

II. ELECTIONS

- II.1. In all elections a majority of the votes cast shall be necessary to elect.
- II.2. The moderator, vice-moderator, stated clerk, assistant clerk, treasurer, and assistant treasurer shall be elected to terms of one year and shall take office at the beginning of the January stated meeting. Ordinarily, the vice-moderator shall be the first nominee for moderator at the next stated meeting following his term as vice-moderator.
- II.3. Annual elections shall be held at the October stated meeting.
- II.4. Committee members shall be elected to terms of three years in length, except when being elected to complete partially-expired terms vacated by previous members, and shall be arranged as nearly as possible in yearly classes of equal numbers. As committee members are elected by Presbytery, their resignations must be approved by Presbytery. A committee member may not serve more than two full terms, or their equivalent, on any one committee until he has been off that committee at least one year. All committee members newly-elected at the annual election shall take office as of the end of the January stated meeting.

III. OFFICERS

- III.1. The officers of Presbytery shall be moderator, vice-moderator, stated clerk, assistant clerk, treasurer, and assistant treasurer.
- III.2. The moderator shall preside at all Presbytery meetings and shall perform such other duties as may be prescribed by the BCO. He shall preach the opening sermon at the meeting succeeding his election or shall appoint someone to do so. He shall appoint such temporary or ad hoc committees as ordered to by Presbytery. He shall have the authority to appoint replacement members of commissions already appointed by Presbytery when vacancies occur and the work committed to the commission would be seriously delayed or inconvenienced by having to wait for a subsequent Presbytery meeting. The moderator shall serve as the president of the corporation.
- III.3. The vice-moderator shall preside at any meetings where the moderator is absent and a new moderator is not due to be elected and whenever requested to do so by the moderator. He shall perform any of the moderator's duties necessitated by his absence or inability to act. The vice-moderator shall serve as the vice-president of the corporation.

- III.4. The stated clerk shall have the following duties:
- A. Notify each teaching elder, clerk of session, licenciate and candidate, in writing and at least ten days in advance, of every Presbytery meeting, accompanying such notice with a summary of the business to be transacted.
 - B. Prepare, in consultation with the moderator, the host pastor, and the committee chairmen, the docket for each meeting.
 - C. Record, prepare, distribute, and present for approval the minutes of each meeting and, after approval, enter them into the permanent, bound book of minutes.
 - D. Notify individuals and committees of their elections and appointments and of any specific duties enjoined.
 - E. Conduct the official correspondence of the Presbytery, including receiving and referring of matters to appropriate committees and/or officers.
 - F. Keep a roll of all teaching elders received into or ordained by Presbytery, including dates thereof; installations of pastors and others; dissolutions of pastoral relations; dismissions, etc.
 - G. Keep a roll of all churches received into or organized by Presbytery, including dates thereof, etc.
 - H. Keep lists of candidates, licentiates, and ruling elders of churches; also forms for licensure and ordination, applications for Lamb Fund aid, dismissal forms, etc.
 - I. Grant certificates of dismissal for teaching elders or candidates in good and regular standing when properly requested to do so.
 - J. Publish updated editions of the directory annually and publish updated editions of the Standing Rules of Presbytery when needed.
 - K. The stated clerk shall serve as the secretary of the corporation.
- III.5. The assistant clerk shall prepare ballots and care for balloting and shall assist in assembling the roll for each meeting. The official roll shall be formulated from the attendance cards passed out at each meeting. He shall assist the stated clerk in the taking of the minutes and take the minutes in his absence. He shall perform any of the stated clerk's duties necessitated by his absence or inability to act. The assistant clerk shall serve as the assistant secretary of the corporation.
- III.6. The treasurer shall have charge of all funds collected by and for Presbytery. He shall report to each stated meeting of Presbytery and shall present his books and vouchers for audit annually. Checks, etc. shall require the signature of the stated clerk or someone duly authorized by Presbytery in addition to the Treasurer. The treasurer shall serve as the treasurer of the corporation.
- III.7 The assistant treasurer shall aid the treasurer in the distribution and administration of funds as directed. He shall perform any of the treasurer's duties necessitated by his absence or inability to act.

IV. COMMITTEES

- IV.1. The standing committees of Presbytery shall be: Administrative, Credentials, Discipleship, Church & Pastor Care, Mission to North America, Mission to the World, and Reformed University Fellowship.
- IV.2. Travel expenses of committee members to and from committee meetings and in the conduct of committee business shall be eligible for reimbursement at a mileage rate to be fixed annually by Presbytery. Meals necessitated by lengthy committee meetings or extended business shall also be eligible for reimbursement. Vouchers shall be submitted to the treasurer through the respective committee chairmen and charged to the committee operational budgets.
- IV.3. Any teaching elder, ruling elder, or deacon outside the geographical bounds of Presbytery who is interested and able to attend committee meetings shall be welcome and encouraged to participate.
- IV.4. Deacons may be elected to any committees which do not deal with the oversight of teaching elders.
- IV.5. Every committee member shall have the right to attend Presbytery meetings, including executive sessions, but shall not be able to vote unless a regularly elected delegate.
- IV.6. Each committee shall keep careful minutes and records of its meetings and operations and submit same to the stated clerk at least annually for preservation.
- IV.7. The following rules shall apply to each of the committees:
- A. Each committee shall elect its own chairman and secretary.
 - B. Each committee shall establish its own regular meeting schedule.
 - C. A quorum shall be at least 50% of the elected members with both ruling and teaching elder representation.
 - D. Special meetings may be ordered by call of the chairman, on the request of two committeemen, or at the direction of Presbytery.
- IV.8. **Administrative Committee**

Purpose

The Administrative Committee shall attend to the business of Presbytery which relates to administration, stewardship and nominations.

Policies and Duties This committee

- A. Shall oversee the work of the stated clerk, assistant clerk, treasurer, and any secretarial staff employed by the presbytery.
- B. Shall see that financial records are audited annually. The audit shall be distributed at the April stated meeting.
- C. Shall submit the annual budget of the presbytery for consideration and adoption at the October meeting using the following guidelines:
 1. The budget shall be developed in consultation with the various committees and the treasurer.
 2. Budgetary requests must be submitted to the committee before the October Administrative Committee Meeting
 3. The Administrative Committee will assess the expected giving of Presbytery's churches in developing the budget.
 4. The proposed budget will be sent to the stated clerk in time to be sent out with the call for the October stated meeting for approval at that meeting.
- D. Shall formulate and maintain a long range stewardship program for the presbytery, seeking to promote Christian stewardship in all the churches of the presbytery.
- E. Shall submit nominations for the election of the following:
 1. At the October meeting all Presbytery positions:
 - a. Moderator, vice moderator, stated clerk, assistant clerk, treasurer
 - b. Presbytery standing committees
 2. At the January meeting all General Assembly positions:
 - a. Committees of commissioners
 - b. Permanent committees
 - c. Nominating Committee
 - d. Review of Presbytery Records Committee

The Administrative Committee shall maintain a current file of qualification and job description data sheets for the General Assembly committees. It may make use of these together with the nominee biographical form to assist presbyters seeking committee assignments.

A typewritten list of the above mentioned nominees, showing the positions to be filled, shall be sent to the stated clerk at least three weeks prior to the meeting at which they are to be elected. The stated clerk shall include a copy with the call mailed prior to the meeting.

- F. Shall submit nominations at stated meetings for the purpose of filling vacancies that may unexpectedly occur in Presbytery offices or committees.
- G. Is to promote fraternal relations with other NAPARC bodies within the bounds of Presbytery, and to appoint fraternal delegates where appropriate.
- H. The Committee shall serve as the board of directors of the corporation, with the chairman of the Administrative Committee serving as the chairman of the board of directors.

Composition and Structure

- I. The AC shall have six members, three ruling elders and three teaching elders, divided into three classes, each composed of one ruling and one teaching elder. Each member shall normally serve a three-year term.

IV.9. Credentials Committee

Purpose

The purpose of the Credentials Committee is to consider and make recommendations on all matters referred to the Committee by Presbytery concerning the credentials of those who would come under the care and authority of Presbytery.

Policies and Duties

- A. The Committee shall oversee the preparation for the ministry of men under care of Presbytery (*BCO* 18), of licentiates (*BCO* 19), and of interns (*BCO* 19).
- B. The Committee shall examine each prospective candidate (oral, *BCO* 18), licentiate (written and oral, *BCO* 19), ordinand (written and oral, *BCO* 21) and transfer (oral, *BCO* 13) and, based on its examination, recommend that Presbytery approve or not approve the prospect.
- C. The Committee shall conduct the required floor examination, in each of the above categories, normally limiting its examination to areas to which it desires to call Presbytery's attention. Such floor examinations will be conducted only at regular stated meetings of Presbytery, except in cases deemed extraordinary by the committee.
- D. The Committee shall oversee and recommend approval of the written requirements for ordination (*BCO* 21).
- E. The Committee shall examine and make recommendations concerning the Call of ordinands and transfers (*BCO* 20).
- F. The Committee shall receive all changes in terms of Call and report them, with recommendations for action, to the Presbytery.

Composition and Structure

- G. The Committee shall have 10 members (5 teaching elders, 5 ruling elders); each member shall normally serve a 3-year term.

IV.10. **Discipleship Committee**

Purpose

The purpose of the Discipleship Committee is to act as a resource to the Pittsburgh Presbytery and to assist the presbytery and its associated churches in the development and implementation of ministry for Christ's sake.

Duties of the Committee

- A. To understand and determine the needs for ministry in the presbytery.
- B. To encourage individual churches of the presbytery to develop and carry out ministries (i.e. children, youth, adults, families, pastors, women, etc.) with a view towards the presbytery at large.
- C. Keep the presbytery informed of camp and conference opportunities that may benefit church ministries.
- D. Keep the presbytery informed of camp and conference opportunities that may benefit church ministries.
- E. Assist and oversee the Presbytery W.I.C. & M.O.C.
- F. Oversee the development and implementation of retreats and camps as needed at the presbytery level.
- G. Evaluate each ministry under the committee's responsibility and adopt a proposed schedule of ministry for the upcoming year.

Composition and Structure

- H. The Discipleship Committee shall consist of four teaching and four ruling elders each serving three year terms.

IV.11. **Church and Pastor Care Committee**

Purpose

The purpose of the Church and Pastor Care Committee (CPCC) is to provide pastoral help to ministers and congregations of the presbytery, so that their spiritual and temporal welfare may be maintained.

Policies and Duties

- A. The CPCC shall visit the churches of presbytery where desired or needed. Such visits are to be performed only on the invitation of the church involved.

- B. The CPCC may also initiate visitation and counsel with sessions and teaching elders where it perceives a need for such a visit.
- C. Any session, ruling elder and teaching elder shall have direct access to the CPCC at all times.
- D. The CPCC should offer its assistance to churches without pastor in their search for pulpit supply. The CPCC shall also offer its assistance to churches with vacancies on the procedures for calling pastors.
- E. Teaching elders and churches seeking the dissolution of the pastoral relationship established between them shall present such request through the CPCC. The CPCC may act as a commission to grant such a request along with appropriate transfers when all the parties are in unanimous agreement.
- F. The CPCC shall also request a report, on a regular basis, from each teaching elder without call, and assist him in his search for a call if he requests it.

Composition and Structure

- G. The CPCC shall have six members, three ruling elders and three teaching elders, divided into three classes, each composed of one ruling elder and one teaching elder. Each member shall normally serve a three-year term.
- H. If a member becomes personally involved in a case under the care of the CPCC, that member shall withdraw from all committee activities and decisions related to that case.

IV.12. Mission to North America Committee

Purpose

To promote the formation of new churches and the work of revitalization of existing churches, evangelism and church growth within the Presbytery.

Policies and Duties

- A. To develop mission works on behalf of Presbytery.
- B. To initiate calls for Organizing Pastors for mission works sponsored by Presbytery.
- C. To assist Presbytery in its oversight of existing mission works, giving counsel and assistance as necessary. A member of MNAC shall be assigned to each mission work and any existing Core Groups to act as liaison between the work and MNAC. He shall be in contact with each Organizing Pastor or Core Group at least monthly and shall report its needs and progress at each committee meeting.

- D. To act as liaison between Presbytery and any organized churches exploring or seeking admission to the PCA.
- E. To receive annual reports from Teaching Elders serving in non-PCA works or as U.S. military Chaplains, and to report these to Presbytery in summary form. Such reports are due by the end of the second full week of February. As part of the summaries for TE's in non-PCA works the Committee shall provide its assessment of whether the work continues to be a valid Christian ministry.
- F. To coordinate all matters in relation to GA MNA as they apply to our Presbytery, and to keep GA MNA informed of our church planting efforts.
- G. To coordinate any Presbytery-wide ministry efforts for disaster relief.

Composition and Structure

- H. Committee shall be composed of eight members, four Teaching and four Ruling Elders, each serving three year terms.

IV.13. **Mission to the World Committee**

Purpose

This committee shall enlist the churches' interest and zeal in the cause of world missions by means of conferences, audio-visual aids, and literature.

Policies and Duties This committee shall

- A. Inform churches of the progress of international missions.
- B. Inform churches of mission needs in other lands.
- C. Encourage churches to invite PCA missionaries to visit and share their work, both as individuals and in missions conferences.
- D. Assist with itineration schedules for missionaries and candidates traveling within the Presbytery.
- E. Serve as a resource for anyone interested in serving overseas, and promote General Assembly Mission to the World service opportunities.

Composition and Structure

- F. The MTWC shall have six members, three ruling elders and three teaching elders, divided into three classes. Each member shall normally serve a three-year term.

IV.14 Reformed University Fellowship Committee

Purpose

This committee shall oversee the creation and administration of campus ministries affiliated with Reformed University Fellowship within the bounds of Pittsburgh Presbytery, and shall enlist the support of churches for this ministry.

Policies and Duties

This committee shall establish an affiliate relationship with the national Reformed University Fellowship (RUF) and fulfill the duties listed in the RUF policy manual, which include

- A. To elect its own chairman and secretary.
- B. To nominate a coordinator, when needed, to supervise the work.
- C. To determine the needs of campus ministry with the boundaries of Presbytery, and to inform Presbytery and to determine the priorities of new ministries.
- D. To prepare local campus ministries' budgets and the overall budget for approval.
- E. To inform the churches and people of Presbytery of campus ministries—their purpose, progress, and needs.
- F. To organize new ministries on campuses and seek out and train qualified staff for these ministries.
- G. To initiate the call for campus ministers so that Presbytery can approve and issue these calls.
- H. To advise and supervise the campus ministry being carried out within the bounds of Presbytery, approving and supervising (non-ordained) campus staff.

Composition and Structure

- I. The committee shall be composed of three teaching elders and three ruling elders, serving three year terms on a rotating basis, with one RE and one TE finishing each year. If necessary, the committee will divide into subcommittees in order to fulfill their responsibilities (pastoral and administrative) as described in the RUF policy manual. The committee will meet three times per year or more as needed.

V. REVIEW OF SESSIONAL RECORDS

- V.1. Session minutes shall be reviewed annually to ensure compliance with *BCO*. The Administrative Committee shall be the committee to accomplish this task.

- V.2. Two (2) copies of Session minutes shall be brought to the April stated meeting for this purpose. Any church which does not present its minutes for review at that time shall be cited by the Administrative Committee to present them within three (3) weeks of the April stated meeting.
- V.3. The Session record book shall be brought to the July stated meeting for verification. If the record is not presented at the July meeting, the Administrative Committee shall cite the church and require it to be brought to the next stated meeting.
- V.4. The Administrative Committee shall provide each session clerk a set of guidelines for keeping minutes. That committee shall also provide a standard report form based on those guidelines for the use of the review teams. Copies of that standard report form shall be returned to each church with its session minutes and also filed with the Administration Committee. That committee shall report to Presbytery only on matters that require corrective action on the part of a session.

VI. GENERAL OPERATING POLICIES

- VI.1. All expenses of commission members on commission business shall be eligible for reimbursement. These shall be submitted to the treasurer through the respective commission chairmen and charged to the Administration budget.
- VI.2. In the unlikely event of the dissolution of Presbytery, all assets are to be distributed to the member congregations, each such congregation to receive a proportion of the total assets equal to the proportion of its contributions to Presbytery for the exact two-year period preceding the date of such dissolution.
- VI.3. The stated clerk, assistant clerk, and treasurer shall be, by virtue of office, the trustees of Presbytery. They shall receive and convey property where appropriate, under the direction of and in consultation with the administrative committee.
- VI.4 Procedures for transfer of communicant members
 - A. Even though church members should not transfer their membership rashly, members in good standing have freedom to transfer their memberships within the visible Church (note *BCO* 38-3).
 - B. Sessions ought to be especially sensitive to the underlying reasons for members seeking transfer.
 - C. Sessions receiving requests of individual members to transfer from other PCA or NAPARC churches shall seek and should receive letters of dismissal from the originating sessions before voting to receive them into membership (note *BCO* 46-3).

- D. Sessions (both the transferring and receiving session) are to use due diligence to see that pastoral oversight of the transferring members be maintained and to insure that such transfers are effected in decency and good order with all charity.

VII. RULES FOR BUSINESS

- VII.1. Pittsburgh Presbytery, being a particular presbytery of the Presbyterian Church in America, recognizes that the Constitution of the said Presbyterian Church in America is in all its provisions obligatory upon it and its members. Except as otherwise specifically provided herein or in the Constitution of the Presbyterian Church in America, *Robert's Rules of Order* shall be the standard for parliamentary procedure.
- VII.2. The following rules of order are printed for the convenience of members of Presbytery:
- A. With regard to **the number of presbyters necessary for certain actions**: two members may appeal a decision of the chair; one-third may have the "yeas" and "nays" recorded; a majority may lay on the table, take up again what has been laid on the table "for the present", reconsider "at the same meeting", and have a question divided.
 - B. The **priority of motions** is as follows: to adjourn; to lay on the table the previous question; to postpone indefinitely; to postpone to a certain day; to commit; to amend.
 - C. **No debate is permissible on the following motions**: to lay on table; to take up business; to adjourn; to call for the previous question; on appeal from a decision of the moderator.
 - D. No member of Presbytery may speak more than twice on the same question until all other members have had the same privilege.
- VII.3. **Amendments to Standing Rules**
- A. Presbytery by a two-thirds vote of those enrolled at a meeting may temporarily suspend provisions of these rules, provided that such provisions are not mandated by the Constitution.
 - B. All proposed amendments to these standing rules shall be presented in writing at one stated meeting, read aloud by the stated clerk, and then docketed for action at the next stated meeting. A two-thirds vote of those voting is required to adopt an amendment. No amendment may be adopted which is contrary to the Constitution.

VIII. STATEMENT REGARDING CANDIDACY

By September 1 of each year of candidacy, the candidate shall meet with the CC or its representative to discuss his progress and, if in seminary, present a sealed evaluation by an instructor (*BCO* 18-6). The candidate should obtain evaluation forms from the CC.

Failure to comply with the candidate evaluation may result in a recommendation to presbytery to discontinue the candidacy.

IX. STATEMENT GOVERNING INTERNSHIP

IX.1. Statement of Purpose

The purpose of this program of internship is to help candidates for the gospel ministry to be prepared to handle the responsibilities, duties, and involvements of the pastoral ministry. It is recognized that Presbytery is the final judge of trials for ordination and as such must take on the responsibility for oversight of the entire program of theological and practical training for the ministry. This becomes evident to us from the Biblical view of the minister and ministerial training. The minister must be knowledgeable in the Scriptures and committed to the infallible authority of the Word of God (1 Tim. 3:14-17; 4:13; 2 Tim. 2:15; Titus 2:15). The minister must also be knowledgeable in doctrine and committed to sound doctrine (2 Tim. 1:13-14; 1 Tim. 6:3,4; Titus 1:13, 2:1). The minister should as well be evangelistic (2 Tim. 4:5; Matt. 28:18-20) and have a pastor's heart (Acts 20:19-35). Though this is not a comprehensive list, it shows forth the rationale and some goals of ministerial training and helps us to see that not all training can be done in a classroom. Thus we have the reasoning behind this program of internship.

IX.2. Statement of Procedures

A. General Procedures

The candidate for the ministry should come to the Credentials Committee with a specific internship proposal. This will guarantee that the program for each candidate is custom-made to suit his own needs. This process should be started at the completion of the candidate's first year of seminary. A candidate need not be licensed in order to begin an internship. The committee upon receipt of a proposal shall counsel with the candidate and propose revisions where they are needed. The Committee shall also ensure that areas in which the candidate has shown deficiencies or problems are included in the program. These areas of trouble may come to the attention of the Committee from academic grades, personal oversight, or licensure exams. The guidelines in section "B" of this statement should be viewed as our Presbytery's understanding of the full scope of ministerial duties mentioned in *BCO* 19-7; ordinarily they are to be included in every

internship program. To help the Committee and the candidate in assessing progress, part of the proposal shall be a timetable of tentative dates when the candidate anticipates completion of various aspects of the program.

When the proposed program is acceptable to both the candidate and the CC, the Committee shall recommend to Presbytery the establishment of an internship. Presbytery itself being satisfied shall proceed to approve the candidate as an intern (*BCO* 19-9,10). At this time the CC shall assign to each intern an overseer to counsel him and evaluate his progress. The overseer will be expected to work closely with the vice-chairman of CC and to provide a report on the candidate for each Committee meeting. The CC shall then give a report of progress to the Presbytery at each stated meeting of Presbytery (*BCO* 19-12).

It should be noted that internships will ordinarily fall into one of the following two types, which are defined here and explained more fully in section "B".

Type A - the 3+1: This plan allows the candidate to attend an established seminary to receive his academic training under the guidance of Presbytery. Upon receipt of his degree, an additional year would be required to complete his practical training with supervision from the men of his presbytery. This final year would be the internship year.

Type B - concurrent: This plan allows the candidate to attend an established seminary to receive his academic training and, concurrently with that training, also to complete his internship. It should be noted that this option will in no way lessen the minimum requirements, and thus a candidate will probably still require an extra amount of time to complete all his academic and internship requirements.

At each stated meeting of the Presbytery, those overseeing interns are to report on the progress of the interns under their supervision. It is the responsibility of the intern to consult with their overseer prior to each stated meeting in order that their overseer might give a report as to the intern's progress.

In addition, it is the responsibility of each intern to appear before the Presbytery once a year to "describe his ministerial experiences" (*BCO* 19-12). By September 1 of each year, interns are to contact the CC or its representative to obtain dates of stated meetings, evaluate the intern's progress, and to schedule this report.

If the intern or the CC thinks it is necessary or advisable, then changes in the internship may be proposed. These changes, if approved by the Committee and the Presbytery, will become part of the internship as a whole.

Failure to report on internship progress may result in a recommendation to presbytery to discontinue the internship and/or candidacy.

Upon completion of the internship the candidate shall present himself to the CC for approval. If approved by the Committee, the candidate will present briefly a survey of his internship experience before Presbytery, and Presbytery will agree or disagree that the internship has been satisfactorily completed (see BCO 19-13). If the internship has not been satisfactorily completed, the candidate will bring to CC a plan for a further internship that will make up for the noted deficiencies. The approval of the completion of an internship may be done without a call. However, Presbytery will not proceed to ordination trials or ordination until such time as the candidate has completed his internship and does have a call. (The approval of the completion of an internship and ordination exams may take place at the same meeting of Presbytery, if the candidate does have a call (BCO 19-13).

B. Guidelines for Types A & B (3+1 and Concurrent)

All written work is turned in to the overseer in duplicate as completed. One copy is to be kept by the overseer and the other forwarded to the vice-chairman of the CC.

1. Preaching

- a. Do --12 preaching sessions (4 to be observed by the overseer or person approved by the overseer; a written evaluation to be provided to the candidate; for at least six of the above preaching sessions the candidate to be in charge of the complete worship service)
 - observe 2 baptismal services
 - observe 2 funeral services (assist if possible)
 - observe 2 weddings
- b. Write --an outline of a doctrinal course of at least 12 weeks
 - the order of worship and sermon outline for each of the following situations (each sermon to be from a different text):
 - 4 Sunday morning services
 - 2 Sunday evening services
 - 2 communion services
 - 2 baptismal services
 - 2 funeral services (one for a child)
 - 2 wedding services

2. Teaching

- a. Do --teach a weekly course for at least 2 quarters (12 weeks each), such as home Bible study, Sunday School or catechism class, etc.
 - teach 3 other short series of 2 to 4 sessions with people of different age groups and backgrounds for the above teaching if possible
 - observe a prospective member series
 - observe a missions conference or several missions speakers
 - observe if possible an actual pre-marital counseling series

- b. Write --a course outline for the study of one of the Gospels of at least 12 weeks and not more than 24 weeks (to be assigned by a pastor being worked with or the overseer)
 - an outline of a prospective member series
 - an outline of a missions conference including key people to contact for help
 - an outline of a pre-marital counseling series
 - an outline of a pre-baptismal session with parents
 - an annotated bibliography (2 pages per book) on at least 5 books about counseling (not more than 8 books)

3. Visiting

- a. Do --visit 15 church members (at least 5 to be active ruling elders if possible)
 - visit 5 visitors to the church (non-members)
 - visit 5 infrequently attending members
 - visit 5 shut-ins
 - visit 10 hospital patients
 - visit 2 people in jail (if possible)
 - visit 5 people in nursing homes
 - make 5 evangelistic calls on non-Christians
- b. Write --a list of Scriptures which would be useful for hospital visits, and how and why each should be used (no more that 3 pages)
 - a list of Scritures which would be useful in visiting in the home of an infrequently attending member and how and why each should be used (no more than 3 pages)
 - an outline of an evangelistic visit
 - a short paper of 2-4 pages on whether or not visitation is to be a priority in the pastoral ministry and why
 - a summary of your experiences in each of the 8 types of visits in the "Do" section (no more than one page per type)

4. Administration

- a. Do --observe and participate if possible in the preparation of the church bulletin for 12 weeks
 - read *Robert's Rules of Order*
 - help to plan a special church event, i.e. V.B.S., retreat, etc.
 - attend at least 3 Diaconate meetings
 - attend at least 3 Session meetings
 - attend at least 3 Presbytery meetings
 - attend at least 3 Presbytery committee meetings
 - attend a budget meeting of a local church
 - attend a meeting of a congregation

- b. Write --a summary of your observations at the Diaconal, Session, Presbytery, Presbytery committee, budget, and congregational meetings (no more than 1 page on each type of meeting)
- an agenda for a congregational meeting (hypothetical)
- a schedule of your week noting your work patterns on an hour by hour basis

5. Personal

- a. Do --maintain a normal devotional and family life
- meet with your overseer at least every 3 months to evaluate your internship. It will be expected that the overseer will give feedback as to his observations of the candidate's work.
- meet with a qualified teaching elder or ruling elder about stewardship of personal finances
- b. Write --a personal devotional log of prayer and Bible study
- a monthly statement of goals and plans to be sent to the overseer by the beginning of each month along with completed written materials according to schedule
- a self-evaluation of your internship every quarter and given to the overseer at the quarterly meeting
- a 4-6 page paper on the role of the pastor's wife in the local church

6. To finish the internship

- a. Do --have the Session or Sessions worked with send letters of recommendation citing the above-mentioned areas that they observed
- have overseer send a recommendation
- b. Write --a self-evaluation of your internship (5 pages maximum)

IX.3. Statement of Policy

A. Finances

It is realized by the nature of this program that extra time will be spent by the candidates in preparation for the ministry, and extra time means extra financial responsibility. So remembering that a laborer is worthy of his hire, and that those ministered to are to supply the needs of those who minister to them, the Presbytery will expect the churches or fields where interns labor to provide proper compensation for the work being done. When the church or field does not have the financial means to compensate an intern the intern may have the option of non-church-related employment during the time involved. However, this need for non-church-related employment will not reduce the requirement for a complete internship, and may thus require a longer overall time commitment. If a candidate cannot find a church or field for internship that will allow for his financial needs, then the CC shall encourage him to seek an internship in another presbytery where his needs may be met. The Presbytery shall also encourage the home churches of

candidates to help financially throughout the educational process if possible.

B. Changes in policy

Presbytery reserves the right, if actual experiences make it evident that some aspects and details of this stated program prove to be unworkable or unfeasible, to make the necessary adjustments in the program in order to ensure that it is a realistic and viable program for training ministerial candidates. Presbytery shall report all such adjustments in the present program to the Certification Committee of the General Assembly for its approval.

X. PROCEDURE FOR RECEIVING ESTABLISHED CONGREGATIONS INTO PITTSBURGH PRESBYTERY

- X.1. All inquiries from interested parties, pastors, ruling elders, or Sessions concerning an organized congregation's affiliation with the Pittsburgh Presbytery are to be referred to the MNA Committee of the Presbytery through its chairman. The clerk of the Presbytery is to be notified in writing immediately by the MNA chairman of the expressed interest of all congregations seeking entrance into the Presbytery. The chairman will provide written assurance to the inquirers of the Presbytery's sincere interest in the possibility of the party to become a part of the ministry of the PCA, of Presbytery's commitment to maintain the standards of theology, government, and professional ministry as reflected in the Constitution, and of our appreciation for God's blessings on their previous ministry.
- X.2. An initial interview of the whole session with the MNA Committee as a Whole or its representatives is necessary for the purpose of the clarification of facts, specific congregational needs and the assisting of the congregation in forming and fixing its strategic goals. More than one interview may be deemed necessary and useful by either party.
- X.3. A minimum six-month period normally shall elapse between the Committee's taking a congregation under its care and oversight and the congregation's actual reception into the Presbytery. Once the MNA Committee and the Session of a congregation agree to the goal of reception, both the Committee and the Session will vote to affirm such action. The congregation through its Session's action will then enter a six-month care and oversight period as a candidate for membership in the Pittsburgh Presbytery.
- X.4. The pastor and ruling elders or ruling elder candidates will use this six-month period to study carefully the polity, mission, and theology of the PCA.
- X.5. The MNA Committee will encourage, assist, and enable the inquiring congregation in its

careful analysis of the PCA. Consistent with this, MNA will provide to the Session

A. a Book of Church Order (if needed) for study;

B. copies of the Westminster Confession of Faith and Catechisms (if needed) for study;

C. other teaching helps (will be offered).

- X.6. All teaching and ruling elders are examined thoroughly and must be individually approved. Ruling elders will be individually interviewed and approved. Ruling elders will be individually interviewed and acted upon by a commission of Presbytery. This is the standard procedure for all new officers coming into the Presbytery regardless of their source (see *BCO* 13-8). Teaching elders are examined by the Credentials Committee and the Presbytery as a whole. The examination for ruling elders includes a close review of the genuineness of their affirmation of Jesus Christ as Savior from the guilt of sin and as Lord of life, their adherence to the Westminster standards and understanding of the PCA government and their commitment to the peace and unity of the Church.
- X.7. Upon the Committee's approval, the congregation would vote at a properly called congregational meeting to petition for membership in the Pittsburgh Presbytery of the PCA.
- X.8. Upon an affirmative vote to request membership in Pittsburgh Presbytery of the PCA, the MNA committee will then present its report to Presbytery for its action.
- X.9. Upon an affirmative vote of Presbytery to receive the congregation, a date for reception and the specifics of a reception service will be presented for a Presbytery commission to carry to completion.
- X.10. If the congregation is currently related to another denomination of Christians rather than being independent in status, our MNA committee will seek to work in cooperative coordination with that body. We especially require this of ourselves should the congregation be a part of a NAPARC body.

XI. PREREQUISITES FOR PARTICULARIZATION OF A MISSION CHURCH IN PITTSBURGH PRESBYTERY

XI. 1. General Principles

Though there is admittedly a subjective aspect of determining if a mission church should be encouraged to pursue organization as a particular church, yet there will be objective indicators that God's hand and grace are manifested in a body of believers that are ready to move towards organization by the authority of the presbytery.

A mission church that is ready for organization shows not only potential, but also evidence of God's grace to move forward.

XI. 2. Numerical and Spiritual Vitality

The Scriptures in general and the Book of Acts in particular are not averse to the considerations of numbers. In light of this, a mission church will ordinarily have a minimum of 40 petitioners to become a particular church.

Questions that should be asked and answered satisfactorily by the MNA committee should include:

- a. Is there numerical growth? Are lives being impacted by the gospel? Are people coming to faith in Christ (conversion growth)? Are people enthusiastic about the planter and the plant or are they feeling tired, discouraged, and even hopeless?
- b. Does the group have both an inward (discipleship, fellowship) and outward (evangelism, service) face? Do they really want to see a church that will reach and disciple the lost, or are they only looking to establish a church for themselves, and/or a church that will exist mainly in order to represent a previously unrepresented theological position. Is the church presently reaching out to and serving the community?
- c. Are there at least two potential ruling elders that can be adequately prepared for examination by the MNA committee? Are these men who have already exhibited the character and qualities called for in 1 Timothy 3 and Titus 1, and do others in the congregation respect and respond to their leadership?

XI. 3. Financial Stability

Normally, the presbytery will expect to see that a mission church is financially self-supporting with a stable pattern of and overall consistency in giving. Giving should be well-distributed from within the entire congregation, so that more than one or two individuals/families are supplying the majority of the giving.

There will be instances in which a mission church has qualified leadership ready to go, but is not yet at the 100% level of meeting their own budget. In such instances, a mission church should ordinarily be at least 80% self-supporting with verified commitments of outside support making up the additional 20%. Mission churches being planted in areas of poverty may need to be given special consideration beyond the aforementioned guidelines.

The End