

# **Rules of Classis Huron**

## **Updated May, 2013**

### **Article 1. Purpose and structure of classis**

#### 1.1 Vision

The churches of Classis Huron will foster deeper relationships with the Lord and each other through community and accountability as we support, encourage and equip one another to reach the lost, gather those made alive in Jesus Christ and disciple all his people, through the ministries of our individual churches and the joint ministries of Classis.

#### 1.2 Purpose

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

### **Article 2. Meeting of Classis**

#### **2.1 Sessions of Classis**

2.1.1 REGULAR MEETINGS – Classis shall meet in regular session three times a year at 9:00 a.m. on the second Wednesday in January and May, and the third Wednesday in September at the place designated at the previous meeting.

2.1.2 SPECIAL MEETINGS – Classis shall be convened for special meetings

- upon decision of a previous regular meeting
- when such a request is sent to the Classis Ministry Committee by at least five councils on an urgent matter
- when such a request is made to the Classis Ministry Committee by a council for the examination of a candidate,
- when judged to be necessary by the Classis Ministry Committee.

2.1.3 OPEN AND CLOSED SESSIONS – All sessions shall be open to the public, except executive sessions, which ordinarily shall include only those who are office bearers in the Christian Reformed Church. (At the discretion of classis, appointees or members of committees whose mandate concerns the issue at hand may be included in executive session). Classis may decide to go into strict executive session, which includes only the delegates. Classis shall not exercise the right to go into executive session except in unusual or delicate situations, when in its judgment such a course is dictated by due regard for personal honour or for the welfare of the church.

2.1.4 SPEAKERS AND VISITORS – Office bearers who are present, but not delegated, may be given an advisory voice (privilege of the floor). A similar privilege can be extended to guests at the discretion of the chair.

2.1.5 DURATION – The length of sessions and recess periods shall be decided at each meeting.

2.1.6 ABSENTEEISM – While classis is in session, delegates shall not be absent without permission of the chair, neither shall any delegate return home without the consent of the classis.

#### **2.2 Rules for Classis meetings**

2.2.1 HOST CHURCH – The host church will provide a president pro tem until classis has been duly constituted. At the appointed time the host church shall:  
Call the meeting to order and lead in devotions,

- Call for the approval of the credentials of the delegates (as per article II B 4 below)
- Declare classis constituted, provided that at least two thirds of the churches of classis are duly represented.

2.2.2 **CONSTITUTING CLASSIS, DELEGATES AND CREDENTIALS** – Classis shall be constituted as prescribed by Art. 34, 40 of the Church Order and the Rules of Procedure governing its meetings.

When a deacon is delegated, the council shall give a written explanation on the credentials. Classis shall decide by vote on the seating of any delegates having defective or irregular credentials.

The officers of classis shall thereupon be presented by the chair pro tem, who shall then relinquish the chair to the chair of meetings.

2.2.3 **OFFICERS OF CLASSIS** – The chair of classis shall serve in rotation from a pool of people (male/female and ordained/non-ordained) from within classis who possess the specific gifts required of a chair. The vice-chair of classis shall be the incumbent chair of the next classis meeting. The Stated Clerk shall keep an accurate record of proceedings.

2.2.4 **CREDENTIALS COMMITTEE** – During registration, the Credentials Committee will receive the credentials, confirm the delegates’ attendance, and have first-time delegates sign the form of subscription. At the beginning of classis, the chair of the committee will report that credentials and delegations are in good order or (if not) will be present appropriate motions or recommendations. The Credentials Committee shall also, prior to reporting to classis, meet with the delegates of any congregation that has items on the credentials that need to be discussed for the purpose of clarification and procedural questions.

2.2.5 **CLASSIS AGENDAS – MATTERS LEGALLY BEFORE CLASSIS**

2.2.6 **ECCLESIASTICAL MATTERS** – ecclesiastical matters, as stipulated in Art. 28 C.O.

2.2.7 **MATTERS WITHOUT QUESTION** – Matters acceptable without question are

2.2.7.1 **REPORTS** – Reports of all committees, delegates, officers and functionaries of Classis, which reports should normally be included in the printed agenda according to the following schedule.

<b>September</b>	<b>February</b>	<b>May</b>
CMC	CMC	CMC
CMC Admin. Subcommittee	CMC Admin Subcommittee	CMC Admin Subcommittee
Stated Clerk	Stated Clerk	Stated Clerk
Nomination Committee	Nomination Committee	Nomination Committee
Treasurer	Treasurer	Treasurer
Classis Home Missions	Regional Pastor	World Missions
Campus Ministry – Waterloo	Mentor and Mentee	Home Missions
Synod Delegate Report	Youth Ministry	Church Visitors
Youth Ministry Committee	Church Counsellors	CRWRC
Church Counsellors	Campus Ministry – Guelph	Synod – Agenda items
Diaconal Conference	Election of synod delegates	Bd. of Trustees (Calvin)
Ministerial Leadership Team	Youth Ministry Committee	Bd. of Trustees – CRCNA
		Church Counsellors
		Safe Church Committee

- 2.2.7.2 **SYNODICAL MATTERS** – All matters referred to the churches or to classis by synod for action when they appear in the printed agenda
- 2.2.7.3 **COUNCIL MATTERS** – Matters brought before classis by the councils that concern the churches in common or that could not be finished in the councils:  
 - Overtures that are included in printed agenda. If not included, they shall only be taken up special decision of classis in case of urgency  
 - Matters of lesser importance as advised by the officers of classis  
 - Protests and appeals against classical decisions, requests for endorsement of protests, appeals to synod and synodical boards.
- 2.2.7.4 **MATTERS BROUGHT BY MEMBERS** - Matters brought before classis by individual members:  
 - Overtures, communications, protests and appeals against classis, or synod, all of which have been carried as far as possible through councils without receiving satisfaction  
 - Protest and appeals by individual members who cannot yield to councils decisions and who have given notice and exact copies of such appeals to the councils concerned sufficiently early to prepare answers to them
- 2.2.7.5 **OTHER MATTERS** – Other matters which classis declares acceptable by majority vote and which are in conformity with Art. 28 C.O.
- 2.2.7.6 **FINANCIAL MATTERS** – Matters which cause, or are intended to cause, a financial obligation to be assumed by classis and /or by the congregation shall be submitted to the Treasurer or to the finance committee in advance of the announced deadline to allow consideration and study by the councils.
- 2.2.8 **AGENDA DEADLINES** – All matters for the printed agenda must be in the hands of the Stated Clerk five weeks before classis meets (the first Monday in December and April and the second Monday in August).
- 2.2.9 **MOTIONS AT CLASSIS**
- 2.2.9.1 **GENERAL** – In ecclesiastical assemblies, “ecclesiastical matters only shall be transacted, and that, in an ecclesiastical manner,” as Art 28 of the Church Order stipulates. Classis should therefore not be bound to observe detailed parliamentary rules. The nature of ecclesiastical assemblies demands a large measure of freedom in decision and action. However, a few general rules of order may serve a good purpose.
- 2.2.9.2 **MAIN MOTIONS** – A main motion presents a matter to classis for its consideration and action. This motion when supported is acceptable under the following conditions;  
 - If the mover is recognized by the chair;  
 - If the motion has been recognized as acceptable by the chair and  
 - If, at the request of the chair, the motion has been presented in writing.  
 A main motion is not acceptable if:  
 (i) It conflicts with the Church Order or decision of synod, or is contrary to the Scripture as interpreted in the three forms of unity; or  
 (ii) Another motion is before classis, if it is verbally or substantially the same as the motion already rejected by classis, or if it interferes with the freedom of action by classis in a matter previously introduced and tabled.
- 2.2.9.3 **MOTIONS TO AMEND** – A motion to amend proposes to alter a main motion in language or meaning before final action is taken on the motion. This may be done by striking out, inserting or substituting certain words, phrases, sentences or paragraphs in the main motion. This motion is not proper if it nullifies the main motion, or is not germane to it. This motion may be used to amend an amendment.

- 2.2.9.4 MOTION TO TABLE – A motion to table implies that the assembly will resume consideration of the matter at a later hour or date.
- 2.2.9.5 MOTION TO WITHHOLD ACTION – A motion to withhold action may be adopted if classis prefers not to take action regarding a matter.
- 2.2.9.6 MOTION TO RECOMMIT – Recommendations by an advisory or study committee may be referred back to committee under the following conditions:  
 - If new facts, which were not at the disposal of the committee, have become available;  
 - If classis rectifies the matters in which the report is faulty, and the changes that must be made.
- 2.2.9.7 MOTION TO RECONSIDER – Is a motion to reconsider matters once decided by classis. This motion proposes to reopen discussion on a matter already decided in order to put it to a new vote. This motion may be made:  
 (i) only for weighty reasons by a person who voted with the majority, or  
 (ii) if sufficient and new grounds for reconsideration are presented.
- 2.2.10 POINT OF ORDER – In case of a point of order, the chair must make a ruling at once. If any member is not satisfied with the ruling of the chair, the matter shall be referred to classis for decision.
- 2.2.11 RIGHT OF PROTEST – It is the right of any member to protest against any decision of classis. Protests should be registered immediately, or during the session in which the matter concerned was acted upon. Protests should be registered individually and not in groups. Members may ask to have their “negative vote” recorded; such request must be made immediately after the vote is taken.
- 2.2.12 DIVIDING THE QUESTION – At the request of one or more members of classis a motion, consisting of more than one part, may be divided and voted upon separately, when classis decides that this is necessary.
- 2.2.13 DISCUSSION AT CLASSIS – PRIVILEGE OF THE FLOOR
- a. To obtain the floor, a speaker must be recognized by the chair.
  - b. If a member who has the floor should fail to adhere to the point under discussion, or should become unnecessarily lengthy in his/her remarks, the chair shall call his/her attention to this and insist on pointedness and brevity.
  - c. If any member has spoken twice on a pending issue, others who have not yet spoken twice shall ordinarily be given priority by the chair.
  - d. The chair and reporter of a committee shall, when the recommendations of the committee are discussed, have precedence over every other speaker and shall not be limited in the number and length of their speeches.
  - e. Call for the question. When the chair or any member of classis believes that a motion has been debated sufficiently, he may propose cessation of debate. Should a majority be in favour, the vote shall be taken immediately.
- 2.2.14 VOTING AT CLASSIS
- a. Voting shall ordinarily be by “yeas” and “nays”.
  - b. Whenever the chair is unable to determine from the “yeas” and “nays” which opinion has prevailed, or if the chair’s judgment is questioned by any member, the chair shall ask Classis to vote by raising hands.
  - c. In case of discipline, election of persons, and matters of great importance, classis shall vote by ballot.
  - d. Delegates shall not vote on any matters in which they themselves or their churches are directly involved (Art. 34 CO).

## **ARTICLE 3 – OFFICERS AND FUNCTIONARIES OF CLASSIS**

### **3.1 CHAIR**

- 3.1.1 **ORDER** – The chair, with due concern for any matters which should be discussed in executive session, shall see to it that business is transacted in the proper order and expedited as much as possible, and that the delegates observe this rule and proper decorum.
- 3.1.2 **DEVOTIONS** – The chair shall call the sessions to order at the appointed time and see to it that each session is opened and closed with appropriate devotions.
- 3.1.3 **GUESTS** – The chair shall welcome the guests of classis and respond to greetings, or appoint members of the classis to do this.
- 3.1.4 **MOTIONS AND VOTES** – The chair shall place before classis every motion made and seconded, according to the Rule of Order of Classis Huron, and shall clearly state each question before a vote is taken.
- 3.1.5 **IMPARTIALITY** – The chair shall remain impartial on pending questions and shall speak only to state the motion, impart information, or state points of order, in case the chair wishes to speak on a pending question, the chair shall first relinquish the chair to the vice –chair and not resume the chair until the question is disposed of.
- 3.1.6 **SPEAKING ORDER** – The chair shall recognize for debate only those who properly seek to be recognized. In case several delegates seek recognition simultaneously, the chair shall give recognition according to his or her discretion.
- 3.1.7 **CAN RULE OUT OF ORDER** – The chair has the prerogative to declare a motion, or a person, out of order. In case such a ruling is challenged, it shall be submitted to the meeting for a decision by vote.
- 3.1.8 **RIGHT TO VOTE** – The chair, as a delegate to classis, retains the right to vote on any question. The chair invariably votes when the vote is by ballot. In case of a vote by raising hands, the chair does not ordinarily vote, unless the chair’s vote is the deciding vote. In case the vote is tied and the chair abstains from voting, the motion is lost. Should the chair vote affirmatively the motion will carry.
- 3.1.9 **LIMITS ON RIGHT TO PRESIDE** – The chair shall not preside in matters that concern him or herself or the church he/she serves.
- 3.1.10 **POINT OF ORDER** – In case a point of order is raised, the chair must make a ruling at once.
- 3.1.11 **APPOINT COMMITTEES** – The chair, with the agreement of the Classis Ministry Committee, may appoint committees or pre-advice prior to the meeting of classis to deal with items and / or overtures.

### **3.2 VICE-CHAIR**

- 3.2.1 **ACT AS CHAIR** – The vice-chair shall assume all the duties and privileges of the chair
  - (a) in the absence of the chair; and
  - (b) when the chair desires to be temporarily relieved of his duties or to speak on a pending question.
- 3.2.2 **ASSIST CHAIR** – The vice-chair shall render all possible assistance to the chair as circumstances may require.

### 3.3. STATED CLERK AND ALTERNATE

- 3.3.1 TERM – A Stated Clerk and an alternate shall be chosen for a term of three years to carry out the requirements of Art. 32b, C.O. If the Stated Clerk resigns or is unable to function, the alternate shall, upon instruction of the Classis Ministry Committee, at once assume the duties of Stated Clerk pro term. All files, records and office equipment of classis shall be turned over to the alternate.
- 3.3.2 VACANCY – If both the Stated Clerk and the alternate leave classis, the Classis Ministry Committee shall appoint a Stated Clerk pro-tem until the next meeting of classis.
- 3.3.3 CMC MEMBER – The Stated Clerk shall be a member ex officio of the Classis Ministry Committee and its Administrative Subcommittee.
- 3.3.4 DUTIES – The Stated Clerk shall
- Keep an accurate record of the business of classis which shall at least include minutes of classis meetings, which shall record opening and closing exercises; names of delegates seated; names of officers; names of those accorded the privilege of the floor; all instructions and overtures; names of guests who address classis; all letters, protests and appeals, and all decisions related thereto; all motions carried, all rejected main motions; all election results and appointments; any document of part thereof which classis shall decide to insert.
  - Present to the Classis Ministry Committee the minutes of the classis meeting before distribution.
  - Maintain a file of all documents introduced, arranged, and numbered in the order in which they are dealt with by classis, with cross references to the minutes.
  - Preserve the minutes of all sessions of classis in a permanent file.
  - Edit the minutes of classis for publication, distribute copies to each council and if requested by classis, prepare a summary report for publication in our church papers. (Matters dealt with in executive session will not be included in the published minutes).
  - Announce the time and place of the next meeting, stating the deadline for submitting matters for the agenda (five weeks before the classis meets), compile and distribute the agenda together with copies of the credentials form and all reports to classis.
  - Carry on all correspondence for classis; inform all committees or persons appointed by classis of their assignment and mandates; sign all legal and official documents for classis; serve as custodian of the seal, records, files and archives of classis.
  - Serve as an ex-officio member on the Nominations Committee.
  - Maintain the classis' website, ensuring that documents are posted in a timely manner.
  - Present the work of the stated clerk to the Classis Ministry Committee's Administrative Subcommittee for approval at each classis meeting.
  - Receive an annual honorarium decided by classis through the annual budget and shall be reimbursed for all expenses incurred in the performance of his/her duties.

### 3.4 TREASURER AND ALTERNATE

- 3.4.1 TERM – A Treasure and an alternate shall be chosen for a term of three years to carry out the requirements of Article 32c C.O. They shall be eligible for re-election.
- 3.4.2 VACANCY – In case the Treasurer is unable to serve because of health, moving outside the boundaries of Classis Huron, or other reasons, the Classis Ministry Committee shall appoint the alternate as classical Treasurer pro-tem, after the financial records have been duly audited..

- 3.4.3 INCOMPETENCE – The Classis Ministry Committee may declare the Treasurer disqualified upon sufficient evidence of incompetence or carelessness in the discharge of duties but only after the complete audit of the records.
- 3.4.4 BONDING – The Treasurer that shall furnish a Fidelity Bond in the amount decided by classis, the fee to be paid by classis.
- 3.4.5 DUTIES – The Treasurer shall:
- Serve as treasurer of all the funds of classis and place all funds in a depository approved by classis.
  - Keep the accurate record of all of the funds received and faithfully distribute these to the causes intended.
  - Accept only cheques which are made payable to CLASSIS HURON OF THE CHRISTIAN REFORMED CHURCH and which are accompanied by the approved remittance advice form in duplicate
  - Give receipts for all money received by signing and returning the duplicate copy of the remittance advice form
  - Pay, upon itemized accounts, rendered on the approved Expense Account Form, all expenses incurred by classis of any authorized committee or functionary of classis, and shall render a full account of these to classis
  - Make all disbursements by cheque.
  - After each meeting of classis, the Treasurer shall reimburse:
    - traveling expenses of the delegates, at the rate set by classis through the annual budget
    - Remuneration of the host church, according to the rules of classis adopted through the annual budget.
  - Report to Classis in the following manner. The Treasurer shall:
    - At every meeting of classis, submit a financial report, with sufficient copies for all delegates
    - Furnish an annual printed report for every church within classis. The reports shall draw special attention to the payments of the denominational ministry shares by each church
    - At the September meeting, make recommendations to classis for the classical ministry shares, the rates for worship services in vacant churches, mileage, honorariums and remuneration for host churches to be set for the next fiscal year.
    - Keep classis informed of the bank(s) and account(s) in which the funds of classis are deposited.
  - The Treasurer shall send to the secretary of the Ministry Leadership Team, one month before the meeting of classis, a statement of account.
  - The Treasurer shall have the privilege of the floor in all matters relating to the finance of classis.
  - The Treasurer shall receive an annual honorarium as decided by classis through the annual budget. He/she shall be reimbursed for all expenses incurred in the performance of his/her duties.
  - At the first meeting of each year, classis shall appoint a chartered accountant to perform an audit of the financial records of Classis Huron and of the financial transactions and the statements for the current year, the result of which audit must be submitted to classis before the first meeting of the following year, or at any earlier date if so directed by classis.

### 3.5 OTHER FUNCTIONARIES OF CLASSIS

#### 3.5.1 CHURCH VISITORS

- 3.5.1.1 Classis shall annually appoint teams of two office-bearers each, two ministers or one minister and an elder, with their alternates, to carry out the requirements of Art. 42 CO. Their number and the list of churches assigned to each shall be decided upon the recommendation of the Classis Ministry Committee. The Classis Ministry Committee advises a system of rotation for church visitors. The church visitor receiving the most votes in being elected to the position will serve for two years. The second church visitor will serve for one year. Therefore one new church visitor, for each of the three districts, will be elected every year and one will stay on. This will bring some continuity in church visiting (Art. 11 (5)).
- 3.5.1.2 In order to assist the churches and the church visitors, Synod 2000 adopted a “Guide for Conducting Church Visiting.” It is included in the Manual of Christian Reformed Church Government as Appendix D.
- 3.5.1.3 A copy of the church visitors’ report shall be sent to the council in sufficient time to be considered by it before the meeting of classis at which the report will be presented.
- 3.5.1.4 Churches may call on the church visitor for advice in case of serious problems.

#### 3.5.2 DELEGATES TO SYNOD

Classis shall elect at its January meeting, two ministers and two elders with their alternates as delegates to Synod.

- 3.5.2.1 On the agenda for the February meeting, councils shall be asked to submit the names of elders able to serve in this capacity, along with a statement regarding their qualifications.
- 3.5.2.2 On the agenda for the February meeting, all ministers will be eligible to serve as a delegate to synod, unless there is a substantial reason to do otherwise. The council must indicate this request for a minister to be excused from consideration and provide the substantiating reason on the classical credentials for consideration.
- 3.5.2.3 Delegates to synod shall arrange a program of discussion for the May classis of significant items on synod’s agenda.

#### 3.5.3 DELEGATES TO DENOMINATIONAL BOARDS

- 3.5.3.1 Classis shall elect (or nominate as required by the synodical regulations) representatives to serve for a term of three years, subject to the approval of synod, to the following boards (all are regional representatives with the exception of CRWRC):

- Back to God Hour board
- Calvin Seminary board
- Board of Home Missions
- Board of World Missions
- Faith Alive Christian Resources
- Calvin College board
- CRCNA Board of Trustees
- Christian Reformed World Relief Committee

3.5.3.2 All these delegates shall report in writing (as per schedule – see article II C 2A) to the regular meeting of classis, which reports shall be included in the printed agenda.

#### 3.5.4 SYNODICAL DEPUTIES

Classis shall elect one minister with his alternate to serve for a term of three years as a synodical deputy, subject to the approval of synod.

### **ARTICLE 4 – REGULATIONS FOR ELECTIONS, CLASSICAL APPOINTMENTS AND CLASSICAL EXAMINATIONS**

#### 4.1 CLASSICAL ELECTIONS

1. All regular terms of office shall be filled by way of election.
2. The Nominations Committee shall make nominations for all classical functions except delegates to Synod. Committees for classis may present nominations for vacancies to the Nominations Committee.
3. A nomination of one name shall be proposed by the Nominations Committee for each regular and alternate position that is to be filled. Councils may submit names for consideration by the Nominations Committee.
4. Classical elections shall normally take place at the January meeting of classis.
5. The host church shall normally provide a ballot committee of at least two office bearers.
6. Delegates to synodical functions shall begin their term of services on September 1 of that year, whereas those chosen to classical functions shall begin their term immediately upon their election.

#### 4.2 CLASSICAL APPOINTMENTS

1. Requests for pulpit supply for vacant churches must be made by the council to the Stated Clerk.
2. Classis, through the Classis Ministry Committee, may grant two classical appointments per month except during the summer months when students are available.
3. Churches whose ministers are delegated to synod are entitled to one classical appointment.
4. Classical appointments shall be distributed equally among the non-vacant churches of classis.
5. Churches receiving a classical appointment shall reimburse the assigned minister for his travelling expense at the rate set by classis.
6. At each meeting of classis, the chair shall ask delegates of the vacant churches whether the classical appointments have been filled.
7. The church whose minister serves as Stated Clerk shall receive classical appointments the Sunday after a classis meeting.
8. Classis Ministry Committee will grant classical appointments every two weeks as long as there are up to five vacancies in classis. If there are more than five vacancies, CMC will be granting classical appointments every three weeks. If there are seven or more vacancies in the classis at a given time, classical appointments will be assigned every four weeks rather than every three weeks.
9. A church that hires an ordained interim pastor or stated supply is not considered a vacant church and therefore does not qualify for pulpit supply (January, 2009 decision).
10. Classis authorizes Classis Ministry Committee to include campus ministers in the regular rotation in the classical appointments schedule whenever there are five or more vacancies in Classis Huron.
11. Vacant churches receiving classical appointments are requested to reimburse the sending church at the rate per service set by classis through the budget.

### 4.3 EXAMINATION OF CANDIDATES TO MINISTRY OF THE WORD

#### 4.3.1 Pre-Examination matters:

- The letter of call to a candidate must indicate the provisional nature of this call until the classical examination has been sustained.
- The date of ordination shall be officially announced only after the candidate passes the examination.
- The candidate shall preach a sermon on a text assigned by classis in an official worship service in the presence of classical representatives, preferably on the Sunday preceding the meeting of classis and in the church to which he has been called.
- A copy of the candidate's sermon shall be provided by classis to the synodical deputies and to the delegates of classis.
- In addition to the required sermon on an assigned text, the candidate shall submit to each of the sermon critics of classis, copies of two other sermons which the candidate has preached as a student, one based on a Scripture text and the other on a Lord's Day of the Heidelberg Catechism. The combination of Scripture texts should include both the Old Testament and the New Testament. These sermons shall not include those which have been used in practice preaching, or for academic evaluation in the seminary.
- Four delegates of classis shall be appointed as the official examiners, two to function as sermon critics and to be present at the worship service in which the total sermon is being preached, and two to conduct the actual examination at the time classis meets.
- All examiners appointed by classis shall establish contact with the candidate prior to the day of the examination. Sermon examiners in particular should provide a written report of their recommendations and comments to the candidate at least one day before classis meets.

#### 4.3.2 The Examination Proper

Introduction: A classical examiner shall introduce the candidate to classis.

Practica (no time limit)

- The classical examiner shall inquire into the candidate's relationship to God and his commitment to the ministry, his understanding of the meaning and relevance of the ministry for our times, his loyalty to the church and related matters:
- The synodical deputies and delegates shall have opportunity to ask additional questions; and
- Before proceeding to the next area of inquiry, a motion to proceed shall carry.

Sermon Evaluation:

- In the presence of the candidate, the written sermon shall be evaluated and attention shall be given to his manner of conducting a worship service;
- Additional questions with reference to the sermon and its delivery shall be allowed; and
- Before proceeding to the next area, a motion to proceed shall carry with the concurrence of the Synodical deputies

Biblical and Theological Position (minimum 30 minutes per candidate but not to significantly exceed this time limit).

- The examiner shall inquire into the candidate's biblical and theological judgment, competence and soundness. Opportunity shall be provided for additional questions (no time limit).

#### 4.3.3 Procedure for Admission to the Ministry

- A motion to admit the candidate (mentioned by name) to the ministry of the word in the Christian Reformed Church shall be received and given preliminary consideration in executive session.
- Prayer for guidance of the Holy Spirit shall be offered.
- The synodical deputies shall leave the floor to prepare their recommendation.
- Classis shall vote by ballot.

- The synodical deputies shall offer their written statement from which it will become evident whether or not they can concur with the decision of classis. In the event that the agreement cannot be reached, the matter will automatically be referred to synod for final adjudication.

#### 4.3.4 Additional Classical Regulations

4.3.4.1 As soon as a candidate has accepted the call of one of the churches, the council shall notify the Stated Clerk and request the Classis Ministry Committee for an examination by classis.

4.3.4.2 The Classis Ministry Committee shall make the following arrangements:

- Assign a sermon text to a candidate and appoint two sermon critics.
- Appoint a credentials committee of two.
- Appoint one examiner for practica and one for biblical and theological.
- Inform the candidate of the required credentials, the sermon text, the schedule of examination and the pertinent regulations.
- Invite the synodical deputies of the three neighbouring classes to attend the examination.

4.3.4.3 The candidate shall submit the following documents to the credentials committee:

- Call letter and letter of acceptance
- Seminary diploma
- Letter of recommendation from his former council
- Statement of health from a physician, if a year has elapsed between the synodical and classical examinations

4.3.4.4 The candidate shall prepare a sermon on the assigned text and provide three copies; two copies to be sent by him to the sermon critics along with the other two required sermons at least two weeks before the service, and once copy to be sent to the Stated Clerk.

4.3.4.5 Upon admission the candidate shall receive a classical diploma. The chair shall address the candidate, a prayer of thanksgiving shall be offered, a hymn may be sung, and those present shall be given an opportunity to congratulate the candidate.

Note: In case of a candidate by way of Art. 7 C.O., Classis shall follow the synodical regulations (1922, 1947) stated in the second supplement, II A, B of the Church Order.

#### 4.4 EXAMINATIONS FOR LICENSURE TO EXHORT

4.4.1 An examination for a license to exhort shall take place only upon recommendation of a council and after the previous classis meeting has agreed to such an examination. Classis may grant a license to exhort within its jurisdiction to:

- Seminary students who are not studying at Calvin Seminary, provided that they : (i) are members of the Christian Reformed Church; (ii) intend to enter the Christian Reformed ministry; and (iii) have successfully completed one year of seminary work.
- Members of the Christian Reformed Church not formally preparing for the ministry, provided important reason for granting licensure is established.

4.4.2 Licensing to exhort shall take place only by ballot, upon motion, in executive session, after an examination of approximately one hour, arranged by the Classis Ministry Committee in the following subjects: (a) knowledge of Scripture, Reformed doctrine and ethics; (b) Practica, and (c) ability to exhort (each applicant shall speak before classis for at least ten minutes on an assigned Scripture text). All examiners appointed by classis shall establish contact with the applicant for licensure prior to the day of examination.

4.4.3 A license shall initially be for one year, after which application for renewal must be made, in writing. This renewal application shall include the respective council's recommendation, a report on the number of worship services conducted, one sermon manuscript and five service evaluations

(using a two-page format approved by the committee of classis). These documents must be provided to the Stated Clerk at least five weeks before classis meets.

- 4.4.4 The sermon manuscript to be submitted by each licensee shall be evaluated by two different pastors according to a roster kept by the Stated Clerk. All pastors shall take turns evaluating the sermon manuscript.
- 4.4.5 Classis shall appoint an ad-hoc Exhortation License Review Committee which will review the one sermon manuscript evaluation and the five service evaluations and make a recommendation to classis as to whether the license(s) should be renewed.
- 4.4.6 After the initial one-year license, renewals for licensure to exhort shall be for five-year periods.

## **ARTICLE V – COMMITTEES OF CLASSIS**

### **5.1 GENERAL RULES FOR COMMITTEES**

- 5.1.1 Committees are servants of classis; they shall adhere strictly to the mandate given to them by classis.
- 5.1.2 Members of standing committees shall ordinarily be elected for a term of two or three years. To ensure continuity, these terms are to be properly staggered and are renewable once.
- 5.1.3 As a rule, both ministers and non-ministers shall be eligible to serve on committees. A ministerial and non –ministerial alternate shall be chosen for standing committees to fill the unexpired part of the term of a vacating member in their respective categories.
- 5.1.4 All committees shall elect a chair and a secretary-reporter. Classis may appoint a convener for newly appointed committees.
- 5.1.5 All committees shall keep accurate records of their transactions and report annually to classis in writing. Written reports shall be provided to the Stated Clerk in time for inclusion with the classis agenda. Supplementary reports may be presented to classis on matters that could not be dealt with before the deadline for the classis agenda, in which case the committee must ensure that sufficient copies are available for all delegates to classis.
- 5.1.6 No one shall serve more than two successive three-year terms unless classis decides otherwise.
- 5.1.7 Classis may appoint standing committees and special advisory and study committees.

### **5.2 STANDING COMMITTEES**

5.2.1 Classis is served by the following standing committees:

- Classis Ministry Committee (cf Art. 33 b C.O.)
- Nominations Committee
- Administrative Subcommittee (AdCom) of the Classis Ministry Committee
- Huron Campus Ministry – Guelph
- Huron Campus Ministry – Waterloo
- Home Missions Committee
- Classis Ministerial Leadership Team
- Youth Ministry Committee
- Diaconal Conference
- Classis Finance Committee
- Safe Church Committee

5.2.2 These committees shall carry out the work assigned by classis in accordance with the detailed mandates, terms and conditions set out in the Appendix.

### 5.3 SPECIAL ADVISORY AND STUDY COMMITTEES

- 5.3.1 Advisory Committees. Classis may also appoint advisory committees. Such committees:
- 5.3.1.2 Shall be appointed by the chair to make recommendations to classis on any overture, protest or appeal which is submitted to them for advice. They shall report in writing during the same meeting of classis; and
  - 5.3.1.3 Shall serve only for the duration of the classis in order to facilitate the work of classis by:
    - Giving advice on legality and procedure
    - Formulating recommendations
    - Carrying out special decisions during the meeting of classis
- 5.3.2 Study Committees:
- 5.3.2.1 May be appointed by the chair, according to Art. 33a C.O., with the mandate to study a specific matter which is legally before classis for consideration, and to report at the next meeting of Classis.
  - 5.3.2.2 Shall submit final reports to be included with the agenda.

## **ARTICLE VI. AMENDMENTS**

These rules may be amended by a majority vote of classis.

# **APPENDICES**

## **COMMITTEES OF CLASSIS HURON**

### **MANDATES AND MEMBERSHIP**

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# CLASSIS MINISTRY COMMITTEE

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## **A. The committee:**

1. Membership shall consist of a representative of the committees of Classis Huron plus additional members:

Home Mission Committee

Campus Ministry

Diaconal Conference

Safe Church Committee

Youth Committee

Two members at large appointed by classis (One of whom will be chair and one vice-chair)

Financial Resources Team

Prayer Coordinator (ex officio)

Stated Clerk (ex officio)

## 2. Mandate

The Classis Ministry Committee (CMC) will nurture vision and planning with classis, provide accountability, guidance and support for existing ministries of classis and provide governance support for classis.

### 2.1 Nurture vision and planning with classis

- 2.1.1. The CMC stimulates and guides our joint ministries in keeping with the mission statement, values and goals of classis.
- 2.1.2 The CMC coordinates and plans future ministry in accordance with the ministry plan of classis.
- 2.1.3 The CMC regularly reviews the ministry plan.
- 2.1.4 The CMC will regularly review the effectiveness of the meeting of classis through the use of evaluation forms.

### 2.2. Provides accountability, guidance and support for existing ministries of classis

- 2.2.1 Provides meaningful supervision, information sharing and regular evaluation of the work of the standing committees
- 2.2.2 Approves budget for standing committees.
- 2.2.3 Receives reports of standing committees and forwards appropriate report to the general meetings of classis.

### 2.3 Provides governance support for Classis Huron

- 2.3.1 Oversees the implementation of decisions made by classis.
- 2.3.2 The CMC will appoint a sub-committee called the Administrative Sub-committee.

## 3. Meetings

The CMC shall normally meet once between meetings of classis (three times per year). The Administrative Sub-committee will meet additionally as required and agreed with the CMC.

## **B. Administrative Sub-Committee (AdCom)**

1. Membership shall consist of the chair, vice-all, one member appointed by the CMC, and Stated Clerk (ex-officio).

## 2. Mandate

The Administrative Sub-committee will:

- a. Arrange the agenda for meetings of classis
- b. Appoint counsellors to vacant church
- c. Approve and process the credentials of ministers entering or leaving the classis
- d. Appoint committees of advice that serve upcoming meetings of classis
- e. Prepare the schedule of examination of candidates for ordination and candidates for licensure
- f. Order annual financial audits and any interim audits as may be necessary and engage the auditor(s) for the purpose each year
- g. Arrange special meetings of classis
- h. Schedule pulpit supply for vacant churches when requested, according to established policy
- i. The administrative committee will be empowered to act between meetings in an administrative capacity and is accountable to CMC.

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## NOMINATIONS COMMITTEE

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### Mandate

- 1.1 Keep an up-to-date record of all those who serve as members of classical committees or as delegates to boards and agencies on behalf of Classis Huron.
- 1.2 Keep a record of all those who finish their terms, retire, resign, or who for any reasons no longer serve their appointments.
- 1.3 Alert church councils of all present and anticipated vacancies, including elder delegates for synod, in time for councils to consider and submit nominees.
- 1.4 Actively recruit nominees on the basis of giftedness, desire and availability.
- 1.5 Submit a complete integrated ballot of confirmed nominations for all upcoming vacancies to classis. The ballot will include some brief biographical information about each nominee and a note regarding their suitability for the position.
- 1.6 For denominational boards, the committee will generally submit one name for each vacancy, unless more names of qualified people have been submitted to the committee, in which case at least one name will be submitted to classis.

### Membership

- 2.1 The committee shall consist of three members and an alternate elected at the January meeting of classis for terms of three years. Committee members should be relatively well-acquainted with the churches and ministries of classis.
- 2.2 Members should also represent the geographical breadth of classis.
- 2.3 Members should not ordinarily serve more than two consecutive terms.
- 2.4 The Stated Clerk shall serve as an ex-officio member of the committee.
- 2.5 The committee shall choose a chairperson and recording secretary each year. The Stated Clerk shall not ordinarily serve in either of these capacities.

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## SAFE CHURCH COMMITTEE

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### Mandate

- 1.1 To function as an Abuse Response Team according to synodical guidelines for Classis Huron.
- 1.2 To provide comprehensive and ongoing education and support to our churches in the prevention of, and response to abuse.

## Membership

2.1 Each church within classis will appoint a representative to sit on the Safe Church Committee.

2.2 Members should ordinarily serve no more than two consecutive terms.

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# HURON CAMPUS MINISTRY

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## 1. Preamble

- The ministries herein described will be known as Huron Campus Ministry – Guelph and Huron Campus Ministry – Waterloo.
- These ministries are conducted at the initiative of Classis Huron in joint sponsorship with CRC Home Missions.
- These ministries are directed primarily, but not necessarily solely, to the university campus communities in Guelph (University of Guelph) and Waterloo (University of Waterloo and Wilfred Laurier University) respectively.

## 2. Mission Statement

The mission of the two campus ministries, in keeping with the vision for campus ministry of the CRC, is to promote the gathering of God's people in the specialized context of higher education and to engage in holistic kingdom ministries that are sustained in relationships of mutual accountability and that are served by campus ministers.

## 3. Structure

3.1 Huron Campus Ministry Board–Guelph and Huron Campus Ministry Committee–Waterloo (hereafter referred to collectively as “the committees”) encourage and supervise their respective the campus ministries and formulate and implement programs in their own locations. While the two ministries are independent, they should communicate from time to time when needed to handle issues of mutual concern. The committees report directly to classis, but will also keep the Classis Huron Classical Ministries Committee informed of their work. The committees shall seek, as appropriate, the guidance of the local church, the classis or Home Missions in all matters governing worship, sacraments, and church membership. The committees will also, as appropriate, refer concerns regarding the doctrine and life of any ministry workers to the council of the calling church.

3.2 The committees will seek, and classis shall help to provide, members who have an interest in campus ministry and are willing to commit time, energy and prayer to the ministry. They should be committed to the vision of campus ministry held forth by the CRC and Classis Huron. A majority of members on the committees should be members of the CRC and all members should have a sound biblical vision of campus ministry. The normal membership term is three years, renewable once. The committee or board presents the names of potential members to the Nominations Committee for ratification by classis. Membership will be replaced on a rotating basis so that there is continuity in the committee membership.

3.3 The membership of each committee will be as follows:

1. The campus minister as an ex officio member with no voting rights.
2. Two members, one from each of the local churches (and appointed by the two CRCs in Guelph and Kitchener/Waterloo respectively) since students will generally worship in one of these churches. The councils of the churches will be asked to appoint a person who thus acts as a liaison between the church and the committee. This person could, but need not, be a council member.
3. One member appointed by Classis Huron, usually at its May meeting, every three years.

4. Students serve on the committees according to local ministry dynamics. Student leaders are expected to regularly report to the committees and up to two students may serve as members of the committees.
  5. A faculty or staff person who works at the universities, appointed by the committees.
  6. One or two additional members may be appointed from time to time, according to need.
- 3.4 The committees will ordinarily meet monthly except during the summer. Additional meetings may be called by the chair or campus minister as needed. More than 50 per cent of the committee members must be in attendance for the proceedings of a meeting to be valid.
- 3.5 In June, each committee will elect from their ranks a chair and secretary to serve for a year. The treasurer of classis will serve as the treasurer of the campus ministries. All terms of office on the committee are renewable for as long as the person serves on the committee..

#### 4. Responsibilities

- 4.1 Be engaged in the work of and pray for the campus ministry.
- 4.2 Give guidance and support to the campus ministers in carrying out their office, by encouraging them in their ministry, and providing supervision of the work. The committee will administer the employment of the campus minister as mutually agreed upon by the other local sponsors. They will approve any absences of the campus minister. If the campus minister's position becomes vacant they will serve as the search committee on behalf of, and in consultation with, the calling church and appoint the campus minister with the concurring affirmation of classis.
- 4.3 Formulate, develop, and review the program annually and assist in its implementation.
- 4.4 Prepare and obtain classis approval of the budget; solicit funds, and approve expenditures.
- 4.5 Report regularly to classis in writing. They will report to classis as per the reporting schedule in article II C 2A.
- 4.6 Maintain a good public relationship with the sponsoring constituency of Classis Huron and with its affiliated agencies.
- 4.7 Establish and maintain formal relationships with the institutions of higher education which are the site of the ministry.

#### 5. Policy regarding Lord's Supper

Classical Huron encourages the worshipping community on these campuses to live in the unity of faith as expressed in the creeds of the Christian Church by observe the following:

- A. To the celebration of the Lord's Supper shall be admitted
  - (i) All those who are members of the worshipping community because they have been joined in Christ, and who give evidence of that in their active participation in the work of the ministry.
  - (ii) All those who seek admittance to the Lord's Supper as guests and who can give evidence of their faith in one Lord and Savoir Jesus Christ, and of their participation in the work of the ministry of the church.
- B. Admission to the celebration of the Lord's Supper shall be under the supervision of the campus minister with at least two mature members of the worshipping community and an elder of a neighbouring CRC.
- C. If requested, liaison will be maintained with other worshipping communities by advising them when one of their members has partaken of the Lord's Supper and/or advising them of the growth or lack of growth observed in the member of that worshipping community. (May 26, 1976; Art 13 and Supplement on Campus Worship)

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## **HOME MISSIONS COMMITTEE**

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1. Membership.  
It shall consist of six members. The classical delegate to the Board of Home Missions and the alternate shall automatically become two of these six members.
2. The committee shall act for and on behalf of classis in all matters pertaining to Home Missions between the meetings of classis, except matters of the Huron Campus Ministry. (Session 64 – Art 6)
3. Responsibilities:
  - 3.1 Bring recommendations to classis (or Classis Ministry Committee) granting permission to subsidized churches to call a pastor.
  - 3.2 Cooperating with the denominational Home Missions board in its work within the bounds of classis, and seek the advice and the assistance of the board in carrying on Home Missions work within the bounds of classis when such help is needed.
  - 3.3 Assisting the churches of classis in their local evangelistic task, according to Art. 73-75 C.O.
  - 3.4 Informing and advising classis on evangelistic opportunities within the area of classis.
  - 3.5 Promoting and stimulating interest in evangelism among the churches in classis.

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## **DIACONAL CONFERENCE COMMITTEE**

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1. It shall consist of ten members (either current or former deacons) who elect their own executive of president, vice-president, secretary and treasurer. The classical CRWRC board member and alternate and the two representatives on the Diaconal Ministries of Eastern Canada are members ex officio.
2. The conference shall appoint two representatives (and an alternate) annually who will have the privilege of the floor at all meetings of classis.
3. Classis shall provide diaconal representation on classical committees where appropriate.
4. The conference shall be funded by ministry shares set annually through the budget by classis.

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## **CLASSIS MINISTERIAL LEADERSHIP TEAM (formerly Student Fund Committee)**

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Approved by classis, September 16, 2009

1. Membership:  
It shall consist of three or four members who have a passion for the church's ministry, who are knowledgeable about ordination issues, and who reflect the diversity of classis. No fewer than

- half of the members shall be Ministers of the Word in the CRCNA.
2. **Consultation:**  
The CMLT will be a consultation and advisory resource to the member congregations of Classis Huron, to Classis itself, and to other interested parties (for instance, Leadership Development Networks) regarding matters related to ministerial candidacy in the CRC.
  3. **Information:**  
The CMLT shall provide information and advice to the member congregations of Classis Huron, to Classis itself, and to other interested parties (for instance, Leadership Development Networks) concerning the candidacy process.
  4. **Encouragement:**  
The CMLT shall encourage the member congregations of Classis Huron to be pro-active in identifying possible candidates for ministry in the CRC and offer resources to help people discern their calling.
  5. **Ministry Readiness Profile:**  
The CMLT is to provide counsel that will help councils, classis, and those preparing for the ministry in the completion of the individual's Ministry Readiness Profile. Such profiles will be progressive documents testifying to the candidate's development and growth in areas of character, knowledge, and skill.  
Reference: [http://www.crcna.org/pages/candidacy\\_index.cfm](http://www.crcna.org/pages/candidacy_index.cfm)
  6. **Endorsement:**  
Upon receiving a positive recommendation to enter the candidacy process from an individual's council, the CMLT will interview the individual and work with them to prepare a Financial Plan, as well as a Study Plan or Learning Covenant. The CMLT will then forward their endorsement to the CRC Candidacy Committee. In the case of individuals entering the candidacy or affiliation process through Article 7 or 8, the CMLT will also request licensure on behalf of the individual to the CRC Candidacy Committee.
  7. **Financial Assistance:**  
Students applying for acceptance into a Master of Divinity program, as well as students already in such program may apply to the CMLT for classical financial support. The CMLT will recommend to classis and administer the distribution of appropriate financial resources to assist those preparing for minister, following the guidelines of the Classis Huron CMLT.
  8. **Celebration:**  
Assist the church and classis that initiated the study/candidacy process in appropriately celebrating the progress of those preparing for the ministry under its care, giving thanks to God for his provision of faithful and gifted leadership for his church.

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## **FINANCIAL RESOURCES TEAM**

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Adopted September, 2006. Membership revised April, 2013

1. **Mandate:**
  - 1.1 Management and scrutiny of all financial resources entrusted to its stewardship by the member churches of Classis Huron as well as the development of other funding sources to augment the ministries of Classis or individual member churches.
  - 1.2 Support and oversee the work of the Classis Treasurer, who is an ex officio member of this

team and is its primary bookkeeper, controller and auditor of the expenditures of Classis Huron.

- 1.3 Play a visionary role to develop the funding for new Classis-wide initiatives in training and ministry: ie funding from foundations for leadership training.
2. Accountability:  
This team is accountable to Classis Huron and has a representative on the Classis Ministry Committee. The team shall report three times a year in time for the agendas of Classis.
3. Membership:  
At least three (but not exceeding six) persons including the treasurer. The other two persons should have gifts in the areas of fundraising/donor development/public relations and have a passion for effective stewardship of these resources.
4. Current members:  
Clarence Louter, chair  
Michelle Vanderwal  
John Bell, treasurer, ex officio  
Keith Knight, stated clerk, ex officio

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## YOUTH MINISTRY COMMITTEE

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1. The committee shall consist of seven members appointed by classis from nominations by the Nominations Committee. Each of the three regions of classis shall have two members on the committee, one member to be at large from classis.
2. Committee members are to serve for two year terms, once renewable.
3. Mandate:
  - 3.1 Assist the local churches of Classis Huron in the development, maintenance, growth and the renewal of their youth and young adult ministry.
  - 3.2 Encourage and/or sponsor leadership training for youth leaders of Classis Huron.
  - 3.3 Make recommendations to classis that are consistent with youth ministry needs based upon the nurturing model. (This ministry shall be defined as nurturing youth ministry, according to the definition offered by Synod 1991, agenda page 318 – 326.)
  - 3.4 Promote youth participation in a variety of service projects.
  - 3.5 Communicate with the denominational youth ministry committee concerning matters of mutual concern.
  - 3.6 Report to classis the actions, plans and evaluation of youth ministry by all partners and participants within classis and its congregations.
  - 3.7 Define and recommend staffing as needed and feasible for the approval of classis.
4. The goal of youth ministry in Classis Huron is to:
  - 4.1 Help every young person within the Christian fellowship to grow spiritually, physically, emotionally, intellectually and socially. With God's blessing, each one can then begin to experience God's love in Jesus and learn to walk in faith as his disciple, increasingly becoming and doing all that Jesus means that person to be and do.
  - 4.2 Pray for and lead the young person to a public profession of her or his faith in Jesus and to a way of life consistent with her/his profession.
  - 4.3 Encourage and challenge each person to use her or his unique gifts and interest to serve and enrich others within the church and beyond the church.
5. The Youth Ministry Committee shall report to classis as per the adopted schedule.

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## **LEAGUE OF YOUNG PEOPLE'S SOCIETIES**

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1. Classis has recognized the Trillium League of Young People's Societies (Youth Unlimited) as the official representation of youth in its area.
2. The Trillium League has a standing invitation to address classis as per the adopted schedule.
3. Classis shall pay the traveling expenses of this delegate according to classical rules.