

Rules of Procedure

For

Classis Quinte

of the

Christian Reformed Church

April 2014

TABLE OF CONTENTS

- I. Vision and Mission Statement

- II. The Ministries of Classis
 - A. Classical Ministry Committee
 - B. Classis Ministry Committee Executive
 - C. Leadership of Ministry Teams
 - D. Conflict of Interest Policy
 - E. Worship and Prayer Ministries
 - F. Service Ministries
 - 1. Classis Safe Church Team
 - 2. Faith and Hope Ministries
 - G. Outreach Ministries
 - 1. Classis Quinte Home Missions Committee
 - 2. Kingston Campus Committee
 - 3. Ministry to Seafarers, Montreal
 - I. Discipleship Ministries
 - 1. Classical Ministerial Leadership Team
 - 2. Family Matters Newsletter

- III. Governance
 - A. Convening and Constituting of Classis
 - B. Officers and Their Duties
 - C. Matters Legally Before Classis
 - 1. General Provisions
 - 2. Standing Committees
 - 3. Advisory Committees
 - 4. Ad Hoc Committees
 - D. Church Visitation
 - E. Synodical Delegates
 - F. Representative to Boards
 - G. Classical Preaching Appointments
 - H. Examination of Candidates for Minister of the Word
 - I. Licensure to Exhort in Classis
 - J. Rules of Order

I. VISION AND MISSION STATEMENT

- A. WHO ARE WE? Classis Quinte (CQ) is a family of Christian Reformed churches located between Pickering and Kingston, Ontario, Canada. Representatives (CHANGE TO: Delegates) of this family of churches meet three times annually. Between those meetings the work continues through the Classis Ministries' Committee (CMC) and its executive.
- B. WHAT IS OUR PURPOSE?
1. *Accountability*: From Scripture, the Confessions, and the Church Order (CO) of the Christian Reformed Church of North America (CRC), we understand the purpose of the local church is to **worship** the Triune God, **serve** our neighbours in love, **reach** out to the lost, **incorporate** the found into the Fellowship of believers, and **disciple** people in the ways of Jesus Christ. Consequently, the purpose of Classis Quinte is to assist, resource, and enable its member churches to thrive in the five areas of Worship, Service, Outreach, Fellowship and Discipleship, both locally and regionally.
 2. *Shared Ministry*: We utilize good stewardship of gifts and resources in collaborative ministries for the enrichment of witness and service in our region.
 3. *Denominational Affiliation*: We nurture a vital relationship between our churches and denominational institutions and agencies.
- C. WHAT DO WE DO? Classis Quinte seeks to
1. Provide governance for the member churches as indicated in the Church Order,
 2. Provide ministry networking (inspiring, supporting, equipping, encouraging and providing accountability) for and between member churches and shared ministries in the areas of worship, outreach, service, fellowship and discipleship.
- D. WHAT ARE OUR VALUES? In obedience to the Lord of the church, CQ encourages it's churches and ministries to pursue these five values
1. Worship - We celebrate God's presence.
 2. Service – We demonstrate God's love
 3. Outreach – We communicate God's Word.
 4. Fellowship – We incorporate God's family.
 5. Discipleship – We educate God's people.

E. WHAT ARE OUR STRATEGIES?

1. Nurture teams in the areas of worship, service, outreach, fellowship and discipleship and provide ministry networking and resourcing for and between member churches and shared ministries.
 - a. WORSHIP celebrates God's presence.
 - b. SERVICE demonstrates God's love to our neighbours through faithful counsel and programs of assistance. (Ministry networking and resourcing areas include Classis Quinte Diaconal Conference Board, Faith and Hope Ministry, Safe Church Team, Disabilities Concern, Service Link, World Renew, etc.)
 - c. OUTREACH stimulates witness and justice.
 - d. FELLOWSHIP promotes unity in God's family, hospitality and encouragement.
 - e. DISCIPLESHIP nurtures the development of faith.
2. Develop and carry out ministry plans and objectives for these five ministry areas.
3. Honour the felt needs and priorities expressed by classis.
4. Carry out the common commitments of our member churches within the framework of the Church Order of the Christian Reformed Church in North America.

II. ***THE MINISTRIES OF CLASSIS***

A. CLASSIS MINISTRIES' COMMITTEE (CMC)

1. The purpose of the CMC is to assist CQ in enabling the local church and collaborative classical ministries in these five ministry areas. It is structured to ensure that it has a balanced overview of and interaction with the ministries of the CQ. It meets a minimum 3 times a year and...
 - a. spearheads visioning, planning and ministry direction for the ministries of Classis
 - b. links denominational ministries and agencies to the classis
 - c. links CQ to its collaborative ministries
 - d. oversees the five ministry teams
 - e. receives reports of all classical ministries and provides accountability and resources for these ministries

- f. plans the ministry networking portion of the classical agenda (ADD: based on needs expressed by the congregations)
 - ~~g.~~ sets the budget proposal for Classis (NOTE: All ministries of Classis Quinte shall submit a complete itemized budget breakdown with explanations and justifications of changes to the CMC secretary and classical treasurer on or before June 1st)
2. Perform all duties which Classis entrusts to it, and to take care of matters which require action between meetings of Classis.
 3. Supervise the work of the classical stated clerk, treasurer, and other staff.
 4. Serve CQ as nominating committee. It shall propose names for all classical elections, except for delegates to synod and to the Board of Canadian Ministries. Normally, two names shall be presented for vacant positions, except in the case of re-election of incumbent members. All nominations shall be included in the printed agenda of Classis. Classis may add to the nominations. As a rule, elections for expired terms shall take place at the January meeting of Classis.
 5. Decide how interest accrued be distributed.
 6. Refers administrative matters to the executive.
 7. Reviews and approves the work of the executive
 8. Reviews and approves the agenda for each meeting of Classis
 9. Ensures processes of church order
 10. Non-office bearing CMC members serve in an advisory capacity in both general and executive sessions of Classis.
 11. Annually select an executive

B. CLASSIS MINISTRY COMMITTEE EXECUTIVE

1. Performs a guiding and “executive function” for the CMC. It facilitates the administration tasks of the CMC and is made up of the chair, vice, secretary and Board of Trustee representative. It meets 3 times a year prior to each CMC meeting or as needed. The stated clerk and treasurer of classis serve ex-officio and do not function as officers.
2. sets agenda for CMC
3. sees to it that the CMC meets in a timely and effective manner

4. shall have power to call a special meeting of Classis when matters of great importance cannot be postponed until the next stated meeting, and it shall be required to do so when at least three of the councils request such a meeting

C. LEADERSHIP OF MINISTRY TEAMS

1. Qualifications for team liaisons
 - a. Passion for their ministry area
 - b. Desire to serve the member churches in Classis Quinte
 - c. Council endorsement
 - d. Administrative and leadership skills
2. Length of team leaders' term
 - a. 3 years, renewable after one term
 - b. Appointments require ratification by Classis
3. Lines of Accountability
 - a. The ministry liaison reports to the CMC
 - b. The ministry liaison reports to classis 3x per year

D. CONFLICT OF INTEREST POLICY

1. A conflict of interest exists when a delegate to classis or a classis committee member may benefit from a discussion or decision that involves them or the ministry/ congregation they represent.
 - a. Examples include but not limited to:
 - i. Conflicting financial interests.
 - ii. Use of confidential information for personal/ministry gain.
 - iii. Unauthorized disclosure of confidential information.
 - iv. Use of classis time and facilities for personal purpose, or other activities.
 - v. The possibility of prejudice or bias due to an existing personal or business relationship.
2. Delegates to classis and committee members must recognize that the appearance of a conflict of interest, even when in fact it may not exist, can be damaging to the ministry of classis.
3. If there is a conflict of interest the individual/congregation/ministry will mention it to the broader body and if the body declares this to be a conflict of interest they will refrain from voting on the matter.

E. WORSHIP AND PRAYER MINISTRIES (among other matters the Worship ministry oversees ...)

1. Prayer Coordinator

- a. Qualifications: The person appointed to the position of prayer coordinator should possess the following qualifications
 - i. A strong personal prayer life
 - ii. spiritual maturity
 - iii. gifts to organize, encourage, and give leadership
 - iv. in prayer (the gifts of communication, leadership)
 - v. a good reputation in the church and the confidence of church leaders
 - vi. enough time to attend key prayer events in the classis and denomination
- b. Functions:
 - i. Identify gifts of intercession
 - ii. Recommend prayer resources (books, videos, tapes, prayer guides, bulletin inserts, workshops, and so on)
 - iii. Research and evaluate the churches' current prayer ministries
 - iv. Encourage each church in Classis to have a prayer co-ordinator.
 - v. Have regular contact with local prayer co-ordinators for times of encouragement, sharing of ideas, training, etc.
 - vi. Inform classis re items of praise and concern for prayer.

F. SERVICE MINISTRIES (some ministries Service Ministry oversees ...)

1. *Classis Safe Church Team*

- a. Classis shall follow the abuse guidelines provided in the Acts of Synod 1997, pp.674-685, as the procedure to be normally followed in cases of abuse reported in Classis Quinte.
- b. Mandate:
 - i. upon invitation of a church council, or request by a person alleging abuse or their advocate, to conduct Advisory Panel hearings when allegations of abuse are brought by an adult against a church leader

- ii. to inform and educate church councils and classis about this panel process, and to lead them into a greater awareness of measures to prevent abuse; and
 - iii. to support those affected by abuse, both victims and offenders; assisting them to identify the resources they need.
 - iv. when requested, the safe church team will provide an advocate to companion the accuser through the panel process.
 - c. The team shall consist of individuals recommended by their church councils. On the team are people drawn from a number of backgrounds, including social workers, teachers, pastors, counselors, and others with an interest in this work. Ordinarily these individuals will receive training in the advisory panel process. Liability coverage for team members will be handled by their home churches.
- 2. *Faith and Hope Ministry*
 - a. Objectives of Faith & Hope Ministries
 - i. To assist congregations into becoming an informed, supportive Christian community in which they support and care for the needs of those with mental illness and their families and/or caregivers. Assistance could include education, resources, support, needs for housing, jobs, friends, seminars, workshops, articles, publications, etc.
 - ii. To be a resource to the Christian community and partner with mental health services within the communities.
 - iii. To assist congregations in determining how they can address their mental health needs and those of their churches and communities. Such assistance could include circles of support for the persons with mental illness and their family and/or caregivers.
 - iv. To encourage congregations to have a mental health contact person who will be an advocate for individuals and families struggling with mental illness.
 - v. Faith & Hope Ministries presently serves the region East of Toronto, Ontario towards Kingston, Ontario, but is not limited to this region.

- b. The Board of Directors
 - i. The board of directors shall serve without pay and consist of no more than 12 members and not less than 5 members.
 - ii. Members of Board: Chairperson, Vice-chair, Treasurer, Secretary, preferably someone involved in mental health, preferably a clergy representative, and a representative of Classis Quinte.
 - iii. Board members shall serve three years with an option to be reappointed for three more years.
 - iv. Vacancies shall be approved by the Board.
 - v. Board members with 3 consecutive absences without notice may be dismissed at the call of the board.
 - vi. The board members are to appoint the officers by way of vote.
- c. Officers
 - i. The officers of the board shall consist of a Chairperson, Vice-chair, Treasurer, and Secretary appointed by the board.
 - ii. Appointed officers will serve a term of one year, and this term is open to re-appointment for consecutive years. Appointments to be determined at a Fall meeting by board of directors.
 - iii. The Chair shall preside at all Board meetings, appoint committee members, and perform other duties as associated with the office.
 - iv. The Vice-Chair shall assume the duties of the Chair in case of the Chair's absence.
 - v. The Secretary shall be responsible for the minutes of the Board, keep all approved minutes in a minute book, and send out copies of minutes to all.
 - vi. The Treasurer shall keep record of the organization's budget and prepare financial reports as needed, and distribute funds as necessary.
- d. Resource Consultant(s)
 - i. In the event of a vacant position of a resource consultant, the Board will either:
 - a) review and recommend a new resource consultant, or

- b) appoint an ad-hoc committee to present someone to the Board.
 - ii. The resource consultant(s) will be included in the board meetings strictly as an advisory position, for the purpose of reporting. These positions are non-voting, ex-officio.
 - e. Meetings
 - i. Regular meetings shall be held at least four times a year, with date and time to be determined by the chair, with appropriate notice.
 - ii. Special meetings may be held at any time when called for by the Chair or a majority of board members.
 - iii. Agendas will be provided prior to the meeting.
 - f. Fiscal Policies
 - i. The fiscal year of the Faith and Hope Ministry shall be January 1 – December 31.
- 3. Quinte Diaconal Board
 - a. Details to come

G. OUTREACH MINISTRIES (some ministries Outreach Ministry oversees ...)

- 1. *Classis Quinte Home Missions Committee [CQHMC]*
 - a. Preamble: The CQHMC is a standing committee of CQ and shall abide by the rules and procedures of CQ.
 - b. Mission: The CQHMC shall encourage and empower the churches of CQ in their task to fulfil the integration of the Great Commandment and the Great Commission for the purpose of developing disciples.
 - c. Membership
 - i. The committee should ordinarily be comprised of 9 members with due consideration given to gender diversity.
 - ii. In as much as possible the members shall be selected using the following model:

<u>Location</u>	<u>Church Members</u>	<u>Pastors</u>
<u>West</u>	2 (1 from each section)	1
Crossroads, Ajax		
Zion, Oshawa		
Hebron, Whitby		
Hope Fellowship, Courtice		
Hope, Port Perry		

Lindsay

Central 2 (1 from each section) 1

Discovery, Bowmanville
Maranatha, Bowmanville
Rehoboth, Bowmanville
Grace, Cobourg
Cephas, Peterborough
Living Hope, Peterborough
Fellowship, Brighton

East 2 (1 from each section) 1

Bethany, Bloomfield
Community, Frankford
Ebenezer, Trenton
Maranatha, Belleville
Westside, Kingston
First, Kingston

- iii. The members shall be recommended by the councils of the corresponding churches and appointed by CQ.
 - iv. Representation from Christian Reformed Home Missions (CRHM), CMC, and GENEVA FELLOWSHIP (GF), will be incorporated into this model or added to it.
 - v. Each member will serve a term of 3 years, with the opportunity to renew the term once.
- d. Methods
- i. The CQHMC shall focus its efforts in the following three areas:
 - a) Church Planting
 - 1. In partnership with CRHM, the CQHMC shall initiate, support and guide new churches.
 - 2. To facilitate this work, the CQHMC will maintain and annually review a CQ Church Planting/Missional Development Fund.
 - 3. The CQHMC will regularly review funded ministries and propose direction regarding further funding.
 - b) Established Church Development
 - 1. CQHMC shall encourage and assist established congregations in their missional activity.

2. To facilitate this work, the CQHMC will develop means to assist churches to achieve greater missional health and activity.
3. To facilitate this work, the CQHMC will encourage congregational based initiatives and missional activity such as Missional Hubs, Leadership Development Networks (LDN) and others.

c) CAMPUS MINISTRY

1. The CQHMC shall assist, encourage and provide funding for the work of campus ministry in our classis, and in particular the ministry of Geneva Fellowship on the campus of Queen's University.
 2. If deemed necessary, CQHMC will assist in the oversight of campus ministries by delegating one of its members to serve on their governing boards.
 - ii. The CQHMC shall provide awareness and assistance for churches within CQ that are seeking grants from CRHM.
 - iii. The CQHMC will recommend a budget to Classis for its work.
 - iv. The CQHMC shall ordinarily meet at least three times a year to do the business of the committee.
 - v. The CQHMC shall provide regular reports to CQ.
2. Kingston Campus Committee
- a. The committee derives its authority from the Christian Reformed Church via the local councils and its Classical Home Missions Committee.
 - b. The committee carries out its purpose autonomously and without interference from the local churches or Home Missions as long as it remains within the bounds of the authority delegated to it.
 - c. To carry out its purpose, the committee, taking into account the advice of Home Missions and the local churches, selects a full-time worker (Campus Chaplain). The Chaplain is officially 'called' to the task by one of the Kingston congregations.
 - d. The tasks of the committee are primarily to support its Chaplain's work, to function as a steering committee for the ministry, and to act as liaison with Home Missions, the local churches, Classis Quinte, and the fields of ministry -- which

may vary from time to time but could potentially include Queen's University, St. Lawrence College, military institutions, and penitentiaries.

- e. To affect this liaison, the committee membership shall be made up of a delegate of Classis Quinte, a delegate from each of the councils involved, a faculty member at Queen's University, an undergraduate and graduate Queen's student, and persons representing the other continuously active fields of the ministry. Additional members may be appointed at the committee's discretion. All delegates are appointed by the body they represent. All other committee members are selected and appointed by the committee with notification to the local councils and Home Missions.
 - f. The terms of office shall be three years with equal numbers of retirements at the end of each calendar year. The student members will retire as they leave and are replaced when they retire. Delegates from Classis are expected to serve three years and consistory delegates until their term expires. The delegates from Classis and consistories are responsible to ensure that their parent body appoints an appropriate delegate who will accompany them to their last committee meeting.
 - g. To conduct the business of the committee, the members shall from their ranks elect a chairman, a secretary, and a treasurer. This election shall take place during the first meeting of each calendar year.
 - h. The committee will meet at least once every month except June and July. Additional meetings will be needed from time to time, particularly at the beginning of each academic year and around major events. More than 50% of the committee membership must be in attendance for proceedings of a Campus Committee meeting to be valid.
3. Ministry to Seafarers, Montreal
- a. The Board shall:
 - i. Supervise the work of the Chaplain.

- ii. Promote support for this ministry among the sponsoring churches.
 - iii. Chart new or additional policies for consideration by the participating classes.
 - iv. Prepare a budget and establish an annual ministry share.
 - v. Submit a written report to the regular meetings of each participating classis.
 - vi. Consult with the council of the calling church on the official relationship of the Chaplain to that church and its consistory.
 - vii. Inform the denominational stated clerk of the names and addresses of the members of the Board of Seaway Ministry and of its treasurer, for publication in the yearbook of the Christian Reformed Church.
- b. Composition
- i. Classis Eastern Canada and Classis Quinte shall each appoint three representatives to the Board.
 - ii. Each of these classes shall appoint an alternate for each delegate.
 - iii. These representatives shall hold office for three years and are eligible for immediate re-appointment to only one additional three year term.
 - iv. Alternates shall attend the meeting if the regular representatives are unable, and they shall complete the unexpired terms of regular representatives when they vacate their office.
 - v. The Chaplain and the Board's Treasurer shall function in advisory capacities.
- c. Finances
- i. Funds for the Ministry to Seafarers shall be provided through proportional ministry shares by the participating classes.
 - ii. Councils shall send these to their respective classical treasurers, who will forward them to the treasurer of the Board of Seaway Ministry.

- iii. The treasurer of the Board of Seaway Ministry shall submit an up-to-date financial statement to each regular meeting of the participating classes.
- d. Assets: The physical assets of this ministry are the joint property of the participating classes.

H. DISCIPLESHIP MINISTRIES

1. Classis Ministerial Leadership Team

a. Membership

- i. The CMLT is made up of four members who are appointed by Classis during the January meeting.
- ii. The members will serve a term of three years and can serve for two terms.
- iii. The team will appoint its own chair and secretary.

b. Characteristics of a CMLT

- i. People serving on CMLT's should have interests and skills in the following areas:
- ii. In helping the Christian Reformed Church [CRC] find and encourage people who are interested in ministry. The CRC needs more pastors. It has numerous churches without pastors at this time and a significant number of pastors will retire in the next few years.
- iii. In helping the CRC assist people interested in ministry to prepare a study plan to help them achieve their goal.
- iv. Members of the classical committee assist students in preparing a study plan (a "learning covenant") to enable candidates to enter ministry and function effectively in it. Plans will vary depending on the route the person plans to choose for entrance into ministry in CRC and the particular situation of the person. The CMLT will also help candidates prepare and complete their Ministry Readiness Profile. Such profiles will be progressive documents testifying to the candidate's development and growth in the following areas: character; knowledge; skill
- v. In helping the CRC procure and provide financial support to people who are interested in training for a career in ministry in the CRC.

- c. The CRC now has a web site that describes the routes people use to enter ministry in the CRC. Members of Classical Ministry Leadership Teams can use this web site to familiarize themselves with various routes to ministry in the CRC. www.crcna.org.
- d. Tasks of the CMLT
 - i. To encourage gifted individuals within the churches of CQ to consider pastoral ministry as a vocation. Members of the classical committee should have connections to people in the CQ to learn who may be interested in ministry and to give encouragement to them. Members of the committee should also alert Synodical Ministerial Candidacy Committee [SMCC] to potential candidates for ministry so SMCC can encourage the individuals.
 - ii. In January the CMLT will advertise within Classis and the denominational papers informing students to apply by the end of February for financial assistance.
 - iii. Following an interview approve each individual's application to begin preparing for the ministry (whether by Church Order Articles 6, 7, or 8) and forward a recommendation to the SMCC.
 - iv. To provide pastoral support and nurture to all those belonging to its churches who are preparing for ministry under the provisions of Articles 6, 7, or 8. This may include mentoring, interviews with the person, written reports about the person, and letters and other forms of encouragement.
 - v. To assist the individual in drafting a study plan and financial plan (Article 6, or a learning covenant and financial plan (Articles 7 and 8). These plans will be forwarded to the SMCC.
 - vi. To work with the SMCC, where possible, in the overall process of ministry preparation and formation.
 - vii. To provide, when possible, opportunities for fulfilling the individuals learning covenant (Articles 7 and 8) preferably within the bounds of classis and its churches.

- viii. To recommend and endorse individuals for candidacy under the provisions of Church Order Articles 6, 7, or 8 upon completion of the individual's Ministry Readiness Profile. These recommendations will be forwarded to the SMCC.
 - ix. To assist CQ in appropriately celebrating the progress of those preparing for ministry under its care, giving thanks to God for the provision of faithful and gifted leadership for the church.
 - x. At each regular meeting of Classis, the secretary shall present a report of the work of the Committee and of the financial state of the fund.
 - xi. To recommend and administer the distribution of appropriate financial resources to assist those preparing for ministry under Church Order Articles 6, 7, or 8 [see Appendix A & B].
 - xii. Classis will give grants to the amount of up to 100% of tuition to students attending Calvin Seminary. The corresponding figure for those studying in other theological degree programs will be up to 75% of tuition. The first 50% will be disbursed after the fall meeting of Classis and the remainder by January 15th.
 - xiii. Money for the fund shall be raised by ministry shares as specified by Classis during its September session and/or by special gifts.
- e. Supporting documents found at www.crcna.org. Go to "The Journey of Ministry Preparation" and "Tool Kit" [applications, forms and other related materials] for information regarding Church Order Article 6, 7 or 8.
2. Family Matters Newsletter

III. GOVERNANCE

A. Convening and Constituting Classis

- 1. Classis shall convene and be constituted as prescribed by the Church Order (Article 40) and the rules of Procedure governing its meetings.

2. Classis shall meet regularly in the months of January, May, and September.
3. Meetings of Classis shall be announced in the official denominational papers.
4. All matters of business shall be placed on the classical agenda which shall be mailed to the councils at least five weeks prior to the meeting. Reports, overtures and other matters for the agenda should be in the hands of the stated clerk at least six weeks prior to the meeting. Matters not appearing on the agenda may be taken up by specific decision of Classis.
5. Meetings of Classis shall be structured to provide a balance of governance and ministry networking.
6. The council of each church shall delegate a minister, elder and a deacon to classis. If a church is without a minister, or the minister is prevented from attending, two elders shall be delegated. Office bearers who are not delegated may also attend classis and may be given an advisory voice.
7. Each council is permitted to cast 3 votes on any matter except in the case of selection of representatives on denominational boards in which case there shall be only two votes cast per council. Each council will decide who will cast the two votes in these cases.
8. All sessions shall be open to the public, except executive sessions, which ordinarily shall include only those who are office bearers in the Christian Reformed Church. Classis may decide to go into strict executive session, which includes only the delegates. Minutes of the executive session shall not be published.
9. The council of the church where Classis convenes shall see to the proper opening of Classis at the appointed time and shall designate the person who functions as chairman until Classis is constituted. Opening of Classis shall consist of devotions, receiving the delegates credentials, signing of the Covenant of Office bearers by first time delegates, and declaring Classis constituted.
10. While Classis is in session it is not permissible for any member to withdraw or to return homeward without consent of the chair.

11. Travel expenses for Classical delegates and functionaries shall be reimbursed paid according to the rates set from time to time by Classis.
 12. An honorarium plus mileage will be included in the budget for those making a presentation to Classis during the ministry networking. Presenters representing an agency do not receive an honorarium.
- B. Officers and Their Duties
1. The officers of Classis shall be: the chair, the vice-chair, and the stated clerk.
 2. All ministers of the churches of Classis shall have their turn as chair according to alphabetical order, except ministers who are in the first year of their ministry, and those present at Classis for the first time. Any minister who feels unable to preside may be relieved of the duty by the Classical Ministry Committee. The vice-chair of the previous meeting shall function as the chair of the next.
 3. The stated clerk shall be elected for a term of three years. An alternate shall be elected for a similar term, and shall assume the duties of office when the stated clerk is incapacitated.
 4. The treasurer shall be elected for a term of three years. An alternate shall be elected for a similar term, and shall serve when the treasurer is incapacitated.
 5. The assembly shall appoint its officers when one or more ministers scheduled to serve as officers are absent.
 6. The chair as presiding officer:
 - a. Shall formally call to order and adjourn Classis and see to it that all business is transacted in the proper order (DELETE and expedited as much as possible), that the members observe the rules of order and decorum, and that proper devotions are conducted.
 - b. Shall welcome fraternal delegates and other guests of Classis, and respond to greetings received, or appoint a member of Classis for this purpose.
 - c. Shall place before Classis every motion that is made and seconded according to the rules of order, and clearly state the question before the vote is taken.

- d. Shall remain impartial. In order to address a pending question, the chair shall relinquish to the vice-chair. The chair may speak to state matters of fact or to inform Classis regarding points of order.
 - e. Shall have, and duly exercise, the prerogative of declaring a motion or person out of order. In case this ruling is disputed, Classis shall sustain or reject the ruling by majority vote.
 - f. Shall invariably vote when the vote is taken by ballot. When the vote is not by ballot, the chair may vote if by doing so a tie is created or broken.
 - g. Shall not preside in any matter that concerns the chair or the congregation being served by the chair.
 - h. When a point of order is raised, the chair must make a ruling at once. The ruling may be reversed by a majority vote if any member is dissatisfied with the ruling of the chair and appeals to the floor.
 - i. DELETE: Shall close the classical meeting with prayer.
7. The Vice-Chair:
- a. Shall render all possible assistance to the chair and the stated clerk during the meeting of Classis.
 - b. Shall in the absence of the chair, assume all the duties and privileges of the chair.
8. The Stated Clerk:
- a. Shall with the Classical Ministry Committee, compile and prepare the agenda for each meeting, and send one copy of the agenda and other documents to each council at least five weeks in advance.
 - b. Shall give proper notification of each meeting of Classis in the denominational papers.
 - c. Shall keep an exact record of the proceedings of Classis.
 - d. Is not required to read the minutes at each meeting of Classis but shall send each council one copy.
 - e. Shall conduct all correspondence of Classis and give proper notification of assignments to all persons appointed by Classis while absent.

- f. Shall keep the files of Classis complete and in order and send all agendas, minutes, and supporting public documents to the archives of the denomination.
 - g. Shall perform other administrative duties including those specified by the executive director of the denomination and those identified in the “Information for Stated Clerks of Classes” sent out by the denominational offices.
 - h. Shall report to the Classical Ministry Committee between meetings of classis.
 - i. Shall receive an annual honorarium set by Classis from time to time, upon recommendation of the Classical Ministry Committee.
 - j. Shall maintain the webpage.
 - k. Shall maintain all CQ files
9. The Treasurer
- a. Shall receive and disburse funds sent in payment of classical ministry shares and contributions of the churches for approved causes. (Note that denominational ministry shares are sent directly to the CRC offices in Burlington.)
 - b. Shall place all funds in a depository approved by Classis, and shall make all disbursements by cheque. Cheques made out on behalf of Classis Quinte up to the amount of \$2000 require one signature only and cheques over \$2000 require two signatures unless previously approved in the budget.
 - c. Shall keep an accurate record of all funds received and disbursed.
 - d. Shall give a report at each meeting of classis. A preliminary annual report shall be submitted at the January meeting, and a complete annual financial report shall be submitted at the May meeting of Classis. Copies of the report shall be made available to all members of Classis.
 - e. Shall give a report at each CMC meeting and prior to the September Classis meeting present a PROPOSED BUDGET for input and recommendation by the CMC indicating the classical ministry shares for the next fiscal year.

- f. Shall in October remind the councils that monies for the current year are due on or before January 12 of the following year.]
 - g. Shall follow the instructions of Classis to have the financial records of Classis reviewed annually by a reputable firm of chartered accountants which shall lodge a letter of review with the stated clerk and treasurer. These reviewers shall ordinarily be appointed at the May.
 - h. Shall facilitate a complete audit to be done approximately every ten years or upon a permanent change of treasurer.
 - i. Shall perform such duties as are assigned by Classis.
 - j. Shall receive an annual honorarium set by Classis.
 - k. Shall pay remittances to the ministries as close to the quarter as possible, but not before the money is available.
 - l. Shall retain and store financial records for 10 years, after which time those records will be destroyed.
 - m. Shall be authorized to borrow from the general fund (if funds are available) to meet our obligations to the budget.
 - n. shall fill out annual incorporation papers and registered charity report;
10. The churches
- a. Churches are responsible for remitting denomination ministry shares directly to the CRC offices in Burlington.
 - b. Classis' budget for the following year will be based on the membership count submitted by the church to the classical treasurer by June 1 of the present year. If no figure is submitted by that date, the classical treasurer will use the previous year's number.
 - c. Churches shall not alter their professing member count after the September meeting of classis for the purposes of submitting ministry shares.
 - d. All expenses must be submitted to the treasurer by Dec. 31st of the year the expenses are incurred, (ADD: unless alternate arrangements have been made with the treasurer.)

C. Matters Legally Before Classis

1. General Provisions

- a. Overtures from councils submitted in accordance with III A.4 of these rules.
- b. Reports of classical officers, advisory committees, standing committees and classical delegates to various interclassical and denominational meetings, boards and committees.
- c. Appeals or protests by individual members who cannot yield to council's decisions. Such appeals or protests shall be considered only if due notice and duplicate copies thereof have been given to the councils concerned sufficiently early to allow time for preparing answers to them.
- d. Protests against classical decisions by individual members or councils in accordance with III A.4 of these rules.
- e. Matters arising out of the questions prescribed in Article 41 of the Church Order.
- f. Examination of candidates for the ministry and applicants for classical licensure.
- g. Any other matter not conflicting with the Church Order which Classis by majority vote decides to consider.

2. Standing Committees

- a. All committees are merely servants of Classis and shall adhere strictly to the mandate given to them by Classis.
- b. Whenever desirable, elders, deacons, and members in good standing as well as ministers shall serve on committees.
- c. Persons serving on classical committees must have the confidence, support and endorsement of their respective councils.
- d. The members of standing committees shall be chosen for three years terms.
- e. Each standing committee shall render a written report at each regular meeting of Classis.
- f. All committees shall keep proper minutes of their proceedings.
- g. All member churches shall instruct their insurers to have Cross Liability to cover any of their members appointed, or delegated to any function or committee of Classis Quinte.

3. Advisory Committees

- a. Advisory committees serve only for the duration of Classis in order to facilitate the work of Classis. They are appointed by the CMC and shall adhere to the mandate provided.
- b. The person first named at the appointment of the committee shall be its chairman and the one named second its reporter.
- c. Committee reports shall be in writing and signed by the chairman and the reporter of the committee. In case of a minority report, each report must be signed by the members who favor it.
- d. The reporter and chairman 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.
- e. With respect to overtures submitted to Classis that are given into the hands of an advisory committee, the recommendations of the overture shall have precedence if the recommendations of the advisory committee are radically different.
- f. Recommendations by a committee are to be considered main motions and all rules applying to main motions are applicable here.

4. Ad Hoc Committees

- a. These committees serve only for a limited period of time in order to study certain topics or deal with particular issues for Classis and report to a subsequent classical meeting. They are appointed by Classis upon the recommendation of the advisory committee which recommends the appointment of such an ad hoc committee.
- b. Organization and rules governing these ad hoc committees are the same as for the advisory committees.

D. Church Visitation

1. Classis shall appoint teams of two ministers or one minister and one elder to three year terms, to carry out the requirements of Article 42 of the Church Order and the pertinent synodical decisions. The teams shall be decided upon per the recommendation of the Classical Ministry Committee.
2. They shall advise when called upon by a council.

3. Church visitors shall secure information regarding the financial giving of the church to be visited from the classical treasurer and to make that information a part of the discussion at the church visit.
 4. They shall submit copies of the reports in writing as follows:
 - a. One copy to the meeting of Classis, for the files of Classis.
 - b. One copy to the church visited one week before the meeting of Classis at which the report will be presented so that the report can be received by the council of the church visited.
- E. Synodical Delegates
1. At the January meeting of Classis the required number of delegates to Synod shall be chosen by ballot. First and second alternate ministerial and elder delegates shall also be chosen.
 2. All active ministers of Classis shall be eligible for election.
 3. Whenever possible, each council shall nominate one or more elders from its membership. Councils will be reminded to present elder nominations on the classical credentials.
 4. Elder delegates who suffer loss of wages or other income shall upon their request be reimbursed by Classis. (rate to be set by Classis)
 5. The nominee must normally be a member of a church in the Classis for a minimum of one full year.
 6. The January agenda of Classis shall list the names of synodical delegates and alternates for the previous three years.
 7. Before casting the first ballot for ministerial delegates, the chairman will ask, if there are any pastors who are unable or unwilling to attend that year's Synod.
- F. Representatives to Denominational Boards
1. Delegates to the Board of Trustees, the various denominational boards, and the Synodical Deputies shall be chosen for a term of three years at the January meeting of Classis.
 2. No delegate shall be eligible for re-election who, at the expiration of his term of office, has served six consecutive years.
 3. No delegate shall hold more than one of these offices. An alternate for each office shall be chosen for a term of three years.
 4. If the regular delegate vacates their office, the alternate shall become the regular delegate.

G. Classical Preaching Appointments

1. Congregations without a minister may request two preaching appointments per month between September and May.
2. Departure of an ordained minister from a church with more than one ordained minister shall not qualify the church for preaching appointments.
3. Appointments shall be made for morning services only.
4. Classical preaching assignments shall be made once a month rather than twice per month when 5 or more congregations are requesting appointments.
5. Appointments shall be distributed equally among the ministers of Classis.
6. When a minister is delegated to synod the church may request a preaching appointment for one Sunday; travel costs are reimbursed by CQ.
7. When a minister serves as Stated Clerk, the church may request a preaching appointment for one Sunday after each meeting of Classis.
8. Schedules shall be prepared by the stated clerk and the executive of the CMC at the end of the summer and updated pending vacancies.
9. As much as possible, appointments shall be made so that travel expense is kept at a minimum.
10. Vacant churches shall reimburse the minister for the mileage incurred to fulfill the appointment and the minister's church for their pulpit supply costs according to the rates set by Classis.

H. Examination of Candidates for Ministry of the Word

1. Rules of procedure as recorded in Church Order, supplement, Article 10, shall be followed with respect to the calling and examination of candidates.
2. As soon as a candidate has accepted a call of one of the churches of Classis, the council shall notify the stated clerk in order that arrangements for the examination can be made by the CMC.
3. The CMC executive shall make the following arrangements:
 - a. assign a sermon text to the candidate and appoints two sermon critics.
 - b. appoint a credentials committee of two

- c. appoint two examiners, one for Practica and one for Biblical and Theological Position.
 - d. inform the candidate of the required credentials, the sermon text, the schedule of examination, and the regulations.
 4. Upon acceptance of a call, the candidate shall send the stated clerk the following credentials:
 - a. call letter;
 - b. letter of acceptance;
 - c. Certificate of church membership.
 5. Classis shall be in executive session throughout the discussion regarding the candidate(s) and the examination, but not during any part of the examination proper.
 6. If the vote is favorable, the candidate shall be asked to sign the Covenant of Office bearers; the chairman shall present to the candidate a certificate of admittance to the ministry and shall speak appropriate words.
- I. Licensure to Exhort within classis
 1. "The Classis may grant the right to exhort within its bounds to persons who are gifted, well-informed, consecrated, and able to edify the churches. When the urgent need for their services has been established, the classis shall examine such persons and license them as exhorters for a limited period of time." Church Order Article 43.
 2. Classis shall normally consider and examine for licensure only members of the Christian Reformed Churches living within the bounds of Classis, provided that important reasons for granting licensure are established.
 3. Classis will make a decision based on:
 - a. the recommendation by the council regarding the applicant's gifts as nurtured and evidenced in their church's pulpit and Word ministries.
 - b. the applicant's statement giving reasons why licensure is being sought.
 - c. the applicant's statement indicating what training and preparation has been received to qualify for the responsibilities of exhorting.
 - d. a statement of faith from the applicant.

- e. the number of exhorters already licensed by classis.
 - f. the number of vacant churches.
 - g. where spiritual gifts, knowledge, and consecration are indicated, these may override the concern about numbers.
4. The question of need will be determined by the classis. If the outcome is affirmative, then the examination shall take place at the following meeting.
 5. Applicants shall submit to an examination by Classis, prearranged by the CMC, in the following subjects:
 - a. Practica
 - b. knowledge of the Scriptures and Reformed doctrine.
 - c. Christian ethics.
 6. Ability to exhort: each applicant shall speak before Classis for at least ten minutes on an assigned text of Scripture.
 7. Licensure to exhort shall take place by ballot, upon motion, after due examination.
 8. Licensure shall be for one year, after which application for renewal may be made in writing, accompanied by council's recommendation.
 9. Each council (or subcommittee to council) shall be responsible for overseeing members of their congregation who are licensed to exhort within Classis Quinte with regard to their preaching and conducting of worship services. The council shall meet with the licensee to review sermon evaluations submitted by people from at least 2 other congregations. Council shall submit to classis a brief summary of these evaluations along with its recommendation for license renewal.
- J. Rules of Order
1. A Main Motion
 - a. This is a motion that presents a certain subject to Classis for its consideration.
 - b. A main motion is acceptable under the following conditions:
 - i. If the mover has been recognized by the chair;
 - ii. If the motion has been recognized as acceptable by the chair;
 - iii. If, at the request of the chairman, the motion has been presented in written form.

- c. A main motion is not acceptable under the following conditions:
 - i. If it conflicts with the Church Order or is contrary to Scripture as interpreted in our Forms of Unity;
 - ii. If another motion is before Classis or if it conflicts with any decision already made by Classis;
 - iii. If it is verbally or substantially the same as a motion already rejected by Classis or if it interferes with the freedom of action by Classis in a matter that was previously introduced but of which no decision was made.
2. A Motion to Amend
 - a. This is a proposal to alter a main motion in language or in meaning before final action is taken on the motion.
 - b. A motion to amend may propose any of the following: to strike out, to insert or to substitute certain words, phrases, sentences or paragraphs.
 - c. A motion to amend is not a proper amendment if it nullifies the main motion or is not germane to it.
 - d. A motion to amend an amendment is permissible and is called a secondary motion.
3. A Motion to Defer Action or Table
 - a. When Classis deems it advisable, it may decide to table a motion temporarily. Tabling a motion implies that the assembly will resume consideration on the motion at a later hour or date.
 - b. If a matter has been deferred to a definite time and Classis is at that time busy with an undecided question, Classis need not be disturbed or interrupted in its work by the consideration of postponed matters, if these can wait until the question before Classis has been decided.
 - c. If Classis prefers not to take action regarding a matter, it may adopt a motion to withhold action.
4. Objections to the Consideration of a Motion: If any member is not satisfied with the ruling of the chair, the matter is referred to Classis for decision.
5. Right to Protest: It is the right of any member to protest against any decision of Classis. Protests should be registered

- immediately, or during the session in which the matter concerned was acted upon. Protests must be registered individually and not in groups. Members may, if they feel the need, ask to have their negative vote recorded. Such requests must be made immediately after the vote is taken.
6. Call for a Division of the Question: At the request of one or more members of Classis, a motion consisting of more than one part must be divided and voted upon separately, unless Classis decided that this is not necessary.
 7. Motions to Bring Matters Once Decided Again Before Classis: If any member of Classis for weighty reasons desires reconsideration of a matter once decided, the following course may be pursued:
 - a. At the current meeting: A motion may be offered to reconsider the matter. The purpose of this motion is to propose a new discussion and a new vote. A motion may be made to rescind a previous decision. The purpose of this motion is to annul or reverse such a previous decision. (Rescinding applies to decisions taken by the Classis in session; it does not apply to decisions taken by previous Classis).
 - b. At a succeeding Classis may alter the stand of a previous Classis; it may reach a conclusion which is at variance with a conclusion reached by an earlier Classis. In such cases the most recent decision invalidates all previous decisions in conflict with it.
 8. Discussion
 - a. To obtain the floor a speaker must be recognized by the chair.
 - b. The chair shall intervene if a speaker becomes unnecessarily lengthy or fails to adhere to the point under discussion
 - c. 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.
 - d. When the chairman believes that a motion under consideration has been debated sufficiently, he may propose cessation of debate. If a majority of Classis sustains his proposal, discussion shall cease and the vote shall be taken.

- e. Any member of Classis, when he deems a matter to have been debated sufficiently may move to close the discussion. Should a majority be in favor, the vote shall be taken without further discussion.
 - f. In unusual or delicate situations, Classis reserves the right to go into executive session.
9. Voting
- a. The various methods of voting are:
 - i. Voice vote. This is the ordinary method of voting.
 - ii. Raising of hands: whenever the chair is unable to determine from the voice vote which opinion has prevailed, or if the chairman's (CHANGE TO CHAIR) judgment is questioned by any member of Classis, the chairman shall ask the members to vote by show of hands.
 - iii. Ballot: Classis must vote by ballot in the election of persons; and, if Classis so decides, in delicate cases of discipline and other matters of a critical nature and of great importance. In the election of persons, two free elections shall take place if necessary. In case of a tie, the lot shall be cast after prayer.
10. Rules of Procedure: These Rules of Procedure may be suspended, amended, revised, or abrogated by a majority vote of Classis after being ratified by the following meeting of CQ.

ADDENDUM: We follow the denominational travel policy. It can be found at www.crcna.org.