

OTHER TEACHING ELDERS

EXCUSED: Requests for excuse absence from TEs and RE commissioners from

VISITORS:

21-03 APPROVAL OF PRINTED MINUTES

The minutes of the _____ Stated Meeting (and called meeting) were approved as submitted or corrected.

21-04 COMMUNICATIONS

1. Pastoral Call from _____ Presbyterian Church to TE _____; referred to _____ (**Appendix A**)
2. Minutes from the commission to install TE _____, assistant pastor, found in order and printed in the minutes. (**Appendix B**)
3. Letters from the congregation of FPC and TE _____ requesting that the pastoral relationship between them be dissolved; referred to _____ .
4. Requests for excuse absence from

21-05 ADOPTION OF DOCKET

The docket was adopted as amended. (**Appendix**)

21-06 INTRODUCTION OF VISITORS

21-07 APPOINTMENT OF STANDING COMMITTEES

Resolutions & Thanks

1 **Bill & Overtures**

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4 **21-08 EXECUTIVE COMMITTEE –** _____, **STATED CLERK**

5

6 **SPECIAL ORDER - 11:00 – MISSIONARIES & OTHER VISITING BRETHREN**

7

8 **SPECIAL ORDER – 11:30 – SHARING AND PRAYER GROUPS**

9

10 **SPECIAL ORDER – 12:00 – 12:45 – LUNCH**

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12 **21-09 MISSION TO THE WORLD –**

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15 **21-10 EXAMINATIONS –**

16

17 **EXAMINATION FOR LICENSURE**

18

19 _____ opened with prayer and then introduced Mr. _____ to presbytery.

20 Mr. _____, a ministerial candidate, is seeking licensure in _____ Presbytery.

21 He is a graduate of _____ college/university and a MDiv. graduate of

22 _____ Seminary. Mr. _____ is a ministerial candidate on the rolls

23 of _____ Presbytery and has completed the requirements for internship in

24 _____ Presbytery.

25

26 **OR**

27

28 _____ opened with prayer and then introduced The Rev. Mr. _____ to presbytery. Mr.

29 _____ was ordained as a minister in the PCA but is currently a minister in the EPC. (Or is a

30 member in good standing of _____ presbytery seeking permission to labor within the

31 bounds of _____ Presbytery.) He is now preaching on a regular basis at the

32 _____ Presbyterian Church, and is seeking licensure in _____ Presbytery.

33

34 Presbytery voted to proceed with the examination.

35

36 _____ asked Mr. _____ to give an account of his Christian Experience and

37 his sense of call to the Gospel ministry. This portion of his examination was sustained.

38

39 _____ then questioned Mr. _____ in area of Theology. After questions from

40 the floor this portion of the exam was sustained.

1 _____ questioned Mr. _____ in area of Polity (government). After
2 questions from the floor this portion of the exam was sustained.

3
4 _____ then questioned Mr. _____ in area of English Bible. After questions
5 from the floor this portion of the exam was sustained.

6
7 _____ preached a sermon using _____ as his text. His sermon was approved by
8 presbytery.

9 _____ stated that he had the following exception to the Westminster standards:
10 I am persuaded that the first day of the week is a Christian Sabbath and that worship with
11 God's people and spiritual reflection with our families should be a priority. However, the
12 day was also given for rest and should be used for such. For me, this may include rest
13 and recreation.

14
15 It was moved and seconded and adopted that this is an exception, and it is more than semantic
16 but is not out of accord with any fundamental of the system of doctrine.

17
18 The motion was made that his examination be sustained as whole and that he be licensed to
19 preach the Gospel in _____ Presbytery.

20
21 After taking the vows found in BCO 19:3, Rev. / Mr. _____ was licensed to preach
22 the gospel within the bounds of _____ Presbytery.

23
24 A prayer was offered by
25

26 **EXAMINATION FOR ORDINATION**

27 **See BCO 21-4**

28
29 _____ introduced Mr. _____ to presbytery. Mr. _____ is a
30 graduate of _____ college/university and a MDiv. graduate of _____
31 Seminary. Mr. _____ is a ministerial candidate on the rolls of _____
32 Presbytery and has completed the requirements for internship.

33
34 Presbytery voted to proceed with his examination for ordination.

35
36 Presbytery approved Mr. _____ sermon and sermon manuscript. Presbytery also
37 voted to approve his Exegetical and theological papers as meeting the requirements for
38 ordination.

39
40 Presbytery accepted Mr. _____ seminary study in Greek and Hebrew in place of an
41 oral examination in the languages.

1 _____ asked Mr. _____ to give an account of his Christian Experience
2 and his sense of call to the Gospel ministry. This portion of his examination was sustained.

3
4 _____ asked questions in area of English Bible. After questions from the floor this
5 portion of the exam was sustained.

6
7 _____ then asked Mr. _____ questions in area of Theology. After questions
8 from the floor this portion of the exam was sustained.

9
10 _____ asked Mr. _____ questions in area of the Sacraments. After
11 questions from the floor this portion of the exam was sustained.

12
13 _____ asked Mr. _____ questions in area of Church History. After
14 questions from the floor this portion of the exam was sustained.

15
16 _____ asked Mr. _____ questions in area of history of the PCA. After
17 questions from the floor this portion of the exam was sustained.

18
19 Mr. _____ was then questioned in area of Polity (government). After questions from the
20 floor this portion of the exam was sustained.

21
22 His examination was then sustained as whole.

23
24 Mr. _____ takes no exceptions to the Westminster Standards.

25
26 **OR**

27
28 Mr. _____ takes the following exception to the Westminster Standards.
29 (Stated in his own words.)

30
31 Presbytery judged this to be an exception that is more than semantic, but not out of accord with
32 any fundamental of the system of doctrine.

33
34 Presbytery approved Mr. _____ examination as a whole and approved him for
35 ordination. Mr. _____ signed the Book of Ministerial Obligation.

36
37 _____ presented the terms of call from _____ Presbyterian Church.
38 Presbytery approved the call. _____ accepted the call and it was placed in his hands.

39
40 Mr. _____ signed the statement of Ministerial Obligation.

41
42 Presbytery elected the following commission to ordain and install Mr. _____ :

1 TEs _____, _____, _____, REs
2 _____, _____ and _____ (Quorum 2RE/2TE) The date and
3 time of the ordination and installation service was set for Sunday, _____ at
4 _____.

5 **EXAMINATION FOR TRANSFER FROM ANOTHER PCA PRESBYTERY**
6 **See BCO 13-6 and 20-9**

7 _____ introduced Mr. _____ to presbytery. Mr. _____ is a
8 graduate of _____ college/university and a MDiv. graduate of _____
9 Seminary. Mr. _____ is a member in good standing of _____
10 presbytery and has been released pending upon his reception.

11 _____ asked Mr. _____ to give an account of his Christian Experience
12 and his sense of call to the Gospel ministry. This portion of his examination was sustained.

13 _____ then asked Mr. _____ questions in area of his views in Theology.
14 After questions from the floor this portion of the exam was sustained.

15 _____ asked Mr. _____ questions in area of his views in the
16 Sacraments. After questions from the floor this portion of the exam was sustained.

17 Mr. _____ was then questioned in area of his views in Polity (government). After questions
18 from the floor this portion of the exam was sustained.

19 Mr. _____ takes the following exceptions (or no exceptions to the Westminster
20 Standards.)

21 Presbytery judged this to be an exception that is more than semantic, but not out of accord with
22 any fundamental of the system of doctrine.

23 Presbytery approved his examination as a whole and voted to receive him from _____
24 Presbytery.

25 TE _____ signed the Book of Ministerial Obligation.

26 _____ presented the terms of call from _____ Presbyterian Church.
27 Presbytery approved the call. _____ accepted the call and it was placed in his hands.

28
29 Presbytery elected the following commission to install Mr. _____ :
30

31 TEs _____, _____, _____,
32 REs _____, _____ and _____ (Quorum 2RE/2TE)

1 The date and time of the ordination and installation service was set for Sunday,
2 _____ at _____.

3 The Examinations Committee report was closed with prayer by the Chairman.

4
5 **21-11 CHRISTIAN EDUCATION –**

6
7 TE _____, Chairman of the Committee, opened with prayer and presented the
8 following report to presbytery:

9
10
11 **21-12 MINISTERS AND CANDIDATES –**

12
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14 **21-13 MISSION TO NORTH AMERICA –**

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16
17 **21-14 REFORMED UNIVERSITY FELLOWSHIP –**

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19
20 **21-15 ADMINISTRATION –**

21
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23 **21-16 UNFINISHED BUSINESS**

24
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26 **21-17 NEW BUSINESS**

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28
29 **21-18 REPORTS OF STANDING COMMITTEES**

30
31 **RESOLUTION & THANKS**

32
33 **BILLS & OVERTURES**

34
35 **21-19 ADJOURNMENT AND CLOSING PRAYER**

36
37 The presbytery was adjourned with prayer by _____.

38 Respectfully submitted,

39
40 _____, Stated Clerk

1 **APPENDIX A**

2 **SAMPLE FORM FOR TERMS OF CALL**

3
4 Subject to the approval of the _____ Presbytery, the _____ (*Session, or Congregation, or Session*
5 *on behalf of the congregation*) of _____ Church in _____ earnestly calls
6 you, _____, to undertake the office of _____ in our congregation, promising you,
7 in the discharge of your duty, all proper support, encouragement and obedience in the Lord. That you may be free
8 from worldly care and avocations, we hereby promise and oblige ourselves to provide you with the following:
9

10 Annual Cash Salary & Housing Allowance, paid _____ (*semi-monthly, etc.*) \$ _____
11 The amount/portion dedicated to housing allowance will be determined by the
12 Minister and approved by the Session before employment with the church in this
13 new position and shall be reviewed prior to each fiscal year.
14

15 **Primary Benefits**

16 Social Security/Medicare Allowance: ____ % of salary + housing \$ _____
17 Medical Insurance &/or Medicare Supplement Insurance (specific \$ amount) \$ _____
18 Retirement Savings: ____ % of salary + housing \$ _____
19 Long Term Disability Insurance: enough to replace ____% of salary + housing \$ _____
20 Life Insurance: amount equal to ____ x (salary + housing) \$ _____
21 Equity Allowance if Minister living in a manse \$ _____
22 Other _____ \$ _____
23

24 **Secondary Benefits**

25 Dental Insurance \$ _____
26 Vision Insurance \$ _____
27 Long Term Care Insurance \$ _____
28

29 **Temporary Benefits**

30 Relocation expenses reimbursed up to a maximum of: \$ _____
31 Other _____ \$ _____
32

33 **Miscellaneous Paid Leaves per year. (Any specific church policies are described in a separate document.)**

34 Vacation _____ days Sick Leave _____ days
35 Educational Leave _____ days Paternity Leave _____ days
36 Sabbatical Leave accrual _____ days Funeral Leave _____ days
37

38 Any reimbursement of reasonable and necessary business expenses shall be in accord with a Session-adopted
39 Accountable Reimbursement Plan, with a maximum amount specified in the annual church budget.
40

41 I, having moderated the _____ (*Session or Congregational*) meeting which extended a call
42 to _____ for his ministerial services, do certify the call has been made in all respects
43 according to the rules in the PCA *Book of Church Order* and the persons who signed the call were authorized to do
44 so by vote of the _____ (*Session or Congregation*).
45

46 (*Check if applicable*) ____ Authority to approve these Terms was delegated by the Congregation to the Session at a
47 congregational meeting on _____ (date).
48

49 Meeting Moderator (sign) _____ Print name _____
50

51 Position _____ Phone or e-mail _____
52

53 Date of Meeting _____ Vote: # Yes = _____ # No = _____
54

55 Minister-Elect (sign) _____ Print name _____
56
57

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3 **APPENDIX B**

4 **REPORT OF COMMISSION TO ORDAIN/INSTALL**
5 **(SEND A COPY TO THE PRESBYTERY CLERK.)**

6 Report of the Commission to ordain/install Mr./Rev. _____
7 as Pastor of _____.

8
9 The Commission met on _____, 20____, at _____ a.m./p.m.
10 at the church (or at _____). A quorum was present.

11 Commission members present were:

12
13 TE _____ RE _____
14 TE _____ RE _____
15 TE _____ RE _____

16 Others Present: _____

17
18 The Commission meeting was called to order and opened with prayer by _____.
19 Mr./Rev. _____ was elected chairman and Mr./Rev.
20 _____ was elected Secretary of the Commission. The order of
21 Worship was reviewed and approved by the Commission. The minutes were read and
22 approved. Commission recessed with prayer by _____ for the
23 ordination/installation service.

24
25 The Chairman presided in the sanctuary service, which was opened with singing, prayer and
26 Scripture reading. The sermon was preached by Rev. _____, on the
27 topic/text: _____.

28
29 The Chairman stated briefly the previous proceedings of the Presbytery and pointed out the
30 nature and importance of the ordination/installation ordinance.

31
32 The Chairman propounded the constitutional questions to the Candidate/Minister (BCO 21-5
33 or 21-9) and these were answered in the affirmative. The Chairman then propounded the
34 constitutional questions to the congregation (BCO 21-6 or 21_10), and these were answered
35 in the affirmative by the Members holding up their right hands. The Candidate then kneeled
36 and was set apart to the holy office of the Gospel Ministry with prayer and the laying on of
37 hands. (Or _____ led in prayer as _____ was installed as
38 Pastor of the congregation.) He then rose and the Members of the Commission gave him the
39 right hand of fellowship. The Chairman then declared that Mr./Rev.
40 _____ had been regularly elected, (ordained), and installed as
41 Pastor of the Church.

42
43 A charge to the Pastor was delivered by Mr./Rev. _____.

44
45 A charge to the Congregation was delivered by Mr./Rev. _____.

46
47 Following prayer and singing, the new Pastor pronounced the benediction. The minutes
48 having been approved, the Benediction closed this portion of the Commission's business.

49
50 _____
51 Secretary

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APPENDIX C

PROPOSED DOCKET

_____ **PRESBYTERY** – _____ **STATED MEETING**

_____, _____ – **9:00 AM**

_____ **Presbyterian Church**, _____, _____

1. Call to Order and Opening Prayer
2. Worship Service & Sacrament of the Lord's Supper
3. Welcome by Host Pastor –
4. Roll Call & Determination of a Quorum
5. Approval of Printed Minutes
6. Communications
7. Adoption of Docket
8. Introduction of Visitors
9. Appointment of Standing Committees
10. Permanent Committee Reports
 - a. Executive –
 - b. Examinations –
 - c. Christian Education –
 - d. Ministers and Candidates –
 - e. Mission to North America –
 - f. Mission to the World –
 - g. Reformed University Fellowship –
 - h. Administration –
- SPECIAL ORDER - 11:00 – MISSIONARIES & OTHER VISITING BRETHREN
- SPECIAL ORDER – 11:30 – SHARING AND PRAYER GROUPS
- SPECIAL ORDER – 12:00 – 12:45 – LUNCH
11. Unfinished Business
12. New Business
 - a. Time & Place of _____ Stated Meeting – _____
13. Reports of Standing Committees & Commissions
 - a. Resolution & Thanks
 - b. Bills & Overtures
14. Adjournment and Closing Prayer