Committee membership.
- C. **Eligibility.** A Teaching Elder or Ruling Elder whose compensation is provided by a particular Committee, or whose ministry is immediately subject to review and direction of a particular Committee (such as an organizing or aid-receiving pastor to the Mission to North America Committee), shall be ineligible for election as a member of that Committee.
- D. **Reports.** Each Permanent Committee shall normally meet three to four weeks (3-4) before the Stated Meetings of The Presbytery. Committees shall submit their written report to the Stated Clerk on a standard form at least two (2) weeks before the meeting of The Presbytery at which the report is to be made, in order that the report may be posted with the docket. Reports shall be summarized on the floor of The Presbytery but not read in their entirety. Committee recommendations shall be followed by the recorded vote of the Committee and the rationale of the Committee, in order to expedite the meeting of The Presbytery. The Presbytery shall not hear reports that have not been submitted in writing and posted with the docket. If this rule is suspended by two-thirds (2/3) vote, any such report will be placed at the end of the docket. The Presbytery shall admonish Committees who are negligent in fulfilling their charter. Each Committee is to report to the Presbytery according to the following schedule. Supplemental reports for other meetings may be submitted as each Committee deems necessary. Each Committee is to report to the Presbytery according to the following schedule. Supplemental reports for other meetings may be submitted as each Committee deems necessary.
- E. **Minutes.** A copy of the minutes of the Permanent Committees shall be submitted to the Stated Clerk at the Winter Stated Meeting for historical preservation.
- F. **Committee Structure.**
1. **Administration Committee (AC).** This Committee shall be composed of the Stated Clerk, Moderator, Assistant Moderator, chairmen of the other permanent committees (Candidates & Exams, Missions, RUM, Shepherding, Session Records) and two (2) members elected at-large (or their designees). The Stated Clerk, by virtue of his office, shall serve as Chairman.

a. **Organization**—The AC shall prepare the docket before each Stated Meeting of The Presbytery, discuss questions of procedure, assign correspondence to Committees, appoint the Planning Committee, and oversee the ongoing ministries of The Presbytery, such as Pres-WIC, Pres-Youth, Christian Education, camps, etc.

b. **Nominations**—At the Fall Stated Meeting of The Presbytery, the AC shall nominate suitable Teaching Elders, Ruling Elders, and Deacons to serve on the other permanent Committees. It shall present nominations to fill unexpired terms whenever such vacancies occur on permanent Committees. This Committee shall, at the Fall Stated Meeting, nominate a qualified Teaching Elder or Ruling Elder to the offices of Moderator and Assistant Moderator. Neither this Committee, nor any member of The Presbytery, when nominations are reported out, shall make nominating speeches for or against a particular nominee. The Committee shall report only his fitness, willingness, and qualifications to serve. The two (2) at-large positions on this Committee shall be filled by The Presbytery, without nominations from this Committee. At the Winter Stated Meeting, this Committee shall nominate to The Presbytery a Teaching Elder and Ruling Elder for the General Assembly Overtures Committee.

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

d. **Overtures**—All overtures, miscellaneous motions, and personal resolutions of a general nature (not specifically related to the work of another permanent Committee) shall be referred to the AC, which shall bring appropriate recommendations to The Presbytery. All references, appeals, and complaints shall be referred to the AC. When a complaint is received, this Committee shall advise the Moderator in his determination of whether or not the complaint is in order, but shall not make recommendations to The Presbytery regarding the disposition of the complaint. When a reference or appeal is received, the AC shall make recommendations to The Presbytery regarding the disposition of the reference or appeal.

**2. Candidates and Examinations Committee (C&EC).** This Committee shall be composed of four (4) Teaching Elders and four (4) Ruling Elders.

**A. Candidates** —This Committee shall provide the means whereby men sensing a call to the gospel ministry may receive direction and nurture in the pursuit of that call, and be provided with appropriate opportunities for theological training and practical service, to include the specific internship training and examinations leading up to their ordination. This Committee shall examine men requesting to come under the care of The Presbytery, compile the necessary testimonials, make recommendations to The Presbytery regarding the reception

of the candidate, and provide personal oversight for all candidates under care of The Presbytery. This Committee shall make recommendations to The Presbytery to initiate and approve specific internship assignments for candidates, and shall oversee those internships for each candidate.

**B. Licensure and Ordination** – The C&EC shall provide a comprehensive written examination for each candidate requesting to be licensed or ordained by The Presbytery, review the exegesis and theological papers required for ordination, examine each candidate orally before the Committee, make recommendations to The Presbytery regarding the approval of that examination, and conduct a pointedly representative oral examination before the Presbytery. Normally, sermons which are a part of a candidate's licensure or ordination examination shall be heard by this Committee or a sub-committee thereof in lieu of a sermon preached before The Presbytery.

i. **Exceptions.** When a candidate takes exception to the Confession or has a disputable interpretation of the Confession, yet it is an issue where diverse opinions are held within the Presbytery, let the Committee note the issue and let the Presbytery decide. Each man seeking licensure, ordination, and transfer who takes an exception to the Standards shall summarize his views in writing, interacting with Scripture. This summary shall be no more than five (5) pages and shall be included in the reports of the Committee and mailed with the docket. Before the floor exam, the Committee shall remind the Presbyters that the purpose of the exam is to discover a man's views not to debate them.

ii. **Ordinations.** The C&EC shall review all calls issued to men being ordained in this Presbytery (which calls shall ordinarily be in the hands of this Committee before the stated meeting of the Committee) and recommend to The Presbytery that the call either be found in order and be approved; or, if not found in order, recommend the necessary changes which need to be made before it be approved. When the total compensation package in a call falls below the minimum established by the Presbytery, the Shepherding Committee shall be notified and the matter shall be referred to it by the Examinations Committee.

**C. Transfers** -In accord with BCO 13-6, the C&EC shall examine the views of Teaching Elders requesting to be received by The Presbytery from other Presbyteries of the Presbyterian Church in America and ministers seeking to be received from other denominations. This Committee shall make Recommendations to The Presbytery regarding the approval of that examination, and shall conduct a pointedly representative oral examination before the Presbytery. When a man takes exception to the Confession, yet it is an issue where diverse opinions are held within the Presbytery, let the Committee note the issue and let the Presbytery decide. Each man seeking licensure, ordination, and transfer who takes an exception to the Standards shall summarize his views in writing, interacting with Scripture. This summary shall be no more than five (5) pages and shall be included in the reports of the Committee and mailed with the docket. Before the floor exam, the Committee shall remind the Presbyters that the purpose of the exam is to discover a man's views not to debate them.

**D. Calls.** The C&EC shall review all calls of ordained Teaching Elders requesting to be received by The Presbytery and ministers seeking to be received from other denominations (which calls shall ordinarily be in the hands of this Committee before the stated meeting of the Committee) and recommend to The Presbytery that the call either be found in order and be approved; or, if not found in order, recommend the necessary changes which need to be made before it be approved. When the total compensation package in a call falls below the minimum established by the Presbytery, the Shepherding Committee shall be notified and the matter shall be referred to it by the C&EC.

**3. The Missions Committee** of CVP shall be composed of four (4) Teaching Elders and four (4) Ruling Elders. This Committee shall encourage and aid missionary work locally, nationally and internationally in The Presbytery, among our churches and in partnership with the PCA's MNA and MTW national committees and their ministries.

A. The committee shall focus efforts in church planting within the bounds of the Presbytery through the following functions:

1. Initiate, supervise, coach and fund church planting originating either from churches within our bounds or from the Presbytery.
2. Initiate oversight commissions approved by the Presbytery and facilitate reports of church plant commissions to the Presbytery.
3. Oversee the establishment of **new worship sites and** new churches to encourage cooperation among the Presbytery churches
4. Care for, or find means to care for, church planters and their wives in cooperation with the Shepherding Committee.

B. The committee shall focus efforts outside the bounds of the Presbytery through the following functions:

1. Endorse MTW missionaries originating from within our bounds
2. Endorse MNA missionaries originating from within our bounds
3. Endorse International mission works originating within our bounds that promote the gospel in non-PCA influenced areas

C. The Missions Committee shall labor to fund and support works originating with and overseen by our the Presbytery so that financial resources follow accountability.

D. Calls to church planters issued through the Missions Committee shall identify anticipated sources and amounts of funding, including The Presbytery's contribution.

E. CVP's Missions committee shall encourage individuals and churches to support works originating outside of our the Presbytery but shall only give the Presbytery monies to works which the the Presbytery oversees (i.e. works within Catawba Valley Presbytery's bounds).

F. This committee shall promote international church planting throughout the Presbytery by endorsing MTW-GA international church plants and MTW-GA international missionaries who arise from within the bounds of Catawba Valley Presbytery. The Mission Committee shall also

assist MTW-GA in the recruiting of international missionaries from churches and local seminaries.

G. This committee shall promote national church planting throughout The Presbytery by endorsing MNA-GA church planters who arise from within the bounds of Catawba Valley Presbytery, by promoting other MNA-GA initiatives (e.g. revitalization and disaster relief) and by assisting MNA-GA in the recruiting of MNA-GA church planters from the Presbytery churches and local seminaries.

H. This endorsement will include floor time for MNA and MTW missionaries originating from within the bounds of Catawba Valley Presbytery but will not include The Presbytery oversight or funding.

I. While The Presbytery informally encourages other kingdom works beyond the PCA the CVP's Mission Committee shall focus its time and resources on PCA works as it is a committee of the PCA.

J. This committee shall resource CVP churches with mission program improvement, missions training, and short term mission work for the purpose of cooperative missions among our churches.

**4. Session Records Committee (SRC).** This Committee shall be composed of three (3) Teaching Elders and three (3) Ruling Elders. The Stated Clerk shall serve as an ex-officio member of the Committee.

A. The report of the SRC shall include a recommendation concerning the minutes of each Session, which shall include:

1) Minutes approved without exception by the SRC convening as a Commission;  
2) Minutes approved with exceptions of form by the SRC convening as a Commission, which shall be reported directly to the Session;

3) Minutes approved with exceptions of substance, which shall be presented to the The Presbytery, which presentation shall include citation of any relevant scriptural and/or constitutional references, and provide the committee's rationale for finding the exception of substance;

4) Responses to exceptions of previous Presbyteries, if any;

5) Recommendations concerning all responses to exceptions taken by previous Presbyteries that have not been disposed of suitably.

B. The SRC shall follow this procedure:

1) In February, this Committee shall arrange a meeting with the clerk or representative from each session to examine each church's minutes.

- 2) The Committee shall duly notify the Sessions.
- 3) In March, this meeting shall be held in a convenient place to examine minutes and discuss matters on record keeping.
- 4) The Session Records Committee shall present its report to the Spring Stated Meeting of The Presbytery.
- 5) Session records not examined in the March meeting shall be brought to the Spring Stated Meeting of The Presbytery.
- 6) The clerk or representative from each Session having records not examined in March shall be required to participate with the examination of session records during the Spring Stated Meeting of The Presbytery.
- 7) Within thirty (30) days of the Spring Stated Meeting of The Presbytery the chairman of the Session Records shall submit a list of non-compliant sessions to the Stated Clerk of The Presbytery and the chairman of the Shepherding Committee.
- 8) Within thirty (30) days of the Spring Stated Meeting of The Presbytery the chairman of Session Records Committee shall send each non-compliant Session written notification of its status of non-compliance.
- 9) A non-compliant Session shall have thirty (30) days to provide the Session Records Committee, in writing, an explanation.
- 10) Non-compliant Sessions shall be admonished to remedy the situation and in extreme cases may be removed from the roll of The Presbytery.
- 11) In the Fall Stated Meeting of The Presbytery, if the non-compliant Session is found guilty of contumacy, The Presbytery shall take one (1) of two (2) actions toward the non-compliant Session. The non-compliant Session shall (1) be admonished to remedy the situation and/or (2) removed from the roll of The Presbytery.

**5. Shepherding Committee (SC).** This Committee shall be composed of four (4) Teaching Elders and four (4) Ruling Elders. This Committee shall:

A. Care for the spiritual, emotional, and mental needs of the Teaching Elders within The Presbytery through a sensitive and caring shepherding ministry

B. Advise and communicate with Teaching Elders in their relations to the Session and congregation they serve, paying particular notice to significant problems or unresolved issues which have become known.

C. Make recommendations to The Presbytery for appropriate actions regarding churches affected with disorder.

D. Receive annual reports from Pastors and non-pastor Teaching Elders, and report to The Presbytery as required, as defined in Section VIII.

E. Contact personally any Teaching Elder with two (2) consecutive unexcused absences from The Presbytery.

F. Counsel with Sessions of churches without pastors and offer assistance in securing pastors at the request of the Session or local nominating committee.

G. Advise Teaching Elders without call and offer assistance in securing calls for them .

H. Offer general oversight to Teaching Elders without call and/or laboring outside the bounds or jurisdiction of The Presbytery.

I. Act as a Commission to dissolve the pastoral relation between a pastor and a church when both parties concur in the request.

J. Review the severance package offered when either a pastor or a church requests the dissolution of the pastoral relation, and make appropriate recommendations to The Presbytery regarding the approval of that severance package.

K. Act as a Commission to transfer the membership of a Teaching Elder to another Presbytery of the Presbyterian Church in America, to a NAPARC the Presbytery, or to another denomination with which the General Assembly has fraternal relations.

L. Counsel with Sessions at their request in any such matters as are presented by them.

M. Perform other duties which The Presbytery shall deem wise.

N. Report to The Presbytery whenever necessary or when requested by The Presbytery.

O. Review annually the established minimum compensation package for pastors.

P. Review all calls to a particular work, including those referred by the Examinations Committee, which contain a compensation package that is below the minimum established by the Presbytery. The committee shall consult with the parties involved to determine how best to meet the financial need. This should be done before a call is presented on the floor of The Presbytery. The committee shall report to The Presbytery and include recommendations. An explanation must be provided for any call containing a compensation package that is below the minimum.

**6. Reformed University Ministries Committee (RUM).** This committee shall be composed of three (3) Teaching Elders and three (3) Ruling Elders. This committee shall serve CVP by promoting Reformed University Ministries within our bounds, and by supporting the work of a North Carolina Joint Committee on Reformed University Ministries. All agreements governing the work of the North Carolina Joint Committee shall be subject to approval by CVP. The duties of the RUM Committee of CVP shall be:

A. To promote the work of evangelism and discipleship on college and university campuses throughout the boundaries of The Presbytery, and under the terms of a Joint Committee agreement, throughout North Carolina;

B. To facilitate the establishment of RUM chapters by The Presbytery, determining the needs and priorities of new ministries;

C. To initiate the call for campus ministers by The Presbytery;

D. To advise and supervise the RUM ministries that are established within our bounds;

- E. To prepare the local campus ministries' budgets and the overall budget for The Presbytery approval;
- F. To maintain liaison with General Assembly's Committee on RUM;
- G. To inform the churches and the people of The Presbytery of the campus ministries available, including their purpose, progress and needs;
- H. To participate in a NC Joint Committee on RUM by electing from committee members the required number of representatives; and
- I. To report directly to The Presbytery concerning the work of the committee and joint committee, and to present any appropriate matters to The Presbytery for its approval.

## **SECTION X: SPECIAL COMMITTEES AND COMMISSIONS**

- A. **Standing Committees.** The Moderator may appoint Standing (temporary) Committees as needed to function for a particular meeting of The Presbytery, such as a Resolution of Thanks Committee to draft an appropriate resolution to a host church. The quorum shall be not less than one (1) Teaching Elder and one (1) Ruling Elder.
- B. **Ad-Interim Committees.** The Presbytery may establish, by appointment or election, Ad-Interim Committees to function for a particular purpose and specified time, normally until the next Stated Meeting of The Presbytery. The quorum shall be not less than two (2) Teaching Elders and two (2) Ruling Elders.
- C. **Commissions.** In accord with BCO Chapter 15, The Presbytery may elect Commissions which shall be authorized to deliberate upon and conclude the business referred to them. Among the matters that may be properly executed by Commissions are the taking of the testimony in judicial cases, the ordination of ministers, the installation of ministers, the visitation of portions of the church affected with disorder, and the organization of new churches. If The Presbytery approves the judgment of a Judicial Commission, they shall become the judgment of The Presbytery. The quorum for all Commissions shall be not less than two (2) Teaching Elders and two (2) Ruling Elders. However, the quorum for a Commission appointed as an Interim Session shall be as specified in BCO 12-1. Installation Commissions should include elders from CVP churches in addition to the church in which the minister is being installed
- D. **Standing Commissions.** The following Permanent Committees are authorized to act as Commissions for specific tasks. In the tasks below, if one (1) voting member of the Commission requests, the Commission will only function as a committee and will bring the matter to the full The Presbytery with recommendation. For these Permanent Committees to act as Commissions requires two (2) Teaching Elders and two (2) Ruling Elders for a quorum, except Administration, whose quorum would be fifty percent (50%) of its members.
  - 1. Administration
    - a. Determining location for meetings.
    - b. Approving excused absences including requests to be excused early.
    - c. Deciding upon the Program or Issue Discussion for any given meeting.

- d. Annually appointing representatives for GA Committees of Commissioners. This does not include the TE and RE for Overtures (RAO 14-2)
  - e. Annually nominating any qualified presbyters to the PCA Nominating Committee for consideration on the 13 PCA Permanent & Special Committees & Agencies (RAO 4).
  - f. Approving the minutes after posting a draft on the website for comment.
2. Candidates & Examinations
- a. Approving PCA Teaching Elders licensure exams (stated supplies, seminary professors, etc -BCO 19-1). When Exams acts as a commission for licensure of a PCA minister, their report in the docket shall record any differences the minister had with the Standards, noting whether Commission judged them as being merely semantic, or more than semantic but not out of accord with any fundamental of our system of doctrine (like RAO 16-3e.5).
  - b. Appointing Installation Commissions for PCA Teaching Elders transferring (BCO 21-5)
  - c. Approving beginning internships BCO 19-9 &10
  - d. Approving internships as complete BCO 19-13
3. RUM
- a. Approving any changes in Terms of Call for current RUF ministers (after previous initial approval by full The Presbytery). BCO 20-6, 8-6
4. Session Records
- a. Approving Session minutes without exception or with exceptions of form.
5. Shepherding
- a. Approving Session requests for Stated Supply of men already licensed by Catawba Valley (includes “interim pastors” or licensed Student Supply or licensed Ruling Elders Supply) BCO 22-5 & 6
  - b. Approving Session requests to appoint a minister as Session moderator when the church is without a pastor per BCO 12-3.

## SECTION XI: MISC

- A. Amendments And Suspension Of By-Laws Rules.** These By-Laws may be temporarily suspended at any Stated or Called Meeting of The Presbytery by a two-thirds (2/3) majority vote of those present, unless such suspension would violate any part of the BCO. Any permanent amendment, revision, or repeal of these By-Laws must be proposed in writing at a Stated Meeting, approved by a two-thirds (2/3) vote of that Stated Meeting, and ratified by a two-thirds (2/3) vote of the following Stated Meeting of The Presbytery. These By Laws may also be amended at a single meeting, with prior notice, by an eighty percent (80%) vote.

**B. Interpretation and Governing Law.** When the context in which words are used in this Agreement indicates that such is the intent, words in the singular number shall include the plural and vice versa. The masculine gender shall include the feminine and neuter. The Article and Section headings or titles shall not define, limit, extend, or interpret the scope of this Agreement or any particular Article or Section. This Agreement shall be governed and construed in accordance with the laws of the State of North Carolina without giving effect to the conflicts of laws provisions thereof.

**C. Indemnification.** The Presbytery shall indemnify its officers and Trustees to the maximum extent required or permitted by Part 5 of Article 8 of Chapter 55A of the General Statutes of North Carolina as from time to time amended, and such officers and Trustees shall be deemed to have relied upon this Part.

**D. Denominational and Parliamentary Authorities.**

1: The doctrinal and governmental standards of The Presbytery shall be those stated in the Preface to the BCO. These By-Laws are not to conflict with the BCO, and in any case of conflict, the standards of the BCO shall take precedent and authority.

2: The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with these by-laws, any special rules of order the Presbytery may adopt, or the standards set forth in the Preface to the *Book of Church Order of the Presbyterian Church in America*. In any case of conflict, the standards of the BCO and these By-Laws shall take precedent and authority.