



## CLASSIS ONTARIO SOUTHWEST RULES OF ORDER & GOVERNANCE MANUAL

**MISSION:** *To catalyze and encourage a movement of CRC churches that proactively advance the great commission in south-western Ontario.*

### VISION STATEMENT OF CLASSIS ONTARIO SOUTHWEST

As Congregations helping each other to fulfill our **Calling** to **Serve** God we are:

**R**eforming ..... Celebrating our Reformed heritage and history

**E**quipping ..... Preparing church members to develop and use their God given gifts

**F**ellowshipping .... Meeting, sharing and praying for ministry joys, concerns and needs

**O**beying ..... Holding one another accountable as we fulfill Christ's commands

**R**esponding ..... Transforming the world by responding to needs locally and far away

**M**inistering ..... Carrying the name of Christ through word and action

**E**xtending ..... Caring for and welcoming the lost into our congregations

**D**iversifying ..... Through ethnic and cultural variety we show oneness in Christ

May 27, 2025 – Revised and Approved

**CLASSIS ONTARIO SOUTHWEST  
OF THE CHRISTIAN REFORMED CHURCH  
IN NORTH AMERICA  
RULES OF PROCEDURES & GOVERNANCE MANUAL  
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**CLASSIS ONTARIO SOUTHWEST  
OF THE CHRISTIAN REFORMED CHURCH  
IN NORTH AMERICA  
RULES OF PROCEDURES**

**SECTION I: CONVENING AND CONSTITUTING CLASSIS MEETINGS:**

**A: General:**

Classis shall convene and be constituted as prescribed by the Church Order and the Rules of Procedure governing its meetings.

**B: Dates:** Classis meets normally on the 4<sup>th</sup> Tuesday of January, May and September, convening at **9.00 A.M.**

Special meetings may be held upon:

- 1: a decision of Classis.
- 2: a decision by the Classical Ministries Committee.
- 3: a request of five Church-Councils of Classis.

Presentations, Reports, Overtures, and any correspondence to be included in any Agenda of Classis must be received by the Clerk a minimum of 8 weeks prior to the scheduled meeting of Classis. Materials not received by the above deadline will be deferred until the next scheduled Classis meeting.

Requests to record (audio or video) Classis sessions must be received a minimum of 8 weeks in advance with justification and reasons stated.

**C: Delegates:**

- 1) Classis shall consist of three delegates from each Church, one minister, one elder and one deacon. When a Church is vacant or the minister is unable to attend, an elder may be delegated as a substitute. Emerging Churches are encouraged to send delegates to the meetings of Classis.
- 2) When each church is represented by a pastor, elder and deacon (or substitutes) all three may vote on classical matters but each church has only two votes on denominational items.
- 3) All regular delegates and employees of classis shall have the privilege of the floor upon recognition by the chairman.
- 4) Non-delegates shall have the privilege of the floor only upon permission of the assembly. When Classis is in session delegates may not withdraw themselves without the approval of the officers of Classis.
- 5) The sessions of Classis shall be open to all office-bearers of the churches of Classis Ontario Southwest.
- 6) Visitors and guests may attend the meeting during regular sessions only.

**D: Location:**

- 1) The location in which the Classical meeting is held shall be determined by invitation, or if no invitation has been received the Classical Ministries Committee shall arrange for a place to meet.
- 2) Classis shall reimburse the host-church for expenses incurred.

- 3) On occasion a Classis meeting may be held at a “retreat center”, especially if the agenda lends itself to workshops, education, visioning, etc.
- 4) For the purpose of training and fellowship, Classis may be arranged in clusters as “Families of Churches.”
- 5) Classis meetings shall be held in facilities with appropriate space and resources as outlined in Appendix A. The Classical Ministries Committee must insist that these standards be met by the host-church. (A local CRC could host a meeting in a place other than their own church-facility).
- 6) In order for a Classis sponsored event to be hosted by a church of Classis Ontario Southwest, that church must have a Safe Church Policy, and that policy will be used for the duration of the event.

#### **E: Opening:**

- 1) The Council of the host-church shall be responsible for the proper opening of the Classis meeting (cf. Appendix A).
- 2) The opening of Classis shall consist of
  - a. calling the meeting to order,
  - b. conducting meaningful devotions to provide an uplifting atmosphere,
  - c. receiving the Report of the Committee on Credentials,
  - d. declaring Classis to be constituted and transferring the chair to the chairperson of the day.

#### **F: Schedule:**

The meetings of Classis Ontario Southwest shall follow as much as feasible the following schedule:

8:30 A.M. – 9:00 A.M. Registration  
 9.00 A.M. - 12.30 P.M. Morning Session.  
 12.30 P.M. - 1.15 P.M. Dinner and Committee meetings.  
 1.15 P.M. – 5:00 P.M. Afternoon Session.  
 5.00 P.M. - 6.00 P.M. Suppertime (only if needed to complete the agenda).  
 6.00 P.M. - Evening Session (only if needed to complete the agenda).

### **SECTION II: OFFICERS OF CLASSIS**

- 1) The officers of classis shall be the chair, the vice-chair, and the stated clerk.
- 2) The ministers shall preside in rotation or a president may be elected from among the delegates; however, the same person shall not preside twice in succession. The vice-chair of the previous meeting shall ordinarily function as chair of the next meeting.
- 3) Only delegates may serve as chairperson or vice-chairperson.

#### **1. The Chairperson shall:**

- 1) See to it that the business is transacted in the proper order and expedited as much as possible and that the delegates observe the rules of order of classis and decorum.
- 2) Welcome the fraternal delegates and/or guests and visitors to Classis, respond to greetings received, or appoint members of Classis for this purpose.
- 3) Adhere to the time-schedule as listed in Section I-F as much as feasible. The Chair shall place before classis every motion that is made and seconded according to the rules of order of classis; the Chair shall clearly state the motion before a vote is taken.
- 4) Remain impartial on any pending question. In case the Chair feels the need to express himself/herself on a pending issue, the Chair shall relinquish the chair to the vice-chair while so

doing. He/she may speak while holding the chair to state matters of fact or to inform Classis regarding points of order.

- 5) Have, and duly exercise, the prerogative of declaring a motion or person out of order. In case the Chair's ruling is challenged it shall be submitted to Classis for decision by majority vote.
- 6) As a delegate to Classis, retain the right to vote on any matter and invariably votes when the vote is taken by ballot. In the case of an oral vote the chair does not avail its right to vote unless the vote is the deciding one. In case the vote is a tie and the chair abstains from voting the motion is lost.
- 7) Not preside in any matters of personal concern or regarding home church.
- 8) In case of a point of order make the ruling at once. This ruling may be reversed by a majority of Classis if any member is dissatisfied with the ruling of the Chair and appeals to the floor.
- 9) Close the meeting of Classis with prayer.

## **2. The Vice-Chair shall:**

- 1) In the absence of the chairperson the vice-chair assumes all its duties and responsibilities.
- 2) Render all possible assistance to the chair as circumstances may require.

## **SECTION III: OTHER CLASSICAL FUNCTIONARIES**

### **1 The Stated Clerk:**

#### **A. Term and Functioning of the Stated Clerk**

- a. Classis appoints a stated clerk for a term of three years. The stated clerk is eligible for re-appointment.
- b. An alternate is appointed for a similar term and officiates when the stated clerk is not available.
- c. The stated clerk will be an ex-officio member of the Classical Ministries Committee.

#### **B. Duties of the Stated Clerk.**

The Stated Clerk shall:

- a. Keep the files of Classis complete and in order, and keep the classical website updated.
- b. Announce the meetings of Classis to the churches and to all Classical Stated Clerks at least eight weeks prior to the meeting date.
- c. Compile and arrange the agenda and send it to the churches and the clerks of the neighbouring classes four weeks before the Classis meets.
- d. Notify the Synodical Deputies when their presence at Classis is required.
- e. Notify all concerned as soon as possible in case of a special meeting.
- f. Keep an exact record of the classical proceedings and decisions.
- g. Email a copy of the Agenda and Minutes of Classis meetings to each Church Council for local distribution. The minutes must be recorded in a way to make them meaningful to all Council members. Minutes of executive sessions shall not be included in the regular minutes.
- h. Keep an up-to-date record of committees and the tenure of office of classical functionaries.
- i. Keep a record of dates on which each church has been visited by the church-visitors. This record shall be made available to the church visitors.

- j. Arrange for pulpit-supplies for those churches in the classis, which do not have a regular or interim minister serving them. If the stated clerk is a full-time pastor of a church, this church shall receive pulpit supply on the Sunday following each Classis meeting.
- k. Conduct all correspondence of Classis.
- C. The Classical Ministries Committee shall review the transcribed minutes of the regular session as well as the executive sessions for correctness and report at each classical meeting.
- D. The Stated Clerk shall be remunerated for his services at an amount recommended by the Finance Committee and approved by Classis. The Finance Committee shall review the remuneration annually.

### **3. The Classical Treasurer:**

#### **A. Term and functioning of the Classical Treasurer:**

- a. Classis appoints a treasurer for the term of three years to administer its finances. The classical treasurer must be bonded (coverage in place via CRCNA). The classical treasurer is eligible for re-appointment.
- b. An alternate is appointed for a similar term and officiates when the treasurer is not available.
- c. The classical treasurer will be an ex-officio member of the Classical Finance Committee and the Classical Ministry Committee.

#### **B. Duties of the Classical Treasurer**

The Classical Treasurer shall:

- a. Be responsible for the full and accurate record keeping of all monies, including assets, liabilities, receipts and disbursements on behalf of Classis to include:
  - i. Record income and receipts.
    - 1. Deposit monies received into the proper bank account(s).
    - 2. Ensure that monies deposited are recorded into the proper Classis Funds
    - 3. Invest funds belonging to Classis as directed by Classis.
  - ii. Record fund disbursements.
    - 1. Issue and co-sign cheques (2 signatures required) on behalf of Classis.
    - 2. Ensure that all remuneration for service is for legitimate expenses incurred on behalf of Classis.
    - 3. Maintain Accounts Payable records.
  - iii. Prepare monthly bank reconciliations.
  - iv. Prepare Financial Statements and reports for inclusion in the Agenda of Classis as stipulated by Classis.
  - v. Prepare Budgets and Ministry Share.
    - 1. Notify the churches of Ministry Share requirements. Usually September meeting of Classis.
- b. In co-operation with the Officers of Classis, maintain all legal requirements for Incorporation and Charitable Status of Classis as outlined in the Articles of Incorporation and Canada Revenue Agency guidelines.
- c. Carry out such duties as directed from time to time by Classis.
- d. Maintain payroll records.

- C. An auditing firm shall annually audit the financial records of Classis, and these audited statements shall be presented to Classis at its annual meeting. The appointment of the auditor(s) shall be made at the annual meeting.
- D. The Treasurer shall be remunerated for services at an amount recommended by the Classis Finance Committee and approved by Classis. This remuneration shall be reviewed annually.
- E. In the absence of the Treasurer, these duties shall be performed by such delegate or appointee acceptable to the Classis.

#### **SECTION IV: MATTERS LEGALLY BEFORE CLASSIS:**

- A. Overtures, Requests and Communications from Church Councils of Classis Ontario Southwest. Councils desiring to bring any matter before Classis shall notify the stated clerk in writing, in sufficient time for the overture to become part of the agenda of the upcoming meeting of Classis.
- B. Appeals by individual members [see C.O. Art. 30] who have given notice of their intent to appeal, and have provided copies of the appeal to the Councils concerned, in sufficient time for the council to respond.
- C. Protests against classical decisions by individual members or Councils.
- D. Questions on the basis of Art. 41, C.O., which appear on the credentials.
- E. Written reports of advisory committees, standing committees, and classical delegates to various Denominational Boards and Committees.
  - a. All reports must be written and included in the mailed Agenda. Late reports will not be considered or accepted, other than by special motion and agreement by Classis.
  - b. Written Church-Visitors Reports are to be given to the stated clerk, and normally the reporter will confine his remarks to brief highlights.
  - c. All written reports are considered as read, and accepted for information. A representative should be available to answer questions, but will not read or highlight the report. If a report contains a recommendation or motion, the reporter should confine his remarks only to that motion
  - d. Representatives of C.R.C. Denominational Boards and Agencies may be allowed to address Classis meetings, subject to approval by the Classical Ministries Committee.
  - e. Classis will not ordinarily allow guest-speakers, representing para-church organizations. The Classical Ministries Committee may grant permission for them to set up display-tables on the premises.
  - f. All other urgent matters which Classis by majority vote declares acceptable.

#### **SECTION V: COMMITTEES:**

##### **A. CREDENTIAL COMMITTEE**

- 1. The delegates of two churches are appointed to serve as a Credentials Committee.
- 2. The Committee on Credentials & Instructions will:
  - a. receive the credentials,
  - b. confirm the delegates' attendance,
  - c. have first-time delegates sign the Covenant of Office Bearers

and report that all credentials and delegations are in good order, or, if not, will present appropriate motions or recommendations.

3. When churches ask for advice or assistance from Classis prepare appropriate motions or recommendations.

**B. ADVISORY COMMITTEES:**

1. All members of Classis shall be eligible to serve on advisory committees. Normally advisory committees shall serve only for the duration of Classis in order to facilitate the work of Classis. The Classical Ministries Committee shall appoint advisory committees before each Classis meeting. They shall be given sufficient time to perform their duties and where possible prior to the actual meeting of Classis.
2. Matters of discipline and instruction, as stated on the classical credentials, having been reviewed by the Advisory Committee, shall have precedence over any other matter on the Agenda of Classis and shall be dealt with as early as possible during the meeting of Classis.
3. Organization and rules governing these committees:
  - a) The first church (or person) named in the appointment shall function as chair and the second church named shall be its reporter.
  - b) The chair shall call the committee together, preside at its meeting, and attend to its proper function.
  - c) Any member of Classis may appear before any committee for the purpose of speaking to the committee about the matter referred to it. A committee has the right to seek the advice of any member of Classis.
  - d) The committee shall prepare properly written reports signed by the chair and the reporter of the committee, a copy shall be given to the chair of the meeting and the stated clerk for inclusion in the minutes. Where there is a minority report, both reports must be signed by the members who support it. Both reports shall be read to Classis
  - e) During debate the task of defending the report shall rest primarily upon the chair of the committee and the reporter. These shall have precedence over every other speaker and shall not be limited as to the number and length of their presentations. Other committee members shall be subject to the accepted rules for debate.
  - f) Recommendations by an advisory committee are to be considered main motions and all rules applying to main motions are applicable. Only on the following conditions may such recommendations be recommitted:
    - (i) If new facts, which were not at the disposal of the committee, have become available.
    - (ii) If Classis specifies the matters in which the report is faulty and specifies what changes must be made.
    - (iii) If the motion to re-commit is carried by a majority vote.
    - (iv) If the advice of the advisory committee conflicts with, or is substantially different from, the original request or overture, than the original request or overture will take precedence over the advice of the committee.

**C. STUDY COMMITTEES:**

1. These committees serve only for a limited period of time in order to study certain problems or issues for Classis and report to the designated classical meeting.
2. Organization and rules governing these committees are the same as for advisory committees.



**D. STANDING COMMITTEES:**

**1. GENERAL RULES:**

- a. All committees shall adhere strictly to the mandate given to them by Classis and adhere to all Classical Rules of Procedure.
- b. Normally elections for Committee memberships and appointments to Committees shall take place at the May meeting of Classis.
- c. The members of standing committees shall ordinarily serve a term of three years, and may serve a second term up to a total of six years. To ensure continuity, Classis shall regulate their term of service in such a way that one member retires each year, or, that at least one new member is chosen to the committee every year. Terms of service shall normally begin in September. A general alternate shall be chosen for a similar term. The alternate shall complete the term of the regular committee member in the event that term becomes vacant.
- d. Representatives of Classis serving on Denominational Boards or Committees shall serve their term according to Denominational Rules as set by the Board of Trustees of the Christian Reformed Church in North America.
- e. All committees shall keep accurate records of their transactions and report the same in writing to the CMC for action and/or approval. ***These reports shall be included in the Agenda for Classis for study by the Councils.*** Supplementary reports may be presented to Classis on matters that are dealt with after the deadline for the agenda, provided that such matters are kept to a minimum, and that sufficient copies are provided for all the delegates of Classis. One copy of the report shall be filed by the Stated Clerk.
- f. All reports must be submitted to the Stated Clerk for duplication using letter size paper.
- g. All committees are to submit their requests for ministry-share requirements to the Classical Finance Committee by July 1, to be in time for consideration by the CMC and the September meeting of Classis.

**2. CLASSICAL MINISTRY COMMITTEE (CMC)**

**A: Composition and Functioning of the CMC**

1. The Classical Ministry Committee shall be comprised of up to 11 persons including representation from:
  - Council of Delegates of the CRCNA
  - Classis Diaconal Committee
  - Campus Ministries, Ontario Southwest Committee
  - Classis Finance Committee
  - Classis Church Plant Team
  - Classis Safe Church Team
  - Classis Student Fund Committee
  - One elder, one deacon, & one pastor “at large”The Stated Clerk, the Classical Treasurer and Staff persons shall serve as “ex officio”
2. The CMC shall choose its own officers annually with incumbent officers eligible to be re-elected for two additional terms.
3. The CMC shall meet at least 3 times yearly and as needs necessitate.

**B: Mandate of the CMC**

1. The mandate of the CMC is to:
  - a) Nurture vision, planning and training within Classis
  - b) Co-ordinate and provide guidance and support for existing and new ministries of Classis
  - c) Be a Resource to local churches and the Classis
  - d) Link the work of Classis & local congregations with the plans of the denomination
  - e) Communicate and consult with the churches and the denomination.
2. The Classical Ministry Committee's tasks include:
  - a) Acting for Classis when matters must be decided before the next session.
  - b) Receiving reports and ministry plans from the committees of Classis to ensure that these reports are clear, concise, and complete; to present these to Classis so that Classis can efficiently, accurately, and comprehensively decide the issues presented by the committees.
  - c) Supervising and maintain the functions of Classis, including Pulpit Supply, Church Visitors, Church Counselors, Pastoral Ministries, and if necessary, appointing and assigning tasks to temporary committees before plenary sessions.
  - d) Assigning various numbers of churches/delegates to the advisory committees, as needed, according to workload. The Executive Committee has the option to assign churches within a small geographical area to an advisory committee. (If necessary and beneficial, these churches could meet prior to Classis to consider and prepare their report).
  - e) Making all the necessary assignments and appointments for the examination of candidates for ecclesiastical office and license to exhort.
  - f) Supervising nominations and elections following standard policies of Classis.
  - g) Supervising the work of the Classis Stated Clerk, and regular performance reviews of all classical staff persons.
  - h) Determining which churches will be grouped together for each church-visit team.
  - i) Reviewing, proposing, and administering procedural rules, regulations, and policies.
  - j) Preparing the Agenda for the meetings of Classis.
3. The CMC will provide a written report to Classis which will include the following items:
  - a) A list of work done by CMC including reports received, mail received, administrative decisions by CMC. This listed work will be organized according to the Mandate of the Committee.
  - b) A celebration of Ministry: a highlighting of ministry within the bounds of Classis. During this time ministry and Committee representatives may have the privilege of the floor and may make presentations to Classis.
  - c) A list of all recommendations that require decisions by Classis.

**3. CLASSIS FINANCE COMMITTEE (CFC)**

**A. Composition and Functioning of the CFC**

- 1) The Finance Committee shall consist of three members. A member's term is three years, which may be extended for one further three-year term for a maximum of six years.
- 2) The classical treasurer shall be ex-officio member of the CFC.

- 3) The Finance Committee shall appoint its chairman and secretary.
- 4) A member of the CFC must be a member of the Classical Ministry Committee and make regular reports to the CMC.

**A. Mandate of the CFC:**

The mandate of the CFC is:

- a) To review all financial reports of the classical ministries committees (e.g. Campus Ministry, Classical Youth Ministry Team, Classical Diaconal Committee, etc.). Year-end financial reports (as at December 31) are to be sent to the CFC by the following February 28, which in turn will submit a summary of these statements to be included in the May classis meeting agenda. Detailed reports will be available upon request.
- b) To present current reports at each Classis meeting and arrange for the treasurer's year-end financial reports (as at December 31) to be included in the following May classis meeting agenda, and a six-month report to be included with the September classis meeting agenda in order to give church councils time to review these reports before classis meetings.
- c) To review/analyze budgets and ministry share requests for the next calendar year of the classical ministries committees and effect amendments and/or corrections, as necessary, in cooperation with the respective ministry committees. These budgets and ministry share requests are to be sent to the CFC by July 1, which in turn will prepare and submit a coordinated "Classical Ministry Shares Request" to be included in the September classis meeting agenda.
- d) To assist the treasurer with preparing the Classical Expense Budget and ministry share request a summary of which is to be included in the coordinated "Classical Ministry Shares Request" outlined in 3 above.
- e) To assist the classical treasurer regarding the financial activities of classis.
- f) To review remuneration for the stated clerk and the treasurer of classis.

**3. CAMPUS MINISTRY, ONTARIO SOUTHWEST**

**A. Composition**

- a) Campus Ministry shall consist of the following members:
- b) 2 representatives from CRC churches in London.
- c) 2 representatives from Classis Ontario Southwest.
- d) 2 representatives as Members at Large.
- e) A Western University student (non-voting).
- f) A Fanshawe student (non-voting).
- g) the UWO campus chaplains (non-voting)
- h) the Fanshawe campus chaplain (non-voting)

**B. Functions of the Campus Ministry**

The members of the Campus Ministry shall serve in one of the following functions:

- a) Chair
- b) Secretary
- c) Treasurer
- d) CMC Liaison
- e) Staff support

- 1) Committee appointments will be confirmed annually by the CMC and will ordinarily last for a period of not more than 3 years. All committee members shall be committed to the Christian faith as confessed in the Reformed community, and ordinarily be a member of the CRC and shall be connected with the University/College and/or have a vital interest in the campus ministry.
- 2) Consistent with the concept of joint supervision, the Campus Ministry is accountable to Classis Ontario Southwest through the CMC, to the local Councils through their appointed representatives, and to Christian Reformed Home Missions through the Campus Ministry Director.
- 3) Copies of the minutes, progress reports and financial reports shall be provided to these agencies through their representatives.

**A. Mandate of the Campus Ministry**

The Campus Ministry is appointed to oversee and participate in the work of the campus ministry. Its relationship to the Campus Minister is comparable to that which exists between a Council and minister. The conduct and spiritual life of the Campus Minister shall remain under the supervision of the calling church.

The Campus Ministry Committee, in consultation and cooperation with the Church-Councils, the CMC and Christian Reformed Home Missions, shall:

- 1) Give immediate help, guidance, and prayerful support to the Campus Ministers, and encourage them in their ministry and in their continued education and spiritual growth.
- 2) Provide guidance and supervision to the campus ministries by assisting the Campus Ministers in setting annual goals and objectives, and preparing quarterly and annual progress reports.
- 3) Advise and assist in preparing quarterly financial reports and in giving an annual financial accounting and setting a budget for the ministries. An annual recommendation for a classical ministry-share shall be made to the CFC and CMC in time to be included in the agenda for the September meeting of Classis
- 4) Meet monthly during the academic season, and at the request of the chairperson or the Campus Ministers.
- 5) Provide assistance in ministry reviews and personnel assessments.
- 6) Approve the Campus Ministers' absence from the field.
- 7) Function as a search committee to seek a new Campus Minister to the ministry in consultation with Resonate, subject to directions from classis through the CMC.
- 8) Maintain a good public relationship with the sponsoring constituency of Classis Ontario Southwest.

**See appendix B for the CAMPUS MINISTRY VISION STATEMENT**

**4. CLASSIS STUDENT FUND COMMITTEE**

**Composition and Functioning of the Student Fund Committee**

The administration of this fund is entrusted to the Classical Ministry Committee (CMC). The CMC shall appoint a Student Fund Committee to administer this fund.

**A. Mandate**

The mandate of the Student Fund Committee is to be a generous Classis, promoting good theological education and funding, as fully as possible, the costs of education in order to lift the financial burden from those preparing to enter ministry.

1. The regulation of this fund is entrusted to a committee of a minimum of 4 members. They shall choose their own chairperson and secretary.
2. The treasurer of the Classis shall receive, disburse, and keep records of all monies in this fund.
3. Monies for this fund are to be raised through Ministry Shares as stipulated by Classis and through special gifts.

#### **B. ELIGIBILITY REQUIREMENTS**

1. Acceptance into an accredited seminary (with preference given to Calvin Theological Seminary). \*Those in programs other than M.Div. will be considered on a case specific basis.
  2. Minimally, a part-time course load (funded on a sliding scale ½ time student = 50% funding)
  3. A planned route to candidacy or other ministry service in the CRCNA.
  4. A disclosure of actual costs for tuition and books.
  5. Commitment to serve faithfully in the CRC.
- C. The interested parties, being informed, should then confer with their councils about their response to the call. The councils shall consider the reputation, character, godliness, and financial need of the applicant and send its recommendation to the committee.
- D. In emergency situations, the Student Fund Committee can contact the Classical Ministries Committee and request that a post-deadline application be considered for approval at the next Classis meeting.
- E. The applicant shall meet with the student fund committee for an interview and keep in regular contact with them regarding their progress. Normally, funding shall not extend beyond 5 years of study.

**See Governance Section for GRANT PROCEDURE**

#### **5. CLASSIS DIACONAL COMMITTEE (CCDC)**

##### **A. Composition and Functioning of the CDC**

- 1) All churches in Classis Ontario Southwest appoint one deacon to represent their church of CDC.
- 2) These churches appoint a small group of leaders that will carry out the purposes of CDC (known as the planning team).
- 3) The planning team shall appoint a chairperson, secretary, and Classical Ministries Committee representative to serve as Deacon at Large.
- 4) Diaconal Developers of Classis Ontario Southwest and Classis Ontario Southwest representative of World Renew will participate in the meetings of the planning team as non-voting members.

##### **B. Mandate of the CDC**

- 1) Stimulate support for Diaconal Ministries Canada.
- 2) Stimulate support for community ministries.

- 3) Communicate with Classis Ontario Southwest on a regular basis.
- 4) Communicate with Disability Concerns about shared ministries.
- 5) Encourage churches in Classis Ontario Southwest to regularly send deacon delegates for the three yearly classis meetings.
- 6) Encourage churches to appoint a deacon as delegate to synod.
- 7) Promote mutual learning opportunities, in particular as it relates to justice issues, causes of poverty and food insecurity.
- 8) Co-operate with Diaconal Ministries Canada to provide training for new deacons, and leadership roles.
- 9) Stimulate support for New Ground programs.
- 10) Select Classis Ontario Southwest deacon board representative on Diaconal Ministries Canada Board of Directors.

## **6. CLASSIS NOMINATING COMMITTEE (CNC)**

### **A. Composition and functioning of the CNC**

- 1) The committee shall consist of three members who are relatively well acquainted with the churches and ministries of classis.

### **B. Mandate of the CNC**

The Classis Nominating Committee shall:

- 1) Advise and assist the Stated Clerk in keeping an up-to-date record of all those who serve as members of Classical Committees, or as delegates to boards & agencies on behalf of Classis Ontario Southwest.
- 2) Keep record of all those who finish their terms, retire, resign, or for any other reason no longer serve their appointment.
- 3) Alert church councils of all present & anticipated vacancies, including elder and deacon delegates for Synod, in time for councils to consider and submit nominees.
- 4) Actively recruit nominees on the basis of giftedness, desire & availability.
- 5) Submit a complete integrated ballot of confirmed nominations for all up-coming vacancies to Classis at its May meeting. The ballot will include some brief biographical information about each nominee and a note regarding their suitability for the position.

**See Appendix C for Classis Nominating Committee Procedure.**

## **7. CLASSIS SAFE CHURCH TEAM (CSCT)**

### **A. Composition and functioning of the CSCT**

- 1) The membership of the Classical Safe Church Team (CSCT) includes one person designated from each Congregation and others who have specific gifts, experience and training to help the Team carry out its Mandate.
- 2) The CSCT is a group of representatives of member churches, commissioned by Classis Ontario Southwest to meet the objectives set out below.
- 3) The team is committed to ongoing training and prepared to respond to situations and/or allegations of abuse when requested.

### **A. Mandate of the CSCT**

The CSCT shall:

- 1) provide *education* to Pastors, Councils, Congregations, and Individuals of member churches about the dynamics of abuse.
- 2) be a *resource* for referrals to individuals and/or agencies for assistance.
- 3) form *Advisory Panels* to hear allegations of abuse by adult survivors against Church Leaders, when requested by Church Councils, and to provide a Report containing recommendations to Church Council (Church Leaders include pastors, chaplains, ordained and un-ordained staff, professional staff, paid and unpaid staff, council members, directors, superintendents, teachers, counselors, supervisors and all appointed volunteers)
- 4) provide *support* and pastoral care (both initial and ongoing) to victims and/or offenders of abuse as they undergo, for example, civil/criminal proceedings, family breakdown, the stress on relationships within the Church.

## **8. CLASSIS YOUTH MINISTRY TEAM (CYMT)**

### **A. Composition and Functioning of (CYMT)**

- 1) Members of the CYMT will have active membership in a Christian Reformed Church in Classis Ontario Southwest.
- 2) Members of the CYMT are appointed to a three-year term, renewable once, and staggered.
- 3) The team will consist of 6 members, including:
  - a. two members from each of the three "corners" of the geographical area (i.e., London, Sarnia, Chatham)
  - b. One pastor (if available)
  - c. one CMC representative
  - d. one youth leader, paid or volunteer
  - e. one student leader.
- 4) The CYMT will elect its own executive officers.
- 5) CYMT will keep a current account to cover expenses of CYMT (Mileage, etc.) Serve commissioning service, retreat, and training.
- 6) Classical treasurer will cover salary, housing, and salary expenses for any CYMT classical approved staff such as Classical Youth Ministry Consultant.
- 7) CYMT will oversee expenses for programs such as the classical youth retreat.

### **B. Mandate of CYMT:**

- 1) The mandate of CYMT is to help the churches of Classis Ontario Southwest develop healthy youth ministries. To achieve this, the CYMT will:
  - a. help churches develop, grow and revitalize their youth and young adult programs provide and point out opportunities for youth leader training and development
  - b. encourage churches to hold youth-oriented services and activities, and maintain a calendar of such events.
  - c. actively participate in the Ontario Youth Ministry Team

## **9. CLASSIS PRAYER MINISTRIES TEAM (CPMT)**

- The Prayer Ministries Team will represent the churches of classis (8-10 persons)
- This team will meet quarterly to engage and develop an ongoing prayer strategy for classis.
- There will be regular communication with CMC by report at CMC meetings.

- The Prayer Team will intentionally become a part of and engage in denominational structure for prayer using the prayer channel of the Network. Relevant information from this source will be shared to churches in classis.
- The team will connect to Dunamis resources and encourage involvement in prayer modules.
- The Team will create awareness and possible participation with GPS (Global Prayer Summit) when in Canada.
- Create and host a yearly Day of Prayer for the churches of Classis Ontario Southwest (a day of training, resourcing and practical applications of prayer.)
- The Prayer Team will create a space to share and receive prayer requests on behalf of Classis (a potential zoom call once a month for those interested in praying together).

*“You can certainly pray alone, but something beautiful happens when you can pray together.”*

*– Charles Kim*

## **SECTION VI. NOMINATIONS AND DELEGATION:**

### **A: Nominations and Elections:**

- 1) The Stated clerk shall, in consultation with Classis Nominating Committee, inform the Councils of elections that must take place as well as the various positions which need to be filled by the members of Classis.
- 2) Councils shall submit nominations to the Classical Nominating Committee (CCNC) in writing up to one week before Classis convenes. By way of exception nominations may be made from the floor of Classis.
- 3) Nominations of qualified persons shall only be made with the consent of the nominee.
- 4) The CCNC shall present all the names of the nominees to Classis on a printed sheet.

### **B: Delegations:**

- 1) Delegates to Synod:
  - a. The minister delegates to Synod shall be chosen at the January meeting of Classis in a free election.
  - b. Councils are asked to suggest names for elder and deacon delegates to Synod. Names may be added from the floor of Classis.
  - c. Each delegate shall have his or her own designated alternate.
  - d. Elder and deacon delegates are allowed to request reimbursement for their loss of income, capped at \$200 per day to a maximum of \$1,000 per event.
- 2) Delegates to Denominational Boards:
  - a. For Region #4: Classes Ontario Southwest, Hamilton, Huron and Niagara. Each Classis selects nominees for Denominational Boards when a position becomes vacant or a term expires.
  - b. The names of the nominees of each Classis in the Region are sent to the Executive Director of the Denomination, who in turn sends the appropriate names to each Board.
  - c. From the gross list of names submitted by the Region, each board prepares a slate of two nominees for each vacant position on the Board.
  - d. The slate of two nominees is returned to each Classis in the Region and a final vote is taken by the Classis.
- 3) Classis shall elect one member and an alternate to serve as classical representative on the Board of World Renew.



- 4) The terms of office of classical representatives or Board members shall be according to the rules set by these Boards.
- 5) Reports of Delegates: All delegates or representatives shall report in writing to Classis; their reports to be included in the agenda.
- 6) Delegates to Synod are expected to attend the May meeting of Classis and provide a summary report for the September meeting.

## **SECTION VII. CHURCH VISITORS**

- 1) Classis shall appoint at least one committee composed of two of the more experienced and competent office bearers, two ministers, or one minister and one elder, to visit all its churches once a year (C.O. Art. 42a)
- 2) The work of church visitation shall be divided between six visiting teams, three each for the East and West Regions, each shall consist of two office bearers and one alternate. The teams shall visit the churches as assigned by the Classical Ministries Committee.
- 3) Church Visitors shall function when called upon by a Council for Advice.
- 4) A written report shall be submitted to the meeting of Classis immediately following each visit made, for inclusion in the agenda of classis.
- 5) A duplicate report shall be submitted to the Council and the Stated Clerk in advance of reporting to the Classis meeting.

## **SECTION VIII. CLASSICAL PULPIT SUPPLY**

- 1) Churches without a minister may request pulpit supply, except during June, July and August. Classical Pulpit Supply will not be provided during Advent, or other significant Christian holidays, i.e. Easter Sunday, or Christmas Day. A classical appointment is for the morning service only.
- 2) A church that is served by an interim pastor, who is an ordained minister of the Word, will not be entitled to classical pulpit supply. A church that is served by a non-ordained interim pastor, will be entitled to receive one classical appointment per month.
- 3) Classical pulpit supplies shall be divided equally among non-vacant churches of Classis and shall normally be scheduled twice a month for the 2<sup>nd</sup> and 4<sup>th</sup> Sunday of the month.
- 4) When 5 or more Churches in Classis Ontario Southwest are vacant, pulpit supply shall be granted vacant churches at the rate of one Sunday per month. The Stated Clerk shall prepare the necessary schedules as soon as possible, and forward them to all Churches.
- 5) When a congregation has more than one ordained pastor, the departure of a pastor from a team ministry shall not qualify a church for pulpit supply.
- 6) Requests for Classical pulpit supplies must be made to the Classical Ministries Committee.
- 7) A Church shall reimburse a minister for his expenses as stipulated by Classis.
- 8) As much as possible assignments shall be made to keep travel reasonable.
- 9) Vacant Churches are to notify the ministers who are to fill their pulpits at least 3 weeks before the supply is scheduled, and submit an order of worship and all liturgical information necessary
- 10) In case of conflict of schedules, a mutual arrangement may be worked out well in advance between the vacant Church and the minister.
- 11) Churches whose ministers are delegated to Synod are entitled to request remuneration for one Sunday's services from the Classical Treasurer, equivalent to the amount set by classis.

- 12) A Church whose pastor has been assigned to fill a pulpit supply in a vacant church shall be reimbursed by that vacant Church, on a per service basis, in an amount equivalent to the amount set by Classis.

In addition, the vacant church shall reimburse the visiting pastor directly for his mileage, at the rate set by Classis.

## **SECTION IX. CLASSICAL EXAMS**

### **A: CANDIDATES TO THE MINISTRY**

- 1) As soon as a candidate has accepted a call to one of the churches of Classis, the Council of that church shall notify the Stated Clerk.
- 2) At the meeting of Classis, the candidate shall be examined according to the procedure adopted by Synod. (See Manual of Christian Reformed Church Government, Church Order, Art. 10).
- 3) Copies of the sermon on the text selected by the **Classical Ministries Committee** shall be sent to the two sermon critics, the delegates of Classis and to the Synodical Deputies, no later than 10 days before the date of the examination.
- 4) Classis shall be in executive session during all discussions regarding the candidate(s) and the examination, but not during any part of the examination proper.
- 5) When the candidate sustains the examination, the president shall present to the candidate a certificate of admittance to the ministry and shall speak appropriate words of congratulations.
- 6) The Stated Clerk shall send a copy of Rules for Procedure, section VIII A, to the candidate to be examined and all further information regarding the examination.

### **B: LICENSURE TO EXHORT**

- 1) When the need for exhorters is established, Classis may grant the right to exhort within the boundary of Classis Ontario Southwest to the following:
  - a. Seminary students not studying at Calvin Seminary, provided that they:
    - i. Intend to enter a Christian Reformed Ministry.
    - ii. Are members of the Christian Reformed Church.
    - iii. Have successfully completed one year of seminary work.
- 2) Members of the Christian Reformed Church not formally preparing for the ministry, providing that important reasons for granting licensure are established.
- 3) Applicants must present the following documents to Classis:
  - a. Recommendation from their Church Council.
  - b. Statement giving reason why licensure is sought.
  - c. Recommendation by the Seminary Faculty and transcript of seminary credits if applicable.
- 4) Applicants shall submit to an examination by the Classis, pre-arranged by the Classical Ministries Committee, in the following subjects:
  - a. Knowledge of the Holy Scriptures and Reformed Doctrine.
  - b. Christian Ethics.
  - c. Practica.
- 5) Each applicant shall deliver a sermon of about 10-15 minutes duration before Classis. Copies of the sermon shall be sent to the examiner at least 10 days before the examination.

- 6) Licensure shall be for one year, after which application for renewal may be made in writing. Classis may require a re-examination.
- 7) All licenses are to be renewed at the May Classis and applications to be sent to the Stated Clerk six weeks prior to that meeting. In addition, the exhorters shall:
- 8) By February the exhorters submit to the CMC a list with dates, texts and sermon titles they have preached since February of the previous year.
- 9) Provide a recommendation from their church council.
- 10) The CMC, on behalf of classis, reviews the recommendations from the churches with the documents provided, and based on them, presents recommendations to the May meeting of classis when renewal of licenses is discussed.

### **C. COMMISSIONED PASTORS:**

- 1) Before examining a person for the office of commissioned pastor, Classis, with the concurring advice of the Synodical deputies, will determine whether or not the position to which the person is being called fits the guidelines adopted by Synod 2001.
- 2) Commissioned Pastors shall be examined according to the procedure adopted by Synod (see Manual of Christian Reformed Church Government, Church Order article 23)
- 3) Where applicable, Copies of the sermon on the text selected by the **Classical Ministries Committee** shall be sent to the two sermon critics and the delegates of Classis no later than 10 days before the date of the examination.
- 4) Classis shall be in executive session during all discussions regarding the candidate(s) and the examination, but not during any part of the examination proper.
- 5) When the candidate sustains the examination, the president shall present to the candidate a classical certificate for commissioned pastor and shall speak appropriate words of congratulations.
- 6) The Stated Clerk shall send a copy of Rules for Procedure, section VIII C, to the candidate to be examined and all further information regarding the examination.

## **SECTION X. CLASSIS RULES OF ORDER**

### **A: A MAIN MOTION:**

is a motion that presents a certain subject to Classis for its consideration or action.

- 1) A main motion is acceptable under the following conditions:
  - a. If the mover has been recognized by the chair.
  - b. If the motion has been recognized as acceptable by the chair.
  - c. If, at the request of the chair, the motion has been presented in written form.
- 2) A main motion is not acceptable under the following conditions:
  - a. If it conflicts with the Church Order or is contrary to Scripture as interpreted in our Forms of Unity.
  - b. If another motion is before Classis or if it conflicts with any decision already made by Classis.
  - c. 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 disposal was made.

**B: A MOTION TO AMEND:**

Is a proposal to alter a main motion in language or in meaning before final action is taken on the motion.

- 1) A motion to amend may propose any of the following: to strike out, to insert, or to substitute certain words, phrases, sentences or paragraphs.
- 2) A motion to amend is not a proper amendment if it nullifies the main motion or is not relevant to it.
- 3) A motion to amend an amendment is permissible and is called a secondary motion.

**C: A MOTION TO DEFER ACTION:**

- 1) 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.
- 2) 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 disposed of.
- 3) If Classis prefers not to take action regarding a matter, it may adopt a motion to withhold action.

**D: OBJECTION TO THE CONSIDERATION OF A QUESTION:**

If any delegate is not satisfied with the ruling of the chair, the matter is referred to Classis' decision.

**E: RIGHT OF PROTEST:**

It is the right of any delegate to protest against any decision of Classis. Protests should be registered immediately, or during the session in which the matter concerned was acted upon. Protest must be registered individually and not in groups. Delegates may, if they feel the need, ask to have their negative vote recorded. Such request must be made immediately after the vote is taken.

**F: CALL FOR THE DIVISION OF A QUESTION:**

At the request of one or more delegates to Classis, a motion consisting of more than one part must be divided and voted upon separately, unless Classis decides that this is not necessary.

**G: MOTIONS TO BRING MATTERS ONCE DECIDED AGAIN BEFORE CLASSIS:**

If any delegate of Classis for weighty reasons desires reconsideration of a matter once decided, the following course may be pursued:

- 1) A motion may be offered to reconsider the matter. The purpose of this motion is to propose a discussion and a new vote.
- 2) A motion may be made to rescind a previous decision. The purpose of this motion is to annul or reverse such previous decision.  
(Rescinding applies to decisions taken by Classis in session; it does not apply to decisions taken by a previous Classis. A succeeding Classis may alter the stand of a previous Classis; it may reach a conclusion that 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).

**H: DISCUSSION:**

- 1) A speaker to obtain the floor must be recognized by the chair.
- 2) If a delegate having the floor should fail to adhere to the point under discussion or should become unnecessarily lengthy in his remarks, the president shall call his attention to these faults and insist on pointedness and brevity.

- 3) If any delegate has spoken twice on a pending issue, others who have not spoken twice shall ordinarily be given priority by the chair.
- 4) When the chair believes that a motion under consideration has been debated sufficiently, he may propose a cessation of debate. If a majority of Classis sustains his proposal, discussion shall cease and the vote shall be taken.
- 5) Any delegate of Classis, when he deems a matter to have been debated sufficiently, may move to close the discussion. Should a majority be in favour, the vote shall be taken without further discussion.
- 6) Elder delegates to Synod shall be granted the privilege of the floor during discussion on matters that are included in the Agenda for Synod.

## **I: VOTING:**

The various methods of voting are:

- 1) By Yeas and Nays. This is the ordinary method of voting.
- 2) By show of hands. Whenever the chair is unable to determine from the yeas and nays which opinion has prevailed, or if any member of Classis questions the chair's judgment, the chair shall ask the members to vote by show of hands.
- 3) By 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.

## **J: RULES OF PROCEDURE:**

These Rules of Procedure may be suspended, amended, revised, or abrogated by a majority vote of Classis.

## **SECTION XI. APPENDICES**

### **APPENDIX A: DUTIES AND RESPONSIBILITIES FOR HOST CHURCHES:**

Classis meetings shall be held in facilities that include: room allowing delegates to sit at tables, a sound system, good quality acoustics, space for visitors, rooms for committees, and resources such as computers and photocopiers for the delegates, committees, reporters and stated clerk. The Classical Ministry Committee must insist that these standards be met by the host church.

1. Before the meeting: Refreshments for delegates and visitors.
2. Set-up table to register all delegates and visitors, provide nametags.
3. Set-up table for reports and additional documents.
4. Set-up table and microphones for the executive.
5. Provide a balloting committee consisting of 3 or 4 people (non-delegates).
6. The Council of the host church shall be responsible for the proper opening of the Classis Meeting.
  - a. A member of host-church is to act as chairman pro-tem until classis is constituted.
  - b. The opening of Classis shall consist of calling the meeting to order at 9:00 AM, conducting devotions, receiving the report of the Committee on Credentials, declaring Classis to be constituted and transferring the chair to the chairman of the day.
7. Dinner and Committee meetings from 12:30 Noon till 1:15 P.M.
8. Designate rooms for committee meetings as required and a Prayer Room for the day.

9. An afternoon break is normally scheduled for 15 minutes at 3:00 P.M.
10. Supper time is at 5:00 P.M.-6:00 P.M.
11. After adjournment provide refreshments for the delegates before they leave.

#### **GENERAL POINTS:**

1. Speaker system with microphone for the chairman and the speakers.
2. Large table up front with electrical power bar for the executive.
3. Computer, projector, and screen are generally required for presentations. Wifi is appreciated, if available. Check with clerk.
4. Ballots for the Balloting Committee: Chalkboard to list nominees. Overhead is acceptable too.
5. For meals, usually 75-80 people attend the May and September classis and 100 at the January meeting, delegates, alternates and invited guests. All other visitors need to reimburse the host-church as determined by the Classical Finance Committee.
6. The classical treasurer will reimburse the host-church according to rates approved by the Classical Finance Committee. The host-church to inform the treasurer how many persons participated in the meals.

## **APPENDIX B: CAMPUS MINISTRY, ONTARIO SOUTHWEST VISION STATEMENT**

### **Campus Ministry Committee (Classis Ontario Southwest)**

#### **Vision Statement**

*The earth is the Lord's and all that is in it, the world and those who live in it. Ps.24:1*

#### **Vision**

Jesus Christ is Lord of the college and university campuses in southwestern Ontario and desires to be reconciled with all people and things there, so that the whole creation may praise Him as Lord.

#### **A. Purpose of Campus Ministry, Ontario Southwest**

To play a part in carrying out the mission of the Christian Reformed Church in the University of Western Ontario and Fanshawe College, in co-operation with Classis Ontario Southwest's CRC congregations and other Christian bodies by:

##### **1) Intellectual Engagement**

Declaring the Good News that Jesus Christ, the crucified, risen and ascended one, is Lord, inviting all to come to Him and become disciples supported by the Spirit and reconciling all things to God.

##### **2) Community Building:**

Working in their academic and creative pursuits, students, staff and faculty, who are disciples, are encouraged in their growth in the Faith, their involvement in sharing the Gospel, and the development of Christ-centered leadership in and beyond the Christian community.

##### **3) Pastoral Care:**

Engaging students, staff and faculty in discussions in order to assist them in developing their understanding of themselves and the world in the light of Christ's Lordship.

##### **4) Cultural Relevance:**

Loving and helping all academic neighbours, recognizing that words need deeds and deeds need to be explained, encouraging all to celebrate God's creative and renewing grace in the face of the prevailing cultures.

#### **B. Program & Strategy**

The Campus Ministry Committee will employ campus ministers to lead in carrying out its purpose. Because the Campus Ministry Committee sees sharing the life of Christ on the campus as an opportunity for students to grow in faithful living, thinking, and leading, much attention will be paid to developing communities of Christian students and their non-Christian friends; in this work the Campus Ministry Committee has a special responsibility to CRC students. Since the CRC, among Christian bodies, has a tradition of intellectual endeavour, this is to be shared in the universities and colleges. Encouraging disciples and would-be disciples always means engaging in communal worship of God. Ways will be found for university and college disciples to worship together with other Christians and from time to time on the campuses.

### **C. Committee Functions:**

The Campus Ministry Committee, in consultation and cooperation with the Church-Councils, the CMC and Christian Reformed Home Missions, shall:

- 1) Give immediate help, guidance, and prayerful support to the Campus Ministers, and encourage them in their ministry and in their continued education and spiritual growth.
- 2) Provide guidance and supervision to the campus ministries by assisting the Campus Ministers in setting annual goals and objectives, and preparing quarterly and annual progress reports.
- 3) Advise and assist in preparing quarterly financial reports and in giving an annual financial accounting and setting a budget for the ministries. An annual recommendation for a classical ministry-share shall be made to the CFC and CMC in time to be included in the agenda for the September meeting of Classis
- 4) Meet monthly during the academic season, and at the request of the chairperson or the Campus Ministers.
- 5) Provide assistance in ministry reviews and personnel assessments.
- 6) Approve the Campus Ministers' absence from the field.
- 7) Function as a search committee to seek a new Campus Minister to the ministry in consultation with Christian Reformed Home Missions, subject to directions from classis through the CMC.
- 8) Maintain a good public relationship with the sponsoring constituency of Classis Ontario Southwest.

### **D: Accountability:**

Consistent with the concept of joint supervision, the Campus Ministry Committee is accountable to Classis Ontario Southwest through the CMC, to the local Councils through their appointed representatives, and to Christian Reformed Home Missions through the Home Mission Regional Director.

The Campus Ministers are responsible to the calling church for matters of Doctrine and Life, to God who called them, to the denomination they serve, and to the Christian Reformed Campus Ministry Committee that oversees their work.

### **E. Job Description (Campus Minister)**

The aim of the Campus Ministry is to connect with the campus community and bear witness to the Lordship of Jesus Christ. In an aggressively secular and academic context, Campus Ministry seeks to build a strong Christian community of people who seek to serve Jesus in all of their lives. The campus minister serves as a team builder, resource person, pastor and teacher for the fostering of such community. Exemplifying a life of faith and obedience to Christ, the campus minister will seek to engage members of the university community, unchurched and church, and especially members of the Christian Reformed Church, in Christ's mission to the world, specifically the university and college world.

The four themes of ministry as expressed in the vision statement cannot be divided into four clear, measurable activities. Rather, the four themes (community building, pastoral care, intellectual engagement, cultural relevance) should pervade all the activities of ministry. The campus minister is called, therefore, to implement the vision statement through the following programs:

**1. Relational Engagement (this area will account for 2/3 to 3/4 of working time)**

- a. Following the living Christ, invite all persons to join in a Christian community, and work to build up that community by calling people to contribute their gifts to Christ's mission; help others recognize their gifts; develop leadership skills in the community; and help foster an environment in which all are welcome and accepted.
- b. Seek out, through various means, students, faculty and staff who are members of the Christian Reformed Church.
- c. Promote and encourage student social activities in order to build relationships of trust and support.
- d. Encourage and promote students to participate in the local church, particularly the CRC, and notably where ministries are underway for the university/college demography.
- e. Facilitate opportunities for worship on campus with other Christian groups.
- f. Facilitate the development of students' faith through organized group bible study, including discussion of the content and contemporary implications of a Reformed worldview; direct this education to whole-life discipleship; and take seriously the academic context of the ministry. Helping students to relate their faith creatively to their studies is central to this ministry.
- g. Seek out contact with students who may be attending university or college in the near future (i.e. visit high schools, etc.)
- h. Be conspicuously available on campus to students for pastoral care and for those who wish to talk with a campus minister about personal concerns, or Christian faith.

**2. Academic Engagement**

- a. Assist as an active participant or resource person with the setting up of conferences (e.g., Veritas Forum), workshops, and lectures with *ad hoc* and existing Christian groups (such as Inter Varsity Christian Fellowship).
- b. Be available for teaching from a Reformed Christian perspective in formal and informal settings.
- c. Write articles to encourage discussion in the college and university community.

**3. Program Support (the three areas will account for 1/4 to 1/3 of working time)**

**Administrative**

- a. Meet regularly with the Campus Ministry Committee to report on programs and interactions, and keep the committee informed about what is happening on campus.
- b. Periodically assess and evaluate existing ministries as well as plan for new opportunities for ministry.

**Promotion (formerly public relations)**

- a. Preach and/or lead in worship in the supporting CRCs (Classis Ontario Southwest) and report on and promote the campus ministry.
- b. Lead by example through active participation in a local CRC worshipping community.
- c. Maintain fellowship with other chaplains and other Christian ministries on campus.

**Professional Development**



- a. Engage in professional development (reading, conferences, courses, etc), and communicate such to the committee.
- b. Be an active member in the Christian Reformed Campus Ministry Association. As appropriate, be involved in other CRC ministries at the local, classical and denominational levels.
- c. Publish articles when and where appropriate.

## **APPENDIX C: CLASSIS NOMINATING COMMITTEE PROCEDURE**

The CNC will normally follow the following set procedures:

- 1) Twice a year the CNC will inform all the churches of Classis Ontario Southwest of the current vacancies and those anticipated during the next twelve months, of:
  - a. Classical functions, (Treasurer and Stated Clerk)
  - b. Standing committees of Classis,
  - c. Denominational board representatives, and their alternates,
  - d. Elder delegates to Synod,
  - e. Church Visitors,
  - f. Synodical Deputies, (subject to Synods' endorsement)
  - g. Regional Pastors, (Nominations to be submitted to Pastor-Church Relations Director) and Auditor (Annually). But not: Minister Delegates to Synod, Chair & Vice-chair of Classis.
- 2) For Denominational Boards the CNC will generally submit two names
  - a. For those agencies with Classical delegation, the one with the most votes to serve as Classical delegate, and the one with the least votes as the alternate.
  - b. For those agencies with regional (multi-Classical) delegation, the one with the most votes to be submitted as the classical nomination, for the regional election process.
- 3) For other appointments, the CNC will generally submit one name for each vacancy, unless more names of qualified people have been submitted to the CNC, in which case at least two names will be submitted to Classis.
- 4) Additional nominations submitted on the Classical credentials should be allowed on an exceptional basis; nominations from the floor of Classis will be considered by the CNC at its next meeting.
- 5) Councils will be encouraged to submit (in writing) nominations of elder and deacon delegates for Synod prior to the January meeting of classis, all other nominations to the CNC prior to the May session of Classis.
- 6) The nominating procedure of minister delegates for Synod remains unchanged, i.e. nominations will come from the floor of Classis.
- 7) In the election process, 50% plus one vote for a nominee is considered a majority vote, and the nominee is therefore considered elected.
- 8) The CNC assumes that those eligible to be nominated as Church Visitors, and as alternates are:
  - a. Pastors, who are in either active ministry, or retired, and who are members in churches of Classis Ontario Southwest,
  - b. Elders or Deacons, who are serving our churches, and who are in office at the time of their election to the position of Church Visitor for their first term. (They do not need to be serving elders or deacons to be eligible to serve a second term as church visitors)
- 9) The terms of the church visitors start in the summer / fall of the year they are elected.

# GOVERNANCE MANUAL

## GUIDELINES FOR CHURCH PLANT GRANT FUNDING

The concept of church plant funding within our Classis was established around 20 years ago and at that time was introduced into the local ministry shares with the intension of considering a Church Plant when funding was available to meet the required commitments.

Since then as things evolved, funding purposes and funding levels were established as follows:

1. \$90,000 available for operating purposes with disbursements provided over a three-year period
2. \$250,000 available for facilities grant

At the time, there was also some structure around proper due diligence and approval from Classis.

Additional guidelines required to properly present a request for funding to Classis:

- a) When requesting funding for operations, an application for Start Up Grant (refer attached) is to be completed
- b) When requesting funding for facilities, an application for First Facilities Grant (refer attached) is to be completed
- c) A letter is required from the “parent” church providing their blessing and support for the request of “a” or “b” above
- d) Confirmation of other organizations like “Resonate” supporting the opportunity
  - i) Copy of their application/approval
  - ii) Amount of funding from these sources
- e) What are the funds raised to date and from which source including that of the “parent” church
- f) Is there another lender involved and if so, details of the amount, terms, conditions and security is required – particularly important for the facilities grant
- g) Three year of cashflow projections which is to include detailed sources of revenue and expenditures
- h) Credentials of candidate providing oversight for this ministry
- i) A statement of strategic sustainability
- j) Denominational support

**Note:** All grant requests of Operational or First Facilities funding is to be directed to the Church Plant Team for consideration. On their agreement to proceed, the aforementioned due diligence and business case is required to be completed. On completion, the Finance Committee is to review the business case with a recommendation to the Church Plant Committee to proceed, amend or decline. At this point, the Church Plant team would escalate the request to the CMC with their recommendation. The CMC would then make a recommendation which in turn would come to the floor of Classis for approval or decline.

## STUDENT FUND COMMITTEE GRANT PROCEDURE

- a. Monies given will be grants and the funds will be paid directly to the seminary where the student is going to school.
- b. The expectation is that the students will use their gifts and abilities that have been honed by their study to be a blessing to the CRC.
- c. Funding is for students at the Masters level programs at an accredited seminary.
- d. Fund will be paid directly by the classis treasurer to the seminary after approval by the committee approximately 1 month after the student has demonstrated that they are enrolled.
- e. All candidates will need to have an application interview with the student fund committee and once approved they are required to have an annual interview progress report.
- f. The funding given will be in the form of grants payable to the institution of study and these funds will not have an expectation that they are to be paid back.
- g. Financial need will be taken into consideration, but will not be a key determining factor. This applies for all of the areas of study below.
- h. This is a basic formula of our funding structure:
  - i. In person M.Div. track
    - 1. Calvin Seminary 100% tuition
    - 2. Other Seminary on a case-by-case basis (up to 75% tuition)  
The onus is on the student to show that the education that they are receiving will lead them to a ministry in the CRC. The student should begin the conversations in advance with both Calvin Seminary's registrar regarding transfer of courses and eventual enrollment in EPMC and with the Director of the Candidacy Committee.
    - 3. Part-time studies would be funded on a sliding scale accordingly.
  - ii. Online M.Div. track
    - 1. Calvin Seminary 80% tuition (to incentivize in-person learning)
    - 2. Other accredited seminary on a case-by-case basis (up to 60% tuition)
    - 3. Part-time studies would be funded on a sliding scale accordingly.
  - iii. Other Certificate or Degree Programs (Empower, Certificate of Christian Leadership, other M.A. programs) at Calvin Theological Seminary
    - 1. This funding is for those programs that are currently offered by Calvin Seminary.
    - 2. If the program has a monthly fee, the Classis Treasurer will pay 75% of the out-of-pocket tuition costs for the student with additional consideration given to those who have need.
    - 3. If the person is attending in person to take these courses, the funding could be adjusted accordingly.
    - 4. An annual progress report will be expected. The funding for these programs will normally be available for up to 3 years unless there are weighty reasons, at the committee's discretion it could be extended to 5 years.
    - 5. If a student is taking these classes and switches into an M.Div. Track (which we hope will happen) the funding will be adjusted accordingly.
  - iv. If an applicant wishes to make a case that their course of study ought to be considered for funding, they are free to submit an application and it will need to be evaluated on a case-by-case basis.
  - v. The application form needs to include an expressed willingness on the part of the applicant that they are learning to serve the church.