

# Eastern Pennsylvania Presbytery

*of the Presbyterian Church in America (PCA)*

## **Standing Rules**

Adopted January 14, 2006

Amended 9/21/06; 1/16/07; 1/15/09; 11/21/09; 02/13/10; 4/10/10;  
2/19/11; 4/20/13; 4/14/14; 2/21/15; 4/21/15; 4/19/16;  
11/15/16; 11/13/18; 2/16/19; 4/9/19; 11/16/21

### **I. Introduction: Guiding Principles**

**A. Identity Statement:** The Eastern Pennsylvania Presbytery (hereinafter, the “Presbytery”) is a gathering of local churches of the Presbyterian Church in America (hereinafter, “PCA”) united by our regional proximity, our reformed theological perspectives, our submission to the Word of God, and our commitment to the Great Commission.

### **B. Guiding Principles:**

1. We desire to be a presbytery characterized by a strong sense of spiritual unity, both as individuals and as churches, within the bounds of our commitment to be true to the Scriptures, to our Reformed Heritage, and to the Great Commission.
2. We desire to be characterized by ongoing leadership development, both in terms of current members of Presbytery and officers of our local churches, as well as developing future elders, deacons, and teachers within the bounds of our commitment to biblical truth and integrity in both theology and life.
3. We desire to see existing churches growing both qualitatively and quantitatively, as well as seeing new churches strategically pursued.
4. We desire to be a gospel-centered presbytery, increasingly characterized by the core values below.

### **C. Core Values:**

1. Biblical Integrity – Being men who guard and foster integrity in our theology and in our lives and are committed to resolving conflict biblically.
2. Dynamic Fellowship – Spiritual unity, brotherly love, growing relationships, unity and diversity without requiring uniformity, unique yet inseparable, having strong mutual trust and support.
3. Leadership Development – Developing men for more effective leadership in the church through the development of character and knowledge in their personal lives, their families and ministry. This includes strengthening current elders within the Presbytery, as well as developing, mentoring, and providing oversight for ministerial candidates.

4. Church Health – Strengthening existing churches by modeling and encouraging a balance between upward focus (Communion), inward focus (Community) and outward focus (Commission). This also means building mutual support and encouragement between the congregations in the Presbytery and providing training opportunities for our members and member church leaders.
5. Eastern PA Mission – Owning and engaging the mission field of Eastern Pennsylvania by proactively planting churches, reaching students on college campuses, promoting an outward missional focus in our churches, and encouraging our ministers and missionaries who serve within and beyond our bounds.

## II. Meetings

- A. Stated Meetings:** Stated meetings will be conducted four times a year. The February and September meetings will be on the second or third Saturday of each month. These meetings will be conducted from 9:00 a.m. through 3:00 p.m. with a break for lunch from noon to 1:00 p.m. The April and November meetings will be on the second or third Tuesday of the month. These meetings will be conducted from 2:00 p.m. through 9:00 p.m. with a supper break from 5:00 p.m. to 6:00 p.m. The Administrative Committee has the authority to cancel stated meetings due to weather, unforeseen emergencies, or if the business scheduled can be accomplished at the next meeting.
- B. Called Meetings:** Called meetings will be held as necessary, but are not encouraged. Requests for called meetings will be made in writing to the stated clerk in accordance with the PCA Book of Church Order 13-12 (hereinafter, “BCO”).
- C. Quorum:** The quorum for all meetings will be in accordance with BCO 13-4.
- D. Place of Meeting:** The Administration Team will arrange the place of all meetings. The host church shall be responsible for all arrangements required to conduct Presbytery meetings.
- E. Rules of Order:** It is the responsibility of the Moderator to preside over meetings equitably and efficiently, protecting the privileges of parliamentary minorities while refusing to allow the meeting to become mired in the minutiae of procedural rules. Likewise, it is the responsibility of all commissioners (as defined below) to exercise proper humility and deference to one another, remembering their ordination vows to submit to one another in the Lord.
  1. All parliamentary procedures shall be in accordance with the provisions of the BCO, these standing rules, and Robert’s Rules of Order.
  2. The Moderator may appoint a commissioner of Presbytery to assist him in these matters, who shall serve as parliamentarian only for the term of the actual meeting in which he is appointed. The edition of *Robert’s Rules of Order* used in the General Assembly will govern Presbytery during the business portion of its meetings unless they are in conflict with the BCO or these standing rules.
  3. Notwithstanding the above, discussion and debate of any main motion shall be limited to

fifteen minutes. This time may be extended by majority vote.

**F. Agenda:**

1. Meetings shall be conducted according to the BCO. Stated meetings of the Presbytery shall ordinarily include the following elements: worship, prayer, a meal, Presbytery business and training opportunities. Communion will be served at least once a year as determined by the Administrative Team.
2. Officers and ministry teams will present to the stated clerk written reports including their recommendations at least 14 calendar days before the meeting. The stated clerk will distribute these reports with an agenda and any other necessary information to all Presbytery commissioners at least 7 calendar days before the meeting.
3. To expedite business, the recommendations of all the officers and ministry teams, in the absence of any objection, will be approved by common consent. Any commissioner of Presbytery may request that any item of business be extracted from this consent agenda for the purpose of further discussion before voting.
4. All requests for special speakers or presentations will be presented to the Administration Team for approval.

**G. Attendance**

1. All teaching elders, and all ruling elders elected by their sessions are commissioners of Presbytery and are expected to attend. The number of commissioners will be in accordance with BCO 13-1.
2. The stated clerk receives requests for excused absences from teaching elders before the regularly scheduled meetings of the presbytery. After they are acted upon by the presbytery, the stated clerk determines which elders were unexcused and which churches were not represented.
3. The stated clerk will inform the Shepherding Team Chairman which teaching elders were unexcused and the Church Health Team Chairman which churches were not represented at a regular stated meeting. These Chairmen will insure a call is made to each to encourage their attendance as members of Presbytery. If more than three consecutive meetings are missed without a good reason this needs to be reported by the appropriate chairman to the Administrative Team and a recommendation be made to the Administrative Team for appropriate action.
4. The stated clerk is authorized to grant an excused absence after a stated presbytery meeting when obvious and good reasons are provided. Such excused absences will be reported by the stated clerk at the next stated meeting of the Presbytery.

**H. Right of Floor.** All members of Presbytery and ruling elders currently serving within the bounds of Presbytery, and elders emeritus within these same bounds, have the right of the floor.

**I. Voting:** Only commissioners to Presbytery may vote at Presbytery meetings.

**J. Elections:**

1. Elections for officers and ministry team members will be held at the November stated meeting with the term of office to begin the following January, and run through December of the final year of the term.
2. A man elected to a vacant office for an unexpired term that is less than half the total term of office will not be considered as having served a term.
3. The Nominating Team will present nominations for each office at the time of election. Nominations from the floor will also be taken at that time. A simple majority of the votes cast will be necessary to elect.

**K. Quorum for Commissions to Ordain or Install Pastors:** All commissions to ordain and/or install a teaching elder will have as a quorum at least two teaching elders and two ruling elders, with the moderator of Presbytery, the stated clerk, or the convener of the commission empowered to appoint substitutes if necessary.

**III. Officers**

**A. Moderator:**

1. The moderator will be elected according to the provisions of BCO 10-3.
2. The duties of the moderator will be as described in the BCO or these standing rules.
3. The moderator will fill vacancies on commissions of Presbytery.
4. The moderator will arrange for thanks to the host church for the provisions at each meeting.
5. If the moderator is unable to fulfill his duties, the Administrative Team shall appoint a substitute.

**B. Stated Clerk:**

1. The stated clerk will be elected to a one-year term, and may be re-elected for consecutive terms.
2. The duties of the stated clerk are those described in BCO 10, BCO 13, and the "Handbook for Presbytery Clerks."
3. He will initiate and receive official communications of Presbytery, and refer them to

the appropriate ministry team.

4. He will prepare a proposed agenda for each meeting of Presbytery in consultation with the Administration Team.
5. He will supervise the recording of the minutes of the Presbytery meetings, and reproduce and distribute the minutes as soon as possible. He will preserve an official permanent copy of the minutes.
6. He will promptly communicate special orders of the Presbytery, and sign and issue the official orders of the Presbytery (if not otherwise provided). He will notify persons elected to the ministry teams, commissions and offices of Presbytery.
7. He will advise the moderator, keeping him informed of matters requiring his attention, making the facilities of the stated clerk available to him, and rendering any service requested by him about the operation of Presbytery.
8. He will receive from each church copies of their annual statistical reports to the stated clerk of the General Assembly, and will prepare a summary to be presented to the Presbytery at its stated meeting in April.
9. He will submit a proposed annual budget for the operation of the clerk's office to the Administration Team.
10. He will record ruling elder representation and teaching elder attendance at Presbytery meetings.
11. He may appoint temporary clerk(s) for meeting(s) of Presbytery as needed. They will serve under his direction.
12. He will provide the current issue of the standing rules, Presbytery rolls, and other pertinent information to each candidate, licentiate, or pastor as he joins the Presbytery, and will provide updated copies as requested by the moderator or Presbytery.
13. He will normally equally divide the Presbytery Scholarship Fund for Covenant Theological Seminary among qualified students under presbytery's care, inform the seminary before August 1 of each year concerning the distribution of funds and inform the presbytery of the results at its September stated meeting.
14. He will insure that the following "Background Checks" on all teaching elders are done before they are received into presbytery: criminal, sex offender, and educational records. If a record of offense appears, this information will be reported to the Administrative Team who will investigate the matter further and formulate a recommendation as to acceptability to the presbytery. He will budget annually for the costs of these checks.

### **C. Treasurer:**

1. The treasurer will be elected to a one-year term, and may be re-elected for consecutive terms.
2. The treasurer will receive, record, and acknowledge all funds contributed to Presbytery and disburse the funds as directed by Presbytery.
3. He will submit a written report concerning the funds of Presbytery at each stated meeting.
4. He will submit the Presbytery's financial records to the Presbytery for auditing at the end of each year.

## **IV. Ministry Teams**

### **A. General Information:**

1. The standing committees of Presbytery, called *ministry teams*, will be the following: Administration, Campus Ministry, Licensure and Ordination, Nominating, Shepherding, Church Planting, Church Health, and World Missions.
2. The members of the Administration Team will be the present moderator, stated clerk, treasurer, and the chairmen of the other seven ministry teams (a/k/a Ministry Team Leaders).
3. The membership of each of the remaining ministry teams will be comprised of four or more members, striving to have a balance of both teaching elders and ruling elders, who serve for three years. To insure some continuity and familiarity within the ministry teams, some terms may be initially staggered upon the approval of the team members.
4. Ministry team leaders may invite PCA members who are not elders to serve as non-voting members of the ministry team.
5. Normally all local, non-retired TE's will be required to be on a team after they have been a member of the Presbytery for one year.
6. The common duties of each ministry team will be:
  - a. To meet as needed to fulfill its appointed responsibilities. A quorum will be at least one-half of the elected members. Ordinarily this will include both teaching and ruling elder representation.
  - b. To elect a chairman every year from its membership.
  - c. To submit a written report with any recommendations to Presbytery at least twice per year.
  - d. To submit proposed annual budget requirements, if necessary, to the Administration

Team.

- e. To provide to the Presbytery at the September meeting an annual written report on what has taken place in the past year, how the team has contributed to the core values and how the team intends to improve what it does in the year to come.
7. Candidates for gospel ministry will normally file their applications with the clerk of the Presbytery at least two months before a scheduled meeting of the Presbytery. He will send copies to the Chairmen of the Licensure and Ordination and Shepherding Teams. These teams will review the current application form at least bi-annually and make changes to improve it as appropriate.

## **B. Basic Duties of Respective Ministry Teams:**

1. **Administration**: This ministry team will handle all matters that do not ordinarily come under the oversight of the other ministry teams. These matters include, but are not limited to:
  - a. Maintaining and promoting the guiding principles and core values of the Presbytery as stated in the introduction to this document.
  - b. Organizing and planning the worship services, times of prayer, agenda, and training at the stated meetings of the Presbytery.
  - c. Planning other times of worship, prayer and fellowship for the officers and/or churches of the Presbytery.
  - d. Overseeing the work of the stated clerk and the treasurer including the preparation of an annual budget.
  - e. Handling all matters related to inter-church relations, other than existing particular churches from other denominations seeking membership in the Presbytery.
  - f. Reviewing and recommending resolutions for BCO amendments presented to the Presbytery.
  - g. Reviewing and recommending responses to the Review and Control Committee of the General Assembly.
  - h. Reviewing the efficiency and effectiveness of presbytery meetings, at least annually and proposing improvements to the appropriate team or the Presbytery.
  - i. Promoting Ruler Elder participation in Presbytery meetings and on its Teams.
2. **Campus Ministry**: The duties of this ministry team will include, but are not limited to:
  - a. Helping the Presbytery as a whole and its individual churches develop a vision for

campus ministry.

- b. Investigating and recommending to Presbytery new campus ministry locations, and recommending to Presbytery measures for the raising of funds to support the work of campus ministry.
  - c. Assessing and recommending to Presbytery qualified men to be RUF campus ministers within our bounds.
  - d. Providing oversight, coaching, and mentoring for RUF campus ministers and their wives.
  - e. Collaborating with the Church Planting Team to discover how to do campus ministry in concert with church planting.
  - f. Overseeing the budgets of all RUF staff within the bounds of the Presbytery.
  - g. Acknowledging, celebrating, and prayerfully supporting other campus ministers who are members of the Presbytery and serving within its boundaries.
3. **Licensure and Ordination:** This ministry team will deal with all issues relevant to the training, examination, and receiving of candidates, for licensure and ordination; and the examination and receiving of teaching elders by transfer, taking particular care to do this in a gracious and caring spirit. These matters include, but are not limited to:
- a. Providing administrative oversight and guidance for candidates; seeking ordination in this Presbytery.
  - b. Providing guidance and direction for the ongoing biblical, theological, and educational development of candidates, interns, and licentiates in the Presbytery.
  - c. Administering all examinations required with reference to licensure and ordination.
  - d. Recommending elders to be appointed by Presbytery to all ordination and installation commissions.
  - e. Serving as a liaison between Presbytery and ordained pastors from other Presbyteries or denominations seeking membership in the Presbytery. This work will include the examination of such men with a view toward presenting them to Presbytery for membership.
  - f. Teaching elders will seek Presbytery's approval for any changes in their status through this ministry team.
  - g. Maintaining regular communications and coordination with the Shepherding Team.

4. **Nominating**: The duties of this ministry team will include, but are not limited to:
  - a. Recommend nominations for the General Assembly's permanent committees and agencies, special committees and the Standing Judicial Committee at the November and or February meetings of the presbytery.
  - b. Recommend appointments, as necessary, for the presbytery's representatives to the General Assembly's Review of Presbytery Records Committee and the Nominating Committee at the November and/or February meetings of the Presbytery.
  - c. Recommend appointments to General Assembly Committee of Commissioners, Floor Clerks, and Communion Elders at the April meeting of the presbytery.
  - d. Recommend nominations for the Presbytery's Officers and ministry teams for the next calendar year at the November meeting of the presbytery.
  - e. Always take nominations from the floor at the presbytery meetings.
  - f. If any appointed member of General Assembly committees or agencies or elected members of Presbytery Teams cannot complete their term, find replacements as able.
  - g. Seek ruling elder parity on Presbytery teams and ruling elder moderators every other year.
  - h. Encourage all local, non-retired TE's to be on a team.
5. **Shepherding**: The duties of this ministry team will include, but are not limited to:
  - a. Providing pastoral care to our teaching elders who are not MTW, Serge, military chaplains, or out of bounds missionaries.
  - b. Encouraging attendance and participation in the work of Presbytery.
  - c. Promoting and providing opportunities for fellowship, spiritual enrichment and prayer among the members of Presbytery.
  - d. Provide consistent oversight for all candidates for the gospel ministry by receiving their applications from the stated clerk and leading their initial exam before the Presbytery and overseeing mentoring and internships, showing a kindly and sympathetic interest in their spiritual growth and giving them counsel and guidance as needed until they leave the Presbytery.
  - e. Reviewing teaching elder attendance at Presbytery, and recommending to Presbytery

appropriate action as needed.

- f. Working closely with the mentors and the Licensure and Ordination Team.
6. **Church Planting**: The sole work of this ministry team will be to promote, support and facilitate the planting of new PCA churches within the bounds of the Presbytery to include new multi-site works. The duties relevant to this task include, but are not limited to:
- a. Appointing representatives from the ministry team to the Metro Philadelphia Church Planting Partnership.
  - b. Investigating and recommending to Presbytery new church planting locations, and recommending to Presbytery measures for the raising of funds to support the work of church planting.
  - c. Assessing and recommending to Presbytery qualified men to be the organizing pastors of new churches.
  - d. Overseeing the training, coaching, and mentoring of church planters and their wives.
  - e. Helping both the Presbytery as a whole and its individual churches develop a vision for church planting.
  - f. Serving as liaison between the Presbytery and particular churches considering joining the PCA in the bounds of our Presbytery.
7. **Church Health**: The duties of this ministry team will include, but are not limited to:
- a. Providing the resources necessary to promote the growth and maturity of the churches in the Presbytery. Examples of resources would include: training sessions, recommended books, and a list of available consultants.
  - b. Aiding pastors and Sessions in the work of revitalizing existing churches of the Presbytery when requested to do so by that church or the Presbytery.
  - c. Promoting ministries out of churches in the Presbytery that would be of value to both the Kingdom of God and the Presbytery.
  - d. Assisting churches in developing their ministries, for example, but not limited to, children, college, youth, diaconate, women, men, and world missions.
  - e. Promoting and giving oversight to PCA ministries within the bounds of Presbytery.
  - f. Encouraging and engaging our churches in works of mercy.
  - g. Overseeing the inspection of the records of each church of Presbytery annually, in accordance with BCO 12-7. Said records are to include the church roll and the session minutes for the calendar year.

- h. Being empowered as a commission of Presbytery to handle uncontested requests for the dissolution of pastoral relationships and dismissal from the Presbytery when requested when such requests call for action before the next stated meeting of Presbytery.
  - i. Assisting churches within the bounds of Presbytery by serving as peacemaker on non-judicial matters; and offering training in peacemaking to members.
8. **World Missions**: The purpose of this ministry team is to promote within our Presbytery the work of world missions and to foster the relationship between the Presbytery and member missionaries, missionary candidates, and military chaplains. The duties of the team will include, but are not limited to the following:
- a. Promoting World Missions
    - i. Working with MTW to create a culture of global missions within the Presbytery by promoting available speakers, resources and training.
    - ii. Working with the Licensure and Ordination Team, helping to ensure that candidates understand and affirm the importance of the Great Commission.
  - b. Fostering Relationships with Missionaries and Chaplains
    - i. Providing oversight and pastoral care in concert with respective oversight agencies.
    - ii. Developing supportive relationships, offering encouragement and accountability, and facilitating a sense of being connected with the Presbytery.
    - iii. Inquiring into the health of the relationship with respective oversight agencies.
    - iv. Receiving at least annual reports to Presbytery, that may consist in reports and updates normally sent to supporters and agencies.
    - v. When requested and/or deemed necessary, establishing oversight committees for specific missionaries, missionary works, or military chaplains to provide support, care, encouragement, and oversight in morals, doctrine, and their work. Also, receiving the reports of such committees.
    - vi. Reporting (either written or oral) to Presbytery on the health and activities of our missionaries and military chaplains, and promoting financial and prayer support for them.
    - vii. Seeking potential candidates in Presbytery who seem qualified for particular fields of service as a missionary or military chaplain.

**C. Special Committees:** The Moderator will appoint special committees, and their chairmen, as needed. Starting with 2019 and every five years thereafter, he will appoint an Ad Interim Committee to Review all that the presbytery does and recommend ways to improve how it achieves its core values and its efficiency.

**D. Board of Directors:** The members of the Administration Team will serve as the board of directors of the Eastern Pennsylvania Presbytery, Inc, a corporation of the Commonwealth of Pennsylvania.

## **V. General Policies**

### **A. Finances**

1. Funds for the operation of Presbytery will be supplied by contributions from the churches of Presbytery, individuals and other sources.
2. Funds are not to be disbursed without proper documentation, which is to include budgetary authority and the presentation of properly itemized receipts, vouchers, or other documents for reimbursement of expenses. Where an individual is to be paid a salary or regular fee by the Presbytery, a proper call or other appropriate authorization must be presented in writing to the treasurer.

### **B. Basic Principles of Subscription**

1. With respect to the licensure and ordination vows (BCO 19-3.2; 21-5.2; 24-6.2), the candidate affirms that the Westminster Confession of Faith and Catechisms express his own convictions regarding the system of doctrine taught in Holy Scripture.
2. If a candidate believes any “statement and/or proposition” (BCO 21-4f) of the Confession or Catechisms to be out of accord with the teaching of Scripture, he will make it known in writing to the Licensure and Ordination Team and the Presbytery.
3. The Licensure and Ordination Team will make the following recommendations to Presbytery:
  - a. The stated difference (s) to be merely semantic.
  - b. The stated difference (s) to be more than semantic, but not out of accord with any fundamental of our system of doctrine (BCO 21-4)
  - c. The stated difference (s) to be out of accord with (a) fundamental (s) of our system of doctrine because it/they is/are hostile to the system or striking at the vitals of religion (BCO 21-4)
4. Presbytery will act on the examining committee’s recommendations and then proceed as follows:
  - a. If it is determined that the candidate holds an exception that is not permissible the candidate will not be approved for licensure or ordination.
  - b. Otherwise, the candidate’s exception (s) is/are permissible, and he may be approved for licensure or ordination if he will agree to the following stipulations:

- i. The candidate will be permitted to teach his exception, but he must be able and willing to do so in a manner which will not disturb the peace of the church.
  - ii. When teaching his exception the candidate must make clear that his teaching in this particular case differs from the standards of the church.
  - iii. The candidate must be able and willing to explain the position of the standards with sympathy and respect.
- c. If the candidate has no exceptions, the presbytery will record that he has no differences.
- d. The candidate's written exception (s) always shall be recorded in the minutes of the Presbytery.

**C. Suspension or Amendment of Standing Rules:**

- 1. Suspension of the standing rules will require an affirmative vote of two thirds (67%) of the commissioners present and voting.
- 2. Amendments to the standing rules will require an affirmative vote of two-thirds (67%) of the commissioners present and voting in two consecutive meetings, including an affirmative vote by one-half (50%) of the commissioners enrolled for those meetings.

## **Appendix How Teams Function**

**Introduction:** In this appendix, each team identifies how it normally functions so elders joining or leading a team or coordinating with another team will be helped to understand how the teams function. If the way a team function changes, they should send the change (s) to the stated clerk who will update the appendix for the team.

### **Administrative Team:**

1. Each November, the Presbytery elects a moderator for the next calendar year. He not only moderates the Presbytery for that year but also the meetings of the Administrative Team. The Team consists of the Presbytery Officers elected in November (the moderator, stated clerk, and treasurer) and the current team leaders. If the moderator is absent from a team meeting, he will appoint a replacement or if he hasn't, the team members present will elect a moderator from among themselves.
2. The team meetings are usually scheduled on the Monday or Tuesday that precede the scheduled stated meeting by at least two weeks. This allows the proposed docket and supporting reports or documents to be sent out to the Presbytery members at least 7 calendar days before the stated meeting. They are usually scheduled at this time in the home of the Stated Clerk or Providence PC which are located in the Quakertown area and are in the middle of the Presbytery area. The meetings currently start at 12:30 p.m. Team members may bring a lunch to eat during the meeting. The Stated Clerk sends a proposed docket to the team together with supporting documents at least a week before the meeting.
3. The moderator opens the meeting by praying or asking some else to pray. Then the Team normally proceeds to old business which starts with approval of the proposed agenda, followed by approval of the minutes for the last meeting and the proposed docket for the next Presbytery meeting. Lastly under old business, there would be reports or vote taken on matters brought up at previous meetings. Next the Team proceeds to new business which includes routine new business, an information report by the stated clerk on matters which at times may require action by the Team, and finally Team and Commission reports. Routine new business would include for the February meeting the finalization of a discussion topic that lasts an hour or more, for the September meeting a finalization of the budget for the next calendar year and sending it out to the Presbytery members in a timely fashion, and for the November meeting finalization all nominations required to meet denominational and presbytery needs for the next calendar year. Finally the Team establishes all the details for the next meeting of the team and the moderator or an appointed team member closes the meeting in prayer.

### **Campus Ministry Team:**

1. This Team normally meets two or three times a year whenever the schedules of the members permit. The purpose of the meetings is to discuss how we can improve our Presbytery's support to campus ministries within the bounds of the Presbytery that are served by Presbytery members. The meetings are currently held in the Bethlehem area due to its central location for members. The chairman sends a docket to all members before the meeting. All meetings are opened and closed with prayer by individuals selected by the

- chairman. After the approval of the agenda and the previous minutes sent to members before the meeting by the Secretary, the agenda involving old and new business is discussed.
2. In this team's attempt to fulfill its duties listed in the Standing Rules, the following actions are pursued:
    - a. Develop a campus ministry planting fund.
    - b. Provide at every Presbytery meeting a half page prayer request sheet which is tied into a testimony or other presentation.
    - c. Promote a "Campus Ministry Sunday" in August where churches are asked to corporately pray for the campus ministries as they approach the beginning of the upcoming school year. This is supported by sending out a prayer guide by mid-July and showing a video at the April Presbytery meeting about campus ministry.
    - d. Work with all Reformed University Fellowship campus ministers to prepare their budget in time for the approval at the November meeting of the Presbytery.
    - e. Evaluate the possibility of a year-end bonus for RUF staff if the funds are available.
  3. The following strategic values of campus ministries identify the reasons the Presbytery needs to make such ministries a priority:
    - a. The unique opportunities for successful evangelism.
    - b. The many opportunities for discipling and mentoring students as Christians, future missionaries, and church leaders.
    - c. The many opportunities to guide students in making significant lifetime decisions in relation to friends, marriage, vocations, and vision for life.
    - d. Avoiding the neglect of students' salvation on college campuses.

**Church Health Team:**

1. The Team typically meets at least four times prior to the regular stated meetings of Presbytery. There are additional meetings as needed, e.g. a session calls upon the Team to advise or mediate matters needing assistance (disciplinary issues, conflicts, and counsel).
2. The members of the Team are often asked to call members of church sessions for their input regarding how the Team can better serve them or elicit suggestions on how to encourage greater involvement of TEs and REs among the Presbytery's membership.
3. The meetings usually take place at Lansdale PC during a weekday morning( 9:00-11:30). The meetings open and close with prayer along with a brief devotional provided by one of the members of the Team.
4. The Team is tasked with reviewing the Sessional records of our member churches. Those reviews take place all year long as Clerk of Sessions provide their records to a designated member of the Team.
5. The Team chairman seeks to provide any pertinent items that come to his attention that may be of help to our churches, e.g. Ruling Elder and Deaconal Training and Women, Youth, Mission Conferences, etc.
6. At the regular stated meetings of Presbytery the chairman of the Team gives a report about

the activities of the Team.

**Church Planting Team:**

1. Vision Statement: If you dream of being involved in a movement bigger than the local church where you see the gospel going out, churches being planted, and people coming to faith in Christ, this Team is one of those places. Our goal is to see unreached people, neighborhoods, hear the gospel as we pray, brainstorm, equip, send and support church planters in both Eastern Pennsylvania Presbytery and across the whole region.
2. The Team meets prior to presbytery four times a year. They normally meet in Doylestown at Covenant PC in order that most members may attend. This meeting usually takes place on Thursday afternoon (1:00-3:00). A lunch will occasionally precede the meeting. The Team also tries to have at least one “retreat” day for strategic planning.
3. The agendas for the meetings normally start and close with prayer. After having a devotional, they take time to hear updates on the church planters and pray for them. The team also meets with potential planters, discusses situations that need action regarding plants or pastors, and receives updates from the network coordinator.
4. Once or twice a year, the team also discusses how the church planting fund should be dispersed.
5. At Presbytery meetings, the Team chair gives updates about the state of planting in the Presbytery, urges prayers and funding for church planting, and regularly gives time for church planters or the network coordinator to share about their work of ministry.

**Licensure and Ordination Team:**

1. Licensure & Ordination (hereafter, L&O) Team regular meetings are held four times per year, on the last Monday of the month preceding the Presbytery meeting. This allows time for the report to be presented at the Admin Team meeting and distributed to members of the Presbytery prior to the meeting. It also provides some extra time for last minute situations that may arise. The meetings ordinarily convene at Lansdale Presbyterian Church in Hatfield; they begin at 6:30 pm, usually last till 8:30-9:00 pm, and are opened and closed with prayer. The Team will sometimes meet at other times and places if and as the need arises. The Chairman of the Team sends an agenda to the team, together with supporting documentation, at least one week prior to the meeting.
2. Candidates for Licensure and Licensure Exams: Prospective Licentiatees shall either already be or be ready to become Candidates under care of the Presbytery; thus, any meetings with prospective Licentiatees will always be done after consultation with the Shepherding Team. Prospective Licentiatees (and their mentors) are expected to notify the Team concerning their intention to be examined for Licensure not less than two months prior to the meeting. The Team will then provide the prospective Licentiatee with a list of things needed to be completed two weeks prior to the Team meeting – e.g., he must complete and pass written exams in Bible and Theology; he must send a letter from his Session requesting that he be examined for Licensure; and he must provide the Team with a sermon evaluation form, completed by representatives of his Session. He will also need to prepare for oral examinations in Bible, Theology, and BCO. All Team

members share in the questioning. If the examinations are sustained, the Team will recommend that the candidate be approved for Licensure at the upcoming Presbytery meeting, pending his sustaining oral examination on the floor of Presbytery. Examinations in committee take from 60-90 minutes per candidate.

3. Candidates for Ordination and Ordination Exams: Prospective candidates for ordination shall either already be or be ready to become Candidates under care of the Presbytery; thus, any meetings with prospective candidates for ordination will always be done after consultation with the Shepherding Team. Candidates for ordination (and their mentors) are expected to notify the Team concerning their intention to be examined for Ordination not less than two months prior to the meeting. The Team will then provide the prospective Licentiate with a list of things needed to be completed two weeks prior to the Team meeting – e.g., in addition to all the requirements for Licensure (if he has not yet been approved as a Licentiate), he must compete and pass written examinations in Church History and either Hebrew or Greek; he must provide the Team with a theological paper and an exegetical paper (the latter from a different original language than his biblical language); he must provide the Team with copies of his seminary and college transcripts; he must provide the Team with a call letter that will be presented to the Presbytery for approval; he must be examined orally in the areas of Church History and Sacraments (first before the Team, then on the floor of Presbytery); and he must deliver a sermon, ordinarily at the same Presbytery meeting. All Team members share in the questioning. If the examinations are sustained, the Team will recommend that the candidate be approved for ordination at the upcoming Presbytery meeting, pending his sustaining oral examination on the floor of Presbytery, and pending the delivery of his sermon. Examinations take between 45-60 minutes for candidates for ordination who have already been approved as Licentiates, and up to 90 minutes for those who are examined all at once.
4. Transferring Teaching Elders: Teaching Elders who wish to transfer from another Presbytery into this Presbytery are asked to write out short answers to a series of questions that touch on potentially problematic theological topics (e.g., the days of Creation, the historicity of Adam, views on the Sabbath, views on women’s ordination, etc.), and are then invited to meet with the Team to be examined as to their views. All Team members share in the questioning. If the examinations are sustained, the Team will recommend that the candidate be approved for reception into our Presbytery at the upcoming Presbytery meeting, pending his sustaining examination as to his views on the floor of Presbytery. Examinations in committee take from 45-60 minutes per candidate.
5. Administrative Oversight Concerning Changes of Status: There are numerous other administrative steps for which the Team is responsible. Some of these include the following: recommending Presbytery’s approval of calls; of resignations from Pastorates and dissolutions of pastoral relations; of transfers out of the Presbytery; and of changes in status, e.g., to “TE without call” or “laboring out of bounds” or “honorably retired,” etc. Also included in the area of administrative oversight is the maintenance of the list of candidates and their status, and working together with the Shepherding Team to integrate the candidacy and internship dimension of the process with the licensure and ordination examination dimension.
6. Finally, the Team is divided into classes serving 3-year terms (renewable) that ordinarily begin in November.

### **Nominating Team**

1. This team's primary meeting is in October of each year. They normally meet in Quakertown which is located at the center of the Presbytery's area. During September, the chairman sends an email to each team leader, except the Administrative Team whose members are pre-determined, and asks them to let them know their needs and new members in whom they may be interested.
2. The agenda for this meeting normally starts and ends with prayer. After approving the minutes for previous meetings they make recommendations for the following needs for the coming calendar year at the Presbytery's November meeting: Presbytery needs for Officers and Teams, and General Assembly needs for appointments to the Review of Presbytery Records Committee and the Nominating Committee, when needed. Appointees for the General Assembly Committees are made for three year terms. As of late, the chairman has started this process with a computer meeting of the Team in April.
3. Early in March, the secretary of the Team sends out an email to elders in the Presbytery soliciting volunteers to meet General Assembly needs in June to serve as commissioners on the Committees of Commissioner and the Overture Committee and as Floor Clerks and Communion Elders and as Floor Clerks and Communion Elders. Each year the Presbytery budgets \$1,000 for the GA expenses of the first volunteer to be a Floor Clerk. These volunteers normally are appointed by the Presbytery at its April meeting. In early November, the secretary of the Team also sends out an email soliciting volunteers who want to be nominated for the PCA Permanent Committee and Agencies and the Standing Judicial Commission. The names of the volunteers are normally handled by the Presbytery at its February meeting.

### **Shepherding Team**

1. This team normally meets four times a year. The meetings are scheduled at least a week before the Administrative Team meets to prepare for the upcoming Presbytery meeting, thus the meetings are about four weeks before the Presbytery meeting. The meetings have been held in the Quakertown area due to its central location for members. The meetings usually start at 9:30 a.m. and are done well before noon.
2. Our prime responsibility is providing pastoral care to our teaching elders. We do this by praying for them, and meeting with them at least once a year face-to-face. We also encourage their attendance and participation in Presbytery, if it is appropriate. As a team, we seek to promote and provide opportunities for fellowship and spiritual enrichment among the members of the Presbytery. We provide such opportunities by encouraging their participation in the monthly meetings of the North and South to share prayer requests and by holding an annual Retreat for all elders. Of course also, these opportunities are encouraged by our time of worship, prayer, and meals together during Presbytery meetings.
3. The chairman of the team sends a docket to all members before the meeting. All meetings opened and closed with prayer. The individual who prays is selected by the chairman. Next the agenda and the minutes for the previous meeting, which are sent to members before the meeting by the chairman, are approved. Then, the Team members discuss their shepherding responsibilities. Each member of the team is assigned by the Team to shepherd TEs and Candidates in the Presbytery. The discussion normally includes updating shepherding

assignments , recommending new candidates, giving up-to-date reports on candidates to include their internships, and recommending actions concerning TEs who have been absent for three or more consecutive presbytery meetings. Sometimes the men seeking to become candidates are at the meeting to give their testimonies. Next the Team members discuss other related matters to their responsibilities. These matters would include the annual Presbytery Retreat, the selection of a TE to give a brief testimony at the presbytery meeting to help the presbyters to know him better, new ideas, administrative items like electing a new chairman and/or secretary and discussing annual reports the team makes to presbytery. The last item of business is to set the details for the next meeting of the Team.