

Standing Orders

.THE PRESBYTERY OF WATERLOO-WELLINGTON

STANDING ORDERS, (major revision 2003)

1. MEETINGS:

- 1.1.1 The regular meetings of Presbytery shall be at 7 pm, with refreshments, on the second Tuesday of odd-numbered months from September to May and on the third Tuesday in June.
- 1.1.2 At each regular meeting, a brief worship and constitution of the Court by the Moderator is followed by the introduction and welcome of visitors, the establishment of the sederunt, the Docket determined, minutes of previous meetings approved and consideration of the Business committee report.
 - 1.1.2.1 Committees will reflect the quadrants and will meet on even-numbered months with the exception of June.
 - 1.1.3 Presbytery shall meet in central locations from November to March inclusive and at other points in May and June.
- 1.2.1 Each meeting will begin with a period of worship. Worship at the September meeting will include Holy Communion to be preceded by the installation of the new Moderator and Committee Convenors.
- 1.2.2 At the June meeting, written reports of the Commissioners to General Assembly will be received and Convenors of the four standing committees for the coming year appointed.
- 1.2.3 At the June meeting, the Presbytery shall appoint, on the Recommendation of the Committee to Strike, membership of the four standing committees. Members will be in office for 3 years.
- 1.2.4 The time of adjournment shall be 9:30 pm. By motion, duly seconded, the Presbytery may agree to extend the time until 10 pm. A motion to extend the Sederunt beyond 10 pm shall require unanimous consent.
- 1.3.1 A special meeting shall be held each year, if necessary, (11/1/94 p 2621) to deal with the business of the General Assembly. Prior to the meeting, committees will have assigned task groups to study the material and each convenor will prepare a printed report with a copy for each Presbyter. Should a second meeting be necessary, the date will be decided by the Court following the first meeting.

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- 1.4 (Deleted 1/12/91 p 2205). Synodical Regional Staff have standing invitations to attend Presbytery meetings and sit on the appropriate Presbytery Committee. (14/11/95).
- 1.4.1 Special meetings called for ordinations, inductions, designations, recognitions, etc. with details of the services left in the hands of the Interim-Moderator, Moderator and Clerk.
- 1.4.2 Ministers and Elders (representative and equalizing) are expected to attend the special functions, ordinations, inductions etc. at the Churches in their geographical area and if unable to attend, to secure a replacement. To facilitate this, a Quadrant system is operational as outlined in 1.4.3. Presbyters from any area are encouraged to attend all Presbytery functions.
(10/6/91 p. 2168-9)
- 1.4.3 The Quadrant system has been set up in the following manner -
1. Eden Mills; Knox Guelph; Kortright Guelph; St. Andrew's Guelph; Westminster-St. Paul's, Guelph, Rockwood; Duff's, Puslinch; Knox, Crieff.
 2. St. Andrew's Arthur; Knox Drayton; St. Andrew's Fergus; St. Andrew's Gordonville; Knox-Calvin, Harriston; St. Andrew's Mount Forest; Knox Palmerston; Knox Conn; Knox, Elora; St. Andrew's, Alma; Chalmers, Winterbourne.
 3. Livingston, Baden; Gale Elmira; Calvin Kitchener, Doon Kitchener; St. Andrew's Kitchener; Knox Waterloo; Waterloo North.
 4. Central Cambridge; Knox's Galt Cambridge; Knox Preston Cambridge; St. Andrew's Galt Cambridge; St. Andrew's Hespeler, Cambridge; St. Giles Cambridge.
2. EXPENSES OF MEETINGS:
- 2.1 The expenses of members attending Presbytery or Committee meetings shall be paid from the General Fund at a rate established by the Court from time to time on the recommendation of the Business Committee.
- 2.2 The Moderator, Clerk and Treasurer of Presbytery shall also be paid on the same basis when on Presbytery business.
(8/10/91 p 2170)

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3. PRESBYTERY FINANCES:

- 3.1 Presbytery's fiscal year is the calendar year.
- 3.2 The General Fund, from which the operating expenses and the Synod assessment are to be paid shall be raised by an annual assessment upon the congregations.
- 3.3.1 Committee convenors shall submit any items for inclusion in the budget for the next calendar year to the Business Committee by the preceding June 30th.
- 3.3.2 The honoraria of Clerk and Treasurer is considered annually by the Moderator and Convenor of the Congregational Affairs Committee for proposal to the Court by the Convenor at the time the draft budget is presented. (8/10/94 p 2660)
- 3.4.1 At the November meeting, the Business Committee, will present a budget for the ensuing fiscal year, together with recommendations for the rate of assessment. It will also recommend auditors for the current year's financial statements to be considered and finalized at the November meeting.
- 3.4.2 A summary of projected assessments per congregation for the ensuing year shall accompany the proposed Budget.
(amended 10/11/92 p 2331)
- 3.5 Offerings taken at special meetings of Presbytery shall be for the work of the Presbytery and deposited in the Reserve Fund. Ordinands shall be given a book gift and a monetary gift of \$100.
- 3.6 Notice of motion shall be required for the consideration of non-budgeted items.
- 3.7 Payment of the Presbytery assessment may be made in one of the following ways:
a) in a lump sum prior to March 31st.
b) by four post-dated cheques, dated January 15, April 15, July 15, and October 15th.
By January 15th. Congregational treasurers shall inform the Treasurer of Presbytery of the chosen method of payment.
- 3.8 The Presbytery shall maintain a **Development Fund** (See Appendix 'A') for the purpose of:
. Capital costs: purchase of land.
. Building extension and/or improvement
. Supplementing operating expenses of a congregation in crisis.
. Providing a matching loan to congregations who receive assistance from the Experimental Fund.

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. Projects of an outreach nature.(99/1/12)
Guidelines for the Development Fund shall form an Appendix to the Standing Orders.

- 3.9 The Presbytery shall maintain a **Presbytery Trust Fund** (See Appendix 'B') for the purpose of assisting in meeting compassionate and benevolent need in the event of disability, illness or the necessity of pastoral care among the Presbytery's servants within the bounds.

Trustees shall be elected for a 3-year term and be eligible for 2 successive terms, after which they must retire. A retired trustee is eligible for election after a 3-year period has passed. The Trustees shall be:

- . a minister
- . a representative elder
- . an elder with insurance experience

Trustees shall be named and noted at the time committees of Presbytery are struck each year.

The annual levy to be placed on the several congregations within the bounds shall be set by the Trustees in consultation with the Business Committee.

The Trust Agreement shall form an Appendix to the Standing Orders.

4. MODERATOR:

- 4.1.1 At the May meeting of Presbytery, nominations for Moderator shall be placed before Presbytery.
- 4.1.2 If more than one eligible person is nominated, and is willing to stand, an election shall be held forthwith.
- 4.2 Voting shall be by secret ballot, and shall continue until one nominee receives a clear majority of the votes cast.
- 4.3 Voting shall be conducted by the retiring Moderator, assisted by two scrutineers selected by the Moderator, from among the ruling elders present.
- 4.4 The Moderator's term of office shall be for one year.
- 4.5 No person shall hold the office of Moderator more frequently than once in six years. (Nov. 9/99)

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- 4.6 In addition to the duties as set forth in the laws and customs of the Church, the Moderator will be the Convenor of the Business Committee of Presbytery.

5. CLERK:

- 5.1 The Clerk shall be appointed by the Presbytery on the recommendation of the Business Committee to a three year term and be eligible for a second three year term. No Clerk shall serve longer than six years. (June 1997)
- 5.1.1 The Clerk shall be given an honorarium for services rendered. This will be reconsidered every year on recommendation to the Court by the Moderator and Convenor of Congregational Affairs. (June 1997)
- 5.2.1 The duties of the clerk shall be those set forth in the laws and customs of the Church. A 'job description' is found in Appendix F. (June 1997)
- 5.2.2 In addition, the Clerk shall be responsible for compiling and maintaining summaries of the steps required to carry out the various functions of Presbytery, eg. licensing, ordination, induction, etc.
- 5.2.3 All documents and letters submitted to Convenors of Committees for study and report are to be returned to the Clerk when matters contained therein have been brought to a conclusion, or within ninety days, whichever is less.
- 5.2.4 The Clerk shall be responsible for the orientation of new representative elders.
- 5.2.5 The Clerk shall be responsible to receive and document current police records checks for all Ministers and members of the order of Diaconal Ministers within the bounds of The Presbytery of Waterloo-Wellington. The Clerk shall note the following information: 1. Certifying police agency 2. Date of certification 3. Date received by the Clerk 4. Expiry date (5 years) 5. Results 6 Comments. This information to be kept by the Clerk in a locked cabinet. The Clerk will also notify members when their PRC needs to be renewed.

6. TREASURER:

- 6.1 The Treasurer shall be appointed by the Presbytery on the recommendation of the Business Committee for a three year term. A Treasurer is eligible for a second three year term. No Treasurer shall serve longer than six

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years. (June 1997)

- 6.1.1 The Treasurer shall be given an honorarium for services rendered. This will be reconsidered every year on recommendation to the Court by the Moderator and the Convenor of Congregational Affairs. (June 1997)
- 6.2.1 The duties of the Treasurer shall be those set forth in the laws and customs of the Church and in the job description in Appendix G. (June 1997)
- 6.2.2 In addition, subject to the supervision of the business Committee, the Treasurer shall be responsible for the administration of the Presbytery Group Insurance Plan for long-term disability and accidental death.
- 6.3.1 The close of the financial year shall be December 31st., after which the Treasurer shall present the accounts of the Court to an accounting firm.
- 6.3.2 As soon as the auditor's report is available, the Treasurer shall present the annual report on the financial position of Presbytery, together with the audited financial statements for the previous year.
- 6.4 The Treasurer shall draw up a proposed budget for the next calendar year, for consideration by the Business Committee at its November meeting, and for recommendation to the Presbytery.

7. COMMITTEES OF PRESBYTERY:

7.1 **The Business Committee**

- 7.1.1 The Business Committee shall be responsible for expediting the routine business of the Court. Membership is comprised of the Moderator, the Past Moderator, the Clerk, the Treasurer, and the Moderator's Representative Elder, and Committee Convenors. It shall meet monthly prior to meetings of Presbytery.
- 7.1.2 **Duties and Responsibilities** of the Business Committee:
 - . Presbytery Budget and Assessment.
 - . Statistics and History
 - . Direction of Correspondence to the committees or the Court for action or information (refer to section 5.2.3).
 - . Direction of remits to the Committees or to the Court and/or Sessions for actions

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- . Agenda
 - . Planning of special events and presentations
 - . Administration of Insurance Plan, through the Treasurer.
 - . Recommendation to the Presbytery regarding the appointments of Clerk & Treasurer.
 - . McLean Estate.
- 7.1.3 The Moderator and Clerk shall be ex officio members of the other standing committees of Presbytery.
- 7.1.4 The Business Committee shall call for elders' commissions to be submitted in April to enable it to strike Committees for the term beginning in September.
- 7.2 **The Committee to Nominate: (Transferred to the Business Committee, January 14, 2003, page 3495)**
- 7.2.1 There will be a **Committee to Nominate** to propose Presbytery's response to the various requests received each year from the Courts of the Church for Presbytery's nominations and to resource the Convenors and membership for the Standing Committees of Presbytery.
- 7.2.2 The Committee to Nominate will be chaired by the immediate past Moderator and be comprised of three ministers and three elders on a staggered three year rotation. (12/12/95 p. 2812)
- 7.2.4 The Committee to Nominate will present nominations for the membership of the Standing Committees of Presbytery for approval at the June meeting. Nominations of Convenors and Vice Convenors shall be made after consultation with the persons nominated and can be for a three year term, renewable for a second three year term after which the person must step down for a minimum of one year. Convenors of the Standing Committees will be installed during the opening worship at the September meeting.
- 7.2.5 In preparing to make its nominations the Committee will invite nominations from Presbyters as well as solicit suitable nominees.
- a) The committee is competent to choose from among persons nominated and/or to move that no nominations be made for a particular position.
 - b) Presbyters may make nominations from the floor, provided they have consulted the person nominated.
 - c) All nominations to the higher Courts are to be made after consultation with the person nominated and is to be accompanied by a biography.
 - d) The Committee may develop and propose other

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guidelines for Presbytery approval, to facilitate its work.

- e) The Convenor shall keep an up to date file of nominations considered, for use by future committees.

(12/1/93 pp 2361-2)

7.3. The Standing Committees:

The four Standing committees deal with all matters pertaining to their areas assigned below. They will consider all correspondence, data, problems, and challenges, and bring their conclusions and recommendations before the Presbytery for information, approval (adoption) and/or action.

- 7.3.1 The Standing Committees shall have the right to recommend to the Court that members of congregations within the bounds, not constituent members of the Court, be added to their numbers.
- 7.3.2 Each member of the Court except the members of the Business Committee shall be appointed to one (and only one) Standing Committee.
- 7.3.3 Secretaries of Standing Committees are appointed by the Committee.

i). **COMMITTEE ON CONGREGATIONAL AFFAIRS:**

- 7.4 This Committee shall have responsibility for all matters where Presbytery deals with one of the Congregations within its bounds as a congregation. Included in the responsibilities of the committee shall be:
 - . Presbyterians Sharing
 - . Special Financial Appeals,
 - . Presbyterian Church Building Corporation
 - . Congregational Finances, including supervision of capital borrowing and review of existing loans.
 - . Property and Architecture.
 - . Vacancies: appointment of Interim-Moderators; exit interviews.
 - . Annual review of Ministers' stipends and Calls
 - . Presbytery Visitations.
 - . Session and Congregational Records
 - . Boundaries
 - . Closing of Congregations
 - . Medical/Dental Plan of National Church.

ii) **COMMITTEE ON MINISTRY**

- 7.5 This Committee shall have responsibility for all matters dealing with Ministry, including the recruiting and pastoral care of students for full time church work. Included in the work of this Committee shall be:

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- . Pastoral Care: each September the Committee shall nominate a sub committee (at least 3 ministers and 2 elders) to give pastoral support and/or counselling to professional Church Workers and Presbyters within the bounds. This sub committee is responsible to the Presbytery as a whole, through the Committee on Ministry.
- . Pensions.
- . Recruitment and Certification of students to the Colleges of the Presbyterian Church in Canada. Process for Certification - **see Appendix J.**
- . Letters of acceptance of ministers trained outside of Canada.
- . Continuing Education, approval for professional Church Workers to be in attendance at continuing education events.
- . Annual Revision of "others on Roll" and Appendix to the Roll
- . Ministerial Ethics
- . Church Colleges.
- . Sub-Committee on Sexual Abuse and/or Harassment

iii) COMMITTEE ON OUTREACH:

- 7.6 This committee shall have responsibility for all matters relating to Church and Community. It shall be responsible for "missions" in the broadest sense, including:
- . World mission
 - . Church Extension
 - . Presbyterian World Service and Development
 - . Specialized ministries including institutional ministries
 - . Chaplaincies
 - . Review of existing loans to Mission and Extension charges - to assist in seeing that the regulations of the Lending Fund are carried out within the bounds.
 - . International relations
 - . Ecumenical relations
 - . Refugee Affairs

iv) COMMITTEE ON EDUCATION, ISSUES AND FELLOWSHIP:

- 7.7 The focus of this committee is the individual church member in all areas of Education on how they may be better-informed, stronger, and more vital Christians. It will also focus on the various issues that confront Church and Society. It will foster fellowship within the Presbytery. Terms of reference shall be:
- . Family Life and Faith
 - . Church Schools
 - . Youth Work
 - . Adult Education

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- . Communication Services and Resources
- . Church Periodicals
- . Church Camps
 - Evangelism and Social Action - the consideration of contemporary issues
 - Church Doctrine and Christian Ethics
 - Fellowship and group maintenance.

8. SELECTION OF COMMISSIONERS TO GENERAL ASSEMBLY

- 8.1 Minister Commissioners shall be chosen from the Presbytery Roll, by rotation. (The initial order being that of induction or appointment).
- 8.2 The names of Minister Commissioners are automatically placed at the foot of the roll in the same order as before as soon as the Assembly to which they have been commissioners has risen.
- 8.3 Any minister, in the quota assigned Presbytery, who declines to accept a commission, except for family illness or bereavement in the immediate family, forfeits his or her place in the rotation. His or her name goes to the bottom of the roll. Should a Minister next in order, but beyond the quota number, decline to accept a commission as a substitute, his or her place on the roll shall not be forfeited.
- 8.4 Standing Order 8.1 may be suspended by a two-third vote of members present upon notice of motion given at a previous sederunt.
- 8.5 Elder commissioners shall be elected in rotation from the roll of Pastoral Charges. To encourage each Pastoral Charge to accept responsibility for this work, congregations who are unable to name a commissioner will be asked to do so again the following year.
- 8.6 The names (in rotation) of Minister commissioners and of Pastoral charges to select elder commissioners shall be submitted to the September meeting of Presbytery. The selection of Commissioners shall be completed by the shall be a committee with power to issue.
- 8.7 Presbytery shall appoint one of the Minister Commissioners who will assign each commissioner responsibility for reporting to Presbytery on one or more of the decisions and work of General Assembly.
- 8.8 Commissioners to Assembly, shall report at the Presbytery meeting in June. The reports will be written and no verbal reports given.

(14/5/91 p 2102)

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- 8.9 Elder Commissioners to General Assembly, if not named as Representative Elders for the ensuing year, shall be named as fraternal observers to Presbytery, placed on a committee and encouraged to attend all meetings of the Court.
- 8.10 Young Adult Representatives to General Assembly shall be eligible to claim expenses in the same way and to the same extent as commissioned Ministers and Elders. June 2007.

8 (a) SELECTION OF COMMISSIONERS TO SYNOD (March, 2004)

- 8(a) 1. Minister Commissioners shall be chosen from The Presbytery Roll by rotation. (The initial order being That of induction of appointment)
- 8(a) 2. The names of Minister Commissioners are placed at the foot of the roll in the same order as before as soon as the Synod to which they have been Commissioners has risen.
- 8(a) 3. Any Minister who declines to accept a commission, excepting for illness, forfeits his/her place in the rotation. The name goes to the bottom of the roll.
- 8(a) 4. Elder Commissioners shall be the Representative Elders selected in rotation from the roll of Pastoral Charges. Any elder who declines to accept a commission, forfeits his/her place in the rotation. The name of the Congregation goes to the bottom of the roll.
- 8(a) 5. The names (in rotation) of Minister and Elder Commissioners shall be submitted to the January meeting of Presbytery. The selection of Commissioners shall be completed by the end of May. Thereafter, the Moderator and the Clerk shall have power to issue.
- 8(a) 6. Commissioners shall be reimbursed for meal expenses while at Synod upon presentation of receipts.

9. VACANCIES:

- 9.1 Guidelines used for vacancies shall be those outlined in the Ministry and Church Vocation's booklet Guidelines for Interim Moderators, Search Committees, Presbyteries 1990, except where the Presbytery Standing Orders differ.
- 9.2.1 When notice of a resignation, translation or retirement is received by the Presbytery, it is the responsibility of the Committee on Congregational Affairs to recommend,

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for appointment by the Presbytery, an Interim Moderator and Advisory Committee, consisting of a Minister and at least one elder who is not from the vacant congregation(s).

9.2.3 The Interim Moderator and the Advisory Committee will hold an "exit interview" with the departing minister to determine the strengths and weaknesses of the congregation and provide pastoral support to the minister.

9.2.4 The Interim Moderator and the Advisory Committee will meet at the earliest possible time, with the Kirk Session of the congregation, or in a multiple point charge, hold a joint meeting with the Sessions.

The purpose of the meeting with the Session(s) will be:

9.2.4.1 . to explain the Presbytery policy of hearing and voting on one candidate at a time. Only one candidate at a time is to be considered for decision by the congregation(s). This does not preclude having a Vacancy Committee interview several candidates and hear them in their own or neighbouring pulpits.

9.2.4.2 . to decide whether the Session as a whole or a more representative group of Church members (elders, managers, and others, both young and old) should act as a Vacancy committee. If the exiting minister is agreeable, the meeting to determine the membership and selection of the Vacancy Committee may take place before the minister's departure.

9.2.4.3 . to discuss the terms which the Presbytery considers to be necessary in a Call.

9.2.4.4 . to review conditions in the congregation(s)

9.2.4.5 . to discuss in a preliminary way the kind of minister desired and needed by the congregation(s)

9.2.4.6 . to examine the manse, where there is such, and submit recommendations to the congregation(s) concerning necessary repairs. If re-decoration is needed, this should be left until the minister-elect can be consulted. If the minister-elect does not have major appliances, the question of adding these to the manse equipment should be considered.

9.3 Interim Moderators are expected to involve their Advisors throughout the entire Vacancy. (Note Book of Forms 125.4 as amended in 1987)

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- 9.4 The appointment of Advisors to the Interim Moderator (9.2.1) may result in a divergence from Section A (5) of the Ministry and Church Vocation Guidelines as it relates to the timing of the Interim Moderator's appointment and the conduct of the exit interview.
- 9.5 The Interim Moderator is required to provide a monthly report on the Vacancy to the Convenor of the Committee on Congregational Affairs. (reference Item B.5 Ministry and Church Vocation Guidelines).
- 9.6 As soon as an Interim Moderator is appointed, the Clerk shall write a letter to the Clerk(s) of Session, enclosing a copy of the Ministry and Church Vocation's guidelines and Section 9 of the Standing Orders.

9.7 Remuneration for Interim Moderators

- 9.7.1.1 The Presbytery directs that the congregation(s) give remuneration to the Interim Moderator according to the following schedule:
At least ten percent (10%) of the previous minister's stipend including increments, as set by the General Assembly. This remuneration is to be remitted monthly to the Interim Moderator.
- 9.7.1.2 In addition, the congregation(s) is (are) directed to cover telephone costs related to congregational business, and travel expense, at the Presbytery approved rate. These expenses are to be remitted monthly.
- 9.7.2 In exceptional cases, the Presbytery, upon the recommendation of its Business Committee, shall establish a reasonable remuneration for the Interim Moderator, and shall recommend the source of such funds.
- 9.8 Rates for Sunday supply, as described in Section 10 are to be paid by the vacant congregation(s), not by the Interim Moderator.

- 9.8.1 When the Interim Moderator preaches in the vacant congregation, the normal honourarium for pulpit supply will be paid to the Interim Moderator. (99/1/12)

9.9 The Hearing of Candidates During a Vacancy

- 9.9.1 It is the policy of the Presbytery that a vacant congregation(s) shall follow the principle of inviting only one candidate at a time to preach for a Call. A number of candidates may be interviewed and considered, however the Vacancy Committee will recommend the most suitable candidate to the Kirk Session(s). A decision

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shall be reached for or against issuing a Call to the candidate before any other candidates are heard.

9.9.2 When a congregation(s) finds any part of the "Guidelines for filling Pulpit Vacancies" a hardship or at variance with congregational wishes, they may appeal in writing to the Presbytery for exemption stating reasons for the request.

9.10 **Guarantee of Stipend and Allowances**

Each Call or appointment considered by Presbytery shall include at least the following -

9.10.1 **Basic Stipend** The Presbytery will ensure that the candidate being considered will receive at least the minimum and increments for his/her experience according to the General Assembly guidelines.

9.10.2 **Use of Manse** or rented house or an adequate housing allowance .

9.10.3 The payment of **all utilities** (heat, light, water and basic telephone charges).

9.10.4 **Car expenses** or travel allowances (check regulations of both the General Assembly and Revenue Canada)

9.10.5 **Vacation** Five weeks including five Sundays, which need not be taken all at one time.

9.10.6 Provision of **study leave** or continuing education as determined by the General Assembly.

9.10.6.1 Where the Presbytery provides a grant to a congregation to assist with the costs of ministry, the Presbytery shall send a visitation team annually to meet with the Session and report to the Presbytery on the progress that the congregation is making in achieving its objectives and in meeting its financial responsibilities.

9.10.7 **Moving Expenses.**

9.10.8 Enrolment of the minister in the **Presbytery's Group Insurance Plan** for long term disability and accidental death.

(see the provision of long term disability for professional church workers A&P 107th General Assembly 1981 pp 382-384; the Medical Dental plan of the PCC; and Appendix 'C')

9.10.9 An undertaking to review annually the minister's stipend

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and allowances and increase by at least any increase in the cost of living.

- 9.10.10 Within the guarantee of stipend, the congregation(s) shall agree to the provision for minimum support according to the statement adopted by the 107th General Assembly (A&P 1981 recommendation 5 pp 384, & 78), should the minister become disabled.

"That where Presbyteries or provincial governments do not make adequate provisions for ministers during the initial period of an illness or disability, the congregation be required to include in the guarantee of stipend, the following items as minimum support;

a) the congregation to be responsible for paying the minister and paying for pulpit supply during the first three months of disability:

b) after three months disability the congregation would provide a free manse or housing allowance for a further three months and the minister would receive employment insurance benefits as applicable."

(adopted by Presbytery 1981 p 825)

Reference to the aforementioned items must be included in the guarantee of stipend and allowances.

A Congregation may include additional provisions such as book allowance, professional memberships etc.

- 9.11 The Interim Moderator shall give ample notice regarding the presentation of a Call, so that it may be tabled at a meeting of the Business Committee.
- 9.12 When a Call is presented at Presbytery, the Interim Moderator shall ensure the attendance of a delegation of reasonable size to support the Call.
- 9.13 When a New Minister comes to the Presbytery, the Interim Moderator should serve as mentor to that New Minister for a period of one year. (January, 2004)

10. STUDY LEAVE AND SUPPLY RATES

10.1 **Minister's Study Leave**

The Minister(s) of the congregation(s) shall be granted an annual leave of absence according to the regulations of the General Assembly, for the purpose of continuing education.

- 10.2.1 The minimum of rates for Sunday supply shall be those set by the General Assembly.

- 10.2.2 Congregations are encouraged to pay more for Sunday supply than the minimum rates required. Travel will be

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paid according to the Presbytery approved rates.

11. **MINISTER'S WIDOW (ER)**

11.1 The minimum responsibility of a pastoral charge toward the widow(er) of the minister who dies in office will be two-fold:

11.1.1 The provision and continuation of the full stipend to the end of the month in which the minister dies and full stipend less car allowance for the balance of a ninety day period from the date of death of the minister.

11.1.2 The continuing use of the Manse (or if mutually agreeable, equivalent accommodation) for a period of ninety days beginning at the date of the minister's death.

12. **THE PRESBYTERY GROUP INSURANCE PLAN** for LTD and ADD.

12.1 This Group Insurance shall be included in all Calls. Premiums shall be paid annually by the congregation to the Presbytery Treasurer. At the time of induction, ministers shall apply through the Presbytery Treasurer for entry to the plan. The policy covering Group Insurance may be reviewed from time to time by the Court.

13. **MINISTERS ON THE APPENDIX:**

Ministers on the Appendix to the Roll will -

13.1 receive the minutes of Presbytery and notice of all meetings.

13.2 have the right to sit and correspond without the need for a motion.

13.3 have their expenses paid to attend meetings according to the scale adopted by Presbytery.

14. **AMENDMENT TO THE STANDING ORDERS**

14.1 Changes to the Standing Orders shall be by Notice of

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Motion and will require a 2/3 majority vote.

15. **CONFLICT OF INTEREST**

15.1 See Appendix "E"

16. **PRESBYTERY VISITATIONS**

16.1 As an integral part of its pastoral oversight of congregations, the Presbytery shall conduct visitations as outlined in Appendix I. (May 2004)

APPENDIX 'A'

PRESBYTERY DEVELOPMENT FUND

1. The Supervision of the Fund rests in the hands of the Business Committee of Presbytery, which will recommend to the Presbytery any use of an expense from the Fund (16/6/87).
2. The Business Committee shall also recommend to Presbytery what portion thereof shall be grant and/or loan. Any such loan shall be interest free without a fixed repayable date. Any such grant shall not exceed 75% of the total requested. (amended 22/6/93).
- 3.1 Beginning January 2005, the congregational assessment paid to the Development Fund be added to the Development Fund and be made available to congregations for special outreach projects. (June 2004)
- 3.2 Any requests for monies from the Fund will have a ceiling of twenty-five percent (25%) of the Fund's income for the current year, or fifty percent (50%) of the total cost of extension, improvement, crisis, et al, whichever is the lesser of the preceding. (November 2004).
4. The Development Fund shall normally be used for the following:
 - a) Capital costs: purchase of land
 - b) Building extension and/or improvement
 - c) Supplementing operating expenses of a congregation in crisis
 - d) Providing a matching loan to congregations who receive assistance from the [Experimental Fund] (See A&P 1984, pages 203-4: 1985. p 207-8: 1986, p. 219. (16/6/87).
 - e) Projects of an outreach nature to be approved by the Presbytery on the recommendation of the Business Committee.

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5. Requests for funds under 4 b) above shall be accompanied by:
 - a) results of an Every Person Congregational Visitation specifically oriented to the project; and
 - b) the most recent congregational Annual Report; and
 - c) a description of the project and a copy of the project budget. (22/6/93).
6. Requests for funds under 4 c) above shall be accompanied by:
 - a) results of or commitment to an Every Person Congregational Visitation specifically oriented to the crisis; and
 - b) the most recent congregational Annual Report; and
 - c) a description of the crisis need. (22/6/93).
7. With regard to 4 d) such a loan will be considered by the Presbytery; it will not be automatic. (16/22/87).
8. Requests for funds under 4e) from a congregation, or congregations, shall be accompanied by:
 - a) a description of the project, which shall be a new congregational project or one demonstrating a need for renewal.
 - b) A budget of the project.
 - c) The congregation's financial participation in the project. (June 2004)

APPENDIX 'B'

PRESBYTERY TRUST FUND (amended June 2004)

1. This Trust Fund, hereby known as the Presbytery of Waterloo-Wellington Trust Fund, is established to assist in meeting compassionate and benevolent need in the event of disability, illness or the necessity of pastoral care among the Presbytery's servants within the bounds of the Presbytery of Waterloo-Wellington.
2. The Trust Funds will be managed by the Presbytery through the Fund's Trustee. The Trustees will disburse the Fund's assets on instruction of the Pastoral Relations sub-committee of the Presbytery. Requests for use of the funds should be made through the Pastoral Relations sub-committee.
3. Premiums are to be submitted to the Presbytery Treasurer

Standing Orders

annually. These cheques are due May 1 of each year. Premiums shall be established annually by the Trustees.

4. Trustees shall be elected for a 3 year term and be eligible for two successive terms, after which they must retire. A retired trustee is eligible for election after a 3 year period has passed. The Trustees shall be:
 - . a minister
 - . a representative elder
 - . an elder with insurance experience.
5. Trustees shall be named and noted at the time committees of Presbytery are struck each year.
6. Premiums shall be accumulated to a maximum capitalization of \$20,000, at which time the premium will be waived. When the fund drops to \$16,000, premiums will be re-introduced to restore the fund to \$20,000; the premium rate will be determined through consultation between the Trustees and the Presbytery.
7. Changes in the Terms of the Trust Agreement can be made by Notice of Motion at any time and on the approval of two-thirds of those present at a duly called meeting of the Presbytery.
8. The Trustees are competent to invest the monies of the Fund in such a way as to obtain a reasonable rate of return. They shall submit a yearly audited financial statement and report to Presbytery.
9. The Fund shall be reviewed annually by the Trustees.

APPENDIX 'C' DECISIONS OF THE GENERAL ASSEMBLY RELEVANT TO THE STANDING ORDERS OF PRESBYTERY

1. "That Presbyteries instruct ministers new to a charge to give high priority to establishing with the assistance of Presbytery a mentor system or pastoral support team, consisting either of members of Presbytery, members of the congregations or others to provide an opportunity for support of, and reflection by the minister."
(A&P. 1989. Report of the Board of World Mission, Rec. 17, p. 56 as amended).
2. "The Interim Moderator shall remain available for, and take responsibility to, provide support, guidance, and counsel to

Standing Orders

the ordained missionary, as occasion and need arise. However, the ordained missionary, unless the Presbytery deem it unwise, shall exercise the full scope of the Church's ministry as the recognized minister in the Charge."

(A&P. 1981, Report of the BWM, rec. 28 p 92).

3. " a) During the first three months of disability the congregation be responsible for continuing regular payments to their minister as well as paying for pulpit supply,
- b) Starting with the 4th month and continuing to the end of the 7th month after the minister has been disabled, the Congregation would continue to provide a free manse or housing allowance and the minister would receive Government of Canada employment insurance benefits as applicable.
- c) After 7 months of disability, unless improvement of health is imminent, the Minister should consider resigning from the charge, and if disability is permanent, early retirement is advisable. One or more of the following may apply in cases of long term disability or early retirement.
 - 1) For ministers who are members of the PCC group insurance plan there are long term disability benefits which may be applicable.
 - 2) The Canada or Quebec Pension plans have disability pensions provisions.
 - 3) By early retirement, additional income could be secured from the PCC pension plan.

(A&P. 1982 p. 391)

If the congregation provides a free manse or housing allowance during the period when a minister is receiving employment insurance benefits, the government classifies this provision as an additional benefit which should be deducted from the minister's employment insurance benefit. (A&P, 1986, p. 390).

NOTE: The **Presbytery LTD** plan provides benefits as well.

APPENDIX 'D'

RATIONALE FOR HEARING AND VOTING ON ONE CANDIDATE AT A TIME

The process of inviting one candidate whom the Vacancy Committee considers best suited, is a procedure favoured by many ministers in the Church. A minister may be interviewed by a Vacancy Committee without upsetting his/her congregation(s). When a minister is a part of a multiple leet, and does not receive the Call from the

Standing Orders

vacant congregation, it frequently affects the relationship between the minister and the congregation which he/she currently serves.

The multiple leet can also work against the best interests of the vacant congregation(s). For example, if three very fine candidates are invited, the loyalty of the congregation(s) may be split evenly among all three, and for lack of unanimity, all three are lost to the congregation(s). The process is started again. As well, there have been instances, where one candidate withdraws after preaching for the Call. This may upset the dynamic of a multiple leet in a variety of ways, and be detrimental to the over all welfare of the vacant congregation(s).

The multiple leet is considered by some to be nothing more than an oratorical contest. To opt for hearing only one candidate at a time means that a Vacancy Committee must do a lot of hard work. It is time consuming to interview several fine candidates, hear them preach in their own or neighbouring pulpits, and to labour over a choice. A responsible choice is made on the basis of more than simple preaching ability. A Vacancy Committee's task is to assess organizational ability, counselling skills, theological competence and Biblical insight.

Many ministers refrain from considering a Vacancy where there is a multiple leet thereby limiting the number of candidates who might otherwise consider a Call to a vacant congregation.

A phenomenon which frequently occurs where there is a multiple leet is that the last person to preach gets the Call. This is because the last person is better remembered than those who were heard two and three weeks previously. The passage of time tends to contribute to fading memories.

Members of a Vacancy Committee should reflect a wide representation of the congregation(s) and be persons trusted for their impartiality and good judgment. They should be willing to give of their time above and beyond the ordinary call of the Church during the period of search for a new minister. It will involve travelling to hear potential candidates in their own pulpits and many hours of sustained interviews.

APPENDIX E

CONFLICT OF INTEREST

Standing Orders

- i) Persons filling the following roles as ordered by Presbytery, Interim Moderator, Interim Minister, and Stated Supply, are not eligible to be candidates to be the called minister, unless they have left that role for a minimum of 6 months and have not participated in the work of the Search Committee, or in the development of the congregational profile.
- ii) When a proposal or item of business from a congregation is being discussed and recommendation(s) formulated in any of Presbytery's committees, members of the committee who are also members of the congregation making the proposal, will declare conflict of interest and leave the room prior to the discussion. Additional information re the item of business is properly requested of the person(s) authorized by the congregation to write the letter. It is appropriate for the member declaring conflict of interest to participate in the debate in the Court and to vote under the same rules as any other member.

APPENDIX "F"

Clerk's 'Job Description' (June 1997)

The Clerk will,

1. Keep the record of proceedings of the Presbytery, as per the Book of Forms, and will transmit a bound copy, printed on acid free paper, annually to the Synod for review and place in the archives of the Presbyterian Church in Canada.
2. Keep an accurate roll of the members of Presbytery and those on the appendix to the roll.
3. Preserve all papers belonging to the Court.
4. Will give certified extracts from the minutes, when instructed and applied for or when necessary.
5. Be responsible for compiling and maintaining summaries of the steps required to carry out the various functions of the Presbytery, e.g. licensing, ordination, induction etc.
6. Keep all relevant documents and letters.
7. Be responsible for the orientation of new representative elders.

Standing Orders

8. Be computer literate and prepare all minutes, correspondence and citations via computer and store all such material on hard drive with backup.
9. Be expected to participate fully as a member of the Business Committee.
10. Advise the Presbyterian Record of vacancies, ordinations, inductions and appointments. The Clerk will also advise the Presbyterian Record when the listing of a vacancy should be removed. (98/12/8)
11. Review all Calls and present to the Presbytery for consideration.
12. The Clerk be given power to issue in attesting Session Records.

APPENDIX "G"

Treasurer's 'Job Description' (June 1997)

The Treasurer will:

1. Manage the Presbytery Funds and Bank Accounts
2. Track congregational assessment submissions and regularly inform the Presbytery
3. Prepare monthly reports for the Presbytery and/or Business Committee.
4. Prepare a Draft Budget
5. Oversee the work of the auditors.

Appendix H

The Committee for dealing with sexual abuse and / or harassment is a sub-committee of the Ministry committee of Presbytery, with

Standing Orders

direct access to Presbytery.

It is made up of a minimum of 4 members of Presbytery, with a balance of clergy and non-clergy as well as male and female, and further persons from Presbyterian congregations whose skill and background are suitable for this responsibility.

The committee will follow the Policy of the Presbyterian Church in Canada for Dealing with Sexual Abuse and / or Harassment as set out in 1998, along with the Statements of Clarification in 2001, and as may be amended from time to time by General Assembly.

The committee keeps records of all its proceedings, including interviews, meetings, and any other relevant activity, adhering to the confidentiality requirement as per the Policy of the Presbyterian Church in Canada for Dealing with Sexual Abuse and / or Harassment 1998. Once a panel is convened to deal with a specific complaint the participants will remain the same.

The committee reports directly to presbytery, and when active makes regular reports of its progress to the presbytery.

The committee assists the presbytery in its training and education functions under the policy.

The committee, on behalf of the presbytery, will acquaint itself with the local child protection agency.

The Presbytery Clerk, or other suitable person named by Presbytery, will provide guidance and advice to the committee on matters of church law and procedure, and may attend meetings at the committee's invitation or the court's direction.

APPENDIX I (May 2004 - updated March 2010)

The Care of Congregations ***A Process for Presbytery Visitations***

Why Do We Visit?

Within our system of church government, the immediate care and oversight of both ministers and congregations is the responsibility of presbytery. Presbyterial visitation is the primary tool for the exercise of that responsibility with respect to congregations. The Book of Forms, however, provides little guidance for presbyteries in fulfilling this important role, noting only that "the presbytery should visit the

Standing Orders

congregations under its care" (199.1), and that "there is no law as to the manner of conducting a visitation" (199.2). Presbyteries are left very much to their own discretion, although a list of "suggested questions for presbyterial visitation" is given in an appendix.

How Do We Visit?

The issue of how best, and how often to visit is a perennial problem in many presbyteries. Regrettably, visitations are often sporadic, lacking in continuity with earlier visitations, and negatively perceived by congregations as only occurring when presbytery suspects there is a problem with the minister and/or within the congregation.

If visitations are to be useful and helpful tools for presbyteries in developing healthy relationships with congregations, then they must be conducted on a regular basis; be perceived as pastoral in their intent, and be consistent in their implementation. In addition, congregations need to be assured of the presbytery's timely and meaningful follow-through to recommendations arising from visitation reports.

Creating and Developing Congregational Profiles

To be helpful over time and to ensure that each successive visitation does more than simply "reinvent the wheel," the visitation process needs to create and build upon profiles of each congregation under the care of presbytery. Such profiles will be kept on file by the presbytery clerk, and will include previous visitation reports, together with copies of the statistical and annual reports for the previous three years. A copy of the congregational profile from the most recent vacancy may also provide a helpful tool for gauging congregational progress. Much of this information may not be readily available for the first cycle of visitations, and a "baseline profile" may need to be created for later visitations to build upon.

Presbytery Follow-Up

Effective and timely follow-up is an essential element of any visitation process. To that end, clear time lines should be in place to ensure that the visitation does not get bogged down at any point in the process. In addition, a common reporting format should assist both the presbytery in the consideration of reports and visitation teams in reviewing the reports of earlier visitations.

Formal and Informal Process

Presbyterial visitation if pastoral in its intent is an "informal process" by definition. It is important to avoid either the appearance or reality of an informal visitation process drifting into a formal, investigative or disciplinary process. When action is required beyond the mandate of a visitation team, a special committee or commission ought to be appointed by presbytery, with clear terms of reference given.

Guiding Principles

These, then, are the principles guiding this visitation process:

Standing Orders

Procedure

Revision of Appendix 'I'

Procedure

1. The visitation process is conducted under the oversight of the Visitation Coordinator who is a member of the Congregational Affairs Committee
2. Visitations will be conducted in every pastoral charge under the care of Presbytery on a five year rotational basis, except within one year of the settlement of a vacancy.
3. Visitations shall normally take place from January to May, September to November.
4. Visitations will consist of three persons, either one minister and two elders; or one minister, one elder and one diaconal minister. The minister serves as convener, unless otherwise stated by the Visitation Coordinator.
5. Through the Congregational Affairs Committee, the Presbytery will be informed of pastoral charges that are being visited. The Presbytery Clerk will advise the appropriate Session Clerks in writing of the Presbytery's intent to visit, providing the name and contact information for the convener of the visitation team, and enclosing a copy of these guidelines, including A2 Sample Pulpit/Bulletin Announcement, A3 General Questionnaire, A4 Guided Conversation with Professional Church Workers A5 Guided Conversation with meetings with the Session, A6 Guided Conversation with meetings with the Board.
6. The Presbytery Clerk will provide the convener of the visitation team with a copy of the previous years' statistical reports and any previous visitation report(s) on file.
7. Not less than eight weeks prior to the visitation, the team convener will contact the minister of the congregation to confirm a date and time for the visitation to take place. At that time, the convener will ensure that the congregation has received the Visitation Guidelines from the Clerk of Presbytery. The convener will request a copy of the most recent Annual Report for the church(es) and any other helpful written material, like a recent newsletter.
8. The general questionnaire (A3) will be made available to the congregation(s), for completion and return to the visitation team, within 2 weeks of the visit.
9. The minister, Session and Board of Managers is encouraged to fill out answers to questions in the appropriate Appendix, and return these answers to the visitation team, within 2 weeks of the visit.
10. The Visitation team will meet separately with the minister(s), Session(s), and board of manager(s) of the pastoral charge. The discussion should include, but is not limited to the questions in the appropriate Appendices (see A3, A4, A5)
11. The team may also choose to meet with members of the congregation at large, in which case notice must be given from the pulpit at least two weeks in advance of the meeting.
12. The Visitation team is encouraged to attend a worship service in the congregation(s) of the Pastoral charge. If pulpit supply is needed, this will be paid by the Presbytery.

Standing Orders

13. Not more than two weeks following the visitation, the visitation team will forward a draft of its report to the Session(s) for study and comment.
14. As soon as possible, the Session(s) of the Pastoral Charge will forward any comments or concerns to the convener of the Visitation Team.
15. The Visitation Team may choose to revise their report in consultation with the Session(s) concerns, or may present the report as written with any comments/concerns from the Session(s) noted as an addendum.
16. When the report is completed, and normally not more than 12 weeks after the visitation date, it is presented to the Presbytery for consideration, using the Visitation Report Format in the appendix.
17. The congregation has the right to be heard when the Visitation Report is received by the Presbytery.
18. Matters arising from the report which warrant further investigation, or may issue in formal action, shall be referred to a special committee named by Presbytery, and not the original visitation team.
19. Other matters requiring follow-up shall be referred to the Congregational Affairs Committee for action.
20. Once the visitation report has been adopted by Presbytery, a letter is sent by the Presbytery clerk thanking the congregation for its participation.

Appendix

- A1 Letter from Presbytery Clerk re Upcoming Visitation
- A2 Sample Pulpit/Bulletin Announcement
- A3 General Questionnaire
- A4 Guided Conversation with Professional Church Workers
- A5 Guided Conversation with meetings with the Session
- A6 Guided Conversation with meetings with the Board
- A7 Template for Report to Presbytery
- A8 Sample Timeline for Visitation Process

Standing Orders

A1 Letter to Session Clerks from Presbytery Clerk

Letter to session clerks should be sent immediately after the presbytery meeting establishing the visitation schedule.

Dear _____ :

In its ongoing role of providing care and pastoral support to congregations, the presbytery conducts regular visitations with each congregation within the bounds approximately every three years. By these visitations, the presbytery seeks to build up its relationship with all the congregations under its care. Your congregation of _____ has been named as one of the congregations in the next cycle of visitations which will take place during the months of _____.

The convener of your visitation team will be _____, and you or your minister should be in touch with him/her as soon as possible to arrange a suitable date for the visitation.

*I am enclosing a copy of the **Care Of Congregations Guidelines**. Please take time to look over the information, and especially the visitation timeline, taking note of those things which require action by the session clerk.*

Please feel free to contact me or your visitation team convener if you require further information.

Sincerely,

Presbytery Clerk

Standing Orders

A2 Sample Bulletin Announcement

The Presbytery of _____ will soon conduct its regular visitation to this congregation, and will meet with the minister(s), session and board of managers on DATE_____. Members and adherents of the congregation are encouraged to participate in the visitation process by completing a visitation questionnaire.

Completed

questionnaires will be forwarded to the team in advance of the visitation, and must be returned to _____ not later than DAY _____, DATE _____. Thank you.

Announcement should appear in the bulletin and/or be announced from the pulpit, for at least 4 weeks prior to the visitation

To be completed by everyone participating in the visitation

A3 General Questionnaire

Name: _____ Date: _____

Congregation: _____

Please describe the strengths and successes of the congregation's ministry and programs

What suggestions would you offer to strengthen the congregation's ministry and programs

What issues/challenges are being experienced in the congregation's ministry and programs

In what ways might presbytery better support and encourage your congregation

Standing Orders

A4 Guided Conversation with Professional Church Workers

Name _____ Date _____

Congregation _____

For use in individual meetings with the minister(s), and any other professional church workers employed in the congregation

Conversation should include, but need not be limited to the following:

CONDITIONS OF EMPLOYMENT:

How long have you served in your current position

Does the stipend meet or exceed the minimums set by the General Assembly

Has the stipend been reviewed by the congregation in the past three years

Is an adequate housing allowance paid/Is the manse kept in good repair

Is adequate office space and equipment being provided

PERSONAL CARE:

How do you maintain a healthy balance between work/family/recreation

Do you have a set day off during the week

Do you make use of all allotted vacation time

PROFESSIONAL DEVELOPMENT

What study leave opportunities have you taken in the past three

Standing Orders

years

Are you currently involved in any ongoing studies

Are you involved in any other denominational and/or ecumenical work at the local, regional, or national level

OTHER CONCERNS

Are there any other concerns or issues you wish to discuss with the visitation team

The team may choose to meet with the session and board, or their representatives

A5 Guided Conversation with the Session, or their representatives

Congregation _____

Date _____

Present:

Conversation with the session should include, but need not be limited to the following:

SESSION & ELDERS

What is the number of elders on session (proportion active/inactive)

Does session use the term or life service model (if not, has term service been considered)

How is session organized - on the "district model," or otherwise

In what ways do elders fulfil their pastoral responsibilities in the congregation

How often does session meet, and for what purposes (e.g., business, study, training, etc)

Does session have standing committees What are they, and are they working well

Has the session implemented "Faithful Response," the church's policy on the protection of children, youth, and vulnerable adults

Standing Orders

What opportunities, issues, or challenges are currently on the session's agenda

1. Do all ministry activities have written job descriptions? Please make these available for the Visitation Team.
2. Is risk assessment an integral part of your planning for all ministry activities?
3. Are Covenant of Care forms being used for all ministry activities? Please make these available for the Visitation Team.
4. Do you follow the *Leading With Care* guidelines when recruiting, orienting teachers/leaders?
5. How do you orient and train your teachers/leaders?
6. Who oversees Police Record Checks for all high risk ministries and where is the information stored? (Minister(s) included ?)
7. Are your teacher(s)/leader(s) personally supervised and supported?
8. What have you learned from your annual evaluation?

EQUIPPING

Do elders receive training for their office (give details)

Has session made use of any resources from The Elder's Institute, the "For Elders" newsletter, or any other source (give details)

Have elders attended a workshop on the church's Policy on Sexual Abuse and Harassment

Has the session/congregation participated in any visioning or strategic planning exercises

FACILITIES

Is the church facility fully accessible

Is there a church library/resource centre

Is there a nursery, and does its furnishings meet appropriate safety standards

Is parking available, and is there designated handicapped parking adjacent to the church entrance

Standing Orders

PROGRAMS

What programs/special ministries are currently in place

What any new programs/special ministries have been initiated since the last visitation, or are currently being considered

Are there Christian education programs/opportunities for all ages

Is training and support provided for volunteers in specific ministries (give details)

STEWARDSHIP

How does the congregation encourage faithful financial stewardship

Does the congregation have an endowment fund and/or encourage planned giving

How does the congregation determine its accepted allocation for Presbyterians Sharing

Does the congregation give regular financial support to any other missions(including PWS&D)

Does the stipend meet or exceed the minimums set by the General Assembly, and is it adequate for the needs of your minister(s)

Has the stipend been reviewed by the congregation in the past three years

CONCLUSION

In what ways might the presbytery better support and encourage your session in its work
A6 Guided Conversation with the Board of Managers, or their representatives

The team may choose to meet with the session and board, or their representatives

Congregation: _____

Date: _____

Present:

Standing Orders

Conversation with the board should include, but need not be limited to the following:

THE CONGREGATION AND ITS MANAGERS

What is the number of managers on the board

What is the normal term of service for managers

How often does the board meet

Does the board have any standing committees What are they, and are they working well

Do managers receive any training for their office

BOARD AND SESSION

Does the minister(s) attend board meetings on a regular basis

How is communication between the board and session handled

Is there a session rep on the board

FACILITIES

Is the church facility (and manse) in good repair

Are there any major building maintenance concerns facing the congregation currently or in the near future

Is adequate office space provided for staff, and is the office adequately equipped

Does the church facility meet all accessibility and fire safety requirements, and the requirements of the policy for the protection of children, youth and vulnerable adults

FINANCES

Is the congregation's financial stewardship meeting its budgeted obligations

Standing Orders

Are the church's financial reports properly audited each year

Are Presbyterians Sharing and other remittances forwarded in a timely manner

Has the congregation conducted any stewardship or planned giving campaigns

How and when is the stipend paid

Does the stipend meet or exceed the minimums set by the General Assembly, and is it adequate for the needs of your minister(s)

Has the stipend been reviewed by the congregation in the past three years

CONCLUSION

In what ways might the presbytery better support and encourage your board in its work

A7 Template for Report to Presbytery

Visitation Report

Congregation _____ Date of Visitation _____

Visitation Team
_____ (convener) _____

Preamble

[Describe briefly arrangements for the visitation, and the meetings held with individuals or groups]

Observations

[Describe briefly highlights, questions, or concerns arising from the following]

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From responses to the questionnaire:

From our conversation with the minister(s):

From our conversation with the session:

From our conversation with the board of managers:

Findings

[Describe briefly any findings, insights, causes for celebration or concern arising from the questionnaires and conversations above. Include any ways in which the presbytery might offer encouragement and support, and specify any matters which may require further action by presbytery]

Recommendations

1. Matters requiring to be followed-up by the Congregational Life Committee, if any.
2. Matters requiring further investigation to be referred to a special committee, if any.
2. That the congregation be thanked for their hospitality and participation.
3. That the visitation team be dismissed with the court's thanks.]

Respectfully submitted

NAME, Visitation Team Convener

A8 Visitation Timeline

- 1 Visitation Schedule determined by presbytery, and congregations advised in writing by clerk.
- 2 8-12 weeks prior to the visitation, team convener contacts the minister to confirm date of visitation.
- 3 4-6 weeks prior to the visitation, notice is given in bulletin and/or from the pulpit, and general questionnaires are distributed/made available.
- 4 2 weeks prior to the visitation, completed questionnaires are returned to the team convener by the session clerk.

Standing Orders

- 5 Visitation takes place.
- 6 1-2 weeks following the visitation, draft report is forwarded to the session for comment.
- 7 2-4 weeks following the visitation, draft report is returned to the team convener with session comments, if any.
- 8 4-8 weeks following the visitation, final report is forwarded to presbytery by team convener.
- 9 Following the adoption of the report by presbytery, the clerk writes to thank the congregation for their participation, and to advise the session of any further action arising out of the report. (*Note: the congregation has the right to be heard at the time the visitation report is received by presbytery.*)

Appendix J

Process for Certification

RECOMMENDATION: That the process for Certification of candidates for the ministry be the following, and that this process become a part of the Presbytery's standing orders:

1. The session of a church, having interviewed a person, writes a letter to the Presbytery, recommending this person as a candidate for ministry.
2. The candidate must provide four references, including one from a minister and an elder from his/her church. The Ministry Candidate's Coordinator then contacts each reference and asks a standard set of questions and requests a letter of reference.
3. That each member of the interview team, consisting of at least two persons, be given a copy of the candidate's file (including resume, references, letter from the person's church). After the team has done its work these copies are to be returned to the Ministry Candidate's Coordinator.
4. The interview team contacts the candidate's minister to speak about the experience of the candidate, and meets with the candidate in order to determine a recommendation about certification.
5. This recommendation will be discussed with the Ministry Committee. Then, the recommendation of the Ministry Committee will be presented at a Presbytery meeting.

(Note: Appendix J of the Book of Forms provides guidelines and questions to help sessions and the presbytery in this process.)

The standard questions asked of references are:

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1. How do you know ____? For how long?
2. What qualities does ____ have that make her/him a good candidate to be a student for ministry?
3. How does _____ live out his/her faith?
4. Are there areas where ____ needs to grow?
5. Would you recommend ____ to be a student for ministry? Why?
6. Would you be willing to write a letter of reference for ____?

Process for clergy of another denomination, who would like to become ministers of word and sacrament in the Presbyterian Church in Canada

RECOMMENDATION: That the following be the process for clergy of another denomination, who would like to become a Minister of Word and Sacraments in the Presbyterian Church in Canada (PCC), and that this be put in the Presbytery's Standing Orders:

1. A candidate writes a letter to the Presbytery asking for Presbytery's support of his/her application to the Committee on Education and Reception.
2. The Ministry Candidate's Coordinator will ask for the following from the candidate:
 - a copy of the person's certificate of ordination
 - transcripts of theological studies
 - a letter of endorsement from the appropriate judicatory of the denominational body with whom the person was most recently rostered
 - a letter of endorsement from an appropriate officer in the congregation in which the person most recently served
 - a letter of recommendation from a PCC minister
 - a resume with three references
 - documentation certifying participation in a Canada-wide Police check
3. The Ministry Candidate's Coordinator will make contact with those involved in writing letters for the person, and have a phone interview with the references (see the Questions below). The Ministry Candidate's Coordinator will also have a meeting with the person to get to know the person better and to understand why the person feels called to become a Minister in the Presbyterian Church in Canada.
4. A team (of at least 2 persons) will receive a profile of the candidate from the Ministry Candidate's Coordinator. They will meet with the candidate, and make a recommendation about whether the presbytery should support this person's candidacy to the Committee on Education and Reception. All materials about the candidate are then to be returned to the Ministry Candidate's Coordinator.
5. A recommendation will go to the ministry committee, and then to the Presbytery. (Note: It is vital that a recommendation be made regardless of whether the decision is for or against supporting the

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person's candidacy. If the person's candidacy is not supported, then this fact needs to be circulated among all the presbyteries.)

6. When a positive recommendation is approved by the presbytery, the ministry committee (or student coordinator) will prepare a written report of its findings to be forwarded to the Committee on Education and Reception, along with the presbytery's written endorsement of the minister's application for reception.

The standard questions asked of references are:

1. How do you know ____? For how long?
2. What qualities does ____ have that make her/him a good candidate to be a minister in the Presbyterian Church in Canada?
3. How does _____ live out his/her faith?
4. What concerns do you have about _____ in terms of ministry?
5. Would you recommend ____ to be a minister? Why?
6. Would you be willing to write a letter of reference for ____?

Appendix K – Leading With Care June 2006

Terms of Reference – 'Leading With Care' Committee of Presbytery

Committee: Leading With Care

Purpose: To oversee the implementation and support of this policy

Membership: Ex-officia – by virtue of their office, with vote:

Moderator of Presbytery, Chairs of Congregational Affairs and Ministry Committee of Presbytery

One representative, ((from within each of the four quadrants), from any congregation. This representative should have the appropriate skills and background to serve in this position.

The Committee will elect its own chair at the first meeting.

Term: Four years, (with one member from the 2006 committee 'retiring' yearly) and eligible to serve a second, consecutive term.
Each quadrant committee will name a person to serve as their representative and submit this name to the Ministry Committee by the September meeting of Presbytery.

Standing Orders

- Duties:
- To report to Presbytery twice a year.
 - To inform and advise congregations regarding available resources
 - To assist congregations with questions and concerns about this policy
 - To ensure that each congregations has an implementation plan in place by July 2006 and that in future, to include, (as part of a regular Presbytery Visitation), a review of each congregation's Leading With Care plan by a Leading With Care committee member, addressing any issues of mutual concern.
 - To provide a Presbytery workshop once a year as needed
 - To ensure that the Clerk of Presbytery maintains, in a secure manner, a list of police records for all active Clergy within Presbytery bounds