

# APPENDIX 6

## *Sample Documents*

### **Petition for Reception as a Mission Work**

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30451 Red River Circle  
Temecula, CA 92591

October 1, 1997

The Presbytery of Southern California  
The Orthodox Presbyterian Church  
Mr. Robert M. Coie, Stated Clerk  
PO Box 4258  
Cerritos, CA 90703-4258

Dear Mr. Coie:

We, the undersigned, hereby express our desire to form a congregation of the Orthodox Presbyterian Church in the Temecula Valley area of Riverside County, California, under your jurisdiction and supervision. Therefore, we request that the Presbytery of Southern California establish and recognize us as a mission work of the Presbytery under the name Providence Orthodox Presbyterian Church and appoint an overseeing session to supervise our development into a new and separate congregation of the Regional Church of Southern California.

Respectfully yours in Christ's sovereign love,

> [Insert Temecula signatures graphic here](#)

## **Petition for Organization as a New and Separate Congregation**

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Redeemer Orthodox Presbyterian Church  
P.O. Box 1854  
Toms River, NJ 08754-1854

April 16, 2000

The Presbytery of New Jersey  
The Orthodox Presbyterian Church  
Mr. Richard A. Barker, Stated Clerk  
639 Shadowlawn Dr.  
Westfield, NJ 07090

Dear Mr. Barker:

We, the undersigned members of the regional church of the Presbytery of New Jersey who constitute the membership of Redeemer Orthodox Presbyterian Church of Toms River, New Jersey, do hereby petition the Presbytery of New Jersey, in accord with Form of Government XXIX:A.4.c, to be organized as a new and separate congregation of the Orthodox Presbyterian Church:

> [Insert Toms River signatures graphic here.](#)

## Sample Bylaws

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The bylaws of a congregation are statements which relate a local church to its denomination and which order how it will conduct its ecclesiastical life. The following sample bylaws identify in **bold print** items or issues that must be included or addressed by a congregation that intends to be part of the Orthodox Presbyterian Church, because they are requirements, guarantees, or choices given to every OP congregation and set forth in the OPC's *Book of Church Order*.

BYLAWS OF  
ANYWHERE ORTHODOX PRESBYTERIAN CHURCH  
Adopted January 1, 2009

### I. Preface

In order to propagate and maintain the Christian faith and worship as it is set forth in the Holy Scriptures and defined in the **Confession of Faith and Catechisms of the Orthodox Presbyterian Church**, Anywhere Orthodox Presbyterian Church determines to be governed by **The Book of Church Order of the Orthodox Presbyterian Church**, by the **Bylaws of the Presbytery of Someplace of the Orthodox Presbyterian Church**, and by the following **Bylaws**:

### II. Election of Officers

A. **Nominations for candidates for the offices of ruling elder and deacon must be submitted to the session** by the third week of September. The session will announce on the last Lord's Day of September those men whom it has approved to enter a period of training for church office. These men shall then be trained and certified by the session, normally in time to be presented to the congregation for **election** at its annual meeting in January. They shall be elected by majority vote.

B. Ruling elders and deacons will **be elected for lifetime service.**<sup>†</sup>

C. **The number of elders or deacons to serve on the session or diaconate** at any one time will be determined by the session, provided that no incumbent member of either board will be prevented from being nominated to a new term by reduction in the size of the board.

D. **The Board of Trustees shall consist of** up to six members, elected in three classes by majority vote to terms of three years each, with no limit on the number of terms they may serve, but less than half of the total members of the Board may be other than ruling elders or deacons. One class of the Board shall be elected each year at the annual corporation meeting.

### III. Meetings of the Congregation

A. **The annual congregational meeting will normally be held** in the fourth week of January.

B. One-third of the voting members of the congregation **will constitute a quorum at a congregational meeting.**

C. **Public notice** of all meetings of the congregation must be given on two consecutive Lord's Days prior to the meeting, or with written notice being mailed to all members at least ten days in advance of the meeting.

### IV. Meetings of the Corporation

A. **The annual meeting of the corporation will be held** at the same time as the congregational meeting.

B. One-third of the voting members of the congregation, eighteen years of age and older, **will constitute a quorum at a corporation meeting.**

### V. The Budget

**The budget will be assembled by** a committee appointed by the session. The budget will be presented to the session for review at least two weeks before the annual congregational meeting where it shall be presented and approved.

## VI. Amendments

**These Bylaws may be amended** in whole or in part by a vote of two-thirds of the voting members present at a congregational meeting, provided that notice of the proposed amendment(s) be given in writing to the clerk of the session and announced at least two weeks prior to the meeting.

† Ruling elders and deacons may also **be elected to terms of three years.**