

POLICY BOOK

**BOARD OF
OUTREACH NORTH AMERICA**

Associate Reformed Presbyterian Church

**Includes all revisions
approved by the
General Synod
through the 205th Meeting,
June 2009**

**POLICY BOOK
BOARD OF OUTREACH NORTH AMERICA
Of The
ASSOCIATE REFORMED PRESBYTERIAN CHURCH**

Introduction

Outreach North America (ONA) is the agency of the General Synod of the Associate Reformed Presbyterian Church charged with responsibility for denominational strategies for evangelism, multi-ethnic ministries, church vitality, new church development, and ARP expansion in the US and Canada. In order to carry out this responsibility, ONA (1) works with our presbyteries and other agencies to develop and implement strategies for evangelism, including strategies to help our presbyteries and churches reach the increasingly ethnically diverse population in the United States and Canada, (2) works with our presbyteries and other agencies to develop and implement strategies to enhance church vitality, (3) works with our presbyteries and other agencies to develop and implement strategies for new church development and for ARP expansion in the United States and Canada, (4) serves as a liaison to the American Bible Society, (5) communicates the importance of financial support for these purposes and oversees the use of financial resources received from all sources for these purposes, (6) appoints such administrators as are necessary. ONA is governed by the Board of Outreach North America.

I. The Organization of the Board

A. Membership

1. The Board shall consist of these voting members:
 - a. The chairman of the church extension committee of each presbytery of the General Synod as the representative of his presbytery to the Board.
 - b. One representative, ex-officio with voting privileges, from the ARP Women's Ministries.
 - c. Six members at large, nominated by the Committee on Nominations of the General Synod and approved by Synod as the rotation system allows vacancies.
2. Members other than the ARP Women's Ministries representative, and presbytery chairmen of church extension, will serve six-year terms in rotating classes as vacancies occur.
3. The Executive Director of Outreach North America, other Directors employed by the board, the Treasurer of the General Synod, the Coordinator of General Synod, the Moderator of Synod, and the Moderator-Elect of Synod will serve as non-voting advisory members of this Board.

B. Officers

1. New officers will be elected at the spring meeting of the Board, to serve beginning in July.
2. Officers to be elected each year are Chairman, Vice-Chairman, and Secretary.
3. The Chairman will perform the following duties:
 - a. Preside at all regular and called meetings of the Board and the Executive Committee.
 - b. Call special meetings of the Board and the Executive Committee as needed to carry out the business of the Board.
 - c. Serve, by direction of the General Synod, on the Executive Board of the General Synod as an advisory member.
 - d. Serve as ex-officio member on all standing and special committees of the Board.

- e. **Appoint all committees unless the Board specifies some other procedure.**
 - f. **Supervise the execution of all Board policies between the regular meetings of the Board.**
 - 4. **The Vice-Chairman will perform the following duties:**
 - a. **Assist the Chairman in the performance of his duties.**
 - b. **Assume the duties of the Chairman if the Chairman is absent from a meeting or otherwise unable to fulfill his responsibilities.**
 - 5. **The Secretary will perform the following duties:**
 - a. **Keep the minutes of all meetings of the Board and the Executive Committee.**
 - b. **Provide the office of Outreach North America a copy of the minutes for duplication and distribution.**
 - 6. **The Treasurer of the General Synod in his capacity as custodian of the funds of the General Synod, will serve as Treasurer of the Board of Outreach North America.**
 - 7. **The Treasurer will perform the following duties:**
 - a. **Oversee the investment of Board funds, with the exception of the Revolving Loan Fund. Advise the Board concerning the Revolving Loan Fund.**
 - b. **Disburse the Board's funds with the advance approval of the Executive Director of Outreach North America and/or the Chairman.**
 - c. **Present a financial report of the Board's funds at the regular meeting of the Board.**
- C. Committees**
- 1. **The standing committees of the Board are New Church Development and US & Canada Expansion, Evangelism and Multi-Ethnic Ministries, Finance, Church Vitality, and Executive.**
 - 2. **The Committee on New Church Development and US & Canada Expansion will perform the following duties:**
 - a. **Work in cooperation with the church extension committees of the presbyteries to find new fields for church development.**
 - b. **Review presbytery requests for supplements, loans, and grants; then make appropriate recommendations to the Board concerning the advisability of these requests and to the Finance Committee concerning the worthiness of these requests for funding.**
 - c. **Review building plans submitted by the extension churches and make appropriate recommendations to the Board concerning them.**
 - d. **Assist the presbytery's church extension committees in making the preliminary surveys and plans for the development of new churches, and make recommendations to the Board.**
 - e. **Aid the presbyteries and local congregations in planning and implementing strategies for encouraging new church development and ARP expansion.**
 - f. **Identify, evaluate and recruit those persons who might possess the desirable qualities for church planters.**
 - g. **Deploy approved church planters as requested and required by presbyteries.**
 - h. **Plan workshops and other training events for church planters.**
 - i. **Receive suggestions from presbyteries for promoting ARP expansion.**
 - 3. **The Committee on Evangelism and Multi-Ethnic Ministries will perform the following duties:**

- a. Study and recommend to the presbyteries biblical approaches and resources for evangelism.
 - b. Study, recommend, and then encourage presbyteries to pursue approaches, resources, and strategies that assist churches to reflect in their fellowship their immediate demographic.
 - c. Provide a network of encouragement and mentoring for pastors now serving churches in multi-ethnic settings.
4. The Committee on Finance will perform the following duties:
 - a. Promote funding opportunities outside of ONA.
 - b. Study and recommend to the Board necessary adjustments in the proposed budget submitted by the Executive Director of ONA.
 - c. Explore on a continuing basis the Board's philosophy of church extension financing.
 - d. Supervise the operation of the Revolving Loan Fund and the Church Plant Cash Flow Loan Fund with the assistance of the Executive Director of Outreach North America.
 - e. Receive requests for supplements, loans, and grants, take into account recommendations by the New Church Development Committee as to worthiness for funding, then make determination of big-picture funds availability in order to make recommendations to the Board and/or the Executive Committee.
 - f. Plan and promote giving to the work of Outreach North America.
 5. The Church Vitality Committee will perform the following duties:
 - a. Discover and evaluate tools for renewal to recommend for use in ARP churches.
 - b. Develop new tools and resources, or adapt those that are already available, as necessary for promoting renewal within ARP churches.
 - c. Publicize to ARP churches the tools that are available for church renewal.
 - d. Motivate and encourage churches to take advantage of available renewal resources.
 - e. Promote prayer for revival and reformation within the ARP Synod as a whole.
 6. The Executive Committee will perform the following duties:
 - a. Act for the Board as necessary between the regular meetings of the Board.
 - b. Prepare the annual report to the General Synod and present it for the Board's approval at the spring meeting of the Board.
 - c. Plan programs and articles for the annual church extension emphasis of the General Synod.
 7. The constituency and size of the Committees on New Church Development and US & Canada Expansion, Evangelism and Multi-Ethnic Ministries, Finance, and Church Vitality will be determined by the Chairman of the Board.
 8. The Executive Committee will consist of the Chairman, Vice-Chairman, and Secretary of the Board and the chairmen of the four remaining standing committees.
 9. All standing committees will meet at least two times annually and report at each of the two regular meetings of the Board.
 10. Special committees to perform designated tasks may be appointed by the Chairman at his discretion or at the request of the Board.
- D. Meetings
1. The Board will meet in regular session at least two times a year and as often as conditions require in called session.

2. The regular meeting dates for the next year will be determined at the spring meeting.
3. Notice of all regular meetings will be sent at least two weeks in advance. Notice of all called meetings will be sent at least one week in advance and will include a statement of the reason for the meeting.
4. A quorum of the Board shall consist of seven members.
5. Members who are unable to attend meetings will inform the Board in advance through the Executive Director of Outreach North America.
6. ONA will bear the expense of travel, food, and lodging when members are attending meetings or performing other authorized Board business.

II. The Executive Director of Outreach North America

A. The Executive Director of Outreach North America will perform the following duties:

1. Carry out the policies, communicate the purposes and goals, and oversee the ongoing business of the Board and its committees.
2. Bring to the Board informative and innovative ideas that will enable the Board to explore new directions for its work.
3. Communicate to the presbyteries the challenges, needs, programs, plans, resources, and directions of the work of church extension.
4. Counsel with presbytery committees on church extension, pastors, mission developers, sessions, and other groups concerning the work of church extension.
5. Represent the Board in cooperative agreements between presbyteries and the Board.
6. Work to develop mutual programs of ministry with boards, agencies and institutions of our own and other denominations.
7. Present a written report at each regular Board meeting.
8. Serve, by direction of the General Synod, on Synod's Committee on the Minister and His Work.

B. See Appendix for a detailed job description based on these duties.

III. The General Synod

A. Relationship of the General Synod and the Board

1. The Board is authorized by the General Synod to manage and carry on the special work entrusted to it without particular instructions of the General Synod.
2. The Board shall follow carefully the general instructions of the General Synod and any specific instructions given by the General Synod.
3. The General Synod has full power to approve or to set aside any action taken by the Board.
4. The General Synod appoints the members of the Board, fixes their term of membership, and supervises their work.
5. The Board shall elect its own officers, as provided in the Policy Book.
6. The Board shall prepare its own Policy Book, subject to the approval of the General Synod.

B. Responsibilities of the Board to the General Synod

1. The Board shall perform faithfully the work entrusted to it by the General Synod.
2. The Board shall make an annual report to the General Synod.
3. The Board shall keep an accurate permanent record of its proceedings, and whenever required to do so, shall present this record for the inspection of the General Synod.

IV. The Presbytery

- A. **The Presbytery in General**
 - 1. The Board will carry out its work in the respective presbyteries in cooperation with and through the Church Extension Committee, which may also be called the Outreach North America Committee, of the presbytery.
 - 2. Requests for grants, loans, and other financial assistance will be approved by the presbytery prior to being considered by the Board.
 - 3. Presbyteries will accompany any request for funds with an application form or a proposal describing the intended use of the funds, the rationale for the request, and including a projected budget for the requested use of the funds. Any change in the use of allocated funds requires the permission of presbytery and approval of the Board.
 - 4. Presbyteries in general and their congregations may call on the resources of the Board and the office of Outreach North America and the assistance of the Outreach North America staff in developing and implementing effective strategies for outreach, evangelism, new church development, and enhancing existing church vitality.
- B. **The Presbytery's Church Extension Committee, or Outreach North America Committee**
 - 1. Presbytery's church extension committee, with the assistance of the Board, will implement strategies for evangelism, multi-ethnic ministries, church vitality, new church development, and ARP expansion.
 - 2. Presbytery's church extension committee will work with the Board to plan for the purchase of property, the erection of buildings, and the organization of new churches in communities which are deemed to be promising fields.
 - 3. Presbytery's committee will inform the Board of fields of special opportunity within its bounds and may direct surveys of new fields with the assistance of the Board.
 - 4. Presbytery's committee will assist the presbytery in informing and training the ministers and laymen within the presbytery concerning the support of new church development, the renewal of existing church vitality, and the encouragement of evangelism.
 - 5. Presbytery's committee will present to the presbytery for approval requests to the Board for supplements, grants, and loans.
 - 6. Presbytery's committee shall work in close cooperation and consultation with the Board in administering allocated funds, and shall secure the permission of the Board before making any changes in the allocation of funds.
 - 7. It is recommended that presbyteries provide from their funds expenses of the presbytery committee and its chairman; when they act, however, at the expressed request of the Board, the Board will bear the expense.
- C. **The Chairman of Presbytery's Church Extension Committee**
 - 1. The chairman will serve as liaison between mission congregations and the Board, between presbytery and the Board, and between presbytery and mission congregations within its boundaries.
 - 2. The chairman will make a written report to each meeting of the Board, including presbytery's approved financial requests, shall submit to the office of Outreach North America and the presbytery copies of this report and of all other church extension reports and shall retain copies as a permanent record for future reference.

V. The Local Congregation**A. Outreach North America Funded Congregations**

1. ONA-funded congregations are congregations that are receiving financial supplements from funds of the General Synod administered by the Board.
2. ONA-funded congregations must be officially acknowledged by the presbytery as either missions or organized churches.
3. An ONA-funded congregation retains this status as long as funding continues and until the Board is officially notified by the presbytery that the status of the congregation has changed.
4. Mission Developers or Pastors of ONA-funded congregations will be expected to meet the following qualifications:
 - a. They shall be ordained ministers.
 - b. They shall be members of the presbytery before assuming the work or moving upon the field.
 - c. They shall have either two years of pastoral experience or special training in the field of new church development.
 - d. They shall have been approved by a Board-sanctioned assessment process as having the skills, knowledge, attitude and gifts to be a successful church planter, or they shall have a previously demonstrated track record as a successful church planter.
 - e. Extraordinary situations not covered by the qualifications above require the approval of the Board of Outreach North America.
5. The procedure for securing a minister for an ONA-funded congregation will be the same as that followed by a presbytery in securing a minister for a self-supporting congregation provided that procedure includes the following:
 - a. Presbytery's church extension committee will counsel and advise funded congregations on actions relative to securing a minister.
 - b. Funded congregations may elect or appoint a "listening committee" to consider pastoral candidates and make their recommendations concerning the selection of a pastor to presbytery's committee on church extension.
 - c. Having first determined that the qualifications of paragraphs *a*, *c*, and *d* of *V.A.4* above have been met, the presbytery's church extension committee shall approve a candidate for the pastorate of a funded congregation BEFORE a definite, specific offer or commitment is made to the candidate.
 - d. Only if the candidate falls under the provision of paragraph 4.e above, will the approval of the Board of Outreach North America be required.
6. The Board will bear one-half of the moving expense of a pastor assuming work in an ONA-funded congregation except where there is some special pastoral arrangement; the remaining one-half will be assumed by the congregation or presbytery to which he is moving.
7. ONA-funded congregations, through their pastors, shall maintain contact with presbytery's church extension committee.
8. ONA-funded congregations will be expected to meet the following guidelines:
 - a. Demonstrate an effective stewardship strategy.
 - b. Operate the total ministry of the church according to an approved budget and submit a copy of the budget each year to the office of Outreach North America and the chairman of presbytery's church extension committee.

- c. Demonstrate an effective outreach strategy that includes making contact with lost people in the community and providing opportunities for conversion.
 - d. Participate in programs and emphases of the General Synod.
 - e. Make arrangements to have representation at all stated meetings of church courts.
 - f. Contribute to the Associate Reformed Presbyterian Retirement Plan in accordance with the policies of Synod.
 - g. The mission developer will teach and nurture the congregation about the connectional nature of our denomination. Following the pattern of II Corinthians 8:7-8, funded congregations are expected to give liberally and sacrificially to the Denominational Ministry Fund.
The mission will begin giving at least 10% of its income (exclusive of the General Synod supplement) and will work progressively toward Synod's guideline of 20%. Giving to the Denominational Ministry Fund will take precedence over other benevolent causes except presbytery assessments.
 - h. Pay the pastor's salary and housing allowance at least once a month. The church extension committee will review the pastor's compensation annually to be certain that his financial needs are adequately met. The presbytery church extension committee shall insure that there is no net reduction in salary due to cost-of-living increases. We suggest consulting an index, such as The Washington Index, to ascertain the cost-of-living index for a particular geographic area.
- 9. Sessions of ONA-funded congregations shall provide evidence of reviews of fiscal integrity to the spring and fall meetings of their respective presbyteries. Sessions of funded congregations will submit designated reports promptly to the office of Outreach North America and the chairman of presbytery's church extension committee; beginning with the next payment after the report is due, the Board will withhold funding from congregations that do not submit reports.
 - 10. An ONA-funded mission will generally not become an organized congregation of the presbytery while receiving a supplement from synod for current operating expenses. If a presbytery does organize a congregation that is receiving an ONA supplement, an action of the Board is required for that mission to continue receiving funding. Such approval will not be granted unless there are special circumstances involved that require the congregation to immediately organize with its own session, and unless the active communicant membership is at least 80 and the membership is showing a steady increase.
 - 11. Pastors of ONA-funded organized congregations may be officially installed by the presbytery.
 - 12. The Board shall closely monitor the work of ONA-funded congregations and give assistance to the presbyteries' committee and to the missions in securing pastors.
- B. Non-ONA-funded Congregations**
- 1. Non-ONA-funded congregations are those congregations, whether self-supporting or not, which do not receive financial supplements from funds of the General Synod administered by the Board.
 - 2. The Board will make its training resources available to help non-ONA-funded congregations plan and carry out effective strategies of evangelism, new church development, and renewal of church vitality.
 - 3. Requests to the Board from non-ONA-funded congregations for help in special projects and programs should be submitted to the Board

through presbytery's church extension committee with the approval of the presbytery.

4. Non-ONA-funded congregations receiving assistance from the Board will submit quarterly progress reports.

VI. Financial Policies

A. Mission Supplements

1. Mission Supplements are extended to funded congregations to help meet current operating expenses.
2. Requests for mission supplements shall have the recommendation of presbytery's church extension committee, the approval of the presbytery, and be recommended by the New Church Development Committee before they will be considered by the Finance Committee for recommendation to the Board. The New Church Development Committee will consider the advisability and worthiness of the request, while the Finance Committee will consider big-picture funds availability in making its recommendation to the Board regarding funding.
3. Mission Supplements will be disbursed on a pro-rata basis in monthly installments.
4. Mission Supplements will be reduced each year according to a schedule prepared by the Board.
5. Mission Supplements will be granted to a mission for no more than four years.

B. Grants

1. Grants are given from the income from the Outreach North America endowment.
2. Grants will be given to missions or newly organized churches to assist in the purchase of land or the building of their first unit. Each congregation is eligible to receive only one \$35,000.00 grant.
3. Grants will be matching grants of up to \$35,000.00
4. Requests for grants shall have the recommendation of presbytery's church extension committee, the approval of the presbytery, and be recommended by the New Church Development Committee before they will be considered by the Finance Committee for recommendation to the Board. The New Church Development committee will consider the advisability and worthiness of the request, while the Finance Committee will consider big-picture funds availability.
5. Grants will be disbursed at the time the expense is actually incurred by the congregation and not in advance.
6. Grants will be approved only after verifying that the church or mission is contributing at least the recommended 10% to the Denominational Ministry Fund on an annual basis.

C. Revolving Loan Fund Loans

1. Congregations may secure loans through local institutions and/or through the Revolving Loan Fund of the Board.
2. The total debt a funded congregation assumes must have the approval of presbytery's church extension committee and the Board.
3. The following policies will govern the operation of the Revolving Loan Fund:
 - a. To Qualify:
 - (1.) Must be a mission congregation or a new church that has previously been an ARP mission congregation. In the rare event that funds are not expected to be needed in the near future by a mission or a new church that has previously been an ARP mission, the Board may make an exception and

extend a loan to an established church. The established church would have to agree to loan recall at any time funds are needed for a mission congregation or new church. Loans will be approved only after verifying that the congregation is contributing at least the recommended 10% to the Denominational Ministry Fund on an annual basis and will commit to continue contributions at that level.

- (2.) Must demonstrate ability to repay loan.
 - (a.) Monthly payments will not exceed 25% of budget at time of application.
 - (b.) Must not count presbytery or Synod support in loan eligibility figure.
 - (c.) Must have one-third down payment (land value can count toward the one-third).

b. Terms of the Loan

- (1.) The loan will be secured by a first or second mortgage with presbytery guaranteeing the loan.
- (2.) The loan will be for a maximum of 15 years.
- (3.) The interest rate will be fixed at 1.5% below current commercial bank rates for a 15-year fixed rate home mortgage in the local community; however, the rate will not be below 5%.
- (4.) Repayment begins no more than 180 days after the funds are disbursed.
- (5.) The maximum amount of the loan will be \$400,000.

c. Applicants must complete a Revolving Loan Fund application form and submit it to the presbytery church extension committee. After presbytery approval, the New Church Development Committee and the Finance Committee of the Board of Outreach North America will review the loan application before the Board considers it for approval.

- (1.) The primary purpose of the Revolving Loan Fund is to make available for new church development loans up to \$400,000 for land purchases and for building the first unit.
- (2.) The Board will give priority to ONA-funded congregations and congregations that have previously been ONA-funded congregations, but may, at its discretion, make loans available to non-ONA-funded congregations under these policies if adequate funds are available.
- (3.) Requests for loans shall have the recommendation of Presbytery's church extension committee and the approval of the presbytery before they will be considered by the New Church Development Committee for recommendation to the Finance Committee and to the Board. The New Church Development Committee will consider the advisability and worthiness of the request, while the Finance Committee will consider big-picture funds availability in making its recommendation to the Board regarding funding.
- (4.) All loans must have the approval of the Board; the Executive Committee, however, may act on behalf of the Board to approve loans in emergency situations between the regular meetings of the Board.
- (5.) Loans will be granted only for the specific purposes recommended by presbytery's church extension committee and approved by the presbytery and the Board.
- (6.) The Board shall engage a custodian with the necessary expertise to administer the Revolving Loan Fund.

- (7.) Legal matters relating to the loans shall be handled by the custodian engaged by the Board to administer the Revolving Loan Fund, and by the trustees of the congregation or presbytery seeking the loan. Payments will be made to the custodian administering the fund.
 - (8.) Loans will be granted only to presbyteries and organized congregations.
 - (9.) Loans will bear an interest rate of 1.5% less than the prevailing rate unless otherwise specified by the Board.
 - (10.) Loans will be granted for a period of fifteen years
 - (11.) If the loan is in arrears a minimum of 90 days, the loan shall be recalled.
 - (12.) Other terms of the loans will be worked out in consultation by the congregation or presbytery involved and the Executive Director of Outreach North America as directed by the Board.
- D. Church Plant Cash Flow Loan Fund**
1. The purpose of the Church Plant Cash Flow Loan Fund is to make temporary loans for cash flow purposes to missions and to presbyteries for new church development. Any funds not used for that purpose may be invested, with earnings to be used to fund current operations after adjusting for inflation to maintain the real value of the fund.
 2. The following policy will govern the operation of the Church Plant Cash Flow Loan Fund.
 - a. To qualify:
 - (1.) Applicant must be a mission or a presbytery, but loans to presbyteries will only be for purposes of new church development.
 - (2.) Applicant must complete a loan application form that documents:
 - (a.)The cash flow issue causing the need for the loan.
 - (b.)Evidence that the cash flow difficulty is only temporary.
 - (3.) Applicant must attach to the application a financial report for the previous year, plus a current budget, and budget projections for the next two years.
 - (4.) If the applicant is a congregation, the loans will be approved only after verifying that the congregation is contributing at least the recommended 10% to the Denominational Ministry Fund on an annual basis and will commit to continue contributions at that level. If the congregation is currently below the recommended 10%, then they must submit a pledge and a plan for escalating giving to get to 10% as soon as possible.
 - b. Terms of the loan
 - (1.) The loan will be secured by a promissory note kept by Outreach North America with a copy to the presbytery.
 - (2.) The maximum amount of the loan will be \$25,000.
 - (3.) The loan will be for a maximum of two years.
 - (4.) The interest rate will be the current rate of inflation, for the purpose of maintaining the fund's real value.
 - (5.) Total balance of the loan must be repaid as soon as possible, but no later than two years after the loan is issued.
 - (6.) Total balance of the loan must be repaid before any grants or other loans are made by Outreach North America.
 - c. Requests for loans

- (1.) Must be submitted on the ONA Church Plant Cash Flow Loan application form.
- (2.) Must be approved by the presbytery before being considered by the New Church Development Committee and the Finance Committee for recommendation to the Board. The New Church Development Committee will consider the advisability and worthiness of the request, while the Finance Committee will consider big-picture funds availability. In approving the loan, presbytery is pledging to do everything possible to make sure the loan is repaid.
- (3.) Requests for Church Plant Cash Flow Loan Fund loans must be approved by the Board. The Executive Committee, however, may act on behalf of the Board to approve Church Plant Cash Flow Loan Fund loans in emergency situations between the regular meetings of the Board.

E. Intern/Resident Supplement

1. Resident Supplements are intended to provide supervised training for an experienced minister who needs further preparation related to church planting, or who needs to build relationships in the Associate Reformed Presbyterian Church before becoming a mission developer.
2. Intern Supplements are intended to provide supervised training for someone who needs general ministry experience as well as further preparation related to church planting before becoming a mission developer.
3. Student Intern Supplements are intended to provide supervised exposure to church planting for someone who has the skills to immediately help a mission congregation now, and who can be either an advocate for church planting or a mission developer in the future.
4. Intern/Residents will be assigned to a mentor and will assist in an assigned congregation.
5. The supplement will be disbursed to the assigned congregation. This congregation will take care of compensating the intern/resident.
6. Proposals for intern/resident supplements must be approved by presbytery before being submitted to the office of Outreach North America.
7. The office of Outreach North America will request, and the Board will approve as part of the budget, a total amount each year for intern/resident supplements.
8. The Executive Director may approve intern/resident supplements as long as the total amount extended for the year stays within the approved budgeted amount for intern/resident supplements.
9. The Executive Director will keep the Board informed of intern/resident supplements that have been requested and that have been approved.

F. Investments

1. The Revolving Loan Fund will be invested as designated by the Board.
2. Other permanent funds of the Board will be invested by the appointed trustee of the invested funds of the General Synod.

VII. Buildings and Capital Improvements

- A.** Prior to signing a contract, plans and specifications for buildings and other capital improvements by ONA-funded congregations must be approved by the presbytery and the Board or its designated representative whether or not all funds come from the local congregation, and adequate supervision must be provided by an architect, an engineer, or a qualified builder approved by the Board throughout the construction.

- B. Plans and specifications for buildings and other capital improvements must be accompanied by complete financial information, including construction price, fundraising programs, and the outline of long-range planning.
- C. The Board will not invest the money of the General Synod in the development of property given with restrictive conditions except when it is specifically directed to do so by the General Synod.
- D. When a building or other capital improvement program is completed or accepted, the Board and the presbytery will receive a statement of the actual cost.

VIII. Property

- A. When property is purchased with ONA funds, the presbytery in which the property is located shall hold title.
- B. If an ARP mission or congregation is never located on the property before it is sold, the first use of the proceeds shall be to reimburse Outreach North America for all grants and to pay the outstanding balance on all loans provided with ONA funds.
- C. The Board may hold property for a presbytery at the request of a presbytery.

IX. Relation to Other Agencies of the Synod and the Presbytery

- A. The Board shall work in close cooperation with all the agencies of the General Synod and the presbyteries.
- B. The Board requests of all such agencies that contributions not be accepted from ONA-funded congregations which are not meeting Synod's guidelines for giving to the Denominational Ministry Fund.

APPENDIX

Associate Reformed Presbyterian Church Outreach North America Executive Director Position Description

The Executive Director of Outreach North America is the chief executive officer. He reports to the Chairman of the Board of Outreach North America, a board of the General Synod of the Associate Reformed Presbyterian Church. He is to be a resource person to General Synod, presbyteries, and congregations of the denomination. He will present a written report at each regular Board meeting, and will bring to the Board informative and innovative ideas that will enable the Board to explore new directions for its work. By direction of the General Synod, he will also serve on Synod's Committee on the Minister and His Work.

Duties and Responsibilities:

There are five strategic areas for which the Executive Director is responsible. They are Evangelism, Church Planting, Church Vitality, National Development and Administration.

1. **Evangelism:**

- To be a stimulus for evangelism as a primary activity for all congregations.
- To provide training, literature and other resources as may be required to enable congregations to be effective in evangelism.
- To develop a means for measuring the effectiveness of evangelism in congregations, both qualitatively and quantitatively.
- To encourage the involvement of all groups, e.g. pastors, seminary students, youth, lay men and women in evangelism.

- To support and encourage inter-cultural evangelism notably in parishes that are multi-ethnic, multi-cultural, and/or multi-religious.
2. **Church Planting:**
 - To be a stimulus for church planting throughout the denomination.
 - To develop a denominational church planting strategy.
 - To encourage congregations to engage in church planting by establishing mother-daughter congregations; by praying for and supporting the church planting activities of others; and by actively engaging in the encouragement and support of church planters and their families.
 - To help presbyteries develop an awareness of and responsibility for church planting and to provide support, resources and encouragement to the presbyteries.
 - To earnestly pursue the recruitment of church planters and to provide for their screening, training/equipping, and coaching/mentoring.
 3. **Church Vitality:**
 - To be a stimulus for church vitality throughout the denomination.
 - To develop a strategy for denominational church vitality.
 - To work with presbyteries in developing plans to implement the strategy.
 - To provide assistance to declining or reclining congregations and to urge thriving congregations to achieve higher levels of success: vision-casting, exploring possibilities, and developing excitement and enthusiasm.
 - To provide training for pastors and church leaders and provide resources to aid congregations in church vitality.
 4. **National Development:**
 - To aid in developing a national expansion strategy for the denomination.
 - To respond to inquiries from individuals and congregations that express an interest in the denomination.
 - To encourage the development of a warm and welcoming image for the denomination.
 - To initiate advertising to “market” the denomination nationally.
 5. **Administration:**
 - To establish an effective and efficient base of operations for Outreach North America (ONA) in order to carry out the policies, communicate the purposes and goals, and oversee the ongoing business of the Board and its committees.
 - To recruit and train such other officers/employees as may be necessary to accomplish the duties and responsibilities of the Executive Director.
 - To maintain an effective communications system for ONA. This includes communicating with presbyteries about the challenges, needs, programs, plans, resources, and directions of the work of church extension, counseling with presbytery committees, pastors, church planters, sessions, and other groups concerning the work of church extension, and working with other boards, agencies and institutions of our own and other denominations to develop mutual programs of ministry that will further God’s work through the ARP Church.
 - To represent the Board in cooperative agreements between presbyteries and the Board.
 - To manage the finances of ONA.
 - To report to the Chairman of the Board of ONA on all matters that the Board deems necessary and to work independently on all other matters.

