

GLOSSARY

Old Term	New Term
Governing bodies	Councils
Officers of the church (Presbyters-Ministers/Elders & Deacons)	Ordered Ministries of the Church
Minister of Word and Sacrament	Teaching Elder
Elder	Ruling Elder
Particular church	Congregation
Permanent Pastoral relationships	Installed Pastoral Relationships
Stated Supply, Interim Supply, Temporary Supply	Temporary Pastor Relationships
Committee on Ministry	??? none given
Committee on Preparation for Ministry	???none given

Marks of the Church

We are “one, holy, catholic, and apostolic”

Notes of the Reformed Church, The Scots Confession, Ch XVIII (The Book of Confessions, 3.18)

1. The Word of God is truly preached and heard.
 - a. Proclaims and hear the Word of God
2. The Sacraments are rightly administered
 - a. Administers and receives the Sacraments
3. Ecclesiastical discipline is uprightly ministered.
 - a. Nurtures a covenant community of disciples of Christ

New Form of Government: **What DOES NOT CHANGE**
 Created by Donna Wells, Stated Clerk, Greater Atlanta Presbytery

New Book of Order Reference	Content of the Reference	Old Book of Order Reference
F.3.0101	God alone is Lord of the conscience	G-1.0301
F.3.0205	Decisions are made by majority vote	G.4.0301e
F.3.0206	Higher bodies have the right of review over lower bodies	G-4.0301f
F.30207	The individual Council (governing body) is the ordaining body	G.4.0301g
G.1.02	Congregations can only be organized by authority of presbyteries	G.7.0101
G.1.0302	No person shall be denied membership not related to profession of faith	G-5.0103
G.1.0503	The business that may be conducted at congregational meetings	G-7.0304
G.1.0504	If moderators are unable to moderate	G-7.0306
G.2.0102	Governance of the church is representative and the rights of God's people to elect presbyters and deacons is inalienable	G-6.0107
G.2.0105	Freedom of Conscience within certain bounds	G-6.0108
G.2.0202	Deacons are under the authority of the session	G-6.0404
G.2.0401	Congregations elect deacons and elders	G-14.0221
G.2.0402	Elders and deacons to be trained by session	G-14.0240
G.2.0404	Terms of service for elders and deacons defined	G-14.0222
G.2.0406	Release from office	G-6.0600
G.2.0502	Presbytery validates the ministry of teaching elders	G-11.0403
G.2.0601	There are still two phases for those going into the Ministry: inquiry and candidacy	G-14.0401
G.20602	6 month church membership requirement for a person, 1 year inquiry and one year candidacy for those seeking to go into ministry	G.14-4030
G.20610	Exceptions for ordination exams...alternate means still requires ¾ vote of presbytery	G-14.0470
G.2.0610	Inquiry/candidacy time frame of one year can be changed by ¾ vote of presbytery	G-14.0473
New Book of Order Reference	Content of the Reference	Old Book of Order Reference

G.2.0803	Presbytery needs to be consulted before call extended	G-14.0532
G.2.0804	Terms of call must meet presbytery minimums including pension	G-14.0534
G.2.0901	Dissolution of installed call only by presbytery	G-14.0610
G.2.0904	Presbytery may dissolve a pastoral relationship in difficulty	G-14.0613
G.2.0905	Former pastors may officiate by invitation only	G-14.0603
G.3.0103	Committees on Representation still mandatory, but composition is up to the council	G-9.0105a
G.3.0105	The right of dissent and protest is preserved	G.9-0303-04
G.3.0106	Each council shall develop a manual of operations	G-9.0405
G-3.0106	Presbyteries may level Per Capita, but new language is added: in no case shall the authority of the session to direct its benevolences be compromised	G-9.0404d
G.3.0107	Records are the property of the council and clerk shall make arrangements to preserve them	G.9.0406
G.3.0108	The right of review of higher councils to lower councils	G-9.0407
G.3.0108b	The right of special administrative review is maintained	G-9.0408
G.3.0109	Commission is empowered to conclude matters referred by a council	G-9.0502
G.3.0113	All councils shall have a full financial review	G-10.0401d
G.3.0205	Session elects treasurer for a term	G-10.0401
G.3.0301	Minimum # of churches to form a presbytery - 10	G-11.0102
G.3.0302	Presbyteries: elect graders ord exams, est. minimum compensation, assume original jurisdiction when necessary, consider/ act on congregations requests re. property	G-11.0103
G.3.0401	Synods need to have 3 presbyteries	G-12.0101
G.3.0405	Synods need to meet at least biennially, can set its own quorum	G.12.0101
New Book of Order Reference	Content of the Reference	Old Book of Order Reference
G.3.0501	GA...same formula for number of commissioners, same quorum, same guidelines for special called meetings	G.13-0102b

Chapter 4	Regarding civil law and property is essentially the same	G-8.000-8.0100ff
G4.0203	All property is held in trust for the denomination	G-8.0201
G.4.0302	Ministers, elders, deacons and Christian Educators are mandatory reports to both ecclesiastical and civil authorities	G-6.0204, 6.0304, 6.0402, 14.0732
G.6.02	An advisory committee to the constitution shall be in effect, same number of people	G-13.0112
G.6.04	Amending the constitution is the same process	G-18.0301ff

New Form of Government: **What DOES CHANGE**
By Donna Wells, Stated Clerk, Greater Atlanta Presbytery

New Book of Order Reference	Content of the Reference	What is the change?
G.1.04	Categories of membership	No longer an inactive membership roll
G.1.0501	Quorums for congregational meetings	Congregations need to set their own quorum, no longer a set percentage G-7.0305
G.10501	Terms of Call reviewed annually	Conducted at congregational meetings but not required on an annual basis G.7.0302a
G.10502	Call for a congregational meeting	Congregations need to set their own rule for adequate public notice, no longer 2 successive Sundays G-7.0303b
G.1.0505	Signatures on congregational minutes	Moderator no longer needs to sign congregational minutes G-7.0307
G.2.0503, G.2.0508	Categories of membership for teaching elders	No longer an inactive list G-11.0406c
G.2.0504	Installed pastoral relationships	Pastor, co-pastor and associates. Easier process for a co-pastor. No longer specific designated pastor but can have a pastor for a “designated time” G-6.0202b
G.2.0504	Temporary pastoral relationships	No titles or descriptions for any temporary relationship G-14.0550
G.2.0504c	Associates	Associates may become the next installed pastor with COM approval and $\frac{3}{4}$ vote of presbytery G-14.0513
G.2.0504c	Interims	Former terms interims and supply pastors...these folks may now become the next installed pastor with COM approval and $\frac{3}{4}$ vote of presbytery G-14.0513
New Book of Order Reference	Content of the Reference	Old Book of order Reference

None	Parish associates	There will no longer be a designation of Parish Associate G-14.0570
G.2.0505	Ministers from other denominations	Presbyteries have more flexibility based on mission strategy G-11.0404, G-11.0405
G.2.0605	Pastors serving the presbytery in temporary positions	Presbytery provides for the rule of who may serve in a temporary position...there are no longer distinctions of churches that the denomination is in correspondence with or in communion with G-11.0405
G.2.0605	Inquirers and candidates in relation to their sessions	Session and Presbytery oversight is no longer spelled out in specifics G-14.0412, G-14.0413
None	Annual reports	Annual reports for inquirers and candidates are not mandated G-14.0421
G.2.0608	Transfer of an inquirer or candidate to another presbytery	More flexibility in transferring. Silence on when the transfer to a new church home takes place G-14.0461
G.2.0610	Alternate means exams	You no longer have to have failed the exam twice to request an alternate means. Still needs a ¾ vote of presbytery G-14.0472
G.2.0702	Place of ordination	Presbytery of call examines and now ordinarily ordains G-14.0481
G.2.0903	Moderator of congregational meeting when a dissolution is requested by the congregation	Presbytery now appoints moderator, previously, the pastor moderated (G-14.0612)
G.2.1001 and following	CLP's (now called Commissioned Ruling Elders)	Training more flexible (G-14.0560)
G.2.1103a and b	Certified Christian Educators	No accreditation process is outlined (G-14.0720)
G.2.1103b	Certified Christian Educators at Presbytery	CCE may now have voice and vote, previously voice only (12.0730b)
New Book of Order Reference	Content of Reference	Old Book of Order Reference
G.4.0103	Committee on Representation	COR's membership is not specified (G-9.0105a)
G.3.0104	Length of term of office for	Term of office no longer

	Presbytery Moderator	defined (G-9.0202b)
G.3.0109, G.3.0307	Constitutional Committees	Councils may designate their own committees and commissions...COM, CPM are no longer required (G-11.0502- 03 and G-14.0410)
G.3.0109	Administrative Commissions	Membership numbers no longer dictated (G-9.0504b)
G.3.0111	Nominating Committees for all councils	No longer stipulations on composition or terms of service (G-9.0801a)
G.3.0203	Quorum for sessions	No longer designated by Book of Order...sessions make their own rule
G.0204a	Rolls to be maintained	No longer an inactive roll; No longer need to keep marriages or differentiate between infant and adult baptisms (10.0302b)
G.3.0301	Parity of commissioners to presbytery	No longer a formula for basic parity; now by presbytery rule (G-11.0101a)

NEW FORM OF GOVERNMENT**SESSIONS**

Item	nFOG	Notes
Membership	Baptized Active Affiliate	No longer INACTIVE
Public Profession of Faith when joining	Not required	
Quorum for Congregational meetings	TBD by Congregation	
Public Notice for Congregational meetings	TBD by Congregation; nFOG wording, “adequate public notice”	
Session Meeting Quorum	TBD by Session	
Registers	Baptisms Ruling Elders/Deacons Installed Pastors with dates Others deemed necessary	
Treasurer	Elected for a term	Not elected annually
Nominating Committees	Active elder not necessarily moderator Maximum length of time on Nom Com...not given Terms on Nom Committee or annual election? Presbytery may grant exception to the length of term	

NEW FORM OF GOVERNMENT**PRESBYTERIES**

Item	nFOG	Notes
Representation at Presbytery Meetings	Balancing not addressed; each presbytery decides	
Quorum for Presbytery meetings	TBD by presbytery	
Called Presbytery meetings procedures	TBD by presbytery	
Corresponding Members	Not mentioned	
Commissions	No longer a minimum of 7 people for Presbytery Commission	
Meetings per year	Minimum of 2 (same as present)	
Committee on Representation	Shall be established by presbytery rule; no numbers of members specified	

Item	nFOG	Notes
Categories of Membership	<ol style="list-style-type: none"> 1. Ministry validated by presbytery. 2. Member at Large 3. Honorably Retired 	Not pastoral ministries and validated ministries
Validated Ministry	Definition: G-2.0503a	
Titles	Teaching Elders Ruling Elders	
Ordered Ministries	Presbyters (Teaching and Ruling Elders) Deacons	
Commission Lay Pastors	Commissioned Ruling Elders	
Exam for Ordination	No longer 5 areas required	
Place of ordination	Ordinarily, Presbytery of Call	
Installed Pastoral positions	Pastor Co-Pastor Associate Pastor	Indefinite period of time or designated
Co-Pastors	Nothing about alternating Session moderator or Congregational moderator	
Associate Pastors	Ordinarily not eligible to be next installed pastor; $\frac{3}{4}$ of presbytery would permit it	
Temporary Pastoral positions	Titles TBD by presbytery Up to 12 months, renewable	$\frac{3}{4}$ vote by presbytery to be next installed pastor
Parish Associate	Not provided	
Pastor Emeritus	Not provided	
Former Pastor	Has to be invited back by Moderator of Session, not Clerk of Session	

_____ **Presbyterian Church**
Congregational Rules Agreement Paper

I. Relationship to the Presbyterian Church (U.S.A.)

The _____ Presbyterian Church is a congregation of the Presbytery of _____ in the Synod of _____ of the Presbyterian Church (U. S. A.)

II. Governance of the Congregation (G-1.0103)

The Congregation shall be governed by the Constitution of the Presbyterian Church (USA) which consists of two parts: (1) The *Book of Confessions* and (2) The *Book of Order. Roberts Rules of Order (Newly Revised)* shall be used for parliamentary guidance, except when it is in contradiction to the Constitution.

III. Meeting of the Congregation (G-1.0501)

The annual meeting of the Congregation is ordinarily held on the ____ Sunday of ____ (month). At that meeting, the following business may be transacted:

1. Annual Reports
2. Election of Church Nominating Committee
3. Election of Ruling Elders and/or Deacons
4. Review of Compensation for the Installed Pastors.
5. Presentation of the church's annual budget.

Special meetings of the Congregation may be called by the Session, Presbytery, or ¼ of the membership makes the request in writing.

IV. Notice of Meetings (G-1.0502)

Proper notice for Congregational Meetings shall be announcement on ____ consecutive Sundays prior to the meeting.

V. Quorum for the Meeting (G-1.0501)

The quorum for a Congregational meeting shall be ____% of the active membership of the congregation present. No proxy voting is allowed.

VI. Moderator and Secretary of the Meeting (G-1.0504; 1.0505)

The Moderator of the Congregational Meeting shall be the Installed Pastor or the Teaching Elder so designated by the Presbytery. The Secretary of the Congregational Meeting shall ordinarily be the Clerk of Session. If the Clerk is not able to serve, the Congregation shall elect a Secretary for the particular meeting.

VII. Minutes of the Meeting

Minutes of the Congregational Meeting shall be approved by the Session at its next Stated Meeting.

OR

Minutes of the Congregational Meeting shall be approved by the congregation at the end of the particular meeting.

VIII. The Session (G-1.0503a; 2.0401)

The Session of _____ Presbyterian Church is ordinarily composed of _____ Ruling Elders elected by the Congregation for **2 or 3 year term**. Election to a second consecutive term is not allowed **OR**

An elder may serve up to an aggregate of six years prior to being required to take one year's leave from service.

IX. The Deacons (G-2.0202; 2.0401)

(as Board) Deacons shall be organized as a Board and are ordinarily composed of _____ Deacons elected by the Congregation to a **2 or 3 year term**. The Board shall elect its own leadership of a Moderator and Clerk plus other necessary positions.

(as Commissioned) Deacons shall be elected by the Congregation and Commissioned to service by the Session. The Commission shall be for a period of _____ year(s).

(no Deacons) The responsibility normally under the jurisdiction of the Deacons shall be assumed by the Session. There shall not be a Board of Deacons or Commissioned Deacons.

X. Nominating Committee (G-2.0401)

The Church Nominating Committee shall be elected by the Congregation at the Annual Meeting. Members shall be elected for a term of **one/two/three years**. The Church Nominating Committee shall elect its own Moderator/the Ruling Elder shall serve as Moderator. The Church Nominating Committee shall be composed of **one** Ruling Elder(s) elected by the Session and **three** church members elected by the Congregation.

XI. Amendments to the Congregational Rules

These Rules may be amended by a two-thirds vote of the members present and voting, providing that the proposed changes shall have been distributed at the same time as the call of the meeting at which the changes are voted upon.

PRESBYTERIAN CHURCH
SESSION MANUAL OF ADMINISTRATIVE OPERATIONS

Composition of Session (G-1.0503a; 2.0404)

By Congregational action, the Session is ordinarily composed of the Teaching Elder(s) and _____ Ruling Elders. Ruling Elders are elected to a 2 – 3 year term. Election to a second consecutive term is not allowed//A Ruling Elder may serve an aggregate of six years before being required to take one year off the Session.

Quorum of the Session (G-3.0203)

The quorum for Stated and Called Meetings of the Session shall be ____% of the Ruling Elders serving plus the Moderator. Called meetings to receive new members require a quorum of 2 Ruling Elders and the Moderator.

Stated Meetings of the Session (G-3.0203)

The Stated Meetings of the Session shall be on the _____ at _____ a/pm. The Clerk and Moderator shall develop a proposed Agenda for the meetings which will be distributed _____ before the meeting.

Training and Examination of Ruling Elders (G-2.0402)

Ordinarily, there shall be ___ classes of training for newly elected Ruling Elders concerning one's faith journey, the Book of Confessions, and the Book of Order. Following the preparation, the Session shall examine the Ruling Elders in these three areas. Upon a satisfactory examination and approval, the Session shall set a date for ordination and/or installation of Ruling Elders.

Sacraments

The Sacraments of the Lord's Supper and Baptism are to be administered in the life of this congregation.

The Lord's Supper (G-3.0201b)

The Lord's Supper shall be administered in accord with the Directory for Worship in the Book of Order on the following occasions:

Public worship on the _____

Maundy Thursday

Good Friday

Easter Sunday

Christmas Eve

Other times:

The Lord's Supper may be administered at other times as approved by the Session.

The Extended Table (cf: Directory for Worship, W-_____) shall be provided after the Lord's Supper on the _____ to any person requesting it who is unable to attend public worship.

Baptism

The Sacrament of Baptism shall be administered in accord with the Directory for Worship in the Book of Order with approval given by the Session. (The Pastor may schedule baptism for any active church member's child and report to the next Stated Meeting of the Session)

Clerk of Session (G-3.0104)

The Clerk of Session shall be a member of the congregation who is also a Ruling Elder though does not have to be an active Ruling Elder. The term of the Clerk shall be _____ years and the Clerk is elected by the Session.

Mission of the Church

The Mission of the _____ Presbyterian Church is to

Membership in the Congregation (G-1.04)

The Session is responsible for receiving members into the life and ministry of the congregation. Part of the plan for assimilating members into the congregation includes the following requirements:

Finances (G-3.0113; 3.0205)

The Session shall ensure that an annual audit or financial review will be conducted by _____. Liability and fire insurance coverage shall be maintained by the Session with annual review of the coverage done by _____. The Session shall also ensure that coverage includes the Presbytery as additionally insured.

Church Treasurer (G-3.0205)

The Church Treasurer is elected by the Session for a term of _____ year(s).

Records (G-3.0107, 3.0204)

The Clerk of Session shall ensure that adequate records are kept of all Session and Congregational Meetings. These records shall be reviewed by the Presbytery annually.

The Clerk of Session shall keep the following membership rolls:

1. Baptized Members
2. Active Members
3. Affiliate Members
4. *Inactive???*
5. *Friends???*
6. *Others???*

The Clerk of Session shall also keep the following registers:

1. Baptisms
2. Ruling Elders and Deacons
3. Installed Pastors with dates of service
4. *Marriages???*
5. *Deaths???*
6. *Any pastor serving the church with dates of service???*

Church Policies

The following policies have been approved by the Session for the operation of the Congregation:
(suggestions)

Building usage policies
Cemetery policies
Endowment policies
Financial policies
Wedding policies
Funeral policies
Memorial Fund policies
Personnel policies

Child Protective Policies
Sexual Misconduct Policy (required)