



## AGENDA for Winter / Spring ZOOM Meeting

Saturday, March 7, 2026 - 8 a.m. to 5 p.m.

### Officers and Appointments

Chair: Rev. James Kraft    Vice-Chair: Rev. Ben Gresik    Clerk: Greta Luimes

### Credentials Committee

Bethel CRC Brockville

### Overtures Advisory Team

Barrhaven Fellowship, Faith Community Milford, Athens CRC

### Transcription of Minutes Committee

Dixon's Corners Community CRC

### Before the meeting: Preparations

#### ORIENTATION:

1. For review by new (and returning) delegates to Classis Eastern Canada – [Welcome](#)
2. Information for all delegates - [Rules of Procedure](#)
3. For those delegated or considering delegation to Synod 2026 - [What to Expect as a Delegate to Synod \(2026\)](#)
4. For those contemplating attendance at the Canadian National Gathering – [Information](#) and Registration

#### MEETING REGISTRATION

1. Each church was asked to provide the email address for their delegates. They have also received all the materials needed for the meeting, which they were asked to forward to the delegates. Confirmation will be established once the Stated Clerk has the delegate email addresses.
2. The **Zoom Waiting Room** will be open for registration at 8 a.m. Only those pre-registered will be admitted to the meeting, which will begin promptly at 9 a.m.

## Why We Meet: Purposes

### THE STATED PRIORITIES OF CLASSIS EASTERN CANADA

(Adopted March 2015)

- Classis will act as a resource to support local churches and ministries.
- Classis will foster opportunities for meaningful communication.
- Classis will provide leadership development, discipleship, and training.
- Classis will support youth ministry and campus ministry.
- Classis will encourage growth and outreach.

## Agenda: General and Zoom Information

**JOYS AND CONCERNS:** throughout the meeting each church in the classis will have opportunity to share two joys and two concerns. The last church presenting on each occasion is asked to pray for each church.



**REPORTS AND INFORMATION:** all reports and information related to this meeting are linked to this agenda. Simply choose the 'ctrl+click' option when you hover over the underlined agenda item and you will connect to the Classis Eastern Canada website where all the documents are held. (You may get a message asking if you really want to open that document – you can click 'yes'. It is safe.) Close documents as we finish with them, usually by clicking the back arrow in the top left corner of your screen. That will take you back to the agenda (where you'll have to find your place again).

It is assumed that all reports and information **have been read by each delegate prior** to the meeting. Please note that there may be some late reports added within the four-week timeframe prior to the meeting. Please check at [www.classiseasterncanada.ca](http://www.classiseasterncanada.ca) under the tab marked "Meetings" for an updated agenda from time to time.

**ZOOM INFORMATION:** For this meeting, every delegate must have their own laptop or desktop computer, as well as access to a stable internet service to connect to Zoom.

- Phones and tablets do not have all the features we need to complete this meeting and should not be used.
- Sharing a computer with other delegates is not an option since each delegate must be able to vote and this cannot be done by more than one person per computer.

1. **Zoom Download:** If you haven't used Zoom before, please download it to your computer from this [Zoom sign-up page](#).
2. **Zoom Invite:** A Zoom invite, with meeting ID & password will be provided to the churches (for sharing with delegates) or to the delegates who have provided their email addresses a week prior to the meeting.
3. **Waiting Room:** Safety controls are set so when you enter Zoom you will be held in a 'waiting room' and be admitted to the meeting one by one or in small batches. This will also give us the opportunity for orientation as delegates log on. Hence, it is critical we know who ALL the delegates are in advance.

4. **Please Sign-in Early:** At least 60 minutes. As mentioned above, you will be in a 'waiting room'. Please use the icons to test your own microphone, speakers and camera before the meeting.
5. **Name Display:** All participants will be asked to display their name, office held, and church name on their screen. I.e.: John Doe – Elder – Church name. You will receive instructions on how to do this during orientation as you log in.
6. **Pre-approved Guests:** We do not foresee having to enter into Executive Session but if we do, all non delegates will be placed in the waiting room until the executive session is completed.
7. **Meeting Recorded:** As there are many moving parts to managing this meeting, for the purposes of Minute keeping (only), **the Zoom recording feature will be activated.** Once the Minutes are drafted, the recording will be deleted.
8. **Break times:** Please remain in the Zoom app during breaks and lunch times. You can simply turn off your audio and video during that time.

**Voting:** some voting may be conducted via Zoom polling which will allow only one vote per device. It is critical that each delegate participate with their own computer. If you have difficulties, text your vote to the stated clerk at 613.836.4353 immediately so it can be included.

#### Zoom Etiquette

- Please remain muted at all times unless you are asked to speak. This will limit your background noises being shared with everyone.
- If possible, wear headphones to avoid any background noise or feedback.
- When you would like to speak, please use the "Raise your hand" button - instructions will be given the morning of the meeting.
- If possible, keep your 'video' turned on - it is more pleasant to have a meeting where we can see each other's faces.

## AGENDA for the day:

8:00 am ZOOM Registration opens – link sent to churches and those registered who provided email information in advance of the meeting.

8:15 am Small Group Sharing and Conversations

8:30 am Welcome and opening devotions, led by host church – Pastor James Kraft

1. **Call to Order** by Chair of Classis – Pastor James Kraft
  - a. Introduction of the executive for the meeting
  - b. Roll call of delegates
  - c. Declare CEC constituted
  - d. Committee Appointments for this meeting
2. **Classis Ministry Reports (9:00 am)**
  - a. Stated Clerk Report: Greta Luimes – [report](#)
    - i. Motion: *that Classis accept Bethel CRC's letter requesting the retirement of Jack Van de Hoef.*
    - ii. Motion: *that Classis approve the work of the Stated Clerk*
  - b. Classis Interim Committee – Gregg Lawson
    - i. CIC chairperson [report](#)
    - ii. Motion: *that classis approve the work of the Classis Interim Committee*
  - c. Personnel Committee – Dan Hoogland
    - i. Personnel Vacancies – see [sheet](#)
    - ii. Synodical Delegates – voting will take place throughout the meeting (C.O. Art 45: *Each classis shall ordinarily delegate one minister, one elder, one deacon, and one other officebearer to synod. A classis may send no more than two delegates bearing the same office. Commissioned pastors serving in emerging churches and associate staff positions may be delegated as elder delegates to synod.*)
    - iii. Canadian National Gathering – nominees (*Nominations are open to any member of a CRC in Canada. The nomination process is designed to ensure broad representation from each classis, and to intentionally draw on the competencies of different participants, including young adults and Canadian ministry board members. Nominations will be viewed on an ongoing basis, and individuals who are nominated will be contracted directly.*)
  - d. Classical Ministry Leadership Team – Aaron Thompson
    - i. Motion: *that classis approve the work of the CMLT*
  - e. Classical Youth Ministry Team – Ron Hosmar
  - f. Classis Resonate Mission Team – Sid Ypma
  - g. Ministry to Seafarers – Michelle DePooter - [report](#)
3. **Joys and Concerns** – Athens, Brockville, Cornwall, Calvin, Kentville, Milford
4. **Break** (10:30 – 10:45 am)

**CEC Annual General Meeting of Membership** (10:45 am) – chaired by Gregg Lawson (corp chair)

- a. Meeting is called to order
- b. *Proposed Motion: to approve the following as Directors of the Corporation: Gregg Lawson, chair; Brian Vanden Berg; Michelle DePooter; Ben Gresik; Ron Triemstra and Ron Hosmar*
- c. 2025 Financial Statements – Eva Reitsma, treasurer  
*Proposed Motion: to receive the 2025 CEC Financial Statements as presented*
- d. *Proposed Motion: to appoint MNP Cornwall for 2026 CEC financial review.*
- e. Meeting is adjourned

5. **Overture and Communications Committee**

- a. Brockville Bethel CRC – Classis Merger Study - overture – advisory team Athens delegates
- b. Calvin Ottawa – Ottawa Campus Ministry - overture and supporting document – advisory team Milford delegates
- c. Calvary Ottawa – Discipline of Officebearers – overture and supporting documents – advisory team Barrhaven delegates

6. **Joys and Concerns** – Pembroke, Kentville, Dixon Corners, Barrhaven, Renfrew, Calvary

7. **Lunch Break** (12:00 – 12:30 pm)

8. **Classis Ministry Reports Continued**

- h. Ottawa Campus Chaplaincy – Ryan Farrell, Chaplain & Campus Minister - report
- i. Diaconal Ministries Canada Classis - report
- j. Safe Church – John Vedder
- k. Disability Concerns – vacant
- l. Regional Pastors
  - i. Regional Pastor (West) – Jack Van de Hoef - report
  - ii. Regional Pastor (East) – Paul VanderKooy - report
- m. Church Counselors
  - i. Zion CRC Pembroke – Rebecca Bokma
  - ii. Cornwall CRC – James Kralt
  - iii. Calvin CRC Ottawa – Sid Ypma
  - iv. Hebron CRC Renfrew – Rebecca Bokma
  - v. Williamsburg CRC – Andrew Vis
- n. Church Visitors

- i. East Team I – Dan Hoogland
- ii. East Team II – Brad Bootsma
- iii. West Team I – Andrew Vis
- iv. West Team II – Aaron Thompson
- v. West Team III – James Kralt

9. **Joys and Concerns** –Charlottetown, Montreal, Fredericton, Kemptville, Williamsburg

10. **Break Time** (2:30 – 2:45 pm)

11. **Denominational Reports**

- a. Denomination – Al Postma & Zachary King - [letter](#)
- b. Council of Delegates – Joan DeVries – Banner [report](#) and [Highlights](#)
- c. Resonate Global Mission – Sid Ypma
- d. Thrive Ministries - [report](#)
- e. World Renew – [report](#)
- f. Calvin Theological Seminary – Shawn Brix
- g. Redeemer University - [report](#)
- h. Calvin University Report - [video](#) and [report](#)
- i. Classis Quinte Decision [Letter](#) – Ryan Braam

12. **Organizational Matters – Next Classis Meeting**

- a. Date: October 23-24, 2026
- b. Location: volunteers?
- c. Officers: Chair – Ben Gresik; Vice –TBD

13. **Closing** remarks and prayer – Vice Chair, Pastor Ben Gresik

## Linked Documents:

### WELCOME TO CLASSIS EASTERN CANADA!

We are thankful you are a delegate from your church council for this upcoming Classis meeting. This section is a *Classis Primer* to help you prepare for your experience (especially if it is your first time).

Classis Eastern Canada is a regional association of Christian Reformed Churches from Brockville – Pembroke - Charlottetown. We are one of 47 classes that comprise the Christian Reformed Church in North America (CRCNA).

We meet twice each year, in March and October, to spend time together worshiping and learning, discussing and making decisions on our shared ministries, examining candidates for ministry, hearing reports from our denominational ministries and other ministries with ties to the CRCNA, and more.

#### Who attends Classis meetings?

Church Order Article 40 states that the council of each church shall delegate a minister, an elder, and a deacon to classis. If a church is without a minister, or the minister is prevented from attending, another elder shall be delegated in place of the minister. *NOTE: An elder may not be delegated as a deacon.* Office-bearers who are not delegated may also attend classis meetings and may be given an advisory voice.

If you are an elder or deacon delegate, we encourage you to participate fully in the discussions. Don't assume that your minister will speak on your behalf. Our meetings are deliberative meetings. This means that you are not merely a representative of your council and *your council should not/cannot instruct you how to vote*. The point of the meeting is to hear all discussion before deciding how to vote. If something is unclear, please ask – if you are not sure about something, chances are good that there are more people who are unsure and need clarification as well.

If you need assistance, please don't hesitate to ask the [stated clerk](#). We hope you enjoy your time at classis!

#### Commonly Used Acronyms at Classis (CUAC)

**CEC** - Classis Eastern Canada

**COD** - Council of Delegates **CIC** -

Classis Interim Committee

**CMLT** - Classis Ministry Leadership Team **CRMT** -

Classis Resonate Mission Team **CRCNA** -

Christian Reformed Church in N.A. **CYMT** -

Classical Youth Ministry Team

**DMC** - Diaconal Ministries Canada

**FAC** - Finance & Administration Committee

**M2S** - Montreal Ministry to Seafarers

**OCC** - Ottawa Campus Chaplaincy

**OMD** – Outreach Mission Developer

**RUC** - Redeemer University College

**SCT** – Safe Church Team

## Committees that exist for the duration of classis or for a specific time frame:

*If your church is assigned to one of these committees, the delegates from your church (including you) make up the committee*

- **Correspondence Committee:** This committee deals with paperwork not assigned to any of the other committees, such as paperwork from people who wish to be licensed to exhort (preach) in classis.
- **Credentials Committee:** Credentials are the forms that each church's delegates must bring to classis verifying that they are the duly appointed delegates from their church. The *credentials & instruction* committee is the committee that makes sure all credentials are duly received, and that any issues raised on the credentials are brought to the attention of classis.
- **Ministerial Credentials Committee:** When a person desires to be examined to become a Minister of the Word, or a Commissioned Pastor, there are a number of documents that must be received by classis. The ministerial credentials committee is charged with making sure that all the documents are received and are in good order.
- **Overture Committee:** A formal request from a congregation (sometimes a committee) usually comes in the form of "overture," asking classis to do something. A committee (usually delegates from two churches) is assigned to study the overture and offer advice to classis on how it might deal with the overture.
- **Transcription Committee:** This committee is responsible to review the minutes of the classis meeting afterward and ensure that the minutes accurately reflect the decisions of classis. The minutes are subsequently reviewed and approved by the Classis Interim Committee (CIC), shared with classis churches and the denomination.

## Standing committees of classis

- **Classis Interim Committee – (CIC)** This committee takes care of matters that cannot wait until the next classis meeting, as well as preparing the agenda for classis meetings. Members make up the legal directors of the organization for Canada Revenue Agency (CRA) purposes.
- **Classis Ministerial Leadership Team (CMLT)** – They administer funds for financial aid for and work with men and women studying to enter full-time ordained or non-ordained ministry within the CRC.
- **Classis Resonate Mission Team (CRMT)** - This committee work with congregations to develop new churches/ministries, encourage outreach and leadership development. The west committee supervises the work of the Outreach Ministry Developer.
- **Youth Ministry Team (CYMT)** – They assist local churches in the development of youth ministries and provide support for youth ministers and leaders.
- **Diaconal Ministry (DMC)** – A team of diaconal coaches, pastoral advisors, and Diaconal Ministry Canada board member appointed to develop the work of mercy within Classis.
- **Finance & Administration Committee (FAC)** – They oversee all matters pertaining to the budget of classis, including requests for new or increased ministry shares. They also ensure CRA compliance.
- **Oversight Committees:** Sometimes a team is needed to work with an individual pastor or with a church council to resolve certain issues. That team is usually called an Oversight Committee.
- **Personnel Committee** – Keeps an up-to-date record of those appointed to serve on classis committees and as delegates to denominational boards and agencies, and recruit nominees for open positions when necessary.
- **Safe Church Team – (SCT)** They help churches to develop safe church communities and administer the counseling fund made available to those who personal counselling.

## Other roles in classis:

- **Church Counsellors:** When a church is vacant or in the process of calling a pastor, the pastor from a nearby church is assigned as a counsellor to assist the council.
- **Church Visitors:** Each church and its council should be visited every other year by the "church visitors." The church visiting teams are made up of a pastor and an elder, and the churches are assigned to a team based on geography.
- **Regional Pastor:** A regional pastor is appointed to the west side and the east side of classis to help provide pastoral care and encouragement to the pastors in the region.

## Church Order

Much of the work done by classis is regulated by the Church Order of the Christian Reformed

Church; [Church Order 2022](#) along with the Rules of Procedure developed for this classis.

All the churches in the CRCNA denomination are guided by the Church Order. Only a synod (the annual leadership meeting of the CRC) can change the Church Order.

### Basic Rules of Order

- **A main motion** - This is a motion that requests an action of Classis. It must be supported, or seconded, and discussed before a vote is held. It must be presented in written form at request of chair or clerk.
- **A motion to amend** - This is a proposal to alter a main motion in language or in meaning before final action is taken on the motion.
- **A motion to defer action, withhold action, or table** - 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.
- **Objection to a ruling by the chair** - If any member of Classis is not satisfied with the ruling of the chair, the matter is referred to the assembly for decision.
- **Right of protest** - It is a 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. Members may, if they desire, ask to have their negative vote recorded in the minutes.
- **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.
- **A motion to reconsider or rescind** - 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:
  - 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.
  - A motion to rescind has as its purpose to annul or to reverse a previous decision.
- **Discussion** - To obtain the floor, a speaker must first be recognized by the chair and, when speaking, must stand, when possible, and address the chair.

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