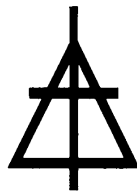


***Rules of Procedure
For
Classis Alberta
South & Saskatchewan***



CHRISTIAN
REFORMED
CHURCH

Last Revised November 2015

VISION STATEMENT

Classis Alberta South & Saskatchewan is a regional group of Christian Reformed Churches dependant on the Holy Spirit, striving to function together as one body in Christ, share in worship, promote evangelism and diaconal ministries and nurture through mutual accountability.

RULES OF PROCEDURE FOR CLASSIS ALBERTA SOUTH AND SASKATCHEWAN LAST REVISED November 2015.

I. CONVENING AND CONSTITUTION OF CLASSIS

- A.** Classis shall convene as prescribed by the Church Order of the Christian Reformed Church. These Rules of Procedure shall govern the meetings of Classis and Classis is governed by the Constitution and operating bylaws, dated August 25, 2004 and revised April 2010.
- B.** Classis shall ordinarily meet for one day on the second Friday of March, and the last Friday of October, unless the Classical Interim Committee in advance of the meeting deems it necessary to meet for two days.
- C.** Extra-ordinary meetings of Classis may be held:
1. Upon the decision of Classis;
 2. Upon the request of at least five Councils of member congregations to the Interim Committee;
 3. Upon the request of a church to the Classical Interim Committee for the purpose of a “colloquium doctum” or examination of its minister elect;
 4. Upon the decision of the Classical Interim Committee.
 5. Quorum for extra-ordinary meetings shall be 50% plus 1 of the possible delegates.
- D.** Notice of an extra-ordinary meeting shall be given at least 5 days in advance to the churches. Notice may be given by telephone, fax or email to either the pastor or member of Council executive.

- E.** The Stated Clerk shall convene the meetings of Classis and shall ordinarily:
1. Compile, arrange and send the agenda to the Councils at least five weeks before Classis convenes.
One copy of the agenda and minutes must be send to each Council;
 2. Inform Synodical Deputies when their presence is required.
- F.** Each organized church of Classis shall delegate one Minister, one Elder and one Deacon to every meeting of Classis. Two elders shall be delegated when a church is vacant or when no minister is able to attend. One ordained Minister or Commissioned Pastor from each emerging congregation (church plant) shall be seated as a delegate through the credentials of their respective “mother” church. (Mar. 2008, Item 5)
- G.** All office-bearers of the Councils within Classis have a right to attend the session of Classis. They shall have the right of the floor upon permission of the assembly. Sessions are open to the public unless executive session is declared.
- H.**
1. One ordained Minister or Commissioned Pastor leading each work of Classis (currently Indian Metis Christian Fellowship of Regina and U of C Campus Ministry) will be designated as an advisor to Classis. (Oct. 2008, Item 6)
 2. Classical Advisors shall serve Classis. They will have the privilege of the floor but not the right to vote.
 3. Classical Advisors may appear before any advisory committee for the purpose of speaking to the committee about any matter referred to it.
 4. Classical Advisors shall be present at any meeting of Classis, where they shall have the privilege of the floor for the purpose of advising Classis on matters before it, subject to the accepted rules governing discussion. On important questions the chair or any other members of Classis may request their advice.
 5. Classical Advisors shall be present for executive and strict executive sessions. If Advisors are personally involved in the matter under discussion, they will absent themselves voluntarily or by classical ruling (by way of the officers of the CIC). (March 2009, Art. 6.2)
- I.** A quorum shall consist of not less than two-thirds of the eligible delegates.
- J.** While Classis is in session, members wishing to leave must receive permission from the Chair.
- K.** The church in which Classis is convened shall ordinarily be determined by invitation, at the discretion of Classis. Ordinarily, the March session is convened in Calgary area and the October session in the southern section of Classis.
- L.** The host church shall make all arrangements for the meeting of Classis, including meeting

facilities, meals and refreshment breaks, and billeting accommodations as required.

II. OFFICERS AND THEIR DUTIES

A. General Provisions

1. The officers of Classis shall be the Chair, Vice Chair, Stated Clerk and Treasurer.
2. The Chair and Vice-Chair (Minister, Elder, Deacon) shall be delegates to Classis and shall be appointed from the churches on an alphabetically rotating basis for one meeting only.
3. The Stated Clerk and his alternate shall be chosen for a term of three years and be eligible for reelection.

B. The Chair:

1. Shall serve on the Classical Ministries Committee;
2. Shall chair the meeting of Classis;
3. Shall call for the credentials of the delegates and shall have the delegates who have not previously done so sign the Form of Subscription;
4. Shall welcome fraternal delegates or guests to Classis, respond to greetings received, or appoint delegates of Classis to do so;
5. Shall act impartially and shall not preside in any matter that concerns himself or the church he serves;

C. The Vice-Chair:

1. Shall serve on the Classical Ministries Committee;
2. Shall render all possible assistance to the Chairman and the Stated Clerk and perform such other duties as the need may require;
3. Shall ordinarily appoint devotion leaders, thank the convening church and conclude the meeting of Classis with devotions.

D. The Stated Clerk:

1. Shall be chosen for a term of three years and shall be eligible for re-election for consecutive 3 year terms. An alternate shall be appointed for the same term;
2. Shall record the proceedings of Classical meetings. When the meeting of Classis is completed, the delegates are dismissed and then those delegates of the host church and the Classis executive review the concept minutes. The Clerk then provides a draft copy of the Minutes to those same delegates and to members of the CIC for review. The Clerk will then incorporate the suggested corrections and distribute those corrected Minutes as the approved Minutes of that meeting of Classis. (Oct. 26, 2012, item 7.2)
3. Shall keep an up-to-date record of committees and of the tenure of office of all classical and denominational functionaries;
4. Shall conduct all the correspondence of Classis;
5. Shall be remunerated as determined by Classis.

E. The Treasurer

1. Shall be chosen for a term of three years and shall be eligible for re-election for consecutive 3 year terms. An alternate shall be appointed for the same term;
2. Shall keep an accurate record of all funds received and disbursed;
3. Shall report to each Classis meeting, giving complete annual report to the March meeting;
4. Shall be a member of the Interim Committee;
5. Shall be remunerated as determined by Classis.

III. MATTERS LEGALLY BEFORE CLASSIS

The following matters are legally before Classis:

- A. OVERTURES** from Councils. These overtures shall be sent to the Stated Clerk six weeks before Classis convenes, so they can be included in the agenda sent to Councils;
- B. REPORTS** of committees and representatives of classical and denominational boards must be sent to the Stated Clerk, before the agenda deadline, to be included with the agenda. Recommendations from the committees shall be considered at Classis.
- C. MATTERS PRESENTED ON THE CREDENTIALS;**
- D. APPEALS AND PROTESTS** from Councils;
- E. APPEALS AND PROTESTS** from individual members after having been processed through their local Council;
- F. EXCEPTIONS.** Matters not appearing on the Agenda of Classis or in credentials may be taken up by special motion of Classis.

IV. CLASSICAL FUNCTIONARIES

A. Classical Auditors

1. Shall consist of two qualified persons, appointed at the October Classis meeting for a term of three years and eligible for re-appointment for one consecutive term;
2. Shall audit the work of the Treasurer annually;
3. Shall submit a written report to the following March meeting of Classis.

B. Church Visitors

1. Visits to the local churches shall be made every other year;
2. The Stated Clerk shall appoint teams consisting of one Minister and one Elder and a Minister as alternate. The Church visitors shall verbally report of their visits to each

church at the following Classis, but submit written reports to the Stated Clerk (C.O. Art. 42). (Mar. 2012, item 6.2)

C. Counsellors

1. Shall be appointed by Classis or the Interim Committee to serve the vacant churches;
2. Shall ordinarily be the minister residing nearest the vacant church;
3. Shall report to Classis and submit a written report upon completion of assignment.

V. COMMITTEES OF CLASSIS

A. General Provisions

1. All committees are servants of Classis and shall not take action independent from Classis;
2. Committee members need not be council members;
3. The members of standing committees shall be elected for a term of 3 years. Terms will be staggered where possible. Each committee shall have one alternate who shall replace any committee member not completing a term, with the alternate's term to commence at that time;
4. Members may not serve more than two three-year consecutive terms;
5. The standing committees shall submit names for each vacancy to Classis for approval. Only when there are not sufficient number of names submitted by either classical credentials or from the committees, may nominations be made from the floor of Classis.

B. Organization and Rules Governing Committees

1. The first person named in the appointment of an advisory or study committee shall be the Chairperson;
2. Anyone may request to appear before a committee;
3. Each committee shall present a written report, electronic or hard copy, of its action to each meeting of Classis. Committee reports shall be signed by the Chairperson and the reporter of the committee. In the case of a minority report, each report must be signed by the members who favor it;
4. During the discussion of a committee report the task of defending the report shall rest primarily on the Chairperson and the reporter. These shall have unlimited access to the floor, while other committee members shall be subject to the accepted rules of debate;
5. Recommendations by a committee shall be considered to be main motions, and all rules applying to main motions shall apply;
6. Only when the following conditions prevail may the recommendations of a committee be re-committed to the committee:
 - a. If new facts not previously at the disposal of the committee have become available;
 - b. If Classis specifies the manner in which the report is faulty and specifies

which changes should be made;

7. Standing committees shall inform the Stated Clerk of vacancies in committees before the agenda is distributed.

8. Standing committees shall ordinarily include nominations to fill vacancies in their reports to Classis.

Nominees must have given consent to allow their names to be suggested.

9. Nominations shall be closed if sufficient names are provided by either the standing committees or on the classical credentials. Only when there are not sufficient names provided may nominations be added from the floor of Classis, providing consent of the nominee has been obtained.

C. Standing Committees

The following standing committees shall be appointed by Classis:

1. The Classical Interim Committee shall be integrated into the Classical Ministries Committee. The administrative details to be dealt with by a sub-committee of the Classical Ministries Committee (Chair, Vice-Chair, Clerk, Treasurer);

2. Classical Ministries Committee and its Mandate.

The CMC is to plan and organize each meeting of Classis giving shape to the meeting, ensuring that a high level of spirituality is designed into the meeting, respond to credential questions requesting clarity on subjects and providing opportunities for discussion of same during a subsequent Classis, be a resource/sounding board for committees of Classis, engage in discussion of matters as opposed to decision making and to assist reporters to Classis in making meaningful presentations. (Oct. 26, 2012, Item 7.2)

a. Shall consist of a Chair appointed by Classis for a term of 3 years, and may be re-appointed for a second three year term;

b. Shall include a Vice-Chair appointed by Classis for a term of 3 years, and may be re-appointed for a second three year term;

c. Shall include the current Chair and Vice-chair of Classis;

d. Shall include:

(i) A representative of Classical Home Mission Committee;

(ii) A representative of the Classical Ministry Leadership Team;

(iii) A representative of the Classical Safe Church Ministry;

(iv) A representative of the Calgary Campus Committee;

(v) The Classical Prayer Coordinator.(Oct. 26, 2012, Item 7.1)

(vi) The Stated Clerk and Treasurer shall serve as advisory members.

e. The executive of the committee, (Chair, Vice Chair, Stated Clerk, and Treasurer) shall act as the Classical Interim Committee.

f. The Classical Interim Committee:

(i) Shall act for Classis between meetings in matters that require immediate action;

(ii) Shall report its activities to Classis for approval;

(iii) Schedule of meetings of CMC and CIC shall be determined by the Chair.

3. Home Mission Committee:

- a. Shall consist of not more than five members, at least two of them shall be ministers;
- b. Shall provide leadership and assistance to Classis, in conjunction with denominational Board of Home Missions, in developing and implementing evangelism and church planting;
- c. Shall process all requests for financial assistance in consultation with the churches making the request.

4. Classical Ministerial Leadership Team (CMLT):

- a. Shall consist of not more than three members and an alternate. The Classical Treasurer will ordinarily serve as one of these three members ex officio. The Classical Delegate to the Board of Trustees of Calvin Seminary shall be an advisor to the CMLT. In addition, the CMLT shall seek advice from the Denominational Candidacy Committee. The CMLT will meet a minimum of one time per year in a time appropriate for completing the tasks of its mandate.
- b. Shall support the churches of Classis in seeking out and encouraging their members to discern whether they are being called into ministry. Ordinarily, this task will be accomplished through correspondence with the lead pastor and the clerk of each church and ministry of Classis.
- c. Shall encourage and support all members of the churches of Classis who are currently discerning a call into the ministry or pursuing education towards that end. This includes all who are members of our classis, not only those who have requested funds from Classis. Ordinarily, this task will be accomplished by:
 - (i) inviting these members to have an annual conversation with the CMLT (this is a requirement for those receiving funds);
 - (ii) inviting these members to pursue a mentoring relationship with a trained leader in the CRC (this is a requirement for those receiving funds);
 - (iii) inviting these members to utilize the resources of our Classis and our Denomination (e.g. a local Leadership Development Network, Timothy Leadership Training, or Calvin Theological Seminary).
- d. For those pursuing a M.Div., the CMLT shall administer the Student Fund of Classis under the supervision of Classis with the following guidelines:
 - (i) To support students who are professing members of a church from our Classis, seeking to be equipped for ministry in the Christian Reformed Church of North America;
 - (ii) While students are free to choose the school of their choice, we encourage students to attend Calvin Theological Seminary. If the student chooses to attend another seminary, the student must be or intend to be enrolled in the Calvin Theological Seminary's EPMC program and

connected with the Synodical Ministerial Candidacy Committee;

(iii) We will provide a grant to help cover tuition costs. Our level of support would seek to encourage attendance at Calvin Theological Seminary, and will be related to Calvin Theological Seminary's tuition fees. If students do not continue in to the C.R.C., they have no legal obligation to pay back their grant.

e. For those pursuing other degrees or diplomas, the CMLT shall administer the Student Fund of Classis under the supervision of Classis with the following guidelines:

(i) To support students who are professing members of a church from our Classis, seeking to be equipped for ministry in the Christian Reformed Church of North America;

(ii) To support students who are pursuing undergraduate or graduate degrees intended to support the life and ministry of the Christian Reformed Church in North America, such as degrees leading to Music Ministry, Youth Ministry, Mission Work, Development Work, Chaplaincy, etc.

(iii) For an undergraduate degree or diploma, we will generally look to provide financial support from year 3 and beyond.

(iv) We will provide a grant to help cover a portion of tuition costs.

(v) For those pursuing degrees or diplomas that are intended to support the life and ministry of the Church external to the Christian Reformed Church in North America, we will consider applications on an individual basis.

f. An applicant for the Student Fund shall:

(i) submit a one-time recommendation from his/her home consistory concerning godliness, reputation, character, and financial need;

(ii) submit a one-time certificate of church membership;

(iii) annually submit a request for aid to be presented to the CMLT by July 15. This request must include the following:

(a) evidence of continued financial need;

(b) a budget showing income and expense of the past year, and an estimate of the same for the coming year;

(c) an official transcript of academic standing

(iv) annually demonstrate how the student has been mentored by a trained leader in the CRC.

(v) A first time applicant for the Student Fund may be interviewed as to academic qualifications and potential to serve in the ministry.

g. Shall remind those churches to which these students belong to provide ongoing encouragement and prayer to these members, to help them in their readiness for ministry, and to mark the conclusion of any degree or diploma with celebration.

5. Safe Church Ministry:

Advisory Panel: The Safe Church Team, upon request of a local church executive committee or its equivalent, will convene an advisory panel according to the procedures approved by Synod when allegations of abuse are made against a church leader by an adult.

Education: The Safe Church Team, upon request of a local church, will provide training, education, resources or workshops about various topics related to abuse.

Support: The Safe Church Team, upon request of a local church, pastor or elder, will offer support services* to a victim of abuse, offender of abuse, and/or their family members. *Support services may include: resources and suggested written material, phone calls, visits, accompanying persons to civil or criminal legal proceedings, making referrals for treatment/counseling, being a prayer partner.

6. Calgary Campus Ministry Committee: whose aim is to educate and witness to the reign of Jesus Christ within the campus milieu. The Committee shall include five members including the Campus Chaplain), who will be members in good standing of the Christian Reformed Church and one shall be a pastor of the Classis, ordinarily one serving a Calgary Church.

7. Faith Formation Committee: From Sunday school through GEMS, Cadets and junior and senior high youth groups, the church disciples young people and prepares them for the significant step of Profession of Faith. We recognize that we have struggled to minister well with youth after that event. The task force shall help churches to guide youth to live and profess their faith throughout their lives. As this is a lifelong process, the task force will help churches understand that effective youth ministry must be seen as part of discipling the whole church.

D. Special Committees

The following special committees may be appointed:

1. Study Committees may be appointed by Classis for limited time periods as needed;
2. To facilitate the work of Classis, advisory committees may be appointed by the Stated Clerk by rotation of churches or geographical and serve for the duration of the current meeting of Classis:
 - a. Expense Vouchers;
 - b. Credentials;
 - c. Overtures; If the recommendations of this committee are substantially different from the Overture or Study Committee report submitted to Classis, the Overture or the Study Committee report shall take precedence. (The church submitting the overture must determine if there is a substantial difference).
 - d. Nominations and ballots; Nominations are to be submitted by the committees where there are vacancies or on the Classical Credentials. Nominations shall be closed if sufficient names have been submitted. Only when there are insufficient names submitted may nominations be added from the

floor of Classis, if prior consent of the nominee has been obtained.

3. Ad Hoc Committees:

- a.** May be appointed by the Classical Interim Committee;
- b.** Shall have their actions ratified by Classis at the first meeting following appointment;
- c.** Members shall serve on ad hoc committees until the mandate of the committee is completed and Classis dismisses the committee

VI. CLASSICAL PULPIT SUPPLY APPOINTMENTS:

- A.** Classical appointments shall be made upon the request of the vacant church.
- B.** Schedules for Classical appointments shall be prepared by the Stated Clerk.
- C.** Churches receiving appointments shall be responsible for the Minister's traveling costs according to the policies of Classis as set from time to time.

VII. EXAMINATION OF CANDIDATES

- A.** As soon as a candidate has accepted a call, the council shall notify the Stated Clerk and shall send a copy of the call letter and the letter of acceptance.
- B.** The examination shall be conducted according to the rules of Synod.
- C.** The Classical Interim Committee shall make arrangements for the examination.

VIII. DENOMINATIONAL FUNCTIONARIES

A. Delegates to Synod.

- 1.** Minister delegates shall be elected by a free vote at a regular Classis meeting.
- 2.** Councils are requested to present names of elder, deacon, and commissioned pastor delegates on the classical credentials to the October meeting of classis. Nominations from the floor of Classis shall only be accepted if there are insufficient names submitted on the credentials and if prior consent has been received by the nominees.
- 3.** There will be a vote for one pastor, one elder and one deacon. Then a final vote will be held of the remaining nominees listed on the credentials, as well as the remaining eligible ministers, for the final spot.
- 3.** An alternate shall be designated for each delegate.

- B.** Classis will appoint diaconal delegates to Diaconal Ministries Canada (DMC) and to World Renew.

IX. RULES OF ORDER

In our ecclesiastical assemblies, “ecclesiastical matters only shall be transacted and that in an ecclesiastical manner” as our church order stipulates.

A. Closed Sessions Of Classis

1. An executive session shall ordinarily mean a session of Classis at which only the delegates and council members are present. Classis shall not go into executive session except in unusual or delicate situations.
2. Strict executive session. Classis retains the right to go into strict executive session whenever it judges such a course is dictated by due regard for personal honor or the welfare of the church in very unusual situations. In such sessions only the delegates shall be present.

B. A Main Motion

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

1. A main motion is acceptable under the following conditions:
 - a. If the mover has been recognized by the Chair;
 - b. If it is seconded by a member of Classis;
 - c. If it has been recognized as acceptable by the Chair;
 - d. If, at the request of the Chair, the motion has been presented in written form.
2. A main motion is not acceptable under the following conditions:
 - a. If it conflicts with Church Order or is contrary to Scripture as interpreted in our Forms of Unity;
 - b. If another motion is before Classis or if it conflicts with any decision already made by Classis;
 - c. If it is verbally or substantially the same as a motion already rejected by Classis or if it interferes with the freedom of action by Classis in a matter that was previously introduced but of which no disposal was made.

C. A Motion to Amend

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

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

D. A Motion to Defer or Withhold Action

1. When Classis deems it advisable, it may decide to table a motion temporarily. Tabling a motion implies that the assembly will resume consideration at a later hour or date.

2. If a matter has been deferred to a definite time and Classis is at that time busy with an undecided question, Classis need not be disturbed or interrupted in its work by the consideration of postponed matter, if this matter can wait until the question before Classis has been disposed of.
3. If Classis prefers not to take action regarding a matter, it may adopt a motion to withhold action.

E. Objection to a Ruling of the Chair

If any member is not satisfied with the ruling of the Chair, the matter is referred to Classis for a decision.

F. 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 must be registered individually and not in groups. Members may ask to have their negative vote recorded. Such requests must be made immediately after the vote is taken.

G. Call for a Division of the Question

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

H. Procedural Inquiry

Any member of Classis may request advice of the Chair as to how to accomplish a purpose for which he does not know the proper means.

I. Motions to Bring Matters Once Decided Again Before Classis

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

1. A motion may be offered to reconsider the matter. The purpose of this motion is to propose a new discussion or a new vote. The motion must be made by one who voted with the prevailing side.
2. A motion may be made to rescind a previous decision. The purpose of this motion is to annul or such a previous decision. Rescinding applies to decisions taken by Classis in session; it does not apply to decisions taken by previous classes. A succeeding Classis may alter the stand of a previous Classis; it may reach a conclusion which is at variance with the conclusion reached by a previous Classis. In such cases the most recent decision invalidates all previous decisions in conflict with it.

J. Discussion

1. To obtain the floor, a speaker must be recognized by the Chair.
2. If a member having the floor should become unnecessarily lengthy or in the Chair's opinion unruly, the Chairman shall call attention to insist on pointedness, brevity and

proper decorum.

3. 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.
4. When the Chair believes that a motion under consideration has been debated sufficiently, he may propose cessation of debate. If a majority of Classis sustains this proposal, discussion shall cease and the vote shall be taken.
5. Any member of Classis may propose cessation of debate. Those who call the question shall be recognized in the same manner as others who gain the floor of Classis, i.e. by taking their turn on the list of those who have requested the privilege of the floor. The vote on the motion to cease debate shall be taken at once. Should a majority be in favor of ceasing debate, the vote on the matter before Classis shall be taken only after those who had previously requested the floor have been recognized.
6. Several motions allow no discussion: a motion to adjourn, a call for the order of the day, call for the question, a motion to lay on the table, a motion to consider a tabled motion, to suspend the rule.

K. Voting

The various methods of voting are:

1. By voice (“yes” or “no”). This is the ordinary method of voting.
2. By raising a hand so a count can be taken. The count is to be recorded by the Vice-Chair and the Stated Clerk.
3. By ballot. In delicate cases of discipline and other matters of critical nature and of great importance, it is advisable that Classis decide to vote by ballot.
4. Any matter voted on resulting in a tie vote shall be defeated.

L. Rule Changes

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