

Rules of Procedure

For

Classis Quinte

of the

Christian Reformed Church

January, 2026

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VISION, MISSION AND PURPOSE

A. Classis Quinte Vision Statement

Guided by Scripture, the Confessions, and the Church Order, Classis Quinte is a healthy network of Christian Reformed churches supporting each other and collaborating in gospel ministry.

B. Classis Quinte Mission Statement

Classis Quinte is a family of Christian Reformed churches located between Pickering and Kingston, Ontario, Canada. It provides governance for the member churches; networking for and between member churches in the areas of worship, outreach, service, fellowship and discipleship; and networking for the shared ministries and opportunities in our region.

C. The Purpose of Classis Quinte

The purpose of Classis Quinte is to support, equip, and encourage our churches in the ministries to which God has called us.

II. THE MINISTRIES OF CLASSIS

A. CLASSIS INTERIM COMMITTEE (CIC) -- The CIC shall function as the Board of Directors for Classis Quinte (CQ) as set out in the bylaws of CQ Section 13. The following mandate and procedures are meant to more fully describe and clarify that role within CQ

1. The purpose of the CIC is to assist CQ in enabling the local church and collaborative classical ministries in three ministry areas (Outreach, Discipleship, Service). 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. Initiates 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 three ministry teams

- e. Receives reports of all classical ministries and provides accountability and resources for them
 - f. Plans the ministry networking portion of the classical agenda based on needs expressed by the congregations
 - g. Sets the budget proposal for classis
(See Budget Process Below D)
2. Performs all duties which classis entrusts to it and all matters which require action between meetings of classis.
 3. Supervises the work of the classis stated clerk, treasurer, and other appointed positions.
 4. Serves CQ as nominating committee. It shall propose names for all classical elections, except for delegates to synod. 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. Decides 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.

B. CLASSIS INTERIM COMMITTEE EXECUTIVE

1. Performs a guiding and administrative function for the CIC. It facilitates the administration tasks of the CIC.
2. Consists of a chair, clerk of CQ, and vice-chair, to be affirmed with the annual elections (CQ Rules of Procedures II. A.C.2.)
3. Meets as needed and as much as possible conducts its work electronically.
4. Sets agenda for CIC

C. CIC MEMBERSHIP

1. The CIC will have the following members: the executive, one liaison from each of the ministry areas, and the CQ delegate to the Council of Delegates.
2. CIC members will be (re)elected annually by CQ as outlined in Bylaw 13.2.
3. The CIC will put forth a slate of Directors and shall solicit nominations from classis. All new nominees must have a letter of recommendation and support from their church council.
4. Stated clerk and treasurer of CQ are ex-officio members.

D. CLASSIS QUINTE BUDGET PROCESS

1. Classis Quinte uses the same formula for calculating members as that of the Denomination; as shown in the most recent CRCNA yearbook publication at the time the classis budget is set.
2. The treasurer contacts all the ministries CQ supports through the CIC ministry representative, requesting they submit a copy of their current budget, financial statement and budget requests with grounds for the next CQ budget by June 1. (The treasurer needs to follow up until all the documents are submitted.)
3. The treasurer compiles these numbers which CIC uses to develop a proposed budget.
4. The CIC Liaison will notify any ministries for which the CIC does not support their budget request. Such ministries may address their budget requests at CQ meetings.
5. The proposed budget will be sent to all the churches with the September CQ agenda.
6. The proposed budget is presented to CQ at its September meeting, discussed and voted on. This becomes the operating budget for the following year.
7. In early October, the treasurer sends a communication to all the churches which includes the budget, membership numbers, their remittance amounts, and a cover letter which includes when the last remittance for the current year is due.

8. Regarding overages in the Classis Reserve Funds:
The Classis Reserve is capped at 95,000.
Overages of 10,000 or more can be allocated to either Missional Development or Ministry Leadership reserve funds or be used to reduce the budgeted amount needed in the following year.
The Missional Development Fund Reserve is capped at 100,000
The Ministerial Leadership Fund is capped at 100,000.
If either of these reserve funds go over their cap, the overall Classis budget for the following year will be reduced by the amount over. The distribution of finances when overages are realized in capped funds will be approved by classis.

E. 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. Examples include but are not limited to:
 - a. Conflicting financial interests.
 - b. Use of confidential information for personal/ministry gain.
 - c. Unauthorized disclosure of confidential information.
 - d. Use of classis time and facilities for personal purpose, or other activities.
 - e. 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.

F. SERVICE MINISTRIES

1. Classis Safe Church Ministry
 - a. Classis Safe Church Ministry Team

Classis Quinte Safe Church Ministry Team will be facilitated by the Classis Safe Church Ministry Coordinator

b. Role of the Safe Church Team

- i. Provide support, encouragement, and accountability to congregational safe church leaders in their work of equipping their congregation in abuse awareness, prevention, and response.
- ii. Offer educational opportunities for congregational safe church leaders, and the broader church.
- iii. Help ensure that churches respond appropriately when abuse is disclosed, and are able to offer the Advisory Panel Process when a church leader has been accused of abuse. (See appendices for more information on the role of the Safe Church Ministry Team, including the Advisory Panel process)

c. Safe Church Ministry Coordinator

Classis Quinte shall retain a Safe Church Ministry Coordinator to assist Classis Quinte in establishing and working in partnership with, an effective and sustainable safe church team, whereby each church will be educated and equipped in abuse awareness, prevention and response.

(See Appendix #1 for further information on the role of the Classis Safe Church Ministry Coordinator)

2. Classis Quinte Disability Concerns

Classis Quinte will appoint a volunteer representative to work with Disability Concerns to champion the full inclusion of those with disabilities within church congregations of Classis Quinte.

3. Diaconal Ministries Canada

Diaconal Ministries Canada is a partner agency of the Christian Reformed Church in North American (CRCNA) that promotes diaconal work in Canada. Classis Quinte shall maintain a relationship with Diaconal Ministries Canada and shall assist, when necessary, in providing a diaconal coach for Classis Quinte.

4. World Renew, formerly known as CRWRC, is the relief and development arm of the Christian Reformed Church. World Renew reaches out in God's name to people, both in North America and around the world, who are struggling with poverty, hunger, disaster and injustice to help them find lasting ways to improve their lives. Classis Quinte shall continue to partner with World Renew by supplying board members and regional advocates as appropriate:

G. OUTREACH MINISTRIES

1. Classis Quinte Home Missions Committee [CQHMC]

The CQHMC is a standing committee of CQ and shall abide by the rules and procedures of CQ. The Mission of the CQHMC is to encourage and empower the church of CQ in their task to fulfil the integration of the Great Commandment and the Great Commission for the purpose of developing disciples. See appendix 2 for the mandate of the CQHMC.

2. **Kingston Campus Committee** (operating as Momentum Campus Ministries or Geneva house) strives to equip university and college campus leaders around Ontario with the tools, programs, knowledge and skills they need to use their gifts and impact others. See appendix 3 for the mandate of the Kingston Campus Ministries.

3. **Ministry to Seafarers (M2S), Montreal:** Regardless of race, religion, gender or rank, M2S seeks to show Jesus' love by caring for the physical, emotional, spiritual needs of seafarers, as well as seeking justice. This is done through ship visiting, advocacy and hospitality. See appendix 4 for the mandate of the Ministry to Seafarers.

4. **The CRC Indigenous Ministry** is made up of a national committee (Canadian Indigenous Ministry Committee), three Urban Indigenous Ministries, and a Senior Leader for Indigenous Justice

and Reconciliation, each using their strengths to support healing and reconciliation between Indigenous peoples and non-Indigenous people in Canada.

5. **ReFrame Ministries:** Reframe’s vision is that the lives and worldviews of all people around the globe will be transformed by God’s gospel message. Relying on the guidance of the Holy Spirit, Reframe creates contextual media resources that proclaim the gospel, disciple believers, and strengthen the church throughout the world in 10 major languages.

6. **Resonate Global Mission** seeks to amplify the good news through churches, neighbourhoods, and communities around the world. We do this by planting churches and supporting ministry in North America as well as sending missionaries around the globe to share the good news. Your church partners with Resonate as you join God’s mission in your own neighbourhood and around the world.

H. DISCIPLESHIP MINISTRIES

1. **Classis Quinte Ministerial Leadership Team (CQMLT)**

Classis Quinte shall appoint this team to help it find and support candidates who hope to enter ordained ministry in the Christian Reformed Church. (See the Mandate in Appendix #5.)

2. **Educational Institutions**

Classis Quinte shall maintain a relationship with the following institutions, and supply Board members as appropriate to:

- a. Calvin Theological Seminary
- b. Calvin University
- c. Redeemer University

3. **Youth Champion**

Classis Quinte shall appoint a Youth Champion who will serve as a resource and encourager for the congregations and their youth leaders through Classis Quinte. This is a volunteer position with expenses covered.

4. **Young Adult Conference**

Classis Quinte supports and oversees this conference.

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 on the Classis Quinte website.
4. All matters of business shall be placed on the classical agenda which shall be sent 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 send 3 delegates to classis meetings: a minister or commissioned pastor, elder and a deacon. 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. 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 classis board, contract staff (Clerk, Bookkeeper and Safe Church Coordinator) shall be reimbursed for travel to meeting according to the set rate. Classis delegates shall be reimbursed by their Church for travel to meetings.
12. Travel expenses will be reimbursed at a rate equal to CRA's posted per km travel rate for the year
13. An honorarium plus mileage may be paid out to those making a presentation to classis during the ministry networking. Presenters representing an agency do not receive an honorarium.

B. Officers of the Meeting of Classis and Their Duties

1. The officers of each classis meeting 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 Interim Committee. The vice-chair of the previous meeting shall function as the chair of the next.
3. The assembly shall appoint its officers when one or more ministers scheduled to serve as officers are absent.
4. 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 and that the members observe the rules of order and decorum.
 - 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 challenge to the chair, 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. The chair may vote if by doing so a tie is 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.

5. 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 or upon a challenge to the chair, assume all the duties and privileges of the chair.
- c. Arrange for devotions and prayer during the meeting.

6. The Stated Clerk

- a. The stated clerk is hired as an independent contractor by the CIC to perform all the duties of the clerk and is paid a stipend as approved by classis in the yearly budget process.
An alternate clerk shall be chosen and approved by the CIC.
The alternate clerk shall assume the duties of office when the stated clerk is incapacitated, and is an unpaid position unless they assume the responsibilities on a permanent basis
- b. Shall with the Classical Interim 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.
- c. Shall give proper notification of each meeting of classis on the website
- d. Shall keep an exact record of the proceedings of classis.
- e. Is not required to read the minutes at each meeting of classis but shall send each council one copy.
- f. Shall conduct all correspondence of classis and give proper notification of assignments to all persons appointed by classis while absent.
- g. 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.
- h. Shall perform other administrative duties including those specified by the Office of the General Secretary of the denomination and those identified in the "Information for

Stated Clerks of Classes” sent out by the denominational offices.

- i. Shall report to the Classical Interim Committee between meetings of classis.
- j. Shall receive an annual honorarium set by classis from time to time, upon recommendation of the Classical Interim Committee.
- k. Shall maintain the webpage.
- l. Shall maintain all CQ files

C. The Treasury

1. The Treasurer
 - a. The treasurer is hired as an independent contractor by the CIC to perform all the duties of the treasurer and is paid a stipend as approved by classis in the yearly budget process. An alternate treasurer shall be chosen and approved by the CIC. The alternate treasurer shall assume the duties of office when the treasurer is incapacitated, and is an unpaid position unless they assume the responsibilities on a permanent basis
 - b. 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.)
 - c. 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.
 - d. Shall keep an accurate record of all funds received and disbursed.
 - e. 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.

- f. Shall give a report at each CIC meeting and prior to the September classis meeting present a PROPOSED BUDGET for input and recommendation by the CIC indicating the classical ministry shares for the next fiscal year.
 - g. Shall in October remind the councils that monies for the current year are due on or before January 12 of the following year.
 - h. 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 classis meeting.
 - i. Shall facilitate a complete audit to be done approximately every ten years or upon a permanent change of treasurer.
 - j. Shall perform such duties as are assigned by classis.
 - k. Shall receive an annual honorarium set by classis.
 - l. Shall pay remittances to the ministries as close to the quarter as possible, but not before the money is available.
 - m. Shall retain and store financial records for 10 years, after which time those records will be destroyed.
 - n. Shall be authorized to borrow from the general fund (if funds are available) to meet our obligations to the budget.
 - o. Shall fill out annual incorporation papers and registered charity report.
 - p. Shall follow the Internal Controls Procedure (Appendix 6)
2. 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.

D. 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, commissioned pastors, 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. Classis Quinte has the following committees:
 - i. Classis Quinte Home Missions Team
 - ii. Classis Quinte Ministry Leadership Team
 - iii. Classis Quinte Safe Church Team
 - b. Each standing committee shall render a written report at each regular meeting of classis.

- c. All member churches are responsible to provide insurance coverage for any of their members appointed, or delegated to any function or committee of Classis Quinte.
3. Advisory Committees
- a. Overtures and Appeals Committee:
 - i. The Committee shall be composed of two delegations from the churches, or six delegates to classis.
 - ii. The mandate of the Committee shall be to study the overtures sent by the councils of the member churches as received by the stated clerk.
 - iii. The Committee will discuss its report with the church or committee which submitted the overture to ensure both parties understand each other's position before submitting the report to the stated clerk.
 - iv. The Committee shall present a report and recommendation to the stated clerk at least two weeks prior to the meeting of Classis.
 - v. In the event of multiple overtures and appeals, additional committees will be struck.
 - b. Study Committees
 - i. 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.
 - ii. Organization and rules governing these ad hoc committees are the same as for the advisory committees.
 - c. Credentials Committee:
 - i. Credentials are the forms that each church's delegates must submit in advance via the website. This form will verify that the attendees are the duly appointed delegates from their church.

- ii. The Credentials Committee will arrange amongst themselves to meet prior to the classis meeting to ensure all credentials have been received and properly completed and that requests for advice or help from the churches noted on the credentials are brought to the attention of classis, along with recommendations on how best to advise or help the church and/or classis.
- iii. Should the committee still require a meeting at classis, a room can be arranged at a convenient time during the classis meeting.

E. Church Visiting

1. The classis shall be responsible for appointing persons to provide counsel to churches and to pastors. The classis shall appoint church visitors to visit each church in classis on a yearly basis. The classis shall appoint classical counselors to provide advice to any church in the process of calling a minister of the Word. The classis shall appoint regional pastors to support ministers of the Word and commissioned pastors.
2. The church visitors shall consist of one or more teams of officebearers chosen for their experience and counsel. Team composition shall include a minister of the Word and at least one other officebearer. Their task shall be to ascertain whether the officebearers of the church faithfully perform their duties, adhere to sound doctrine, observe the provisions of the Church Order, and promote the building up of the body of Christ and the extension of God's kingdom. Churches are free to call on the church visitors whenever serious challenges arise that would benefit from their advice. The church visitors shall provide classis a written report of their work. —Cf. Supplement, Article 42-b
3. Written reports are to be included in the agendas for classis meeting with the approval of the church's council. In the case of special visits, around sensitive issues, the church and visitor can choose to keep a report confidential.

F. 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 and deacon delegates shall also be chosen. In the event that no deacon delegate is found, a second elder delegate may be chosen.
2. All active ministers of classis shall be eligible for election.
3. Whenever possible, each council shall nominate one or more elders and deacons from its membership. Councils will be reminded to present elder and deacon nominations on the classical credentials.
4. Elder and deacon 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 chair will ask if there are any pastors who are unable or unwilling to attend that year's synod.
8. For voting procedures, see appendix

G. Representatives to Denominational Boards

1. Delegates to the Council of Delegates, 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 their 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.

H. Classical Preaching Appointments

1. Congregations without a minister may request two preaching appointments per month between September and May. Churches that have determined their primary minister is a part time position or have ordained clergy on staff, have a minister and do not qualify for pulpit supply.
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 CIC 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.

I. 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 CIC.
3. The CIC executive shall make the following arrangements:
 - a. assign a sermon text to the candidate and appoint two sermon critics.
 - b. appoint two examiners, one for Practica and one for Biblical and Theological Position.
 - c. 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 favourable, the candidate shall be asked to sign the Covenant of Office bearers; the chair shall present to the candidate a certificate of admittance to the ministry and shall speak appropriate words.

J. 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 CIC, 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 three years, 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
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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.

K. 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 chair, 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.
 - 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 meeting, 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 meeting. 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 chair believes that a motion under consideration has been debated sufficiently, they may propose cessation of debate. If a majority of classis sustains the 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 chair's judgment is questioned by any member of Classis, the chair 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.

Appendix #1: Classis Safe Church Ministry

Classis Safe Church Ministry Coordinator will play a valuable role in working in partnership with the Classis Safe Church Team to Educate and equip churches within Classis Quinte in abuse awareness, prevention and response.

Responsibilities and Duties:

1. Organize Classis –wide safe church ministry teams

- a. Recruit team members from congregations within classis to form a Classis Safe Church Team**(SCT)
- b. Facilitates meetings with SCT(approx.. 4 x year) to collaborate, encourage, equip and empower safe church congregational leaders within classis through educational support
- c. Establish and maintain contact with SCT, regularly updating them and providing them with Classis Quinte updates and minutes.
- d. Resourcing the SCT by connecting them with online Safe church ministry resources and educational opportunities as well as any other local resources that encourage further education related to abuse awareness, prevention and response.
- e. Oversee communication between the SCT and the congregational safe church ministry teams
 - to share provided resource materials,
 - to encourage continuity in abuse prevention awareness and promotions within the individual churches
 - to create awareness for whom to contact in cases of suspected abuse.
- f. Encourage and participate in the Advisory Panel Training, along with the SCT.

2. Develop a collaborative working relationship with Classis

Safe Church Coordinator will seek to develop a working relationship with classis by

- a. Regular attendance and reporting at classis meetings
- b. Between classis meetings, regular connection with Classis Stated Clerk to submit any written reports to the Classis Ministerial Committee prior to their meetings.

3. Connect with Safe Church Ministry (CRCNA)

Liaise with members of the Safe Church Ministry to receive resources, coaching calls or visits. Discussions will facilitate understanding of:

- Resources available, from within and outside of the CRC for promotion, equipping and training.
- Processes and goals for leading the team forward
- Situations and/or events affecting the ministry

Safe Church Ministry Team (SCT)

Classis Quinte safe church team will support safe church ministry within Classis Quinte by offering the following to churches:

- Accountability in measuring progress and effectiveness of safe church ministry. This involves maintaining the data requested by Synod 2018 that is gathered through the annual Yearbook survey and reported to synod each year.
- Regular connection and gathering of safe church leaders working at the congregational level. Gatherings are recommended 2x a year, either face-to-face or via Zoom video conferencing, which is available via Safe Church ministry.
- Classis Quinte SCT can coordinate, host, and or promote events, which may include multi-classis, national, or bi-national events to provide educational opportunities, training, and special events regarding issues surrounding abuse. Increased awareness about abuse provides a solid foundation for the work.

- Support and consultation in situations of abuse. It's best to have more than one person to discern the best path forward in these kinds of complicated and difficult situations, while also maintaining appropriate confidentiality.
- Advisory Panel Process training and the capacity to convene a panel when requested. It is the responsibility of the classis safe church team to ensure that there are people in the classis who have had training in the Advisory Panel Process so that it can be offered in situations of abuse involving a church leader.

Advisory Panel Process

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.

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 support the accuser through the panel process.

The team shall consist of individuals recommended by their church councils. Advisory panel team will consist of members from the Safe Church Ministry Team or elected individuals from within Classis Quinte congregations that have received training on the Advisory Panel Process. 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.

Appendice #2

Classis Quinte Home Missions Committee

- 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 6 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>	1-2	1
Zion, Oshawa		
Hebron, Whitby		
Hope Fellowship, Courtice		
Hope, Port Perry		
Lindsay		
<u>Central</u>	1-2	1
Discovery, Bowmanville		
Maranatha, Bowmanville		
Rehoboth, Bowmanville		
Grace, Cobourg		
Cephas, Peterborough		
Living Hope, Peterborough		
Fellowship, Brighton		
<u>East</u>	1-2	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) Resonate, CIC, and GENEVA FELLOWSHIP Momentum Campus Ministry (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.

F. 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.

Appendice #3

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 chair, 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.

Appendice # 4

Ministry to Seafarers

- a. The Board shall:
 - vi. Supervise the work of the Chaplain.
 - vii. Promote support for this ministry among the sponsoring churches.
 - viii. Chart new or additional policies for consideration by the participating classes.
 - ix. Prepare a budget and establish an annual ministry share.
 - x. Submit a written report to the regular meetings of each participating classis.
 - xi. Consult with the council of the calling church on the official relationship of the Chaplain to that church and its consistory.
 - xii. Inform the denominational stated clerk of the names and addresses of the members of the Board of Seaway Ministry to Seafarers Board 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.
7. Assets: The physical assets of this ministry are the joint property of the participating classes.

Appendice #5a

Classis Quinte Ministerial Leadership Team

1. Purpose

Help Classis Quinte find and support candidates who hope to enter ordained ministry in the Christian Reformed Church [CRC].

2. Membership

- a. The CQMLT is made up of four members who are appointed by classis during its January meeting.
- b. The members will serve a term of three years and can serve for two terms.
- c. The team will appoint its own chair and secretary.

3. Characteristics of the CQMLT members. Members of the CQMLT should have interests and skills in the following areas:

- a. Helping the Christian Reformed Church [CRC] find and encourage people who are interested in ministry.
- b. Helping people, with input from classis and/or the Synodical Candidacy Committee, prepare a plan of study that will allow them to become eligible for a call to ordained ministry.
- c. Helping classis provide financial support for training required for ministry in the CRC.
- d. Walking alongside students on the journey to ordination, offering support, advice, and encouragement along the way.

4. Tasks of the Classis Quinte Ministerial Leadership Team¹

- a. **Recruiting Students:** Encourage member congregations of classis to be pro-active in identifying possible candidates for ministry in the CRC and to offer resources to help people discern their calling.

¹ Adapted from page 12 in The Journey to Ordination in the CRC

- b. **Encouraging Students:** Offer resources to help people discern their calling to ministry and walk alongside students on the journey to ordination, offering support, advice, and encouragement along the way.
- c. **Accountability:** Interview those interested in ministry and work with them to prepare a Financial Plan as well as a Study Plan or Learning Covenant. Ensure that students have a mentor and are actively engaged in a congregation where they are receiving spiritual support.
- d. **Financial Support:** Recommend to classis that it provide financial resources to those preparing for ministry, at a level deemed appropriate by the CQMLT.
- e. **Communication with the Candidacy Committee:** Keep the Candidacy Committee updated when there are new potential candidates, pass along endorsements of potential candidates, notify the Candidacy Committee when there are changes in the study plan or learning covenant, and assist in tracking the student's progress toward meeting the requirements inherent in their Ministry Readiness Profile.
- f. **Celebration:** Assist the church that initiated the study/candidacy process, as well as Classis Quinte, in appropriately celebrating the progress of those preparing for ministry under its care, giving thanks to God for his provision of faithful and gifted leadership for his church.
- g. **Information & Consultation:** Provide information, consultation, and advice to the member congregations of Classis Quinte, Classis Quinte itself, and other interested parties regarding matters related to ministerial candidacy in the CRC.

5. **Four Routes to Ordained Ministry in the CRC and the involvement of the CQMLT.** There are four ways to enter ministry

in the CRC. The involvement of the CQMLT varies depending on which route is being pursued.

- a. **Minister of the Word through Article 6 of the CRC Church Order.**² This route involves getting an M.Div. from Calvin Theological Seminary (CTS) or from another seminary. In the latter case the seminary study must be supplemented with the Ecclesiastical Program for Ministry Candidacy (EPMC) program provided by CTS. Role of the CQMLT:
 - i. CQMLT will encourage member congregations of Classis Quinte to be pro-active in identifying possible candidates who feel called to ministry in the CRC.
 - ii. The CQMLT will work with the local congregation and the potential candidate to help them discern their suitability for ministry study.
 - iii. The CQMLT will gather information from the applicant, interview them, and send a Ministry Readiness Profile (the person's autobiography, their statement of faith, the recommendation from their council, the recommendation written by CQMLT on behalf of Classis Quinte, a plan of study, a financial plan, and the appointment of a mentor) to the Candidacy Committee via the Director of Candidacy.
 - iv. The CQMLT will seek funding from classis to support the student
 - v. The CQMLT will keep in regular contact with the student to encourage them and to monitor their progress

- b. **Minister of the Word through Article 7.**³ This article allows people to enter the ministry of the Word without an M.Div.,

² See pages 16-20 in The Journey to Ordination in the CRC

³ Idem, pages 21-25

because they qualify by their exceptional giftedness and a “native ability” to preach the word. These applicants are required to complete a Modified Ecclesiastical Program for Ministry Candidacy [MEPMC] supervised by the Candidacy Committee.

Role of the CQMLT:

- i. These cases will only come to the CQMLT after the interested party has been in discussion with the Candidacy Committee, has been interviewed by the council of the church in which they would like to be ordained, and the council has sent its recommendation along with their application to the CQMLT.
- ii. CQMLT will then interview the person and together with them prepare a learning covenant. If this learning covenant involves a lot of study, the CQMLT may seek appropriate financial support for this study from Classis Quinte.
- iii. Finally, the CQMLT will complete a classis recommendation form and send it to the Candidacy Committee via the Director of Candidacy, along with the applicant’s ministry readiness profile (their autobiography, their personal faith statement, their application to Council, Council’s recommendation, the learning covenant, and their financial plan).
- iv. From here on, the involvement of the CQMLT is limited to occasional encouragement of the applicant, especially if the learning covenant involves a lot of study.

- c. **Ministry of the Word through Article 8.**⁴ This route allows ministers who were ordained in denominations other than the CRC or the RCA to seek ordination in the CRC. When an applicant chooses this route to ordained ministry in the CRC they must have a local CRC church that is willing to support the application, usually because it is interested in calling the applicant. The rules are strict for Article 8, and the interested Council must justify going outside the CRC because of a particular need.⁵

Role of the CQMLT:

- i. The process begins with a discussion between the applicant and the Candidacy Committee, and then also includes the Classis. The criteria for Article 8⁶ must be met by the applicant and the Council to the satisfaction of the Candidacy Committee and the CQMLT.
- ii. The CQMLT will be involved, on behalf of Classis, with the Candidacy Committee and the applicant in drawing up a learning covenant (including the MEMPC or something like it) that ensures that the applicant's theological training is similar to that of a ministry candidate through Article 6. This will involve an interview of the applicant with the CQMLT.
- iii. If all indications are positive, the CQMLT with the help of the applicant, will put together a ministry readiness profile (autobiography, personal faith statement, application from the Council, a Classis Endorsement, the justification for going outside the CRC, a financial plan, a criminal background check, a psychological

⁴ Idem, pages 26-31

⁵ Idem, page 26

⁶ Idem, pages 26-31

report, and other items in the Article 8 Checklist found on the crcna.org/candidacy website).

- iv. The CQMLT will help the applicant find a mentor.
 - v. When the applicant completes this affiliation process, the Council and the mentor will submit endorsements of the applicant to the CQMLT which passes this on to the Candidacy Committee who takes over from there.
- d. **Commissioned Pastor through Article 23.**⁷ This is intended as a flexible and very local entry into ministry. Commissioned pastor is an umbrella term for a variety of ministry positions, including evangelist, chaplain, pastor of outreach, of youth, of education, of worship, and of congregational life. Ordination into this office arises out of a specific, usually local, ministry context, and the skills required will be tailored to the ministry intended. The ministry in question draws up a job description, which must be approved by Classis Quinte and representatives of three other classes (synodical deputies).

Role of the CQMLT:

- i. If the approval of the plan to ordain is conditional on a learning plan, the CQMLT will consider encouraging Classis Quinte to provide financial assistance.

⁷ Idem, pages 32-33

Appendix 5b:

Classis Quinte Guidelines for the Repayment of Student Loans

The following are the guidelines for the repayment of loans by students pursuing ordination to the ministry of the Word in the CRCNA who have been supported by Classis Quinte. The Classis Quinte Ministerial Leadership Team (CQMLT) may override these guidelines in particular cases if they judge there are extenuating circumstances. In very exceptional cases, the CQMLT may forgive loans, in whole or in part, with the concurrence of Classis Quinte.

All financial assistance shall be in the form of interest-free, forgivable loans.

1. For students who withdraw from the candidacy program before completion: repayment of the loan will commence six months after such withdrawal. Such loans must be paid in monthly installments and paid in full within five years of the initial payment. If study in a candidacy program is interrupted before it is completed, because the candidate is involved in ministry in the CRCNA, the CQMLT may recommend that the candidate be given a grace period before the repayment period begins. Such a recommendation will be reviewed annually and will not normally continue beyond two years.
2. For candidates who become ordained into ministry within the CRCNA:
 - a. No repayment of the loan is expected while they are serving in ministry.
 - b. 20% of the total amount of the loan will be forgiven annually.
 - c. The loan will be completely forgiven after five years of ministry.
3. For candidates who are called to a part-time position in an established congregation: the loan will be forgiven on a prorated basis determined by the percentage of position worked. (For example, a person serving in a 50% position would be forgiven half of their loan in five years and all of their loan in 10 years.)
4. For those who are called to a part-time position in a church plant: the CQMLT will assess circumstances such as additional part-time work required to undertake the ministry and the level of support being received in order to determine the number of years of ministry required to consider the loan forgiven.
5. For candidates who complete the candidacy program, but who do not receive a call to ordained ministry within the CRCNA, or to another church in ecclesiastical fellowship, within the time prescribed by synod:
 - a. The total amount of the loan must be repaid in monthly payments starting on the day the time prescribed by synod ends.
 - b. It must be repaid in full within five years after the initial payment.
 - c. The CQMLT will initiate a discussion with the candidate to discuss possible extenuating circumstances before the date on which the repayment of the loan is expected to begin.

APPENDIX 6 INTERNAL CONTROLS POLICY

Role of the Treasurer (III Governance, Treasurer 9.o.)

Internal Control Procedures

1. Bank statements and bank reconciliations provided 3 times per year at CMC CIC meetings to Chair and Vice for review and signature.
2. Cheques will be prepared by the Treasurer but signed by the Clerk or other member of the CMC CIC
3. All incoming cheques are stamped “for deposit only” upon receipt.
4. Financial Reports are presented 3 times per year to CMC CIC in March, June & November as well at Classis meetings in January, May & September
5. For review purposes only, online access to the bank account is granted to the Classis Treasurer. No payments or transfers can be made, for information purposes only.
6. Disbursements will be paid upon proper authorization received from the CMC CIC.
 - Classical expenses that are reimbursed expenses need to have receipts turned in; the exception to this is mileage which is paid at the CRA approved rate.
 - Grants will be paid on a quarterly basis as per the budget.
 - Missional Development funds will be paid out upon notification to the treasurer by the CMC CIC member who liaises with the Home Missions Committee
 - Scholarships will be paid out upon notification to the treasurer by the CMC CIC member who liaises with the Ministerial Leadership Team
 - Any other expenses (budgeted or otherwise) will be paid out with the approval of the CMC CIC
 - Stipends paid according to the approved budget.

7. Summary statements sent out to churches for the activity for the year.

8. Annual review of the financial statements by an independent CPA firm.

Appendix #7 – Voting Procedures for Synodical Delegates

Synodical Delegates Election Process

Step #1 Nominations through Credentials, prior to the January Classis Meeting

- All councils of Classis Quinte are encouraged so submit nominations for elder and deacon delegates via their credentials.
- An endorsement from the church council is to be included along with a brief biography (paragraph) introducing and describing the nominee.
- Commissioned Pastors who are not serving as a solo pastor may be nominated as elder delegates.
- If an Ordained Pastor (Minister of the Word or Commissioned Pastor serving as a solo pastor of a congregation) is unable to attend synod, this information is to be shared via the credentials. The Credentials Committee will advise classis as to whether or not the pastor will be eligible.

Step #2 Voting of Elder and Deacon Delegates

- Additional nominations for elder and deacon delegates will be received from the floor, with endorsement from the church council.
- If there are no deacon nominations, two elders may be selected.

- If there are more than three nominations for each position, the process of Step #3 below will be followed.
- Voting for elder and deacon delegates will be by paper ballot.
- Any nominees not selected will be eligible to fill the role of Fourth Delegate.

Step #3 Voting of Pastor Delegate

- Round 1: A list of all eligible pastors will be presented to Classis, noting those who have served as delegates the past two years. Voting will be done by paper ballot.
- The three pastors who receive the most votes will move on to round 2 (In the case of a tie for the third highest vote count, four names will proceed to round 2).
- Round 2: The three (or four) names will be presented to Classis and a vote, by paper ballot will be held. If no one receives 50% plus 1, the top two names will be presented for a final vote. In the event of a tie, the decision will be made by lot, completed by the chairperson of Classis.

Step #4 Voting for Fourth Delegate

Voting for the Fourth Delegate will proceed in the same manner as Step #3 with the addition of the remaining elder and deacon nominations being added to the list of pastors.

Step #5 Alternates for Elder, Deacon, and Pastor

- The elder and deacon alternates will be selected from the remaining elder and deacon nominations, either by acclamation or by paper ballot.
- The pastor receiving the second highest vote count under Step 4 will be the pastor alternate and the person receiving the third highest vote count (pastor or elder/deacon) will be the alternate for the fourth delegate.