



WE CONNECT
PCA PEOPLE,
CHURCHES,
& MINISTRIES.

Administrative Committee
STATED CLERK'S OFFICE

OUR MINISTRY

Connecting PCA People, Churches, and Ministries

They labor across the country. They serve around the world. Together, the hundreds of thousands of people and churches and ministries of the PCA make up a growing, vibrant, body of Christ. But what is it that ties them all together?

As Presbyterians, our doctrine of the Church calls for common standards of Reformed theology, connectional government, and cooperative ministry. And to put this doctrine into practice—cooperating in peace, guarding our purity, and moving forward in progress—we need a solid infrastructure. Who provides this infrastructure?

That is the privilege of the **PCA Administrative Committee/Office of the Stated Clerk (AC/SC)**.

“and in the church God has appointed... those with gifts of administrations...” 1 CORINTHIANS 12:28

Administration is one of the gifts given by God for the building up of His body, the Church. And administration is our ministry. Through our various functions the AC/SC provides an infrastructure that connects and supports PCA churches, presbyteries, teaching and ruling elders, lay workers, and ministries.

Designated as the “service committee to the General Assembly and the denomination,” the AC/SC exists to serve the people and ministries of the PCA as they carry out our church’s mission: to be faithful to the Scriptures, true to the Reformed faith, and obedient to the Great Commission.

Whether you are a pastor or a layperson, **the AC/SC is here to minister to you.**

Just like every other PCA ministry, the AC/SC relies on voluntary gifts from our churches and from individuals for our very existence. We, too, must live by faith. **And we are dependent on your prayers, your encouragement, and your financial support to make our ministry possible.**



WE ARE THE
ADMINISTRATIVE
COMMITTEE.

YOU MINISTER TO OTHERS... THE AC/SC MINISTERS TO YOU

Working together in PEACE, guarding our PURITY, moving forward in PROGRESS

Connecting and ministering to PCA people, churches, and ministries

- **PCA Collaboration.** The Administrative Committee itself illustrates clearly the connectional nature of our ecclesiology. PCA policies are developed collaboratively, and the Administrative Committee provides a forum where all Committees and Agencies participate together in policy decisions.
- **ByFaith Magazine and www.byfaithonline.com,** a ministry of the AC. With a wealth of ministries at the local, presbytery, and General Assembly levels, the PCA needs a medium where all these ministries can be seen working together to expand Christ's kingdom. *ByFaith*, that medium, helps PCA people as they disciple and minister to one another.
- **Pastor Search Process.** The AC/SC works to connect churches searching for a pastor with pastors seeking a call. We are continually working to strengthen the system in place so that we may provide counsel more effectively to churches and individuals seeking a match.

- **General Assembly.** Responsibility for planning and executing the General Assemblies of the PCA is delegated to the AC/SC, which works closely with host presbyteries. About a four-year process, this multi-faceted task involves every member of the AC/SC staff. General Assembly is the one occasion annually when ruling elders, teaching elders, and other PCA members gather together to worship, conduct the business of the church, and renew and strengthen relationships with brothers and sisters from across the denomination.
- **Presbytery Clerks.** Presbytery clerks maintain records of the churches, teaching elders, candidates for the ministry, licentiates, and proceedings for their presbyteries. The AC/SC serves these faithful clerks by publishing the Clerk's Handbook, facilitating the annual Clerk's Conference, and giving requested advice on church polity. Presbytery clerks form a strong link in the connectivity within the PCA.
- **Historical Center,** a ministry of the AC. Preserving our PCA history and heritage, the Historical Center connects us with the saints who went before us, who in their own right labored to establish the peace, purity, and progress of our denomination and other branches of Christ's church.
- **Annual Denominational Publications.** Minutes of the General Assembly are published after each General Assembly. The *PCA Yearbook* (2-volume) gives biographical information on teaching elders as well as church and presbytery statistics and other information. The *PCA Directory* gives contact information for churches and their pastors, as well as chaplains, campus ministers, and other denominational leaders.





Facilitating the work of PCA Special Committees & the Standing Judicial Commission

- **Committee on Constitutional Business.** The CCB interprets our constitution, especially as related to proposed changes to *The Book of Church Order* and non-judicial questions from presbyteries or church sessions. It also advises the Stated Clerk of the PCA.
- **Interchurch Relations Committee.** The IRC provides an avenue through which the PCA interacts and cooperates with sister Reformed and evangelical denominations.
- **Nominating Committee.** Through this committee each presbytery may submit names for membership on the permanent Committees and Agencies of the General Assembly—an important grass-roots function in the PCA.
- **Review of Presbytery Records.** The members of RPR review the records of each presbytery to ensure that its procedures are in accord with the PCA's Standards.
- **Theological Examining Committee.** The TEC examines new appointees to key PCA positions to ensure that our church's Standards are being upheld at the denominational level.
- **Ad Interim Study Committees.** Formed as needed by the General Assembly, these committees study and produce reports on important doctrinal, ethical, and cultural issues in light of the Bible and our Westminster Standards.
- **Standing Judicial Commission.** A group mandated with preserving the peace and purity of the church, the SJC brings resolution to crises in presbyteries and in the lives of PCA members. The Commission's work is carried out with prayer and precision.

Interpreting and Guarding Our Constitution (Westminster Standards and The Book of Church Order)

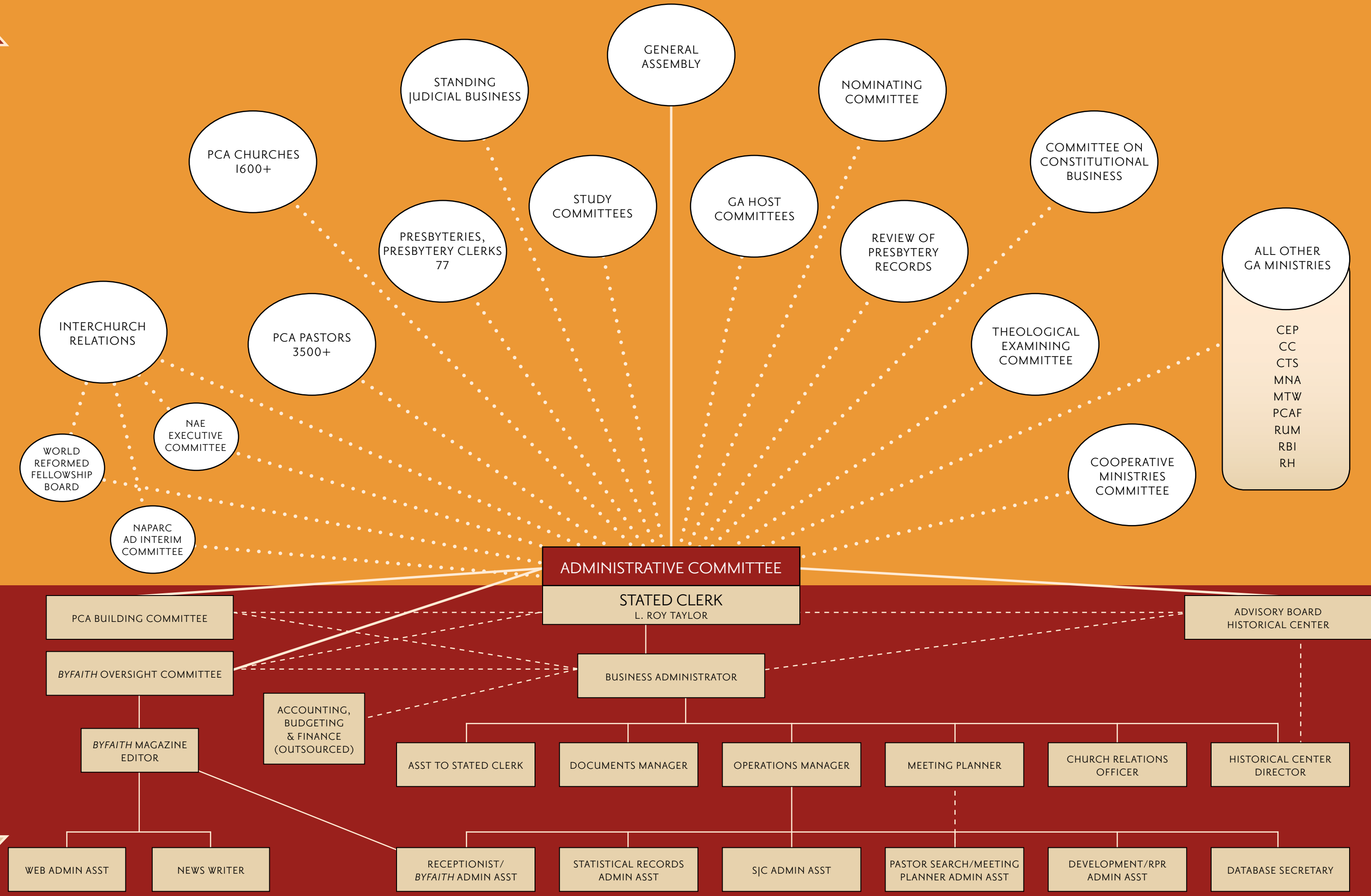
- The AC/SC is responsible to maintain and assure the availability of our constitutional standards.
- The Stated Clerk and his senior staff give counsel to pastors and church sessions in practical matters of church polity and doctrine.
- The AC/SC publishes yearly the Assembly-adopted changes to *The Book of Church Order*.

Managing the legal entities of the PCA

- The AC/SC is the board for the PCA legal entity as a denomination, the Presbyterian Church in America (A Corporation).
- The Stated Clerk represents the PCA corporation in civil legal disputes. This part of our ministry is crucial because legal judgments can have far-reaching effects on the welfare of the PCA as a whole.

Those Served by the AC/SC

AC/SC Organizational Chart



ADMINISTRATION: OUR MISSION

What is Administration, anyway?

Administration is the work done to enable any ministry to function smoothly and thus move forward. It can be thought of as the countless details one has to oversee to accomplish a main objective or activity. Our English word “administer” comes from the Latin words “toward” and “ministry.” In both languages, the word carries the idea of doing tasks needed to assist or enable ministry. Embedded in the concept is serving, to provide whatever is necessary to get the job done—such as resourcing, coordinating, managing, planning, overseeing, organizing, evaluating, serving, and helping.

We find the idea in many biblical passages. In I Corinthians 12:28 Paul mentions administration in the discussion of gifts and functions that God has placed in the church. There he uses the Greek word *kubernéseis*, translated in the ESV as “administering.” In a similar passage (Romans 12:7) Paul speaks of *diakonian*, translated “serving.” Paul’s use of the word group *diakonia* is especially evident in chapters 8 and 9 of II Corinthians. The same Greek root is used for deacon (*diakonoi*), an office which normally involves serving and administering.

From a biblical point of view, administration is a worthy and necessary function to be carried out in all ministry to assure the achievement of ministry goals.



Funding the Mission

With new and well-used tools in hand, the AC/SC is well positioned to serve and support the ministries of the PCA.

Yet our ministry needs exceed our earned income and contributions.

For 2010, we are depending on the Lord’s people for a total of \$1,112,000 to carry out the work we have planned. We believe the goal is attainable—but only with the full help and support of the churches and many individuals in the PCA.

We ask that, if possible, churches contribute 1/2 of 1% of their annual tithes and offerings to the Administrative Committee. Or, if you prefer to give on a per capita basis, please contribute \$7 per communicant member.

Please prayerfully consider moving your church toward this level of giving. Even the smallest gift from the smallest church is needed—and deeply appreciated.

With your help we can connect and support PCA people, churches, and ministries, carrying out the Great Commission and cultivating the peace, purity, and progress of Christ’s church.



MEASURING THE COST OF CONNECTION

As you can see by comparing the numbers, our ministry expenses (as mandated by General Assembly) far outweigh our earned income and contributions. **Your church's participation is crucial to ensure that this important ministry continues to serve and connect the people of the PCA.**

The Stated Clerk's Office Annual Fund for 2010

EXPENDITURES

Programs:

Standing Committees	\$ 287,300
General Assembly	456,500
Historical Center	133,000
News Office (incl. <i>byFaith</i> Magazine)	309,800
Committees & Agencies	95,900
Churches & Presbyteries	276,600
Statistics & Publications	270,400
Programs Total	\$ 1,829,500

Administration:

Management & General	\$ 108,000
Fundraising	92,500
Administration Total	\$ 200,500

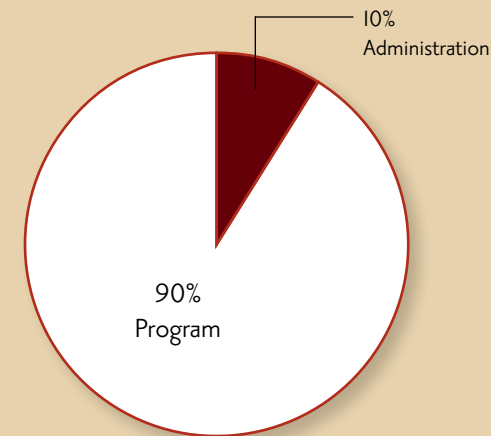
TOTAL AC BUDGET \$ 2,030,000

INCOME SOURCES

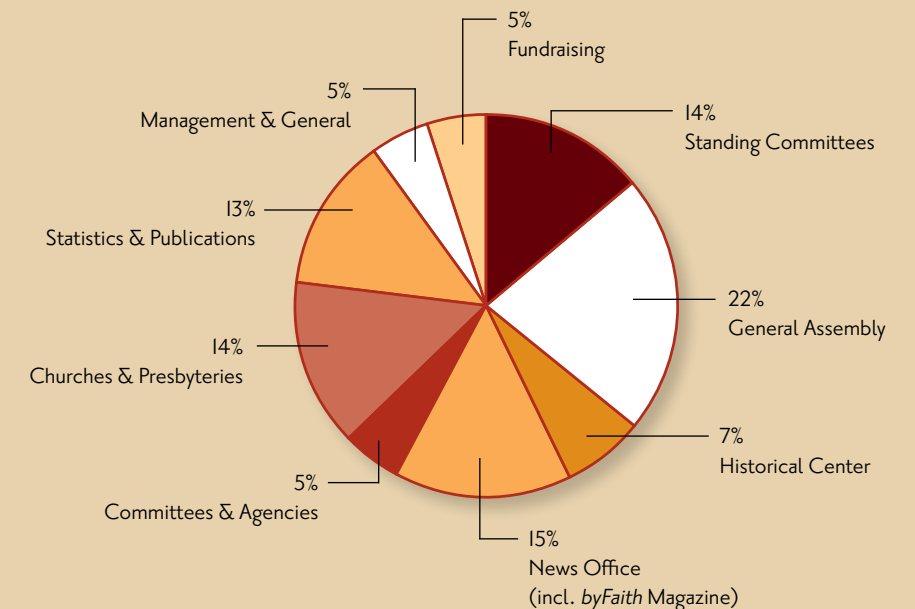
Designated Contributions	\$ 234,000
Earned	684,000
Interest	—
Total Amount Needed in Undesignated Contributions	\$ 1,112,000

TOTAL AC BUDGET \$ 2,030,000

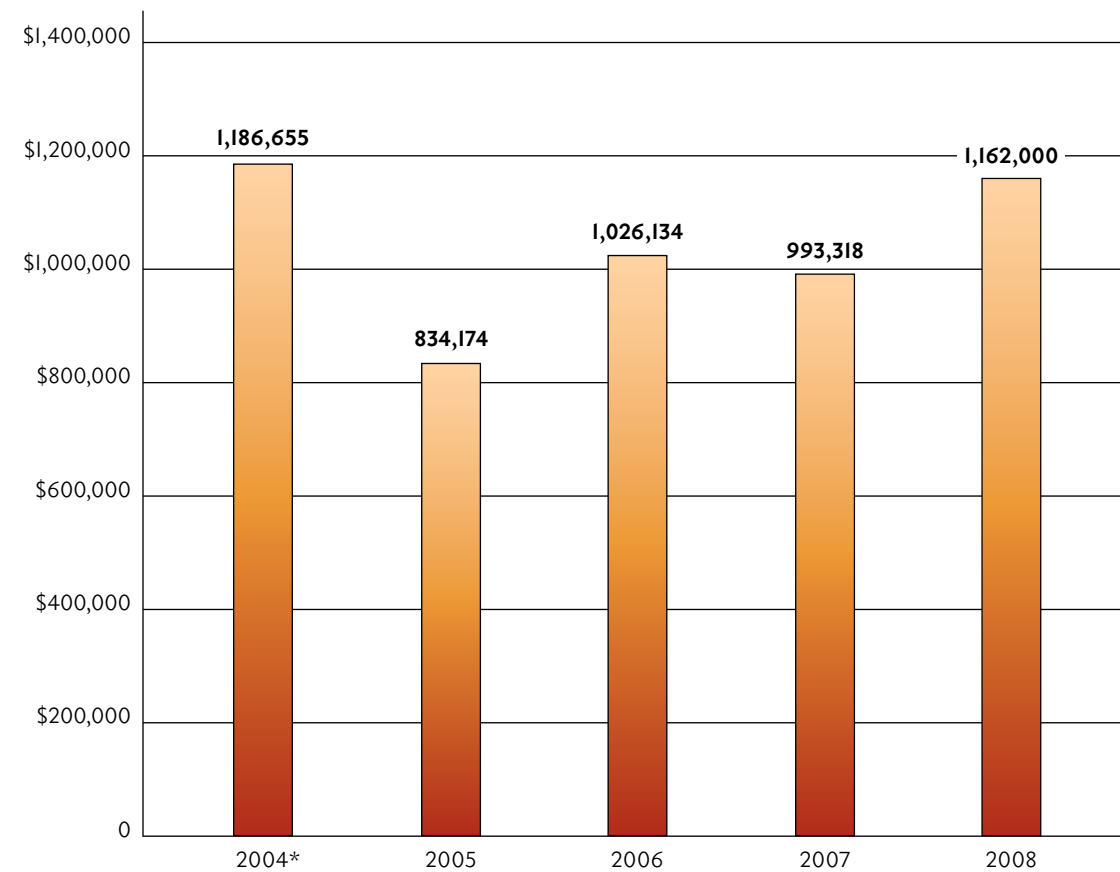
2010 BUDGETED COMPARISON OF PROGRAM AND ADMINISTRATIVE EXPENSES



PERCENT OF 2010 BUDGET IN EACH COST CENTER



HISTORY OF CONTRIBUTIONS



* 2004 contributions include out-of-the-ordinary contributions for Strategic Planning and *byFaith* magazine.

WILL YOU HELP?

Will you help us in our ministry of administration? Our ministry of providing an internal structure that connects, supports, and moves forward all the ministries of the PCA?

The AC/SC depends upon the gifts of God's people—as individuals and as churches—to fund our mandated tasks and grasp the opportunities God has laid before us.

To fulfill our mission, we need the support of all the congregations of the PCA, from the smallest to the largest. Every PCA church can participate at some level:

NUMBER OF CHURCHES	GIFT RANGE	TOTAL
6	\$20,000-49,999	\$120,000
15	\$7,500-19,999	\$170,000
80	\$3,000-7,499	\$407,000
130	\$750-2,999	\$170,000
275	\$350-749	\$140,000
575	\$50-349	\$105,000
TOTAL ANNUAL FUND GOAL		\$1,112,000

We suggest that churches contribute 1/2 of 1% of their annual tithes and offerings to the Administrative Committee.

Will you prayerfully consider moving your church toward this level of giving?

If you prefer to contribute on a per capita basis, please give \$7 per communicant member.

Administrative Committee

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Mississippi Valley

TE Timothy P. Diehl,
Iowa

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Westminster

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