

Rules of Procedure - Classis Eastern Canada

Governing its meetings, officers, and committees

March 2024

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Preamble: Classis Eastern Canada (CEC), incorporated in 2009, of the Christian Reformed Church In North America (CRCNA) shall convene and be constituted as prescribed by the Church Order (CO) of the CRCNA and by these rules of procedure governing its meetings, officers, and committees.

1. Convening and Constituting of Classis

A. Meetings

- I. Regular meetings of Classis ordinarily shall be convened on the first Friday and Saturday of March and on the third Friday and Saturday in October.
- II. Extraordinary meetings may be held upon:
 - a. Upon the decision of a previous meeting of Classis
 - b. Request by at least 5 (five) % of member churches sent to the Classical Interim Committee (CIC).
 - c. Necessity, as judged by the CIC.
 - d. When such a request is made to the CIC by a council for the examination of a candidate.
- III. Classis shall meet in the Maritimes once every four years. Funds for travel shall be set aside on a yearly basis.

B. Sessions

- I. The Friday session shall commence at a time set by the CIC in connection with flight schedules of the delegates and adjourn by 9:00 p.m. The Saturday session shall begin at 8:30 a.m. and continue until adjournment.
- II. All sessions are open to the public except when Classis meets in executive session.
- III. Classis shall meet in executive session when required by the Church Order or synodical regulations or upon a majority vote of the delegates when in their judgment an unusual and delicate situation requires it. Only office bearers within Classis, CIC members, and others with the concurrence of the assembly may be admitted to an executive session.
- IV. Strict executive session is only for delegates and others approved by the assembly.

C. Delegates

- I. The council of each church shall delegate a minister, an elder, and a deacon to the classis. If a church is without a minister, or the minister is prevented from attending, another elder may be delegated in place of the minister. No other substitutions are permitted. The purpose of having a minister, an elder, and a deacon delegated to Classis is to include the input of all three offices, not to provide 3 votes from each church. (See Church Order Article 40)
- II. Delegates shall not withdraw themselves from the meeting or return home during the meeting without the consent of the Chair.
- III. First-time delegates must sign the Covenant for Officebearers prior to the meeting.

D. Right to address Classis

- I. In addition to officers of the meeting and delegates, the following may address the assembly:
- II. Any synodical deputies who are in attendance.
- III. The chair and reporter of a Classical committee, when not a member of the assembly, shall have the right of the floor on all matters pertaining to the work of their committee.

- IV. All delegates and representatives of Classis to any denominational or other agency shall have the right to report to Classis and to answer questions raised by the assembly.
- V. All office bearers of the churches of Classis shall have the right of the floor upon permission of the assembly only. Any alternate delegates will have rights only as granted by the assembly.
- VI. All officers or functionaries of Classis have the privilege of the floor when speaking to matters concerning their responsibilities.
- VII. Anyone to whom the CIC or Classis grants this privilege.

E. Credentials

Credentials of delegates shall be on the forms provided by the Stated Clerk of Classis and shall normally be delivered to the clerk of Classis prior to the meeting. The clerk, together with the host church, shall provide each delegate with identification.

F. Constitution

At the time appointed for the meeting, the chair of the previous meeting of Classis, or other designated delegate, shall call the meeting to order and function as chair until Classis is constituted. The opening of Classis shall consist of devotions/worship. Classis shall be declared constituted when opening exercises are completed and a quorum is present. The late arrival of any delegates shall be noted in the minutes.

G. Quorum

- I. At each meeting of Classis a quorum shall be two-thirds of the Churches of Classis Eastern Canada being present. A Church is deemed present when represented by at least one individual, eligible delegate in person. If a quorum is not present, the meeting shall be adjourned to a date and time set by the Chair.
- II. In case of a special meeting, or classis contracta, representation of half the churches of a classis plus one shall be required. In case of extraordinary meetings, the CIC or Classis shall decide an appropriate quorum.

H. Church Order Article 3-a

- I. Classis Eastern Canada, effective January 1, 2007, declares the word *male* inoperative in Church Order Article 3-a, with the following provisions:
- II. That councils may request that Church Visitors to their congregation and ministers filling classical appointments in the congregation be male.
- III. That a local congregation may request that only male delegates conduct the classical examination for ordination of a candidate called by that congregation. The examination for ordination may then be conducted by a *classis contracta*. In the event a quorum cannot be found, representatives from a neighbouring classis may be invited to achieve the equivalent of a quorum.

2. Officers and Functionaries

A. General Provisions

- I. The officers of the meeting of Classis shall be the chair, the vice-chair, and the clerk (normally the Stated Clerk).
- II. The ministers ordinarily shall preside at the meetings of Classis in rotation, as determined by the CIC. A minister who is present at a meeting of Classis for the first time will not be asked to preside at that meeting. Any minister may ask the CIC to be relieved of this duty.
- III. The vice-chair of the previous Classis meeting will act as the chair of the next Classis meeting.
- IV. At no meeting shall more than one delegates of one church function as officers.

B. Duties of Officers

- I. **The Chair** presides over the assembly and shall:
 - a. See to it that Classis is formally called to order and adjourned, maintain a proper spiritual tone, and ensure that all business is transacted in proper order and expedited as much as possible, and the members observe the rules of order and decorum;
 - b. See to it that the assembly begins with a suitable time of devotions/worship and that each session is opened and closed with appropriate devotions.
 - c. Welcome fraternal delegates and other guests of Classis, and shall respond to greetings received or appoint a member of Classis for this purpose;
 - d. Place before the assembly for discussion every motion made and seconded, according to the rules of order and shall clearly state the question before the vote is taken;
 - e. Ask delegates of vacant churches whether the classical appointments have been filled;
 - f. Remain impartial on any pending questions, speaking only to state matters of fact or to inform the assembly regarding points of order;
 - g. Ask the vice-chair to preside before expressing any opinions on a pending question;
 - h. Not preside over discussion of any matter that concerns the chair personally or the church that the chair serves;
 - i. Have, and duly exercise, the prerogative of declaring a motion or person out of order;
 - j. If a delegate, retain the right to vote on any question. In case the chair abstains from voting and the vote is a tie, the motion is lost, as if the chair had voted against it. The chair invariably votes when the vote is taken by ballot;
 - k. Bring all pending questions to a decision;
 - l. Make a ruling at once, whenever a point of order is raised. His/her ruling may be reversed by a majority vote, if any member of the assembly is dissatisfied with the ruling of the chair and appeals to the floor.
- II. **The Vice-chair** shall render all possible assistance to the chair and the Stated Clerk as circumstances may require and shall:
 - a. Assume the duties and privileges of the chair:
 - i. In the absence of the chair, and

- ii. When the chair desires to be temporarily relieved, or wishes to speak on a pending question.

III. The Stated Clerk

- a. Classis shall elect, for a term of three years, a Stated Clerk who will be eligible for re-election. An alternate is appointed for a similar term and shall assume the duties when the Stated Clerk is incapacitated. If the Stated Clerk resigns or leaves the Classis, the alternate shall, upon the instructions of the CIC, at once assume the duties of the Stated Clerk. A new alternate shall be elected. In the event that both the Stated Clerk and the alternate are unable to function or leave the boundaries of Classis, the CIC shall appoint one of its members as the Stated Clerk *pro tem*. In performing the duties of this office, the Stated Clerk shall:
 - b. Be a member *ex officio* of the CIC.
 - c. Compile and prepare the agenda for each meeting, with the help of the CIC, and shall send copies of the agenda and other documents to each council at least four weeks in advance.
 - d. Keep two separate records of the assembly's proceedings and decisions and shall provide the draft minutes of each Classis to the transcription committee within 10 working days. The minutes of executive sessions shall be read in a closed session.
 - e. Record and preserve the minutes of the meetings of Classis in the permanent minute file.
 - f. Schedule classical preaching assignments in the Classis.
 - g. Have the draft minutes reviewed by the transcription committee for approval prior to the official transcribed minutes being circulated.
 - h. Prepare the minutes for publication and distribute electronic copies for each church, hard copies where requested, and send one copy to the CRCNA Historical Committee.
 - i. Keep a copy of all reports of all committees or functionaries appointed by and responsible to classis in a permanent file.
 - j. Carry out all correspondence related to CEC and CIC minutes; retain copies of all correspondence and inform all committees or persons appointed of their assignment and mandate.
 - k. Keep an up-to-date record of committees and of the tenure of office of all classical functionaries, as provided by the personnel committee.
 - l. Sign, upon instruction of the CIC, all legal and official documents and all necessary forms required from Classis by Canadian authorities.
 - m. Ensure there is a Maritime liaison for marriage documents
 - i. Contact the authorities of the various Maritime Provinces to request that they issue the necessary documents, under the Marriage Act, for any new CRC minister. This will permit them to officiate at wedding in the province of their residence.
 - ii. Contact the authorities of the various Maritime Provinces to request that they issue a temporary permit, under the Marriage Act, for a CRC minister from outside the relevant province, so that he/she might officiate at a wedding in that province. This

permission is also required for a CRC minister from one of the other Maritime Provinces.

- iii. Complete the annual certification reports for each of the Maritime Provinces.
- n. Serve as custodian of the seal and archives of Classis and shall be given all files, records, and office equipment of Classis.
- o. Be remunerated for these services with a fee to be decided annually.
- p. Forward a signed copy of the Classis minutes as well as the minutes of the CIC meetings to the holder of the Corporation Minutes Book as required by Incorporation regulations.
- q. Maintain the CEC website.
- r. For CRCNA resources go to <https://www.crcna.org/resources/other-resources/classis-resources/resources-stated-clerks-and-synodical-deputies>

IV. The Treasurer of Classis

- a. Classis shall elect for a term of three years a Treasurer who will be eligible for re-election. An alternate is appointed for a similar term and officiates when the Treasurer is unable to perform his/her duties. The Treasurer shall:
 - b. Keep an accurate record of all funds received and disbursed.
 - c. Send summaries to member churches for verification for monies received.
 - d. Receive and disburse only such monies as Classis has approved. All disbursements shall be made by cheque.
 - e. Accept only cheques which are payable to “Classis Eastern Canada.” These cheques are to be accompanied by the approved remittance form.
 - f. Keep Classis informed of the banks in which classical funds are deposited. Such information is to be recorded in the minutes of the FAC.
 - g. Remit, at minimum every quarter, all monies received for synodical and other approved causes. (This does not apply to the Classis Ministerial Leadership Team and the Ministry to Seafarers.)
 - h. Divide funds equally between Redeemer University College and Institute for Christian Studies if Calvin College ministry share reduction funds are sent in as undesignated.
 - i. Give a report of all accounts at each meeting of Classis. The annual report is to be presented at the March meeting, but draft copies are to be sent to the Stated Clerk by the deadline set for reports to be included in Classical mailings to each council, four weeks before the meeting of Classis.
 - j. Pay all expenses incurred by Classis or any authorized committee or functionary of Classis. At each meeting of Classis, the Treasurer shall reimburse all traveling expenses of delegates according to the rates and rules set by Classis. Expenses of the host church shall be paid according to Classical rules.
 - k. Prepare a bank reconciliation on a monthly basis.
 - l. Perform a regular financial information review with the Financial Administration Committee (FAC), at each FAC meeting.
 - m. Send to each council at least annually a statement of the classical ministry shares to be paid and, at the proper time, remind the councils that the monies must be sent in before

December 31. All monies received within one month after that date, but dated before the end of the year, will be included in the accounts for that year. Funds after that date shall be entered in the accounts for the following year.

- n. Function as the treasurer of the Classical Ministry Leadership Team (CMLT), and report to that team at the CMLT meetings.
- o. Advise and assist the FAC with respect to the preparation of the annual budget prior to the October meeting of Classis.
- p. Be remunerated for these services with a fee to be decided annually.
- q. In case the Treasurer is unable to perform his/her duties, the CIC shall instruct the alternate to service as classical treasurer *pro tem*.
- r. Prepare T4s for all contract position payments made by Classis by the applicable due date. Prepare various government documents by the required due date, for example, the corporate tax return, charity return, etc.
- s. Prepare appropriate support for a year end file in a suitable state to minimize the cost of an external public accountants review and/or audit of the required annual financial statement.
- t. Keep the corporate minute book up to date.

3. Matters Legally Before Classis

Only ecclesiastical matters of the following kind shall be legally before Classis:

A. Overtures from Councils

Councils desiring to bring any matter before Classis ordinarily shall submit overture(s) in written form to the Stated Clerk by the deadline set for reports before Classis meets. If meeting this deadline is not possible and a Council considers the matter urgent, they shall submit said overture(s) in written form to each church in Classis and to the Stated Clerk, along with an explanation of why the normal procedure could not be followed. Should Classis accept this explanation by majority vote, the overture shall be legally before Classis.

B. Written reports of advisory committees, standing committees, and classis delegates to various boards and committees.

Reports shall be forwarded to the Stated Clerk by the deadline set for reports before Classis convenes to accompany the agenda sent to every council and may be received for information or for action.

C. Questions on the basis of Church Order Article 41

“In order to assist the churches, the classis shall allocate sufficient time at its meetings to respond to requests for advice or help from the churches and, at a minimum of one of its meetings annually, shall allocate sufficient time to discuss at least one ministry issue that the classis considers to be especially important in the life and ministry of member congregations in the denomination.” (Church Order Article 41) These requests for advice or discussion will be identified through the properly completed credentials of delegates.

D. Appeals

Individual members may present an appeal of a Council decision. They must give notice and exact copies of such appeals to the Council concerned sufficiently early to afford ample time for preparing an answer to them.

E. Protests against Classis decisions by individual members or councils.

F. Examination of candidates for Minister of the Word in the CRC, candidates for the office of commissioned pastor, and examination of those seeking licensure to exhort in churches of Classis.

G. Any other matters not conflicting with the Church Order that Classis by majority vote may decide to consider.

4. Standing Committees

A. General Provisions

- I. All committees exist to serve Classis and are responsible to Classis only.
- II. All committees shall adhere strictly to the mandate given to them by Classis and adhere to all Classical rules of procedure.
- III. Professing members in good standing in their congregations are eligible to serve on committees.
- IV. Elders and deacons chosen for any committee shall serve out their full term, even though their term of office may expire. Membership in all committees terminates upon one's departure from within the bounds of Classis.
- V. The members of standing committees shall ordinarily serve for a term of three years and be eligible for re-election for one more term. To ensure continuity, Classis shall regulate their time of service in such a way that one member retires each year, or that at least one new member is chosen to the committee every year. Terms of service shall normally begin in October or in March.
- VI. Synodical deputies shall be elected at the spring classis as their term of office begins July 1 of that year. A general alternate shall be chosen for a similar corresponding term. The alternate shall at once assume the function of the regular committee member in the event of a resignation.
- VII. All committees shall keep accurate records of their transactions and report the same in writing to the next meeting of Classis for action and approval. These reports shall be included with the agenda for study by the Councils. Supplementary reports may be presented to Classis on matters that are dealt with after the deadline for the agenda, provided that such matters are kept to a minimum and that sufficient copies are provided

- for all the delegates of Classis. One copy of the report shall be filed with the Stated Clerk. In case of a minority report, each report shall be signed by the members who favour it.
- VIII. All reports must be submitted to the Stated Clerk in the format specified by the deadline set for reports prior to each meeting.
- IX. All committees, before reporting to the October meeting of Classis, shall present their financial requirements for the following year to the Financial Administration Committee before June 15 of each year. A 3-5 year ministry plan is to accompany all annual budget requests. If no plan is submitted, the budget line will be frozen. The FAC will attach all Ministry Plans to the annual proposed budget to support that line item.
- X. Each committee shall elect a chair and a secretary. Advisory committees shall be convened by the member who is named first.
- XI. No congregation shall ordinarily have more than one member on each of Classis committees.
- XII. The number of ministers serving on each committee shall ordinarily not exceed half of its total membership.

B. Classis Interim Committee (CIC)

- I. The CIC is the legal board of directors for the *Corporation of Classis Eastern Canada*. It shall ordinarily consist of at least six (6) directors.
- a. The chair of the CIC is the Chair of the *Corporation of Classis Eastern Canada*.
- b. The Stated Clerk is the Secretary of the *Corporation of Classis Eastern Canada*, but does not serve as a director.
- c. The other members of the Committee are the voting directors of the Board of the *Corporation of Classis Eastern Canada*. The chair of the Board will vote only in the event of a tie vote.
- d. A board member of the *Corporation of Classis Eastern Canada* shall be over the age of eighteen (18), a confessing member of a CRC in Classis Eastern Canada and be familiar with the Church Order.
- II. Upon the resignation of the Chair, the board members will elect from their members a person to be the chair of the *Corporation of Classis Eastern Canada*.
- III. Upon the resignation of a director, the alternate members will become directors. However, the number of clergy as directors shall not ordinarily exceed the number of non clergy as directors.
- IV. CIC shall perform all the duties assigned to it by Classis, and take care of matters that cannot be deferred until the next meeting of Classis. CIC shall also monitor decisions of classis to ensure that these decisions are implemented.
- V. CIC shall have the power to call a special meeting of Classis when matters of great importance cannot be postponed until the next scheduled meeting, or when requested to do so by at least five (5) % of church Councils.
- VI. CIC shall, together with the Stated Clerk, prepare the agenda and a detailed timetable for meetings of Classis.
- VII. The CIC, on the advice of the Financial Administration Committee (FAC), shall include in Classis agenda material an explanation of any proposed changes in existing ministry

shares or the proposed addition of any new ministry shares, for review by the Councils prior to the meeting of Classis.

C. Financial Administration Committee (FAC)

- I. The Classical Financial Administration Committee (FAC) shall ordinarily consist of five members, one of whom may be a minister, and ordinarily at least one of whom shall be from the eastern part of Classis. The initial terms may be of unequal length, so that one member is appointed or re-appointed each year. The Treasurer of Classis shall be a member of the committee and shall attend all of the committee's meetings.
- II. The committee shall meet at least four times each year, with additional meetings scheduled as needed. Meetings may be conducted in person or via electronic means.
- III. The FAC is charged with the responsibility of overseeing the financial administration of Classis. More specifically, the committee shall:
 - a. Oversee all matters with regard to the budget of Classis, the work and financial reporting of the Treasurer of Classis, and make such recommendations as it deems appropriate to improve the fiscal management of Classis.
 - b. Process all requests for new or increases/decreases in classical ministry shares in order to advise those who request such shares and to advise the Classis via the CIC on the financial implications of any budget proposals presented to Classis. Such advice to Classis shall be sent by the CIC to church councils together with the agenda for the meeting of Classis.
 - c. Ensure that adequate financial records are maintained for any classical project (e.g. church planting) and that Classis receives proper reports and updates.
 - d. Advise Classis at least once per year with respect to the bank accounts in which classical and synodical ministry share funds are deposited.
 - e. Advise the CIC to approve budget re-allocations when these appear necessary.
 - f. Receive and consider the quarterly financial information review from the treasurer.
 - g. Recommend before the fall meeting of Classis the persons to perform the annual audit of the financial records of Classis. The CIC shall ensure that the auditor's report and any recommendations of the committee are sent to every council in Classis and placed before the March meeting of Classis.
 - h. Make recommendations to CIC with respect to:
 - i. Travel and expenditure policies
 - ii. Insurance coverage
 - iii. Banking and money handling policies
 - iv. Rates of remuneration for the work of Classis (e.g. car travel rates, fees to officers and delegates of Classis)
 - i. Provide an annual report to the CIC regarding its work, and make recommendations.
 - j. Make itself available to the churches of Classis to provide consultation on financial issues.

D. Classis Resonate Mission Team (CRMT)

The CRMT is responsible for a region that includes Eastern Ontario, Quebec, New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Labrador.

I. Working with Resonate Global Mission, the CRMT will partner with the churches of Classis in areas of resourcing, encouraging, new church development, outreach, and other aspects of church development.

II. Description:

- a. New Church Development (NCD): By identifying possibilities for churches; by organizing information sessions; by praying for these possible churches; by working with churches to develop strategic plans; by recommending action to Classis.
- b. Leadership: By arranging training sessions or workshops; by encouraging them, and praying for them.
- c. Outreach: By encouraging the churches of Classis in the work of outreach and community awareness; by identifying the necessary resources and praying for them.
- d. Resources: By ensuring that materials are available; by liaising with the Outreach Mission Developer (OMD); by ensuring that the churches are aware of the OMD.
- e. Liaison: By liaising with the board of Resonate Global Mission through the regional leader; by liaising with the OMD.
- f. Financial: By providing financial help if required; by recommending proposals for new church development, and new chaplaincy ministries, mission and outreach opportunities in the communities of Classis.
- g. Chaplaincy: By identifying possibilities for campus sites; by organizing information sessions; by praying for these possible campus sites; by working with churches to develop strategic plans; by recommending action to Classis.
- h. Vision: The members of the committee will be visionary persons willing to put in the necessary time to fulfill the mandate of the committee. They will also have a heart for evangelism and the growth of the church in general.

III. Specific tasks:

- a. Evaluation and encouragement
- b. Education and resources
- c. Financial aid
- d. New church development

IV. Accountability:

- a. The CRMT is accountable to Classis Eastern Canada.
- b. The CRMT will serve Classis with recommendations and reports in its area of responsibility.

V. Membership:

- a. The CRMT will consist of six members, including two pastors, three lay people, and one diaconal consultant.
- b. The CRMT will meet four-six times per year.
- c. Composition:
 - i. Two ministers
 - ii. Three Lay leaders
 - iii. One diaconal representative
 - iv. Other non-voting members:
 - 1) The Outreach Mission Developer (Employee of Classis)
 - 2) Other advisors upon recommendation by the committee, Classis, or synod.
- d. Team Positions: A chair, deputy chair, and secretary will be chosen from any of the six voting members.
- e. Term:
 - i. Voting members must be recommended to and approved by Classis.
 - ii. Voting members will serve a three-year term, which is renewable once. Exceptions may of course be made.
 - iii. The Outreach Mission Developer is a contractual position approved by Classis. A cost-of-living allowance (COLA) is to be included in the remuneration agreement.

E. Outreach Mission Developer (OMD) position

- I. Purpose: To support a missional movement in Classis Eastern Canada by empowering Christian Reformed churches, ministries and members to engage in God’s mission locally and around the globe.
- II. Essential Duties and Responsibilities:
 - a. Work in collaboration with the CRMT. Including regular meetings (4-6x per year).
 - b. Encourage vision casting, strategies and goals for mission-shaped ministry in the region.
 - c. Equip, encourage and empower congregations with resources and training to develop further mission-shaped ministries and/or birth new church plants and missional projects.
 - d. Stimulate the intentional growth of missional leaders in the local context by identifying, recruiting and equipping potential leaders, especially ethnic and younger leaders, so that each individual is equipped to participate and lead in God’s mission.
 - e. Connect with local mission networks that unite God’s people locally and globally who work for spiritual and social transformation of their communities.
 - f. Connect existing congregations and communities of faith to coaching, training, and resources to local and global partners.
 - g. Develop relationships with partners, other local faith communities, other Classes, ecumenical partners, community partners and denominational partners- that support the development of mission-shaped congregations, missional leaders, and holistic mission networks. Further, connect with the partners that enhance mission locally and globally.

- h. Work with Resonate and other partners to provide tools and resources for cross-cultural competencies to assist local congregations in connecting with their diverse communities.
- i. Strengthen the connection between the churches and ministries of Classis and their global Resonate missionaries and partners.
- j. Serve as a significant liaison/communication link between Resonate and our local churches and ministries.
- k. Work with advancement leaders of Resonate as well as Classis Eastern Canada leaders to develop capacity and strategy for resourcing mission in Classis Eastern Canada.
- l. Other duties and tasks as assigned by chair of CRMT and/or Canada East Resonate Supervisor as the role of Outreach Mission Developer evolves and develops.

III. Qualifications and Skills

- a. Be a member of a Christian church and agreement with the Statement of Faith documents listed in the Covenant for Office-bearers for the CRC.
- b. A proven, mature Christian leader in their community of faith.
- c. Wholly committed to the mission of God through His church, with a heart for the lost and a passion to reach people with the Gospel and be part of the Kingdom movement of God
- d. Spirit led person of prayer and discernment who can lead others in this discernment process
- e. Awareness of and willingness to continue learning about the missional context in North America and around the world.
- f. Catalytic leader, with demonstrated ability in vision casting, leadership, team building, coaching, collaboration, and networker, active and influential in their local setting.
- g. Creative, adaptive and flexible, able to be a non-anxious presence amidst diversity and ambiguity.
- h. Personally motivated and a self-starter, with demonstrated ability to accomplish goals and produce results with little direct oversight/management
- i. Works across systems and partnerships with ease, building trusting relationships with a variety of partners to build synergy, significant consensus and communal identity.
- j. Demonstrated commitment to diversity and to racial reconciliation and to enfolding and empowering members of racial and ethnic communities within and outside the CRCNA.
- k. Able to use technology effectively and consistently in order to contribute to the health of a distributed staff network.
- l. Effective oral and written communication skills.
- m. Strong interpersonal and relational skills with a servant heart

IV. Education and Experience:

- a. Bachelor's degree preferred with some academic engagement on missional topics.
- b. A minimum of three years ministry leadership experience with demonstrated fruitfulness in global and/or local missions and ministry where they are currently serving.
- c. Coach training, or willingness to participate in coach training, is required.

- F. Classis Ministerial Leadership Team (CMLT) (*formerly the student fund committee*)**
- I. The CMLT shall ordinarily consist of four members, of which two should be ministers. An alternate should also be elected. The classis Treasurer shall serve as treasurer of this committee.
 - II. The committee shall administer a student fund and serve Classis with advice concerning applications for financial aid by needy students entering or attending Calvin Theological Seminary or another ATS member seminary for the purpose of entering ordained or non-ordained ministry within the CRC.
 - III. It shall give notice to Classis churches to inform interested students that applications for financial aid will be received. Preference is given to applicants from our own Classis.
 - IV. At each regular meeting of Classis, the reporter shall present a report of the work of the committee and of the progress of the students being supported.
 - V. The committee shall stay in contact with the students. (The delegate to the Board of Trustees of Calvin University and/or Calvin Theological Seminary can be requested to visit the students annually and report to the committee on their academic standing, progress, and their financial needs.)
 - VI. The CMLT shall not be held responsible for debts incurred by students supported by Classis.
 - VII. The classis Treasurer shall receive, disburse, and keep records of all monies in the funds and shall report to Classis and the committee.
 - VIII. Money for the funds is to be raised by one equal ministry share, as specified annually at the October meeting of Classis, and by special gifts and repayments of loans.
 - IX. Applicants shall submit the following documents:
 - a. A recommendation of their home church Council including the following:
 - i. A statement of their reputation in the community
 - ii. A character appraisal
 - iii. Advice concerning their godliness and suitability to pursue a course of studies leading to the ministry of the Word
 - b. A statement as to their personal financial ability
 - c. A copy of their college degree or certificate and/or transcript of credits
 - d. A statement by a licensed physician as to the physical fitness of the applicant.
 - X. After receiving the information in (i), the committee shall interview new applicants and examine them as to their commitment to Christ as well as to the CRC, and their suitability to pursue a course of studies leading to the ministry of the Word.
 - XI. Classis shall decide only upon the recommendation of the committee whether and to what extent an applicant shall be supported.
 - a. The annual amount of aid for those attending Calvin Theological Seminary shall be limited to the tuition fees plus up to \$1500 for reimbursement on required books (divided evenly over the number of years enrolled). The annual amount of aid for those attending other ATS member seminaries shall be limited to 75% of the tuition fees plus up to \$1500 for reimbursement on required books (divided evenly over the number of years enrolled).

- b. A person who has received financial support from Classis and who, upon graduation, does not serve the CRC for ten or more years, shall be held liable for repayment of the total amount of the aid, or partial repayment. (This stipulation shall be part of the agreement between Classis and the applicant.)
 - c. “Members of our Classis pursuing other seminary degrees or diplomas that are intended to support the life and ministry of the church beyond the CRC may apply for a one-time grant of up to \$3000 as an indication of Classis’ support and encouragement. These funds would be provided in the final year of the student’s program and will not be subject to repayment. Rationale: In March of 2021, Classis approved a \$3000 grant for Rosalyn Berti who is studying at Calvin Seminary but is not intending to enter ministry in the CRC. Because this was a precedent-setting decision, CMLT was asked to revisit our mandate and propose a consistent approach for future similar situations. Classis Alberta South/Saskatchewan has a somewhat similar policy from which we borrowed some of the language.” *[c. added 2021 10 16 CEC meeting]*
- XII. Applicants, when accepted, must sign an agreement approved by Classis to be signed by at least two committee members on behalf of Classis.
- XIII. Persons who have received support must keep the secretary and the classis Treasurer informed about any change of address.
- XIV. Students who desire financial support from the fund must make their request annually to the secretary of the CMLT by the end of March.
- XV. Classis Ministerial Leadership Team mandate:
- a. Consultation: The CMLT will be a consultation and advisory resource to the member congregations of its classis, classis itself, and other interested parties regarding matters related to ministerial candidacy in the CRC.
 - b. Information: The CMLT shall provide information and advice to the member congregations of its classis, classis itself, and other interested parties concerning the candidacy process.
 - c. Encouragement: The CMLT shall encourage the member congregations of its classis to be proactive in identifying possible candidates for ministry in the CRC and offer resources to help people discern their calling.
 - d. Ministry Readiness Profile: The CMLT is to provide counsel that will help Councils, Classis, and those preparing for ministry in the completion of the individual’s Ministry Readiness Profile. Such profiles will be progressive documents testifying to the candidate’s development and growth in the following areas:
 - i. Character
 - ii. Knowledge
 - iii. Skill
 - e. Finance: The CMLT will recommend to classis and administer the distribution of appropriate financial resources to assist those preparing for ministry (see Church Order Article 21).
 - f. Endorsement: Upon receiving a positive recommendation to enter the candidacy process from an individual’s council, the CMLT will interview the individual and work with them to

prepare a financial plan, as well as a study plan or learning covenant. The CMLT will then forward their endorsement to the Synodical Ministerial Candidacy Committee (SMCC). In the case of individuals entering the candidacy or affiliation process through C.O. Article 7 or 8, the CMLT will also request licensure on behalf of the individual to the SMCC.

- g. Celebration: Assist the church and classis that initiated the study/candidacy process in appropriately celebrating the progress of those preparing for the ministry under its care, giving thanks to God for his provision of faithful and gifted leadership for his church.
- h. The CMLT shall also assess the requests for commissioned pastors and those requesting a license to exhort. (See also sections I, J, and K.)
- i. The CMLT shall be responsible for the preparation of questionnaires for the examination of Candidates to the Ministry, commissioned pastors, and those requesting a license to exhort. These questionnaires will not be exhaustive but will allow leeway to the examiners.

G. Diaconal Conferences

- I. Classis shall arrange for the organization of Diaconal Conferences in the Maritimes (MDC) and in Eastern Ontario-Quebec (ECDC). They are constituted as standing committee to heighten the Classis awareness of Diaconal Ministries and the local diaconal conferences and report to the Classis.
- II. Classis shall appoint two of its ministers or other qualified persons to serve as advisors for a term of three years to the Diaconal Conferences of Classis, one from the Maritimes, and one from the Eastern Ontario-Quebec part of Classis.
- III. The advisors shall visit all meetings of the conference and its executive in their respective district and shall report to each meeting of Classis.
- IV. The delegate to Classis of World Renew shall be an *ex officio* member of the Diaconal Conference.

H. Personnel Committee

- I. The purpose of the Personnel Committee is to ensure that Classis committees and positions are filled as adequately as possible, by facilitating nomination processes, facilitating voting at Classis meetings, and keeping records.
- II. The committee shall consist of three members: the Stated Clerk of Classis (*ex officio*) and two other members-at-large.
- III. Committee members should be acquainted with the churches and ministries of Classis. As best as possible with a small committee, the members should reflect should also reflect the diversity of Classis, geographic and otherwise.
- IV. Mandate:
 - a. Keep an up-to-date record of all those appointed to serve as members on classis committees, delegates to boards and agencies, and other functionaries of Classis.
 - b. Keep record of all appointees who finish their terms, retire, resign, or who for any other reason no longer serve their appointment.

- c. Contact committee chairs for personnel sheet position information and updates.
- d. Alert church councils, via the Stated Clerk, of all present and anticipated vacancies in time for councils to consider and submit nominees for inclusion in the Classis meeting agenda.
- e. Recruit nominees when responses from councils prove inadequate.
- f. Send copies of the updated personnel sheet to the Stated Clerk by the deadline set for reports before Classis meetings.
- g. Submit a complete integrated ballot of nominations for all upcoming vacancies to Classis. Such nominations should include information about each candidate's suitability and availability for the position.
- h. It is classis policy to destroy ballots after a vote. Therefore, it is not necessary to have a motion to destroy ballots.
- i. In counting ballots, and if needed, the Committee may recruit other classis delegates to help (to ensure sufficient counters, to avoid conflicts of interest, etc.).

I. **Safe Church Team**

- I. The Safe Church Team helps the churches of Classis Eastern Canada develop safe and wholesome communities for everyone, free from abuse, through the following means:
 - a. Education: Provide information and training for councils, congregations, and pastors on the dynamics of abuse, the prevention of abuse through fostering healthy relationships and boundaries, and the development and implementation of abuse prevention policies.
 - b. Healing: Help churches develop healing communities for both victims and offenders of abuse and help to ensure that appropriate assistance is available for victims and offenders within the church community. The Safe Church Team will also manage a counselling fund to support survivors of abuse in seeking appropriate counselling and therapy. The Classis Eastern Canada Safe Church Team counselling fund will operate under the same terms of reference as the fund managed by the former *Survivor Support Ministry of Eastern Ontario* but will now be a restricted CEC fund administered by the CEC Treasurer under the direction of the Safe Church Team treasurer. It will operate with utmost confidentiality.
 - c. Advisory Panel and Advocates: Form advisory panels, when needed, to respond to allegation of abuse, following the guidelines and procedures established by the synod of the Christian Reformed Church. The team will also ensure that the claimant has a designated advocate, as provided in the process approved by the synod of the Christian Reformed Church.

II. Composition:

- a. One member from each congregation will be appointed to form a pool of resource persons who share the mission of the team and can provide assistance in one of the areas of education, support, or serving as a member of an advisory panel. Terms of service will be three years, and eligible for reappointment by classis.

- b. A chairperson will be appointed by classis to facilitate the ongoing work of the team and provide a point of contact for churches within Classis. Members may also serve as points of contact within their individual churches.
- c. The team will convene in subgroups at least once per year, to review implementation of the mandate, assess needs, participate in ongoing training activities, and develop and implement annual plans for activities within their geographic and focus areas. Between meetings, communication will be facilitated by the chairperson, using various means, to maintain team activities and provide ongoing support to team members.
- d. If needed, advisory panels will be formed by drawing on trained persons from within the resource pool, paying attention to issues of conflict of interest, as outlined in the guidelines established by the synod of the Christian Reformed Church. As much as possible, panels will be formed within a reasonable distance, but if necessary, they can be drawn from the entire resource pool to ensure effective implementation of the mandate.
- e. The executive team is made up of five members: one secretary/treasurer, one pastoral advisor, both with no term limit; three at large members with a three-year term limit, once renewable. The chair is to be elected by the executive with Classis approval. A person in his/her sixth year cannot function as chairperson, but may serve as vice-chair or past-chair advisor.

III. Accountability:

- a. This team will function as a regular standing committee of Classis Eastern Canada. All members will be appointed by Classis, and the chair will be appointed by Classis. Subsequent replacements will be facilitated by the chair and team members, in consultation with the CIC.
- b. As a standing committee of Classis, the team will report to classis on a regular basis, and to the CIC, if needed, on an urgent basis, between meetings.
- c. Expenses that arise directly from the implementation of the mandate will be budgeted and reimbursed by classis, with prior approval through normal procedures

J. Classical Youth Ministry Team (CYMT)

- I. The CYMT is responsible to:
 - a. Place its primary focus on assisting local churches of Classis in the development, growth and renewal of their youth ministries, which includes high school age and possibly grade 7/8.
 - b. Promote participation of our youth in a variety of service projects. This will include maintaining a scholarship fund to provide support to churches to be able to send youth on service/mission projects.
 - c. Promote broader events (such as youth services, retreats, All-Ontario Convention, etc.) for the youth of all churches to participate in.
 - d. Provide leadership training events to equip youth leaders. Promote improved communication between youth leaders for mutual encouragement and support.

- e. Meet at least quarterly to hear reports from churches of Classis, to support the youth leaders and to plan youth events/training opportunities within Classis. All churches are to be invited to attend the regular meetings to provide input.
- f. Submit a verbal report at each Classis meeting on the activities of the CYMT.
- II. Make-up of the CYMT and Terms of Service:
 - a. The members of the CYMT are appointed by Classis to three-year terms which are renewable.
- III. Membership should consist of:
 - a. no greater than 8 and no less than 5 if possible
 - b. representation by at least 5 regional congregations if possible and a pastoral representative as the classical liaison
 - c. a Classis Champion which can be one of the current members.
- IV. The CYMT will elect its own executive officers.
- V. Work of Classis Champion
 - a. The CYMT will work in conjunction with Classis Eastern Canada's Classis Champion. The Classis Champion will report to the Canadian Youth Ministry Team and works under the direction of Faith Formation.
 - b. Purpose:
 - i. In a report conducted by the Canadian Youth Ministry Committee (CYMC) it was determined that there were gaps within youth ministry in the Canadian CRC that were ready to be address and were summarized as the following:
 - ii. lack of a common vision and vocabulary for youth ministry and its place in the overall discipleship ministries of congregations.
 - iii. lack of proper education and equipping of youth workers
 - iv. lack of knowledge on the part of churches regarding assessment, managing expectations and the building of strong ministries teams for the youth ministry staff they hire.
 - v. lack of integration of a youth ministry into the life of the church. When this happens, even strong youth ministry cannot bear long-term fruit.
 - vi. *"We long for a shift from ministry that is ad hoc, reactive, age-segrated and anxiety driven to a ministry that is rooted in grace, part of a larger, comprehensive vision of inter-generational discipleship and built on solid foundations of leadership development."*
- VI. (Canadian) Youth Champion Role Defined:
 - a. "Classis Champions are a team of people who are passionate for youth ministry and faith formation within the CRC. We are here to empower and encourage those working on the frontline in youth ministry within each Classis across Canada. We will listen, pray, help connect, and be a voice, on behalf of youth workers, on a Classis level. Our desire is to strengthen youth ministry in the CRC by reminding churches that we are all in this together and we all play a significant role in furthering the Kingdom of God."
- VII. Action Steps for Youth Champion work in Classis:

- a. function as a listener/broker for youth leaders and congregations (listen to the joys and struggles of youth ministry and connect them to places/resources for support as needed)
 - b. connect on a personal level with each church's youth ministry leaders in classis at least once a year to foster relationships and connections (volunteer and paid staff)
 - c. bring awareness at the classis level of the opportunities, needs, challenges and celebrations of youth ministry volunteers and staff within Classis Eastern Canada.
 - d. represent congregational voices to the Canadian Youth Ministry Team (CYMT) in part to help create an understanding of the diversity in classes across Canada and how individual classis needs can be addressed by each Youth Champion
 - e. bring awareness of events and resources that are available to congregations in Classis and act as a conduit of information from the CYMT (ie. Webinars for youth ministry/faith formation, multi-classes events, youth ministry opportunities and training to develop leadership etc.)
 - f. pray for each church's youth ministries in Classis with intentionality (monthly prayer guide)
- VIII. Support Needed from Pastors and Council Members:
- a. contact information for youth leaders/staff in your congregations
 - b. help educate your youth ministry leaders about the role of a youth champion and provide my contact information to them
 - c. encourage participation from ministry leaders (pastors, elders, deacons) in your congregation at youth related activities in your churches, classis and multi-classes events to foster an environment where youth feel connected to the Body of Christ
 - d. intentionally check-in and encourage your youth ministry volunteers/staff - there is a significant burden placed on them for fostering spiritual development and faith formation with this age group that takes a lot of time, energy and prayer.
 - e. prayer for youth ministry locally and on a denominational level

K. Ottawa Christian Reformed Campus Chaplaincy

I. Position Description

- a. Classis Eastern Canada has constituted a campus chaplaincy at the University of Ottawa. However, the mandate extends to all interested students on the campuses of the University of Ottawa, Carleton University, and Algonquin College. The primary goals of the ministry are:
- b. To help students, faculty, and staff explore questions of faith and relate faith creatively to learning in the university context. This will be achieved by working with students and faculty in group activities focused on faith and learning; mentoring individual students; developing leadership skills among the students; and, full engagement in the life of the university.
- c. To develop a missional presence in the wider community by bringing the gospel message to life in community-based activities and social justice initiatives. These will be pursued with various campus and community groups, to foster awareness of the links between learning and a life of service in community.

- d. The Campus Chaplain will work in partnership with, and be accountable to, Classis Eastern Canada (CEC) through the Ottawa Christian Reformed Campus Chaplaincy (OCRCC) Board of Trustees, and the Classis Resonate Global Mission (CRGM) Committee, as defined by the Statement of Understanding. Accountability in doctrine and life will come to Classis through the Chaplain's calling church.

II. Primary responsibilities

a. Developing relationships

- i. Create a safe, hospitable place for, and with, a wide variety of students;
- ii. Be available to just 'be' with them, eat, laugh, pray, and explore life with them;
- iii. Offer pastoral care as required and desired.

b. Nurturing spirituality

- i. Journey with students, faculty, and staff as they explore important faith and life issues;
- ii. Demonstrate a Reformed world and life view;
- iii. Provide activities (discussion groups and Bible studies) that will encourage students, faculty, and staff to explore spirituality and develop a Reformed biblical worldview;
- iv. Engage students in a variety of worship opportunities.

c. Creating missional ministry opportunities

- i. Missional is defined as an incarnational (gospel) presence on campus and in the wider community that is most visible through involvement in community-based activities and social justice initiatives.
- ii. Collaborate with diverse groups for incarnational ministry activities;
- iii. Establish a culture of service and missional engagement on campus;
- iv. Equip and empower individuals to engage in missional activity;
- v. Collaborate with groups such as Citizens for Public Justice and the (CRC) Centre for Public Dialogue.

d. Establishing a Christian community on campus

- i. Provide regular opportunities for individuals to come together in fellowship;
- ii. Act as a catalyst to create opportunities to worship;
- iii. Create an intentional Christian community out of the individuals involved in fellowship and worship.

e. Mentoring students

- i. Encourage students to seek Christ and develop a relationship with Him that affects every part of their lives;
- ii. Disciple students in spiritual formation;
- iii. Promote a holistic (Reformed) world and life view;
- iv. Provide contemporary resources (written, audiovisual, digital) that enable students to integrate their faith with learning in the classroom;
- v. Seek and train volunteers;
- vi. Help students to develop leadership skills.

f. Developing personal qualities

- i. Maintain a personal relationship with Jesus Christ;

- ii. Establish and maintain safe and healthy boundaries with students;
- iii. Regularly participate in peer-accountability group;
- iv. Stay culturally relevant (courses, reading, movies, music).
- g. Engaging in campus life
 - i. Develop relationships with a wide variety of faculty and staff members through fellowship and discussion groups (in English and in French);
 - ii. Develop partnerships with other chaplains and related ministries (e.g., Intervarsity Christian Fellowship, Catholic Christian Outreach), the UO Director of Community Life, and other interested parties (on and off campus);
 - iii. Seek opportunities for participation in the academic life of UO as appropriate; e.g. working with professors in their classrooms, serving on strategic campus committees, providing Bible study and prayer opportunities, guest lectures, and/or writing articles for campus press.
- h. Relating to Classis Eastern Canada (CEC)
 - i. Develop positive relationships with the Christian Reformed Churches of CEC, particularly the western sector; utilizing these area churches for support in all aspects of Chaplaincy;
 - ii. Be available to preach/speak in these churches occasionally to raise consciousness of campus chaplaincy work and to support ongoing fundraising;
 - iii. Participate as requested at CEC meetings.
- i. Collaborating in governance
 - i. Meet regularly with Ottawa CR Campus Chaplaincy steering committee to report on all existing programs/interactions and provide information on new ideas or situations that occur on campus;
 - ii. Cooperate with the steering committee as it reports to CEC.
 - iii. Participate in the Christian Reformed Campus Ministries Association.

5. Advisory Committees

- A. All delegates to a particular meeting of Classis shall be eligible to be involved in advisory committee work. Advisory committees shall serve only for the duration of the Classis meeting in order to facilitate the work of Classis. They are appointed by Classis on the recommendation of the CIC.
- B. Matters of discipline and instruction, having been studied by an advisory committee, shall have precedence over any other matter on the agenda of Classis and shall be dealt with as early as possible during the meeting of Classis.
- C. Organization and rules governing these committees:
 - I. The first person/church named when the committee is appointed shall be the chairperson and convener. The one named second shall be its reporter.
 - II. These committees shall make recommendations to Classis on any overtures, protests, or appeals that are submitted to it for advice.

- III. Any member of Classis may appear before any committee for the purpose of speaking to the committee about any matters referred to it. A committee has the right to seek the advice of any member of Classis.
- IV. The committee shall prepare properly written reports signed by the chairperson and the reporter of the committee. In case of a minority report, each report must be signed by the members supporting it.
- V. The reporter and chairperson of the committee shall have precedence over other speakers in defending their report and shall not be restricted as to the number or length of speeches.
- VI. When advisory committee recommendations are contrary to those of an overture, the recommendations of the overture may take precedence.
- VII. Recommendations of an advisory committee are to be considered main motions placed before Classis.

6. Study Committees

- A. These committees serve only for a limited period of time in order to study certain issues of Classis and report to the next meeting of Classis. The members are appointed:
 - I. by Classis on the recommendations of the officers of Classis
 - II. or by the CIC on behalf of Classis.
- B. Organization and rules governing these committees are the same as for Advisory Committees.
- C. Study reports are to be included with the agenda and must be in the hands of the Stated Clerk by the deadline set for reports prior to the Classis meeting at which they will be considered.

7. Other Functionaries of Classis

A. Church Visitors

- I. Church visitors and alternates shall be elected by Classis for a term of three years, beginning and ending in October. For the Maritimes, Classis shall elect two pastors and their respective alternates. For the western section of Classis, Classis shall elect three pastors and their respective alternates. They are all eligible for re-election. The pastors will choose another seasoned office bearer to accompany them
- II. The number and lists of churches shall be assigned to each team by the CIC.
- III. The frequency of visits are to be in accordance with Church Order Article 42-a, which indicates that there should be annual visits. This does not mean that there cannot be more than one, especially in exceptional circumstances.
- IV. Church visitors shall notify council in writing early enough so that a meeting of council may be held before their visit.
- V. Church visitors shall function according to the regulations of the Church Order and the pertinent synodical decisions. Church visitors are reminded to also review the “Guide for Conducting Church Visiting,” approved by Synod 2000 for their visits and reports.
- VI. Church visitors shall give advice when called upon by a Council.
- VII. When church visitors are asked to give advice in situations of conflict, they shall follow these guidelines:

- a. Church visitors shall inquire whether the concerns brought to their attention have been addressed as far as possible for resolution in the local council before going to give advice.
- b. Sufficient material shall be gathered from the council and members of the congregation who seek advice from the church visitors, and the church visitors should receive such information at least two weeks prior to meeting with council and those seeking advice.
- c. The church visitors will meet with council and those seeking advice preferably simultaneously or as close together as possible.
- d. After meeting with the council and those who seek advice, the church visitors will prepare their advice.
- e. Church visitors shall present their advice in writing to both parties, but present and discuss such advice with council first.
- f. Church visitors shall inform members involved.
- g. Church visitors shall encourage healing and pastoral support where differences still exist.
- h. In situations where conflict or potential for serious conflict exists (especially when it involves pastors, council members, council, congregation, etc.), the church visitors will familiarize themselves with and avail themselves of conflict resolution resources, and consult with the director of Pastor Church Resources and/or pastors as appropriate, so that their manner of involvement will not contribute to polarization but work toward reconciliation of those involved.

VIII. Church visitors shall:

- a. As soon as possible, submit to the council a written report of their visit. A final version of this report is to be forwarded to the Stated Clerk of Classis and shall contain the following:
 - i. A statement that the questions in Church Order Article 41 have been addressed.
 - ii. Any particular blessings, concerns, practices, or situations of which they have become aware in a particular church, with notification to the council concerned, and which, in their view, requires action or notice by Classis.
 - iii. Any advice they have given that needs classical approval.
 - iv. Any recommendations they would make to Classis.
- b. Following the church visit, the church visitors will draft the report of the church visit.
 - i. The draft report shall be reviewed and the final report signed off by the council of the church visited.
 - ii. A copy of the final report shall be forwarded by the church visitors to the Stated Clerk and to the respective regional pastor.
 - iii. A summary of the report will be given at the October classis meeting.
 - iv. The church visitors are responsible for bringing to the attention of the CIC and/or Classis any issues requiring attention or further action.
- c. Present an oral report to the October meeting of Classis, including the following:
 - i. Common trends and/or problems they have become aware of and that they feel merit the attention of classis.

- ii. Any particular blessings, concerns, practices, or situations of which they have become aware in particular church, within notification to the council concerned, and which in their view requires action or notice by Classis.
- iii. Any advice they have given that needs classical approval.

B. Classical Delegates

I. Synod

- a. Classis should delegate 1 minister, 1 elder, 1 deacon, and 1 other office bearer (minister or elder or deacon or commissioned pastor) to each Synod.
- b. All active ministers who have served at least 1 year in our classis are eligible to be delegated to Synod.
- c. Ministers are not required to be on the nomination list. However, each minister should weigh their gifts and availability against the frequency with which other ministers are serving as delegates to synod, so that no minister finds the frequency of serving as a synodical delegate a burden.
- d. Councils are asked to nominate elder and deacon delegates and provide sufficient information on the nominees so that the assembly can vote knowledgeably about the nominees' abilities to function as delegates to synod. Nominations may be added from the floor of Classis *only* if a sufficient number of names have not been submitted through the credentials
 - i. *NOTE: The names submitted from the floor will only be eligible for any position missing a name. If only one name is submitted on the credentials then that person will be the elder/deacon delegate and the others will vie for the positions of other elder/deacon delegate and alternates. If two names are submitted on the credentials, then they will vie for the elder/deacon delegate, while others will vie for the position of elder/deacon alternates, etc.*
- e. Prior to drawing up the ballot, the Personnel Committee should take care to contact Commissioned Pastors to inquire whether they would like to be nominated. They would serve as a ministerial delegate, if they are a solo pastor, or as an elder delegate, if they are serving in emerging churches or an associate staff position (see Church Order Article 45, Supplement).
- f. After votes (e.g., for minister, elder, and deacon delegates), the Personnel Committee should use its discretion in determining how subsequent ballots (if needed) will be drawn up. Such decisions can be made in conjunction with the officers of the classis meeting (chair and/or vice-chair).
- g. Once the minister, elder, and deacon delegates have been selected, all remaining unselected nominees become nominees for the "other office bearer" position.
- h. With the approval of classis delegates, the above procedure may be amended for a given meeting. Unusual tally and nominee amounts can be considerations for amending.
- i. Elder and deacon delegates who suffer loss of wages or other income shall be reimbursed by Classis for each day spent at synod and for not more than four days spent in travel, at a daily rate to be set by Classis.

- j. That Classis Eastern Canada ordinarily send delegates to Synod people from 4 different congregations or at most 2 from the same congregation. If the ballot is such that the numbers from one congregation exceed this, the Personnel Committee and the Executive of the Classis meeting (Chair, Vice Chair, Clerk) shall propose to the body a way forward in the voting that respects the need for diverse voices from our Classis. Adopted by CEC, October 21-22, 2022, Art. 10.2.1.

II. Board of Montreal Ministry to Seafarers (See Appendix A)

- a. Classis Eastern Canada and Classis Quinte shall each appoint three representatives.
- b. Each Classis shall appoint an alternate representative.
- c. These representatives shall hold office for three years and are eligible for immediate re-appointment for only one additional three-year term.
- d. Alternates shall attend the meeting if the regular representatives are unable and they shall complete the unexpired terms of the regular representatives when they vacate their office.

III. Denominational Boards

- a. Classis shall request and submit nominations and elect directly or as part of a regional group of classes, members and alternates to serve for a term of three years, subject to the approval of Synod, for the following:
 - i. Council of Delegates (former Board of Trustees)
 - ii. Board of Trustees of Calvin Theological Seminary, Region 3
 - iii. Board of Trustees of Calvin University, Region 3
 - iv. Board of World Renew

- IV. Board of Governors of Redeemer University College: CEC shall present names of persons residing within the geographical area of the Classis for nomination by the Board of Governors to the supporting members.

V. Reports:

All functionaries mentioned in this article (G.2) shall be responsible for a written report to the meeting of Classis following their meeting.

VI. Loss of wages:

All non-ministerial delegates to a board shall be granted, upon notification to the Classis Treasurer, compensation for actual loss of wages, up to the amount set by Classis from time to time on the advice of the FAC. If structures are in place at a regional level, the reimbursement should come from there. If such structures are not in place, the Classis from which the delegate originates shall reimburse amounts as approved by Classis.

8. Classical Appointments

- A. Councils may submit a request to the Stated Clerk for pulpit supply when their church has no pastor or the pastor has been ill for more than one month.
- B. If the Stated Clerk is an active minister, classical appointments will be scheduled for his or her church on the Sunday following a Classis meeting.
- C. The CIC may grant classical appointments for every third week, but not during the months of June, July, and August. Classical appointments will not be scheduled on the following days: New Year's, the first Sunday in January, Palm Sunday, Easter, Pentecost, Thanksgiving, and Christmas. The frequency will diminish when there is a large enough number of vacant churches to cause pastors to be scheduled more than three times in a year (September to June)
- D. Churches whose minister is delegated to Synod are entitled to one classical appointment. Expenses will be paid by classis.
- E. Classical appointments will be distributed equally among the non-vacant churches in the area. Distance amongst churches shall be considered so that mileage costs for receiving churches are not exorbitant. During winter months it is especially helpful to keep distances shorter.
- F. Churches receiving classical appointments shall reimburse the assigned minister for traveling expenses at the rate set by Classis, following the denominational travel policy.
- G. Churches receiving classical appointments shall reimburse the home church of the appointee for the services rendered at the rate set by Classis.
- H. Councils of churches receiving classical appointments shall remind the appointed minister two weeks before the classical appointment and provide an order of worship. A contact person for the receiving church shall be registered with the clerk of classis and on the schedule so that Pastor's know who they are to contact.
- I. In case of a conflict of schedules, a mutual agreement must be worked out well in advance between the vacant church and the minister.
- J. Retired pastors and commissioned pastors may be placed on the appointment schedule at their request. In such cases they would receive both the mileage check and the pulpit supply cheque.

9. Examination and Ordination of Candidates

- A. For the purpose of examinations, the examiners may refer to the list of questions (Appendix B), prepared by the Classical Ministry Leadership Team (CMLT) of Eastern Canada, which serves as a guide for classical examiners. The intent of employing such a list is to provide delegates to Classis greater consistency when determining the candidate's readiness for ministry.
 - I. Examiners will be reminded of the purpose of classical examinations, especially for candidates who are already approved by Synod.
 - II. Three lists of questions are provided to better serve the examiners when choosing questions, even if many of the questions are the same on each list.
 - III. The lists are not to be exhaustive, but nearly so. Freedom is given to the examiner, especially in the area of choosing questions from the list and the use of follow-up questions and new questions that address contemporary issues (in the media, the church, etc.)
 - IV. The Stated Clerk, working with the CIC, will arrange for examiners.

B. Ministry of the Word: The Rules of Procedure related to the examination and ordination of a candidate for the ministry of the Word are detailed in Supplement, Article 10 of the Church Order of the CRCNA. The Stated Clerk, working with the CIC, will arrange for examiners.

C. Commissioned Pastors

- I. The Rules of Procedure related to Commissioned Pastors are detailed in Article 23 and Supplement, Article 23 of the Church Order of the CRCNA.
- II. No delegate to Classis shall be required to participate against his convictions in examination of a female candidate for commissioned pastor or Minister of the Word. Therefore, before the examination of a female candidate begins, a delegate may request to be excused from assembly for the duration of the examination and this shall be recorded in the minutes. A delegate so excused may remain in the assembly hall as an observer or leave the assembly hall.
- III. The chair shall encourage delegates who request to be excused to exercise instead the option of participating in the examination and afterwards recording the fact that they object to the candidate's admission to the ministry on the basis of her gender, although she met all the other requirements of the examination.
- IV. A motion to admit the candidate (mentioned by name) to the office of commissioned pastor in Classis Eastern Canada shall be received and given preliminary consideration in executive session.
- V. Prayer for the guidance of the Holy Spirit shall be offered.
- VI. Classis shall vote by ballot.
- VII. The date of ordination is to be officially announced only after the candidate has passed the examination.

D. Licensure to Exhort

- I. When the need for additional exhorters is established, Classis may grant licensure to exhort within the bounds of Classis, to members of the CRC who are not formally preparing for ministry. Cf Church Order Article 43.
- II. Applicants desiring licensure to exhort within the bounds of Classis shall apply to Classis through the CMLT no less than three months before the proposed examination.
- III. At the time of application, applicants not formally preparing for ministry must present the following documents:
 - IV. A letter requesting licensure
 - V. A letter of recommendation from the CRC council that holds the applicant's membership
 - VI. A statement giving reasons why the applicant seeks licensure.
- VII. Upon receiving the application, the CMLT shall:
 - a. Examine the request of the applicant
 - b. Inform the applicant of their decision to approve or refuse
 - c. If approved, the CMLT shall inform the CIC through the Stated Clerk that they have an applicant who should be examined.
- VIII. Upon receiving the request from the CMLT, the CIC will:
 - a. Assign a text on which the applicant is to prepare a sermon.

- b. Appoint a committee of an elder and a pastor. These persons shall attend a worship service within one of the churches of Classis, where the candidate shall preach on the assigned text. One of this committee shall present a written report on behalf of the committee on the manner in which the candidate conducted the worship service, and the merit of the sermon.
 - c. Appoint one of the ministers of Classis to conduct the classical examination.
 - d. Inform the CMLT of the name of the examiner so that they can discuss the questionnaire.
- IX. The applicant shall forward a copy (electronic copy accepted) of the sermon on the assigned text to the Stated Clerk by the deadline set for reports so that it can be included with the materials sent to the churches.
- X. Examination proper
- a. One member of the committee shall present a written and oral report to Classis on the manner in which the applicant conducted the worship service.
 - b. After this report and a discussion on it, Classis shall entertain a motion that the examination proceed. Adoption of this motion shall not preclude further discussion concerning the sermon or the manner of conducting the services of worship.
 - c. The assigned pastor shall examine the applicant for approximately one hour in godliness, knowledge of scripture, Reformed doctrine, and ethics. After this, questions from the floor may be entertained.
 - d. A motion to grant licensure to exhort shall be made in executive session in the absence of the applicant. Following discussion and prayer, Classis shall vote by ballot.
 - e. If the outcome of the examination is favourable, the applicant shall sign the Covenant for Officebearers.
- XI. The initial license shall be valid for a period of one year. Renewals shall be for a period of two years.
- XII. Applications for renewal of a license shall be in writing, shall include a recommendation from the Church Council that holds the applicant's membership, and shall include a schedule of preaching assignments completed during the previous term.

10. Rules of Order

As an ecclesiastical assembly, Classis sessions shall not be bound by detailed parliamentary rules. The following rules are intended to facilitate an orderly procedure in dealing with matters before Classis.

A. A main motion

- I. This is a motion that presents certain subject to the session of Classis for its consideration or action.
- II. A main motion is acceptable under the following conditions:
 - a. When the mover has been recognized by the chair.
 - b. When the motion has been duly seconded.
 - c. When the motion has been recognized by the chair as acceptable.
 - d. When, at the request of the chair or the Stated Clerk, the motion has been presented in written form.

- III. A main motion is not acceptable under the following conditions:
 - a. When it is contrary to the scriptures as interpreted in the CRC Forms of Unity, or if it conflicts with the Church Order.
 - b. When another motion is still before Classis or when the motion conflicts with any decision already made by the same meeting of Classis.
 - c. When it is substantially the same as a motion already rejected by Classis, or when it interferes with the freedom of action of Classis in a matter that was previously introduced and of which no disposal was made.
 - d. When the motion would commit Classis and/or its member churches to a significant decision of which churches have not received advance notice by way of the agenda.
- IV. A main motion, as soon as it is adopted, becomes the decision of Classis.

B. A motion to amend

- I. This is a proposal to alter a main motion in language or in meaning before a final action is taken on the motion.
- II. A motion to amend may propose any of the following:
 - a. To strike out-
 - b. To insert-
 - c. To substitute – certain phrases, words, sentences, or paragraphs.
- III. A motion to amend is not proper if it nullifies the main motion or if it is not germane to it. No new matter may be introduced to Classis under the guise of an amendment.
- IV. A motion to amend an amendment is permissible.
- V. All motions may be amended except the following:
 - a. To adjourn
 - b. To amend an amended amendment
 - c. To table or take up from the table
 - d. To postpone indefinitely
 - e. To take up a matter out of its regular order
 - f. To reconsider or rescind
 - g. Appeals for the order of the day, requests, or questions
 - h. Points of order

C. A motion to defer action or to withhold action

- I. When Classis deems it advisable, it may decide to table a motion temporarily. Tabling a motion implies that the meeting will resume consideration of it at a later hour.
- II. If a matter has been deferred to a definite time, and at that particular time Classis is busy with an undecided matter, the session need not be disturbed or interrupted in its work by the consideration of the deferred matter, if this can wait until the session as completed the subject under discussion.
- III. If Classis prefers not to take action regarding a matter, it may adopt a motion to withhold action.

D. Objection to a ruling by the chair.

If any member of Classis is not satisfied with a ruling of the chair, the matter is referred to the assembly for decision.

E. Right of protest

It is the right of any member to protest any decision of Classis. Protests should be registered immediately or during the session in which the matter was acted upon. Protests must be registered individually and not in groups. Members may, if they desire, ask to have their negative vote recorded in the minutes. Such requests must be made immediately after the vote has been taken.

F. The call for the division of the question

At the request of one or more members of Classis, a motion consisting of more than one part may be divided and voted upon separately.

G. A motion to reconsider or rescind

- I. If any member of Classis desires, for weighty reasons, reconsideration of a matter already decided upon at that meeting of Classis, one of the following methods may be used:
- II. A motion to reconsider may be offered only by a person who has voted with the majority. The purpose of this motion is to propose a new discussion and a new vote.
- III. A motion to rescind has as its purpose to annul or to reverse a previous decision.

H. Decisions of Classis

Decisions of Classis shall remain in force until another decision is made on the same subject.

I. Discussion

- I. To obtain the floor, a speaker must first be recognized by the chair and, when speaking, must stand if able and address the chair.
- II. If a member having the floor should deviate from the point under discussion or should become unnecessarily lengthy of speech, the chair shall insist on pointedness and brevity.
- III. If any member has spoken twice on a pending issue, others who have not yet spoken twice shall ordinarily be given priority by the chair.
- IV. The chair, believing that a motion under consideration has been debated sufficiently, may propose cessation of debate. If a majority of Classis sustains this proposal, then discussion shall cease and the vote shall be taken.
- V. Any member of Classis who deems a matter to have been debated sufficiently move to close the discussion. Should a majority is in favour, the vote shall be taken without further discussion.
- VI. In unusual or delicate situations, Classis reserves the right to go into executive session.

J. Voting

- I. Voting shall normally be by vocal “yeas” or “nays”, or by a show of hands as requested by the Chair. However, in the case of discipline, election of persons, matters of great importance, and upon the demand of any Delegate, the vote upon any question shall be by secret ballot.
- II. In the election of persons, two free elections shall take place if necessary. In the case of a tie, the lot shall be cast after prayer.
- III. Every question shall be determined by a simple majority of fifty percent plus one (50% +1) of those Delegates voting who are present unless otherwise provided for by the Act or elsewhere in the By-law.
- IV. The Chair of the Classis meeting, as a delegate to the meeting, retains the right to vote on any question. The Chair invariably votes when the vote is by ballot. In case of a vote by raising hands, the Chair may, but does not ordinarily vote, unless the Chair’s vote is the deciding vote. In case the vote is tied and the Chair abstains from voting, the motion is lost. Should the Chair vote affirmatively, then the motion will carry.
- V. Other than elections, delegates shall not vote on any matters in which they themselves are directly involved.

11. **Adoption and amendments**

These Rules of Procedure and Rules of Order have been revised and adopted by Classis of Eastern Canada of the Christian Reformed Church, in session in _____.

APPENDIX A

Board of Directors of the Montreal Ministry to Seafarers of the Christian Reformed Church

A. Task

1. The supervision and guidance of the work of the staff at the Ministry to Seafarers.
2. The promotion of support for this ministry among the sponsoring churches.
3. The charting of new or additional policies for consideration by the participating Classes.
4. The preparation of a budget and the establishment of an annual ministry share.
5. The submission of a written report to the regular meeting of each participating Classis.
6. Consultation with the council of the calling church on the official relationship of the Port Chaplain to that church and its council.
7. To inform the Office of Synodical Services of the names and addresses of the members of the Board of Directors and its treasurer, for publication in the *Yearbook* of the Christian Reformed Church.

B. Composition

1. The M2S (Ministry to Seafarers) board should consist of three appointed representatives from each Classis Quinte and Classis Eastern Canada. These six board M2S members would also serve as the voting membership of the corporation (The Ministry to Seafarers of the Christian Reformed Church Inc.)
2. In addition up to a maximum of five people not representing either Classis can be added to the board as voting board members. These individuals can hold Executive positions on the M2S board but are not voting members of the corporation.
3. Board members not representing either Classes, are to be confirmed by vote annually at the AGM. Either the Board chair or Vice-chair must be a member of the Corporation.
4. All potential M2S board members names will be passed onto the M2S Board Chairperson to be presented to the board for consideration.
5. Board membership is for a term of three years not to exceed two consecutive terms.

C. Organization

1. The corporation is federally incorporated and is a registered charity. It receives financial support from, among others, Classis Eastern Canada and Classis Quinte.

D. Reporting

1. The Port Chaplain shall submit a quarterly report of his/her work to the Board of Directors and the council of the calling church.
2. Prior to the meeting of each Classis, he/she shall prepare a report of his/her work for the councils and Classis. It is desirable that the substances of this report be sent to the denominational publications to give his/her work wider publicity and to nurture a growing body of supporters for this ministry.
3. The Port Chaplain shall attend the regular meetings of the participating Classes to answer questions concerning his/her work.

E. Note

1. This Appendix is provided for information purposes only and is not an official part of the Rules of Procedure.

APPENDIX B

Classis Eastern Canada – Guidelines for Preparing Leaders

Guidelines for Classical Ministry Leadership Teams in Preparing Leaders for the Christian Reformed Church

- I. Synod 2000 adopted standards for ministry in the areas of character, knowledge, and skills. These standards are found below in **bold print**. In adopting these standards, synod also adopted the following guiding principles:
 - A. The Reformed confessional heritage is the basic foundation for all ministry staff job descriptions. A principle of proportionality should be thoughtfully applied to all persons

who fill staff positions in any Christian Reformed Church. The degree of understanding and skill required to apply the confessional tradition is proportional to the level of ministry responsibility assigned. As one's sphere of authorized service extends, so should one's capability for understanding, articulating, and discipling others in the Christian faith and Reformed confessional tradition.

- B. The CRC is committed to a theologically well-trained clergy and to maintaining the expectation that “the completion of a satisfactory theological training shall be required for admission to the ministry of the Word.” (*Acts of Synod 2000*, p. 702) By adopting these standards, synod reminded the church of the general scriptural teaching concerning personal qualifications for ministry, as found in passages such as Matthew 18; 20:20-28; 28:18-20; Acts 6; II Corinthians 4; 5; Ephesians 4; and I and II Timothy.
- C. The Synodical Ministerial Candidacy Committee (SMCC) offers to Classical Ministry Leadership Teams (CMLT) and other related groups the sample questions that accompany each set of ministry standards listed below. The purpose of these questions is guide classes as they prepare candidates for the position of commissioned pastor through Article 23, or for ministry of the Word through Article 7 or Article 8 of the Church Order.
- D. The principle of proportionality explained above means that learning covenants among commissioned pastors, for example, will vary greatly depending upon the amount of responsibility that is in the position for which the commissioned pastor is being prepared. commissioned pastors can be asked **ALL** the questions under **Character**, the **ASTERISKED** questions under **Skills**, and at the discretion of the examiner, **SELECTED** questions under **Biblical and Theological**, taking into account their area of calling.

- II. **Character standards for all ministry positions and personnel, recognizing that they must be adapted to specific circumstances and situations.** Any person called to serve Christ in a Christian Reformed church ministry position should be:
 - A. Publicly committed to Christ and his church, submitting to its discipline.
 - B. Exemplary in piety and holy conduct of life, a humble person of prayer who trusts in God's providence.
 - C. Of good reputation, emotionally mature, honest, trustworthy, and reliable.
 - D. Caring and compassionate for the lost and the weak.
 - E. Eager to learn and grow in faith, knowledge, and love.
 - F. Joyful in affirming the goodness of God's creation and communicating to others a delight in its beauty.
 - G. Sensitive to others in all their personal and cultural variety.

III. Questions for classis examinations under Church Order Articles 6, 7, 8, and 23 (taken from the *Agenda for Synod 2007*, pp 305-310)

A. Practica

1. Please tell the story of God’s work in your life. When did you first know God’s grace in your life? What are some of the key milestones in your spiritual journey?
2. Please describe your call to ministry.
3. In Colossians 3, Paul calls believers to put to death the old nature:
“Put to death, therefore, whatever belongs to your earthly nature: sexual immorality, impurity, lust, evil desires and greed, which is idolatry. Because of these, the wrath of God is coming. You used to walk in these ways, in the life you once lived. But now you must rid yourselves of all such things as these: anger, rage, malice, slander, and filthy language from your lips. Do not lie to each other, since you have taken off your old self with its practices and have put on the new self, which is being renewed in knowledge in the image of its Creator. Here there is no Greek or Jew, circumcised or uncircumcised, barbarian, Scythian, slave or free, but Christ is all, and is in all. Then he calls believers to put on the new nature: Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful.”
Reflect upon ways in which you daily put to death the earthly nature and put on the new nature. How has God been forming you for ministry? In what areas is God especially working in your life right now?
4. What practices of the Christian faith (e.g., prayer, study, hospitality, worship, Sabbath keeping, fasting, accountability) sustain you and deepen your obedience to Christ?
5. Describe your practice of prayer.
6. How do you deal with conflict, criticism and/or praise?
7. How do you deal with differences within the Church?
8. How do you reflect being part of the Body of Christ within your calling?
9. (If the candidate is married): What does your spouse see as his or her relationship to your calling? (If the candidate is single): How does your singleness shape your calling?

B. Biblical-Theological *knowledge* standards expected of all persons hired in ministry positions in a Christian Reformed Church.

- a. Biblical foundations: Any person called to serve Christ in a CRC ministry position should:
 1. Know the content of the Old and New Testaments.
 2. Know and be able to explain the basic structure and flow of biblical redemptive covenantal history centered in Christ (promise and fulfillment).

3. Be able to identify main themes (covenant, kingdom of God, holiness) of Scripture as well as the large divisions (law, prophets, writings) and specific types of biblical literature.
 4. Be able to articulate the significance of the various sections, books, or types of biblical literature to contemporary issues and questions.
- b. Biblical foundation questions:
1. What is the central message of the Bible?
 2. What is the relationship between the Old Testament and the New Testament?
 3. What is the theme of Bible books such as: Romans? Hebrews? Lamentations? Job?
 4. Where in the Bible would you find the following things such as:
 - a. Jesus identifies himself as the Good Shepherd
 - b. The Beatitudes
 - c. “By grace you have been saved, through faith, and this is not your own doing but is the gift of God”
 - d. “God is our refuge and strength, an ever present help in trouble”
 - e. The story of the conquest of the land of Canaan
 5. Where would you go in the Bible for perspective and guidance as you deal with certain issues such as: Abortion? Racism? Capital Punishment? Homosexuality? Marriage and divorce? Just war? Justice? Poverty? Stewardship of creation?
 6. In Romans 5, Paul talks about Christ as the second Adam. What is the relationship between the first Adam and the second Adam, and why is this important for understanding the biblical message?
 7. What is the cultural mandate?
 8. What is the kingdom of God as that term is used in Scripture? What is the relationship between church and kingdom? What is the relationship between covenant and kingdom?
 9. How is the theme of holiness, personally, and communally, developed throughout Scripture?
 10. What is the difference in audience, message, and purpose among the four gospels?
 11. What do we mean when we say that the Bible is inspired? Infallible? Authoritative? Unique?
 12. Describe your approach to interpreting Scripture. What principles of interpretation guide you as you seek to discern the meaning of a text then and now?
 13. Name some of the various literary genres of Scripture. Explain the importance of understanding the literary genre of Scripture for correctly interpreting Scripture. Give some examples.
- c. Theological foundations: Any person called to serve in a CRC ministry position should:
1. Know and be able to explain the teachings of the universal Christian tradition concerning God, humanity, the person and work of Christ, salvation, the church, the last things.

2. Know, be able to explain, be ready and willing to defend the three forms of unity and a Reformed confessional stance on key doctrines such as predestination, unity of the covenant, infant baptism, millennialism, and the cosmic scope of the Reformed worldview.
 3. Have a rudimentary knowledge of and ability to respond to the key challenges posed to the Christian and Reformed faith in North America by the major world religions, the major cults, and the various forms of New Age spirituality.
 4. Know the key concepts of CRC church polity such as a Reformed understanding of office and church government.
- d. Theological foundation questions:
1. “Without knowledge of self, there is no knowledge of God. Without knowledge of God, there is no knowledge of self.” Explain.
 2. What is general revelation? Special revelation? What is the relationship between them?
 3. What does the church mean when it says God is triune? Where would you go in the Bible to defend belief in the Trinity?
 4. What does the Bible teach about predestination?
 5. What does the Bible teach about the image of God in humanity? Why is the doctrine of the image of God in humanity so important?
 6. What is the difference between original sin and actual sin? Between sin and evil?
 7. What are the two natures of Christ? Where do we find biblical support for each?
 8. What is the atonement of Christ?
 9. Why did Christ have to be human and divine?
 10. How does someone get saved?
 11. Define the following terms and distinguish them from one another: regeneration, conversion, justification, sanctification, and perseverance.
 12. What does the Holy Spirit do?
 13. What is the relationship between gratitude and the Christian life?
 14. What is the church? Its mission?
 15. What are the offices of the church? What does the Bible teach about the function of pastors? Elders? Deacons?
 16. What are the sacraments of the church? What is their relationship to their Old Testament counterparts?
 17. Summarize the biblical case for infant baptism. What Bible passages support the case for infant baptism?
 18. Describe the Reformed understanding of the Lord’s Supper.
 19. What are the particular challenges the gospel faces in the 21st century?
 20. What does the Bible teach about the second coming of Christ?

- III. **Skill standards expected of all persons hired in ministry positions in a Christian Reformed Church:** Any person called to serve Christ in a CRC ministry position should:

- A. Be prepared “to give an answer to everyone who asks [you] to give the reason for the hope that [you] have” (1 Peter 3:15).
- B. Be able and willing to make a clear presentation of the gospel to an unbeliever.
- C. Be able to teach and disciple persons to deeper faith in and obedience to Jesus Christ.
- D. Be able to prepare and deliver short biblically based messages for public occasions (nursing homes, prisons, civic occasions).
- E. Be capable of effectively leading a group in various tasks, including Bible studies, task completion, conflict resolution.
- F. Questions:**
 - 1. *What do you see as your areas of giftedness and strength when it comes for the church’s ministry?
 - 2. *What are areas of ministry that you do not feel particularly gifted for?
 - 3. Describe how you go about preparing worship services. What informs your liturgical practices?
 - 4. How do you go about writing a sermon?
 - 5. How do you deal with the issue of plagiarism in preaching? How do you go about deciding when and whether to acknowledge the sources of material in your sermon?
 - 6. How do you make your sermon appropriate to the context in which you preach?
 - 7. What kinds of questions do you ask when you are assessing a church’s educational ministry?
 - 8. *How do you go about presenting the gospel to an unbeliever?
 - 9. *What kinds of questions do you ask when you go about assessing a church’s evangelistic ministry?
 - 10. *How does a church discern the particular ministries to which God is calling it?
 - 11. *What is the pastor’s role in helping a church discern the particular ministries to which God is calling it?
 - 12. What is the pastor’s role in the promotion of Christian day school education?
 - 13. *What is the difference between pastor and the role of a Christian counsellor?
 - 14. *How do you sustain yourself in life and ministry?
 - 15. *What are important boundaries for a pastor to have?

APPENDIX C

Classis Eastern Canada – Travel Policy (2013)

- 1. Purpose: The purpose of the travel policy is to communicate fair and equitable policies and guidelines to those who are required to travel on Classis business. Guidelines are in general terms and are not expected to cover every situation.
- 2. Scope: The following policies and guidelines are applicable to the business-related travel of staff members, members of various committees/ministries, and any others traveling on behalf of Classis Eastern Canada (CEC) of the Christian Reformed Church (CRC). It is the intent of the policy that people incurring expenses in the course of carrying out their Classis related

duties will be reimbursed on the basis that there will be neither financial loss nor gain to the individual for reasonable expenses incurred.

3. Method of Travel:

- a. It is expected that the most economical and feasible means of transportation will be utilized. For long trips, use of commercial transportation or rental of a vehicle with unlimited mileage may be more economical than traveling in a personal vehicle. Factors that should be considered are such things as distance and duration of the trip, number of people traveling together, etc.
- b. There may be situations where an individual may elect to travel by a method other than the most economical. In this case, the individual will be reimbursed the equivalent of the most economical method. Documentation must be provided to support the appropriate reimbursement.

4. Classis and personal travel: When travelers extend a business-related trip for personal pleasure, all costs incurred relating to the business portion of the trip only will be reimbursed. A spouse (or any family member or friend) may accompany the traveler on business trips. However, any additional cost incurred because of these travelers is not a reimbursable expense.

5. Personal vehicle:

- a. Mileage reimbursement is for the use of a personal vehicle on official Classis-related business. Individuals are responsible for ensuring that he/she has the appropriate insurance coverage and that the insurance company is aware that the vehicle is used for business purposes. Travel will be reimbursed at a per kilometer rate established by personnel and approved by the ministry board.
- b. Reimbursement rate effective January 1, 2010, will be \$0.45/km. Request for mileage reimbursement must provide details of the expense incurred, including dates, distance traveled and purpose of the trip. Also see section 10.

6. Car rental: Travelers are encouraged to use a rental car with unlimited mileage when driving distances that make it more economical to do so than the use of a personal vehicle. While a small mid-sized car is standard, a larger vehicle may be warranted when three or more travelers are traveling together in the same vehicle. Larger vehicles such as vans should be rented only when there is a specific need. Ensure that you refuel a vehicle before returning it to a rental agency since their refueling fees are significantly higher than retail costs. Fuel receipts should be retained to submit for reimbursement.

7. Air Travel:

- a. Airfare: When air travel is required, booking is to be completed by the CRCNA travel agent who will seek the most economical air transportation available, seeking discount rates.
- b. Delegate names: The travel coordinator sets a submission deadline (about six weeks prior to the Classis meeting) for submission of delegate names. All delegates are to be known to the coordinator so the coordinator can bring names to the CEC travel agent who uses a special voucher to give us a better rate without the required Saturday night stay over.

- c. **Deadline:** This requires a common deadline for submitting names (about six weeks prior to the Classis meeting).
 - d. **Missed deadline:** Additional costs due to late submission of delegates is the responsibility of the respective churches. This extra cost could be quite expensive with no Saturday stay over or the delegate could stay over the Saturday night to avoid this cost.
 - e. **Transportation to and from the airport:** Travel cost to and from the airport is covered by Clause 5.
8. **Rail Travel:** Rail travel may be considered as a viable travel option.
9. **Other travel related expenses:**
- a. In addition to kilometer or rental cost reimbursement, travelers are reimbursed for parking fees, road tolls, and any other expense directly related to the trip. Travelers are not reimbursed for car repairs, parking tickets, traffic violations, or insurance claims.
 - b. The cost of taxi, bus, or airport shuttle is also reimbursable. Travelers are expected to choose the most cost-effective mode of transportation available. Receipts should be obtained for this expense.
10. **Lodging**
- a. Normally the Classis host church will provide billeting for delegates to Classis meetings. When billeting is provided, delegates have the option of selecting their own lodging at their own expense. Mileage for one round trip to the classis meeting will be reimbursed at the current rate when billeting is provided by the host church, if the delegate lives more than 100 km from the host church. Mileage for two round trips to the Classis meetings will be reimbursed at the current rate if the delegate lives within 100 km of the host church and does not take advantage of the local billeting offered by the host church and travels home for the evening.
 - b. When billeting is not offered, a single/double room in a suitable, moderately priced hotel is the standard – balancing quality, price, and security. Room rates vary widely. It is expected that various options will be considered before confirming a reservation.
 - c. When special rates are provided for a conference, please confirm conference pricing when making the reservation. If it becomes necessary to cancel a reservation, obtain the name and/or identifying number of the person handling your cancellation request, and ask for a cancellation number. This information is essential for reversing a ‘no-show’ charge, should one appear on your credit card in error.
11. **Meals:** Necessary, reasonable, and properly documented meal expenses are reimbursable. Receipts are required for all meal expenses. On your receipt, specify the person(s) or group with whom this meal was shared, and the general purpose of the meeting. If meals are related to individual travel, indicate the nature of the travel.
12. **Gratuities** are allowed and reimbursed for normal tipping situations and should be included on the receipt.

Expense reporting: In order for Classis Eastern Canada to account for expenditures, travelers must complete the Travel Expense Form, available from the Classis treasurer or available on the

Classis website. All required receipts must be attached to the report and submitted to the CEC Treasurer. Required receipts must be originals or customer copies identified by the name/address of the business, dated, itemized, and properly signed or stamped to indicate that payment has been made.

We trust that good judgment will be exercised in incurring travel expenses to assure the most cost-effective, fair, and responsible use of Classis Eastern Canada's time and financial resources.

Approved by Classis Eastern Canada, October 4, 2013

ACRONYMS

CEC	Classis Eastern Canada
CIC	Classis Interim Committee
CMLT	Classical Ministerial Leadership Team
CO	Church Order
COLA	Cost of Living Allowance
CRC	Christian Reformed Church
CRCNA	Christian Reformed Church of North America
CRGM	Classis Resonate Global Mission
CV	Church Visitors
CYMT	Classical Youth Ministry Team
ECDC	Eastern Canada Diaconal Conference
FAC	Financial Administration Committee
GEMS	Girls Everywhere Meeting the Saviour
M2S	Ministry to Seafarers (Montreal)
MDC	Maritime Diaconal Conference
NCD	New Church Development
OCRCC	Ottawa Christian Reformed Campus Chaplaincy
OMD	Outreach Ministry Develop
RCA	Reformed Church in America
RoP	Rules of Procedure
SC	Stated Clerk
SCT	Safe Church Team
WR	World Renew