

**Classis Niagara of the Christian Reformed Church
Rules and Procedures**

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IMPORTANT NOTICE:

This document is a reproduction of the Rules and Procedures Booklet of Classis Niagara, dated January 1990. What follows is the contents of that booklet, with updates resulting from newly approved portions and/or revisions included. While the original contents were approved, and the amendments were approved individually, the Rules and Procedures as they are contained here have never been approved in total by Classis (though they should be valid because they have been approved at one time or another, as indicated). Furthermore, there are some sections that no longer apply



Classis Niagara of the Christian Reformed Church Rules and Procedures

Section I CONVENING AND CONSTITUTING CLASSIS

Classis shall convene and be constituted as prescribed by the Church Order (Art.34, 40) and the Rules of Procedure governing its meetings.

A. MEETINGS

1. Classis shall meet regularly three times a year on the third Wednesday of the months of February, May and October, convening at 4:00 p.m. at the place designated by the previous meeting. *(Rev. September 18, 1996; Classis Niagara started meeting at 4:00 p.m. in September, 1999; changed to February, May and October at the January 19, 2005 meeting)*
2. Special meetings of Classis shall be convened when...
 - (a) a decision to do so was made at a previous regular meeting of classis
 - (b) it is judged to be necessary by the Classical Interim Committee
 - (c) a request to hold such a meeting is made by five (5) churches of Classis
 - (d) a request is made to the Classical Interim Committee by a Council for the examination of a candidate.

B. DELEGATES

1. Each church shall send one minister and one elder as delegates having decisive votes to all meetings of Classis.
2. Two elders shall be delegated when a Church is vacant or when the minister is unable to attend.
3. When a deacon is delegated, the Council shall provide a written explanation on their credentials and Classis shall decide if a decisive vote shall be granted.
4. Delegates to Classis shall provide the delegates of the host church with their credentials.

C. SESSIONS

1. All sessions, except "Executive Sessions," shall be open to the public.
2. Executive Sessions shall ordinarily include only those who are office bearers in the Christian Reformed Church and the Stated Clerk of Classis Niagara. *(Rev CIC minutes, Dec. 13, 1995; approved Jan 24, 1996)* At the discretion of Classis appointees and members of committees whose mandate concerns the issue at hand may be included in Executive Sessions.
 - (a) Classis may decide to go into "Strict Executive Session" which includes only those who are delegates to Classis.

- (b) Classis shall exercise the right to go into Executive Sessions only in unusual or delicate situations when such a course is dictated by due regard for personal honour or for the welfare of the church.
3. All ministers in active service of any church of Classis shall have the privilege of the floor.
 4. Elders who are present, but not delegated, may be given an advisory voice (privilege of the floor) by the assembly.
 5. While Classis is in session delegates shall not be absent without the permission of the chairman, nor may any delegate return home without the consent of Classis.
 6. Delegates of the host church shall receive and check the credentials of the delegates as they arrive and report only those that are incorrectly filled in or missing.
 7. Classis shall decide by vote on the seating of delegates having defective or irregular credentials.

D. OFFICERS

1. The officers of Classis shall be the chairman, the vice-chairman and the stated clerk.
2. The ministers shall preside at Classis in rotation according to the alphabetical listing of the congregations, except a minister who is present at Classis for the first time.
3. The chairman of the meeting shall serve as vice-chairman at the next meeting of Classis.

Section II

OFFICERS AND CLASSICAL FUNCTIONARIES AND THEIR DUTIES

A. THE CHAIRMAN

1. He shall open the meeting of Classis at the appointed time and see to it that business is transacted and expedited in the proper order as quickly as possible and that members observe the rules of order and decorum.
2. He shall see to it that each session of Classis is opened and closed with appropriate devotions.
3. He shall welcome the fraternal delegates or guests of Classis, respond to greetings received, or appoint members of Classis for this purpose.
4. He shall place before Classis every motion that is made and seconded according to the rules of order and shall clearly state every question before a vote is taken.
5. He shall remain impartial on any pending question. In case he feels a need to express himself on a matter he shall relinquish the chair to the vice-chairman while doing so. He may speak as chairman to state matters of fact or to inform Classis regarding points of order.
6. He shall have and duly exercise the prerogative of declaring a motion or person out of order. In case his ruling is disputed, it shall be submitted to Classis for decision by majority vote.
7. As a delegate to Classis with a decisive vote the chairman retains his right to vote on any question. He invariably votes when the vote is by ballot. In case of a tie, and he abstains from voting, the motion is lost. Should he vote affirmatively the motion is carried.
8. The Chairman shall not preside in any matter that concerns himself or the Church he serves.
9. In case of a "point of order" he shall make a ruling at once. This ruling may be reversed by a majority of Classis if any member is dissatisfied with the ruling of the chair and appeals to the floor.
10. The Chairman shall close the meeting of Classis with prayer or appoint someone to do this.

B. THE VICE-CHAIRMAN

1. In the absence of the chairman, or during a period of his disqualification, the vice-chairman shall assume all the duties and privileges of the chairman.
2. He shall render all possible assistance to the Chairman and the Stated Clerk as circumstances may require.

C. THE STATED CLERK

1. Classis shall elect a Stated Clerk for a term of three years. He is eligible for re-election to additional terms. An alternate shall be elected for a similar term and officiates when the Stated Clerk is unable to do so, assuming all duties of the States Clerk upon the instruction of the Classical Interim Committee.
2. He shall convene the meetings of Classis.
 - (a) He shall announce the meetings of Classis in the publications designated by Classis well in advance of the meetings.
 - (b) He shall compile and arrange the Agenda and send it out to the Councils five (5) weeks before Classis meets.
 - (c) He shall notify the Synodical Deputies when their presence at Classis is required.

- (d) He shall notify all concerned as soon as possible in case of a special meeting of Classis.
3. The Stated Clerk shall be an advisory member of the Classical Interim Committee.
 4. He shall keep the files of Classis complete and in order.
 5. The Stated Clerk shall keep an accurate record of the proceedings of Classis and its decisions. He or she will prepare minutes of the Meetings of Classis, and have the Minutes approved by members of the Classical Interim Committee prior to their distribution. The concept minutes of Executive Sessions are read in those sessions. *(Rev. September 17, 1997)*
 6. He shall edit the minutes of Classis for publication and distribute sufficient copies to each council.
 7. One copy of the minutes of all sessions of Classis shall be preserved in a permanent minute book.
 8. He shall keep an up-to-date record of committees and of the tenure of all Classical functionaries and submit a list of vacancies to the Nominating Committee.
 9. He shall carry on all correspondence for Classis, inform all committees and persons appointed by Classis of their assignments and mandates, sign all legal and official documents for Classis, serve as custodian of the seal, records, files, and archives of Classis.
 10. The work of the Stated Clerk shall be presented for approval at each meeting of Classis.
 11. The Stated Clerk shall receive an honorarium as decided by Classis and be reimbursed for all expenses incurred in the performance of his duties.
 12. The person holding the office of Stated Clerk is to be present at any Executive Meetings of Classis and has all the authority and privilege of the office of Stated Clerk *(as per CIC minutes, Dec. 13, 1995; approved by Classis Jan. 24, 1996)*

D. THE TREASURER

1. Classis shall elect a Treasurer for a term of three years to administer the finances of Classis. He is eligible for re-election for additional terms. An alternate shall be elected for a similar term and officiates when the Treasurer is unable to do so, assuming all duties of the Treasurer upon the instruction of the Classical Interim Committee.
2. He shall receive and disburse such monies as Classis has approved. Monies received for denominational quotas shall be disbursed upon receipt.
3. He shall keep an accurate record of all funds received and disbursed and shall give receipts for monies received.
4. He shall give a report at each meeting of Classis as well as a complete annual report at the May meeting.
5. He shall receive, disburse, and keep records of all monies in the Student Fund and send the Secretary of the Fund a financial statement one month before each Classis meeting.
6. He shall send quarterly statements concerning Denominational and Classical quotas to the churches and, at the proper time, remind them of the December 15 deadline for all quota payments.
7. He shall furnish Classis with a Fidelity Bond in the amount decided by Classis. The fee incurred is paid by Classis.
8. After each meeting of Classis he shall reimburse the traveling expenses of the delegates and the expenses of the host church according to the rates set by Classis.

9. He shall have the privilege of the floor in all matters relating to the finances of Classis.
10. He shall be an “ex-officio” member of the Classical Finance Committee.
11. He shall receive all monies for the Campus Ministry and forward 1/12 of the yearly budget to the treasurer of this committee every month.
12. He shall receive an annual honorarium as set by classis and be reimbursed for all expenses incurred in the performance of his duties.

E. CHURCH VISITORS

1. Classis shall annually appoint teams of three office bearers each, consisting of ministers and elders, with their alternates, to carry out the requirements of Article 42 of the Church Order. Their number and the lists of churches assigned to each team shall be decided upon recommendation of the classical Interim Committee.
2. Church visitor teams of two office bearers, at least one being a minister, shall visit each church. They shall generally use the questions prescribed by Synod’66 as an outline for this annual visit to each Council.
3. Church Visitors shall give an oral report to Classis at the meeting following the visit, with a copy for the Stated Clerk’s files. A copy of this report shall be sent to the Council in sufficient time for their consideration before the meeting of Classis at which the report will be presented. *(This section was revised Sep. 13, 1999, again Jan 10, 2000, and again May 21, 2003)*
4. Churches may call on the Church Visitors for advice in case of any serious problems.

F. DIACONAL CONFERENCE ADVISOR

1. Classis, in consultation with the Diaconal Conference, shall appoint one of its ministers to serve as ministerial advisor to the Diaconal Conference of Classis.
2. He shall visit all meetings of the Conference and its executive and report at each meeting of Classis.

G. DELEGATES TO SYNOD

1. At its January meeting, Classis shall appoint one minister delegate and alternate by a rotation schedule, and one minister delegate ~~and alternate~~ by the free vote method. *(Rev. Jan 21, 2001. At its meeting of Sept. 17, 2003, Classis approved the following process, which would imply the deletion of “and alternate” in the previous sentence):*
 - the first minister delegate is elected by free vote;
 - the minister having the greater than 50% of the votes and the highest number of votes would be the first minister delegate
 - the minister with the next highest number of votes would be the first minister alternate
 - the minister with the third highest number of votes would be the second minister alternate
 - then the second minister delegate is chosen by rotation, in alphabetical order of location of church. If a minister is unable to serve or if the church is vacant, the rotation moves to the next in alphabetical order

- A minister shall have served the churches of classis Niagara for at least 12 months before being eligible to be delegated to Synod.
2. Councils are encouraged to submit the names of elders willing and able to serve in this capacity on their credentials to the January meeting of Classis.
 3. Elder delegates may request reimbursement for lost wages up to the amount determined by Classis.

H. DELEGATES TO DENOMINATIONAL BOARDS

1. Classis shall elect one regular member and one alternate to serve a term of three years to each denominational board and committee having classical representation, subject to the appointment of Synod.
2. Election of the board member and his alternate to the CRWRC shall be from nominations received from the Niagara Diaconal Conference.
3. All delegates shall report in writing to the regular meetings of Classis (cf. Appendix I - Delegate Reports)
4. Delegates shall see to it that these written reports are submitted in time to be included in the Agenda for Classis.

I. SYNODICAL DEPUTIES

1. Classis shall elect one minister and his alternate, subject to the appointment of Synod, to serve a term of three years as a Synodical Deputy according to Church Order Article 48.

J. DELEGATES TO THE COUNCIL OF CHRISTIAN REFORMED CHURCHES IN CANADA *(Note: with the dissolution of the Council of Christian Reformed Churches in Canada, this section is no longer applicable)*

1. Classis shall elect three delegates (one minister, one elder, and one deacon) with their alternates to the meeting of the CCRCC when such a meeting is called.
2. Councils are encouraged to submit the names of elders and deacons who are willing and able to serve in this capacity to the meeting of Classis where the election will be held.
3. Elder or deacon delegates may request reimbursement for lost wages up to the amount determined by Classis.

Section III
MATTERS LEGALLY BEFORE CLASSIS

1. Only ecclesiastical matters as stipulated by Article 28 of the Church Order.
2. Matters legally before Classis without question.
 - (a) Reports of all Committees, Delegates, Officers, and Functionaries of Classis, which reports must be included in the printed Agenda of Classis.
 - (b) All matters referred to the churches or to Classis by Synod or the Council of Christian Reformed Churches in Canada for action, when they appear in the printed Agenda of Classis.
3. Matters brought before Classis by Councils that concern all churches or that they have been unable to deal with to their satisfaction.
 - (a) Overtures that are included in the printed Agenda or that deal with matters contained in the Agenda. When they are not included Classis shall consider their urgency and make a decision
 - (b) Matters for advice which have been included with the instructions on the Credentials for Classis.
 - (c) Protests and appeals against Classical decisions and requests for endorsement of protests and appeals to Synod, Synodical Boards, and the Council of Christian Reformed Churches in Canada.
4. Matters brought before Classis by individual members.
 - (a) Overtures, communications, protests and appeals against Classis, Council of Christian Reformed Churches in Canada or Synod, all of which have been carried as far as possible through Councils without receiving satisfaction.
 - (b) Protests and appeals by individual members who cannot yield to Council decisions and who have given notice and exact copies of such appeals to the Councils concerned sufficiently early for preparing answers to them. All protests and appeals involving allegations against persons must include prior hearings of the person(s) in question as outlined in Matthew 18.
5. Matters pertaining to the questions of Article 41 of the Church Order answered by the Councils on their Credentials and brought to the attention of Classis by the Credentials Committee .
6. All Diaconal matters presented by its own Diaconal Conference are legally before Classis.
7. All others matters which are in conformity with Article 28 of the Church Order and which Classis, by majority vote, declares to be acceptable.

Section IV
COMMITTEES OF CLASSIS

A. GENERAL RULES FOR COMMITTEES

1. Committees are servants of Classis. They shall adhere strictly to the mandate given them by Classis.
2. Members of standing committees shall ordinarily be elected for a three year term. To insure continuity, Classis shall see to it that these terms are properly staggered.
3. As a rule, both ministers and non-ministers shall serve on committees. A ministerial and a non-ministerial alternate shall be chosen for standing committees to fill the term of a vacating member in their respective categories. Classical committees shall include both men and women wherever possible.
4. Elders and deacons chosen for any committee shall serve out their full term even though their term in office shall expire. Membership in all committees terminates upon one's leaving Classis.
5. All committees shall elect a chairman and a secretary-reporter. Newly appointed committees shall be convened by the member who is named first.
6. All committees shall meet as required to carry out their mandate and duties effectively.
7. All committees shall keep accurate records of their transactions and report the same in writing to the next meeting of Classis for approval and action. These reports shall be in the hands of the Stated Clerk in time for inclusion with the Agenda for study by the Councils.
8. No one shall serve more than two successive three year terms.

B. STANDING COMMITTEES

1. Classical Interim Committee (cf. Article 33b C.O.)

- (a) It shall consist of three members, one of whom may be an elder, and the Stated Clerk as an advisory member.
- (b) It shall do all things entrusted to it by Classis and take care of matters which require action between meetings of Classis that have not been assigned to another committee.
- (c) Its responsibilities shall be to:
 - (i) appoint Counselors to vacant churches
 - (ii) approve and process the Credentials of Ministers entering or leaving Classis
 - (iii) advise Classis concerning applications to the Fund For Smaller Churches
 - (iv) prepare for the examination of candidates
 - (v) arrange any special meetings of Classis
 - (vi) arrange the schedule of Classical Appointments
 - (vii) make recommendations to Classis regarding the appointment of Church Visitors and the churches assigned to them
 - (viii) annually appoint a Nominating Committee before the January meeting

Note: at the October 17, 2007, Classis approved in principle the consolidation of the Classical Interim Committee and the Classical Ministries Committee.

2. Home Missions Support Team

(The entire original section was replaced with the following, as approved Jan 24, 1996. At the May 15, 2002 meeting, Classis approved to change the name From Home Missions Committee to Home Missions Support Team, to function under the Classical Ministries Committee)

(at the January 19, 2005 meeting of Classis Niagara, the responsibility for the function of the CMST was transferred to the Classical Ministries Committee)

In partnership with the Christian Reformed Home Missions, local congregations and related ministry initiatives, the Classis Niagara Home Missions Support Team shall lead/assist the congregations within Classis, primarily through their evangelism committees, to be effective congregations who will seek out the lost and enfold them within God's church.

- (a) Areas of Responsibility:
 - (i) Visioning: finding ways to challenge the churches in Classis Niagara to be outreach oriented congregations
 - (ii) Research:
 - 1. Studying the Scriptures, current church growth literature, and effective outreach strategies
 - 2. Determining/studying the needs and opportunities within the bounds of Classis
 - (iii) Provide or sponsor training and education through workshops and other means
 - (iv) Provide new ministry proposals as needs and opportunities arise
 - (v) Review and evaluate each congregation's evangelism strategy once every three years.
 - (vi) Review and evaluate current activities including the committee's own work.

- (b) Specific Functions:
 - (i) Prayer: encouraging the churches to develop the ministry of prayer
 - (ii) Establish church development:
 1. Encourage participation in denominational outreach ministries and programs such as Men's Life, Coffee Break, Gifts Ministry and the Gathering Church Network
 2. Encourage participation in congregational development programs such as Congregational Masterplanning
 3. Support the Classis Niagara Evangelism Committee as they plan their annual meeting for all the Evangelism Committees as well as their annual day of inspiration and encouragement for all the churches
 - (iii) New Church Development:
 1. Participate in the development and administration of new outreach ministries funded by Classis including budget recommendations
 2. Engage in demographic analysis and evaluation
 3. Involvement in the New Church Incubator (monthly meeting for church planters, when applicable)
 4. Administer denominational grant-in-aid programs as they may apply to classical new church developments
 - (iv) Maintain a resource catalogue of evangelism material for Classis
 - (v) Maintain contact with Brock Campus Ministry
 - (vi) Support Gathering Festivals and other events the Classis Niagara Evangelism Committee may deem necessary
- (c) Home Missions Support Team
 - (i) Composition: the committee shall consist of seven church members elected by Classis, including the delegate and alternate to the Board of Home Missions. Three of the seven members shall be ordained ministers. One shall be a member of the Classis Niagara Evangelism Committee. Two general alternatives, one of whom is a minister, shall also be chosen.
 - (ii) Additional duties: One of the committee members will also serve as liaison to the Classis Niagara Evangelism Committee.
- (d) Frequency of meetings
 - (i) The committee will meet twice between each meeting of classis.

3. *Shalom Manor Chaplaincy Committee*

- (a) It is mandated to administer the chaplaincy program at Shalom Manor on behalf of the two supporting Classes.
- (b) It will consist of seven members: one minister and one elder of both Classis Hamilton and Niagara, two board members from Shalom Manor, and one resident and/or staff member of Shalom. *(revised May 20, 1998)*
- (c) The Shalom Manor chaplain will serve as an advisory member.
- (d) The terms of office is three years, scheduled so that each year one third of the membership retires.
- (e) The duties of the committee shall include:
 - (i) Supervise the work of and provide moral support to the chaplain.

- (ii) Prepare a work description for the chaplain and propose changes as they become necessary
- (iii) Set the annual salary and benefit provisions for the chaplain.
- (iv) Present an annual budget to Classis' Finance Committee and recommend a per family quota for the chaplaincy.

4. *Youth Council*

(The entire original section was replaced with the following, as approved by Classis May 20, 1998)

- (a) The Classis Niagara Youth Council, in partnership with local churches, shall seek to encourage positive relationships with the youth to show them the friendship, acceptance and love of Jesus so that they may join in joyfully serving him as their Lord and Saviour.
- (b) Areas of responsibility:
 - i. Teen groups, Young Peoples and Young Adult Ministries
 - ii. Training: ensure that there are two conferences for youth ministries, one in the fall (presently held at Redeemer College) and one in the spring.
 - iii. Coordination/Cooperation: between all youth groups at the Teen, Young Peoples and Young Adult levels.
 - iv. Accountability to Classis in reports at the January and May meetings.
 - v. Regularly review and evaluate the committee's own work.
- (c) Specific Functions:
 - i. Prayer: encourage churches to pray for youth and youth ministry
 - ii. Worship: encourage churches to incorporate youth in all aspects of the Sunday service (ushering, etc) or even having a youth member on the worship committee.
 - iii. Resources: direct youth groups to resource persons or material
 - iv. Evangelism: encourage participation in SERVE and SWIM programs.
- (d) Composition: the committee shall consist of seven members: they Youth Unlimited delegate, a Niagara League Board member, a minister, a youth elder, a teen group leader, a young adult and a youth support worker.
- (e) Frequency of Meetings: The committee will meet four times per year; twice between the September and January classis meetings and twice between the January and May meetings.

5. *Finance Committee*

- (a) It shall have three members and the Treasurer of Classis shall be an advisory member.
- (b) It shall review and co-ordinate the annual requests for monies from all Classical Committees and present an overview of such requests and obligations for the new year to the September meeting of Classis with a proposed budget.
- (c) It shall consider all requests independently according to that Committee's needs and in the light of its overall impact on the budget and quotas of Classis as a whole.
- (d) It shall maintain a financial history of each Classical Committee. This information is to be summarized and distributed to the delegates for the September meeting of Classis so they can make more informed decisions about current financial needs and requests.

- (e) It shall serve as a vehicle through which local Church Councils can voice any concerns or direct questions concerning the finances of Classis.
- (f) It shall make recommendations to Classis concerning
 - (i) the annual appointment of Auditors
 - (ii) the amounts for honoraria to be paid by Classis
 - (iii) the amount of the reimbursement allowed for wage loss and mileage
- (g) All cheques issued by the Treasurer shall be signed jointly by the Treasurer and one other member of the Finance Committee. *(Rev. May 12, 1993)*

6. *Campus Ministry Committee*

- (a) It shall consist of at least nine members including two ministers, three members of any Christian Reformed Church, and two CRC students. *(Rev. January 24, 1996)*
The chaplain serves in an advisory capacity. A non-CRC student may also serve in an advisory capacity. The committee should include both men and women.
- (b) It shall supervise the work of the chaplain on campus as well as the work related to campus ministry off campus. The conduct and spiritual life of the chaplain shall remain under the supervision of the calling church.
- (c) It shall meet at least two times between each classis meeting, except the summer months when it shall meet at least once.
- (d) It shall receive written reports from the chaplain at every meeting. The chaplain will also present written reports to every classis meeting in time to be attached to its agenda.
- (e) It shall be responsible to keep an up-to-date work description of this ministry and to recommend any changes regarding its contents to classis on an annual basis for approval.
- (f) It will promote interest and support for this ministry among the churches of Classis Niagara.
- (g) Every three years it shall see to it that the Home Mission Board is asked to do an evaluation of this ministry.
- (h) It shall present its budget and quota request to the Finance Committee in time for the September meeting of classis.

7. *Classical Ministry Leadership Team (Formerly The Student Fund Committee)*

The entire section approved January 2003 was replaced by the following on October 17, 2007)

PRIMARY MANDATE

On behalf of Classis Niagara, the Classis Ministerial Leadership Team (CMLT) shall carry out the following guidelines, approach, and stipulations re the financial, emotional and spiritual support of students from Classis Niagara, ordinarily attending Calvin Theological Seminary with a view toward ordained ministry in the Christian Reformed Church:

Classical Guidelines for Students and Churches:

1. When someone senses the call into ordained ministry within the CRC and is nearing the end of their undergraduate studies, they are encouraged to get in contact with the SMCC (Synodical Ministerial Candidacy Committee). This Committee will give them a brief introduction to the Candidacy process.

2. The individual will then complete the “Candidates Application to Council Form.” This allows the individual’s council to affirm their call into ministry. Following an interview the council will fill out the “Council Recommendation Form.” These completed forms will then be forwarded to the CMLT.

3. The CMLT then interviews the individual as to his/her knowledge of the Bible and Reformed doctrine, and as to his/her personal piety and sense of vocation, and makes a decision concerning endorsement. At this time the CMLT also requests the following documentation.

- a. A high school diploma (or equivalent) and transcripts of any further education
- b. Completed Application Forms for Financial Aid (available from the secretary of the CMLT)
- c. A Statement by a qualified physician as to the physical fitness of the applicant
- d. A statement of reasons for attending a seminary other than Calvin Theological Seminary (If that is the case).

If the CMLT decides to endorse the individual it then helps the student set up a Financial Plan and a Study Plan. The CMLT also completes the CMLT recommendation form and forwards all pertinent paper work onto the Synodical Ministerial Candidacy Committee (SMCC).

4. The SMCC then decides whether or not to admit this individual into the Candidacy Process.

5. Upon SMCC approval the individual’s Council and CMLT are responsible for regular encouragement, mentorship, and aid as they continue through the process.

Loans and Repayment of the Loans

1. Student aid will given in accordance to the CMLT Classis Niagara Funding Policy.
2. It is the Student’s responsibility to apply for aid for each year of their study.
3. Student aid for the seminary student shall be granted in the form of interest-free loans, which shall be repaid only in case the student discontinues his/her studies or leaves the ordained CRC ministry for some other denomination or vocation, within 5 years after ordination.
4. The loan will be forgiven following graduation and ordination in the CRC, at the rate of 20% (of the original total loan) per year of service.
5. Each year a student must submit a new application for aid to the secretary of the CMLT by March 15. This should be accompanied by a transcript of his/her academic record covering the period since his/her last application as well as a statement of his/her financial situation.
6. It is the student’s responsibility to keep the secretary of the committee informed about changes of address and any change in his/her vocational goal and approved course of studies.

Classis Approach Toward (Prospective) Students

- ***Personal Encouragement***
Two or Three members of the CMLT offer such encouragement. Such a member helps to introduce the students for the Candidacy process and the expectations of the Committee and the Denomination. They will maintain contact with the students making an annual visit and offering encouragement throughout their course of study. In this way they will help to monitor study progress as well as overall well-being and spiritual health of the student and his/her family. The CMLT will also work with the churches to help them to understand the new process and to encourage the churches to support and celebrate with the student as they make their way to ordination.
- ***Personal Responsibility***
The Classis emphasizes that the students are personally responsible for the funding of their education leading to ordained ministry in the CRCNA. Assistance from the CMLT is granted to attract students, as well as to give additional funding according to exceptional cases of extreme need.
- ***Personal Incentive***
All students from Classis Niagara who are approved by the CMLT for support in accordance with the above-stated guidelines will receive funding according to the guidelines of the Fund Policy adopted by Classis May 21, 2003.
- ***Exceptional Cases***
In situations where there is extreme need on behalf of the students, students are to present their requests to their local congregation, and if the need goes beyond the abilities of the local diaconate to provide assistance, the diaconate may request additional funding from the CMLT.

Stipulations (or Contract to be drawn up by a legal counsel appointed by Classis)

Committee Members and Their Tasks: (4 members, three of whom must be ordained pastors)

Chair: The chairperson sets the agenda for all meetings, reports to Classis regarding the work of the CMLT, directs requests for information regarding CMLT and its support policies and procedures, and ensures that the general work of CMLT is completed.

Secretary/Treasurer: This combined position is the responsibility of the non-ordained member. They are responsible for recording minutes of the meetings, maintaining records of students who are being supported including current addresses, handling all correspondence, placing notices in bulletins as well as denominational publications to inform students that applications for financial aid will be received, and disbursing funds for students.

One Committee Member: Appointed annually to arrange a Classical Seminary Sunday so that students supported by Classis Niagara who are licensed to exhort may be given an opportunity to exhort in the churches of Classis Niagara.

The Three Ordained Committee Members: Will work with prospective students and those already supported by Classis Niagara, with a view to help them to understand the Candidacy Process and to encourage them by way of direct interaction, prayer, teaching, and communication.

Frequency of Meetings:

The CMLT meets ordinarily twice a year – once in late March to process new applicants to the Candidacy Process and well as new Financial Aid Applications for currently supported students and once in November to review the progress of students. Further meetings may be scheduled if deemed necessary.

SECONDARY MANDATE

Since Classis recognizes and supports the need for Specialized Ministries staff, the CMLT shall provide support to such students by way of prayer, words of personal encouragement, and financial aid as it is able. All financial aid from the CMLT to such students shall be repaid by the students, unless the student (after graduation) is working in a ministry capacity at a CRC or one of its agencies, in which case a student's loan will be forgiven at the rate of 20% (of the original total loan) per year of service. It should be understood that only graduate students may apply for this support.

8. Classical Ministries Committee

[Note: at the September 1999 meeting, Classis adopted the recommendations of an ad-hoc committee to establish a Classical Ministries Committee. At that time, Classis adopted a mandate for the new CMC that included five statements of responsibility. At the January 2003 meeting a proposal was made to reduce the number of statements of responsibility to three, but this proposal was deferred. The CMC in November 2003 recommended to Classis of January 21, 2004, to adopt the following as the three statements of responsibility as its mandate]

Proposed Mandate for the Classis Ministry Committee (subject to approval by Classis, January 21, 2004)

The Classis Ministry Committee plans and coordinates the overall program of outreach, service and training. It provides regular reports and recommendations to Classis on all aspects of its work. Here is a proposed mandate for the Classis Ministry Committee.

The Classis Niagara CMC will have the following responsibilities:

1. Nurture vision and planning within Classis.
 - Develop a mission statement that stimulates and guides our joint ministry as churches.
 - Develop a vision for ministry that we can do together as churches in Niagara region.
2. Provide guidance and support for existing and new outreach ministries of Classis
 - Provide supervision, support and encouragement of classical ministries such as the Brock Chaplain, the Shalom Manor Chaplain and other ministries as they arise.
 - Stimulate a desire in the local churches, in Classis and in the diaconal conference to discover new outreach ministry opportunities.
 - Propose new outreach ministries for the support and or involvement by the churches in Classis.
3. Provide training and resources for the churches and Classis Niagara.
 - Identify resources and training opportunities within Classis that can be used to assist churches in their ministry.

- Plan and coordinate regular events for training and sharing for groups such as:
- Office bearers and care-givers (in cooperation with the diaconal conference);
- Youth ministries;
- Outreach and evangelism efforts;
- Others as appropriate.
- Cooperate with denominational staff in the effective coordination of resources in the most stewardly fashion.

9. *Classical Safe Church Team (formerly the Classical Abuse Response Team)*

Mandate and terms of reference approved by Classis September 2004:

Mandate: The role of the Abuse Response Team is to convene an Advisory Panel when called upon by a church within classis Niagara. The Panel will follow the guidelines set out by the Synod of 1997.

Summary of Guidelines:

“The guidelines are intended to provide a process by which the church takes seriously the claims of abuse, evaluates specific allegations of misconduct, establishes a forum for meeting out justice, aggressively seeks repentance from those who are guilty, and removes such persons from entrusted office or function within the church.” (Acts of Synod, 1995)

Terms of Reference:

- 1) Members on the Abuse Response Team be available to sit on an Advisory Panel as convened according to guidelines set out by Synod of CRC.
 - Members be familiar with process of Panel and able to give clarity to churches about such process.
 - Churches view the mandate and responsibility of the Team through the structural framework of the CRC: Board of Trustees of the CRCNA has strongly recommended this process and each classis is advised to appoint such a team, as well as ask each congregation to utilize the process.
 - Classis recommend each congregation request the assistance of the Advisory Panel when allegations of physical or sexual abuse arise against a present or former church leader.
- 2) Classis determines that each congregation has developed an abuse prevention policy.
 - Collecting of this information and follow-up rightly belongs within the authority of Classis. Stated Clerk, on behalf of Classis, then could request this information of each church.
 - Classis promotes the development of such a policy through educational/training seminars. Classis Ministry Team (through the training sub-team) hosts bi-yearly seminars utilizing the services of the Director of the CRC Office of Abuse Prevention.
 - Individual churches be encouraged to promote awareness and prevention in their congregation through educational evenings. Names of suitable local persons with knowledge in this area would be available from the Abuse Response Team.
 - Abuse Response Team could have one member who would act as contact/liaison with Classis Ministry training sub-team.
- 3) General Assistance regarding abuse issues within churches not related to present or former church leaders are not included in the mandate of the Abuse Response Team.

- Classis recognize and encourage individual churches to obtain professional assistance through contracting with individuals who are qualified to assist in such matters.
- Abuse Response Team could have available a list of qualified individuals within the area who are willing to contract with churches to assist in these matters.

C. OTHER COMMITTEES OF CLASSIS

1. Nominating Committee

- (a) Three members shall be appointed by the Classical Interim Committee to serve a three-year term such that terms are staggered; members are appointed before each January meeting of Classis (*revised May 19, 1999*).
- (b) It shall serve Classis by receiving and making the nominations for all Classical Functionaries and preparing the ballots for the elections in Classis.
- (c) It shall be served by a Balloting Committee provided by the host church for the purpose of tabulating votes.

2. Advisory Committees

- (a) Members are appointed prior to the meeting of Classis by the Classical Interim Committee and serve only for the duration of Classis. The first named appointee shall serve as Chairman and the second named shall serve as reporter.
- (b) They shall make recommendations to Classis on any overture, protest, appeal, or any other matter submitted to them for advice. When their recommendations are substantially different from those of the overture, the overture shall have precedence.
- (c) The Credentials Committee is one of the Advisory Committees appointed by the Classical Interim Committee. It shall
 - (i) review the Credentials to Classis and report any irregularities in answers to the questions on the Credentials;
 - (ii) (ii) make recommendations to Classis concerning all other matters brought to their attention by way of the Credentials.
- (d) They shall make a written report, signed by the Chairman and the reporter, to the meeting of Classis and the Stated Clerk. In case of a minority report, each report must be signed by the members who favour it.

3. Study Committees

- (a) May be appointed by the officers of Classis, according to Article 33a of the Church Order, with a mandate to study a specific matter which is legally before Classis for consideration.
- (b) They shall report to the next meeting of Classis or at such time as Classis designates.
- (c) They shall submit a final written report to be included in the printed Agenda for Classis.

Section V
CLASSICAL APPOINTMENTS

1. Requests for pulpit supply by churches without a pastor must be made to the Classical Interim Committee.
2. Two appointments per month shall be granted to these churches except for June, July and August. Churches with an Intern will be granted one scheduled appointment per month *(revised Jan 17, 2001)*.
3. *(deleted by Classis Sep 16, 1998)*
4. The church whose minister serves as Stated Clerk is entitled to an exchange, arranged by the Classical Interim Committee, for the Sunday after a regular Classis meeting.
5. Appointments shall be distributed equally among the ministers of Classis as scheduled by the Classical Interim Committee. *(revised Jan 17, 2001)*.
6. Churches receiving appointments shall reimburse the assigned minister for his travelling expenses and his church for a per service cost at the rates set forth by Classis.

Excerpt from minutes of January 17, 2001

The CIC presented a recommendation that would allow the CIC to prepare and approve the Classical Appointment Schedule, and with Classical Appointment Sundays reduced from two per month to one per month for each vacant church. Vacant churches with an intern would be provided one Classical Appointment each two months. After some discussion, Classis voted to retain two Classical Appointment Sundays per month for vacant churches, and one per month for vacant churches with an intern. Classis also voted to have the CIC approve the schedule of Classical Appointments in the future.

Section VI
ELECTIONS AT CLASSIS

1. All regular functions, offices and committee memberships shall be filled by way of elections unless otherwise stipulated in these rules of procedure.
2. The Nominating Committee shall make nominations for all functionaries except the delegates to Synod and the CCRCC.
3. Elections shall be held at the January (February, as of January 2005) meeting of Classis for all denominational functionaries and at the May meeting for all Classical functionaries.
4. Ordinarily two persons shall be nominated for each position to be filled.
5. Councils are urged to submit names for nominations to the Nominating Committee. Nominations may also be added from the floor of Classis.
6. The host church shall supply a ballot committee of at least two people.
7. Delegates to synodical functions shall begin their term of office upon their appointment by Synod on September 1, whereas those chosen to classical functions shall begin their term of office immediately upon election.

Section VII
EXAMINATION OF CANDIDATES

1. In all matters pertaining to the examination of candidates for ordination as Minister of the Word, Classis shall follow the decisions of Synod.
 - (a) The letter of call to the candidate must indicate the provisional nature of this call until the classical examination has been sustained.
 - (b) The date of the ordination shall be officially announced only after the candidate has passed the examination.
 - (c) The candidate shall preach a sermon on a text assigned by Classis in an official worship service (preferably on the Sunday preceding the meeting of Classis) in the church to which he has been called and in the presence of the appointed representatives of Classis.
 - (d) A copy of his sermon shall be provided to the Synodical Deputies and the delegates to Classis.
 - (e) The candidate shall also submit copies of two other sermons which he has preached as a student to the classis representatives appointed to evaluate his sermons. One of these sermons shall be based on a Lord's Day of the Heidelberg Catechism. The combination of sermons shall be such that one shall be based on an Old Testament text and the other on a New Testament text. These sermons shall not include those which have been used in practice preaching or for academic evaluation in the Seminary
 - (f) Four delegates of Classis shall be appointed as examiners. Two shall evaluate the candidate's sermons and be present at the worship service in which he preaches, and two shall conduct the actual examination at Classis.
2. As soon as a candidate has accepted the call of one of the churches, the Council shall notify the Stated Clerk and request the Classical Interim Committee to arrange for the examination by Classis.
3. The Classical Interim Committee shall make the following arrangements:
 - (a) set the date, time and place of the examination.
 - (b) assign a sermon text to the candidate.
 - (c) appoint the sermon evaluators and the two examiners.
 - (d) shall serve as a Credential Committee.
 - (e) inform the candidate of the required credentials, the assigned text, the schedule of the examination, and all the pertinent regulations.
 - (f) invite the Synodical Deputies of three neighbouring Classes.
4. The candidate, before the scheduled examination by Classis, shall submit the following documents to the Classical Interim Committee:
 - (a) copies of the call letter, the letter of acceptance, and his Seminary diploma.
 - (b) a letter of recommendation from his former Council.
 - (c) in the event that a year has elapsed since his Synodical examination, a statement of health from a physician.
5. The candidate shall prepare a sermon on the assigned text and, together with the two other required sermons, send copies to the following at least two weeks before the examination:
 - (a) each of the Synodical Deputies

- (b) each of the sermon evaluators of Classis
 - (c) the Stated Clerk
6. The Classical Examination shall follow the outline prescribed in Appendix IV, “The Examination of Candidates”.
 7. Upon successful completion of the examination by the Candidate he shall receive a Classical Diploma signed by the officers of Classis and shall sign the Form of Subscription.
 8. Should an individual seek ordination by way of Article 7 of the Church Order, Classis shall follow the decisions and regulations of Synod pertaining to this article.

Section VIII
LICENSURE TO EXHORT

1. Classis may grant licensure to exhort only after the need has been clearly established and agreed upon by Classis.
2. Such license may be granted to members of the Christian Reformed Church not formally prepared for the ministry, who are gifted, well-informed, and consecrated men, able to edify the churches.
3. Applicants must supply the following documentation to Classis:
 - (a) recommendation from their Council.
 - (b) statement of reasons for seeking licensure.
4. Licensure to exhort shall be granted only on a majority vote by ballot, upon motion in Executive Session, after an examination of approximately one hour. The examination, pre-arranged by the Classical Interim Committee, shall include the following subjects:
 - (a) Knowledge of Scripture and Reformed Doctrine
 - (b) Christian Ethics and Practica
 - (c) Ability to exhort (Applicants shall address Classis for at least ten minutes on an assigned Scripture text).
5. Licensure to exhort shall be granted for one year, after which the licensee must apply, in writing, for renewal.

Section IX RULES OF ORDER

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 demand a large measure of freedom in discussion and action. However, a few general rules of order may serve a good purpose.

A. MOTIONS

1. *Main Motion*

- (a) This motion present a matter to classis for its consideration and action.
- (b) This motion is acceptable under the following conditions:
 - (i) if the mover is recognized by the chairman, and the motion has been duly seconded,
 - (ii) if the motion has been recognized as acceptable by the chairman,
 - (iii) if, at the request of the chairman, the motion has been presented in written form.
- (c) A main motion is not acceptable:
 - (i) if it conflicts with the Church Order or a decision of Synod, or is contrary to Scripture as interpreted in the three Forms of Unity,
 - (ii) if another motion is before Classis,
 - (iii) if it is substantially the same as a motion already rejected by Classis,
 - (iv) if it interferes with the freedom of action by Classis in a matter previously introduced and tabled.

2. *Motion to amend*

- (a) This motion purposes 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.
- (b) This motion is not proper if it nullifies the main motion or is not germane to it.
- (c) This motion may be used to amend an amendment.

3. *Motion to Defer or Withhold Action*

- (a) When Classis deems it advisable, it may decide to table a motion temporarily. Such a motion implies that the assembly will resume consideration of the matter at a later hour or date.
- (b) If a matter has been deferred to a definite time, and Classis is at that time busy with an undecided question, Classis need not be disturbed or interrupted in its work by the consideration of postponed matters, if these can wait until the question before Classis has been disposed of.
- (c) If Classis prefers not to take action regarding a mttter, it may adopt a motion to withhold action.

4. *Motion to recommit*

Recommendations by an advisory or study committee may be referred back to committee under the following conditions:

- (a) if new facts, which were not at the disposal of the committee, have become available.

(b) if Classis identifies matters in which the report is faulty and changes must be made.

5. Motion to reconsider matters once decided by Classis

If any member of classis for weighty reasons desires reconsideration of a matter once decided, the following course may be pursued.

- (a) A motion may be offered to “reconsider” the matter. The purpose of this motion is to propose a new discussion and a new vote. This motion may only be made by one who voted with the prevailing side.
- (b) A motion may be made to rescind a previous decision. The purpose of this motion is to annul or reverse such a previous descussion. (Rescinding applies to decisions taken by the classis in session; it does not apply to decisions taken by a previous classis. A succeeding classis may alter the stand of a previous classis; it may reach a conclusion which is at variance with a conclusion reached by an earlier classis. In such cases the most recent decision invalidates all previous decisions in confilct with it.)

B. RAISING A POINT OF ORDER

In case of a point of order, the chairman must make a ruling at once. If any member is not satisfied with the ruling of the chairman, the matter shall be referred to Classis of decision.

C. 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 and 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.

D. 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.

E. PROCEDURAL INQUIRY

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

F. OBJECTION TO THE CONSIDERATION OF A QUESTION

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

DISCUSSION

- 1. A speaker must be recognized by the chair to obtain the floor.
- 2. If a member having the floor should fail to adhere to the point under discussion or should become unnecessarily lengthy in his remarks, the chairman shall call his attention to these faults and insist on pointedness and brevity.
- 3. If any member has spoken twice on a pending issue, others who have not yet spoken twice shal ordinarily be given priority by the chair.

4. When the chairman believes a motion under consideration has been debated sufficiently, he may propose a cessation of debate. If a majority of classis sustains his proposal, discussion shall cease and a vote shall be taken.
5. Any member of classis, when he deems a matter to have been debated sufficiently, may move to close the discussion. Should a majority be in favour, the vote on the matter before Classis shall be taken only after all those who have previously requested the floor have been recognized.

H. VOTING

1. Delegates shall not vote on any matter in which they themselves or their churches are directly involved. (Church Order Art. 34)
2. The various methods of voting are:
 - (a) By voice (yes or no). This is the ordinary method of voting.
 - (b) By show of hands. Whenever the chairman is unable to determine the outcome of a voice vote, or is his judgement is questioned by any member of classis, the chairman shall ask delegates to vote by raising their hand.
 - (c) By Ballot. Classis must vote by ballot in the election of persons, and, if classis so decides, in delicate cases of discipline and other matters of a critical nature and of great importance.

I. RULES OF PROCEDURE

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

Appendix I DELEGATE REPORTS

GUIDELINES FOR DELEGATE REPORTS:

1. These reports should be the personal reports of the delegates regarding the business conducted by the bodies to which they are delegated.
2. Staff reports may be worthwhile appendices to a delegate's report but should not become a substitute for it.
3. These reports should not merely repeat what has already been reported in the church papers or communicated directly to the churches but should add to Classis' understanding of the issues and challenges being faced by our denominational boards and of the way these issues and challenges are being met.
4. Reports of classical delegates to denominational boards should stimulate prayerful support for their ministries and should promote the churches' financial commitment to them where this is in order.
5. Reports should stimulate meaningful discussion of these ministries on the floor of Classis on matters of substance to which these reports direct Classis' attention so that the churches become more deeply involved in our denominational ministries.

Appendix II
GUIDELINES FOR STUDENTS AND CHURCHES

1. Students interested in applying for aid from the Fund should confer with their Council about their response to the call. The Council shall consider the reputation, character, godliness, and financial need of the applicant and send its recommendation to the Student Fund Committee.
2. The following documents must be submitted to the Committee before an applicant can be examined:
 - (a) A statement of church membership
 - (b) Recommendation from home church Council
 - (c) A high school diploma (or equivalent) and transcripts of any further education
 - (d) Completed application forms (available from the Secretary of the Student Fund)
 - (e) A statement by a qualified physician as to the physical fitness of the applicant
 - (f) A statement of reasons for attending a college or seminary other than those stipulated by Classis (if applicable)
3. The applicant shall be examined by the committee as to his knowledge of the Bible, of Reformed doctrine, and as to his personal piety. The committee shall submit recommendations to Classis concerning the applicant.
4. Student aid for college students shall normally be considered only for those students in their last two years of college.
5. Normally, no grants shall be made to such college students who qualify for interest free student loans, but a specified amount shall be reserved each year in which aid is granted, which shall be paid to the student for the repayment of such loans after ordination into the ministry in the Christian Reformed Church.
6. Student aid for seminary students shall ordinarily also be granted via the underwriting of interest free loans, with the same rules for repayment applying as in 5(five) above. If the financial needs of a seminary student exceed normal student loan possibilities, however, student aid to such a student may be given in the form of a cash grant.
7. All financial aid from the Student Fund Committee is to be repaid by the Student unless the student is working in a ministry capacity for a church in the Christian Reformed Church in North America, or one of its agencies in which case the student's loan will be forgiven at the rate of 20% per year. *(revised Jan 20, 1999)*
8. New applications and annual reapplications for aid must be submitted by the student to the secretary of the Student Fund by March 1. This should be accompanied by a transcript of his academic record covering the period since his last application as well as a statement of his financial situation.
9. It is the student's responsibility to keep the secretary of the committee informed about changes of address and any change in his vocational goal and approved course of studies.

Appendix III
STUDENT FUND COMMITTEE
CONTRACT

THIS AGREEMENT, of which the applicant receives a copy, is made and entered into this _____ day of _____, 19____ by, and between

CLASSIS NIAGARA of the CHRISTIAN REFORMED CHURCH
(party of the first part)

and

(party of the second part)

WHEREAS CLASSIS NIAGARA will advance or pledge by way of government loan to said _____ such financial assistance as may be necessary during the course of his pre-ministerial studies. Now therefore it is agreed:

1. That the party of the second part shall not participate in anything while in school that might be a hindrance to the successful prosecution of his studies; that he shall submit to the school regulations; and that he shall be ready at any time to answer inquiries by the school regulations; and that he shall be ready at any time to answer inquiries by the school authorities or the Student Fund Committee concerning his studies and his daily walk of life. Furthermore, misconduct persisted in and unsatisfactory academic performance shall be deemed sufficient reason for discontinuing financial support, in which event the party of the second part shall be accountable for the full amount received.
2. That the party of the second part shall receive financial assistance for one year at a time, and in order to obtain continued support shall renew his request annually and stipulate the desired amount by the first day of April for submission to the May meeting of classis.
3. That the party of the second part shall refund to classis in full and as a rule at once, all monies advanced, or as classis deems advisable, should he discontinue his studies for the ministry.
4. That the party of the second part shall refund all monies advanced should he leave the ministry of the Christian Reformed Church for another church or occupation on the basis of a ten per cent reduction of the total amount for each year of service.

CLASSIS NIAGARA of the CHRISTIAN REFORMED CHURCH per the Student Fund Committee:

_____ Chairman
_____ Secretary
_____ Applicant

STUDENT FUND COMMITTEE
APPLICATION FORM:

Date _____

1. Name and Address _____

2. Age _____

3. Are you married? _____ Number of Children _____

Number of children attending Christian School? _____

4. Name and Address of Parents _____

Church you parents attend _____

5. Name of Church of which you are a member _____

6. Class at present _____ in college _____ in Seminary

7. List all sources of income for the 19____-19____ school year.

Parents _____

Scholarships _____

Summer earnings _____

Wife's earnings _____

Part-time job _____

Government loan _____

Other loans _____

Other sources of income _____

TOTAL _____

8. Will you be working during the school year? _____ If so, how many hours?
_____ per week.

If not, why not? _____

9. Please provide the following financial data:

Assets:	Liabilities:
Real Estate _____	Mortgage Debt _____
Stocks, Bonds, etc. _____	Bank Loans _____
Personal property _____	Other _____
Savings _____	_____
Other _____	TOTAL _____
TOTAL _____	

Please provide details for “other assets” and “other liabilities.”

10. List all expenses you will have during the coming school year covering the period of
September 1st to May 31st:

Tuition College or Seminary _____

Net cost Christian School tuition _____

Books - College or Seminary _____

Payments or rent _____

Utilities, taxes, etc. _____

Car payments _____

Car expenses (include insurance) _____

Room and board _____

Living expenses family - food, clothes _____

Medical/hospital Ins. Premiums _____

Other expenses _____

TOTAL _____

11. State on a separate sheet some remarks concerning the progress of your education.

12. Keep the secretary informed of your address.

13. Keep the secretary informed of any changes in your plans.

Signature: _____

Appendix IV
THE EXAMINATION OF CANDIDATES

Classis Niagara, having been properly convened and constituted, shall adhere to the following order for the examination of Candidates for the Ministry of the Word in the Christian Reformed Church.

A. REPORT OF THE CREDENTIAL COMMITTEE

A member of the Classical Interim Committee shall report to Classis whether all the necessary credentials were submitted by the Candidate and found to be in order.

B. INTRODUCTION

One of the delegates from the calling church shall introduce the Candidate to Classis.

C. PRACTICA (no time limit)

1. One of the examiners 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 other related matters.
2. The Synodical Deputies and delegates shall be given the opportunity to ask the Candidates additional questions.
3. A motion to proceed to the next area of the examination shall be made and carried with the concurrence of the Synodical Deputies before continuing the examination.

D. SERMON EVALUATION

1. In the presence of the Candidates the sermon evaluators shall evaluate the submitted sermons and also give attention to his manner of conducting the worship service.
2. The Synodical Deputies and delegates shall be given an opportunity to ask additional questions concerning the sermon and its delivery.
3. A motion to proceed to the next area of the examination shall be made and carried with the concurrence of the Synodical Deputies before continuing the examination.

E. BIBLICAL AND THEOLOGICAL POSITION (minimum 30 minutes)

1. The examiner shall inquire into the Candidate's biblical theological judgment, competence and soundness.
2. The Synodical Deputies and delegates shall be given an opportunity to ask additional questions. (no time limit)

F. PROCEDURES FOR ADMISSION TO THE MINISTRY

1. A motion to admit the Candidate to the Ministry of the Work and Sacraments in the Christian Reformed Church shall be made and given preliminary consideration after Executive Session has been declared.
2. Prayer for the guidance of the Holy Spirit shall be offered.
3. The Synodical Deputies are excused to prepare their written recommendation.
4. Classis shall vote by ballot.

5. The Synodical Deputies shall return and offer their written statement from which it will become evident whether or not they can concur with the decision of Classis.
6. In the event they do not concur, the Classis and the Synodical Deputies may try to reach a unified decision.
7. When agreement cannot be reached between them, the matter is automatically referred to the Synod for final adjudication.
8. Classis, meeting again in regular session, shall inform the Candidate of the decision of Classis. The Chairman shall address the Candidate, offer a prayer of thanksgiving, and after an appropriate hymn of praise the delegates of Classis shall be given the opportunity to congratulate the Candidate.

Appendix V SHALOM CHAPLAINCY

(This section revised and approved at the meeting of Classis May 20, 1998)

Chaplain's work description:

Generally, the chaplain will provide spiritual and religious care to all residents of Shalom Manor.

Specifically, the Chaplain shall:

1. Conduct the worship services every Sunday, preach in all special services and arrange and coordinate pulpit supply or exchanges for those services when he is unable to be in charge.
2. Visit all residents on a regular basis to counsel, comfort, encourage, according to need.
3. Visit those residents who are hospitalized.
4. Conduct weekly Bible study sessions.
5. Coordinate and facilitate the pastoral care given to residents by their home congregations.
6. Collaborate with the administrator and staff of Shalom Manor in the provision of good resident care.
7. Meet with and report to the Chaplaincy Committee and to Classes Hamilton and Niagara on a regular basis.

Terms of Employment:

1. He shall be an ordained minister of the Word in the CRCNA and be supervised by that local CRC congregation which holds his Classical credentials.
2. He will perform his duties according to the guidelines as stipulated in the more comprehensive Chaplain Job Description in the Social Services Department Manual of Shalom Manor.
3. The treasurer of Classis Niagara shall administer the chaplain's salary.

Appendix VI BROCK CHAPLAINCY

(the following was approved by Classis Niagara at its January 19, 2005 meeting)

BROCK CHRISTIAN REFORMED ECUMENICAL CAMPUS CHAPLAINCY

Job Description

Purpose

The purpose of the Campus Chaplain is to offer spiritual and religious care and education to students, staff, and faculty by using the resources of the Christian Reformational tradition in the multi-faith setting of Brock University.

Mandate

The Chaplain will achieve this purpose through the support of the Christian Reformed Church (CRC) and by engaging in the following areas:

- 1) academic engagement
- 2) pastoral counseling to students, staff and faculty
- 3) liaison between campus, church, and community
- 4) fostering a worshipping community
- 5) social justice and peace activities

Main Responsibilities

1. Academic Engagement

- Seek opportunities to participate in the academic activities at Brock, conveying Christian ideas, principles and beliefs. This could include credit courses, non-credit courses, guest lectures and articles in the campus press
- Participate in undergraduate, graduate, faculty book studies, colloquiums, and conferences
- Organize Christianity and Culture Lectures, panel discussions, special class lectures, co-sponsorships of campus events
- Provide resources (written, audio-visual, digital) that stimulate growth in faith-based knowledge

2. Pastoral Counselling

- Engage in a “ministry of presence” on campus (having a presence on campus)
- Offer pastoral counsel and care to individual students, faculty and staff in a manner consistent with the Creeds, Confessions, and Synodical decisions of the CRC.

3. Liaison between campus, church and community

- Participate in the ecumenical team of Brock Campus Ministries
- Relate with faculty and university staff members, including those in governing positions, and serve on strategic campus committees where appropriate.
- Seek out students, faculty and staff who are members of the CRC.
- Be a resource person for Brock Christian Fellowship

- Contact the supporting community with regular newsletters
- Organize “fellowship suppers” and student social events to build community
- Contribute to social justice and ministry-related activities as appropriate
- Participate in ministerial and other professional associations like CRCMA
- Participate in the annual CRC Campus Ministry Conference
- Participate in the South-East Ontario Regional Chaplain's Association
- Preach, teach and speak in CRC churches as invited/able
- Present written and oral reports to the Campus Ministry Committee (CMC) and Classis Niagara
- Report to the Director of Student Development Centre at Brock

4. Social Justice and Peace activities:

- Engage in promoting awareness of and participation in social justice and peace issues
- Organize educational and demonstrational events that relate to current local and global events
- Advise administration and governing bodies about issues of diversity and inclusiveness, especially with regards to issues of a religiously sensitive nature.

5. Worship: Foster a Worshipping Community

- Share responsibility for maintaining the Rita Welch Meditation Centre and the Multi-Faith Centre
- Organize and promote studies of biblical books and themes, also in connection with cultural film and book analysis.
- Assist in providing worshipping opportunities on campus, such as mid-week worship and prayer meetings of various types
- Encourage and assist students to participate in their churches.
- Participate in regular prayer meetings with other Christian chaplains

Accountability:

- The Chaplain is accountable to and reports directly Classis Niagara of the CRC
- The Chaplain is accountable to the CMC appointed by Classis Niagara, and must engage in partnership with the CMC, consulting with and reporting on all programs and interactions, providing information on new ideas or situations as they occur.
- The Chaplain will present ideas for new programs and activities to the CMC as together they seek to develop the ministry at Brock University
- The Chaplain will seek out and train volunteers for campus ministry including the possibility of hiring assistants and/or mentoring students in campus ministry work
- The Chaplain will periodically assess and evaluate existing ministries as well as plan for new opportunities for ministry
- The Chaplain must always remain alert and flexible to changes on campus and sensitive to the attitudes of students, faculty and staff.
- The Chaplain works with the Campus Ministries team and partners with them in achieving the goals and objectives of Brock Campus Ministries.

- The Chaplain participates as an ex-officio member of the Brock Multi-Faith Advisory Council - a presidential advisory council reporting through the Associate Vice-President of Student Services.
- The chaplain is accountable to the Director of Student Services according to the guidelines of the Policy Statement of Brock University (see attached appendix).

Continuing Education / Professional Development

- The Chaplain needs to continuously develop educationally and professionally.
- Participation in workshops, seminars, conferences, retreats, etc. is expected
- It is recommended that the candidate have ability and willingness to apply for a license to exhort in Classis Niagara.

ATTACHMENT A

POLICY STATEMENT: Brock Campus Ministries

(Revised **August 21**, 2003)

Brock University supports the provision of opportunities for spiritual development to students, faculty and staff, as a part of an individual's total growth in the pluralistic environment of the University. Although Brock is a secular institution, religious faith and practice is part of the reality of university life, and has been accommodated for individuals and groups in a number of ways. In particular, the university has developed a partnership with faith groups to provide chaplains on campus for more than 20 years.

In order to continue and improve this partnership, the university will support Campus Ministries, in order to provide religious and spiritual care and service to the whole University community in keeping with the following terms of agreement.

Campus Ministries Ministries

For the purpose of this policy Campus Ministries is defined as:

a group of Chaplains responsible to the university, through the Director of the Student Development Centre, for providing spiritual direction and leadership, cross-cultural experiences, voluntary opportunities, worship opportunities and pastoral care to the University community, and for engaging the University community in reflection on ethical, intellectual, and social justice issues.

Campus Chaplain

Similarly, a Campus Chaplain is defined as a qualified person officially approved by Brock, and appointed by, and accountable to, both his/her sponsoring religious body and to the university, through the Director of the Student Development Centre:

whose main function is to support the spiritual life and development of students, staff and faculty by performing such activities as worship, spiritual direction, pastoral counseling, and engaging the University community in reflection on ethical intellectual, and social justice issues.

who will perform his/her functions within the framework of the policies and practices of Student Services, Brock University and their sponsoring religious bodies.

Criteria for Appointments of Chaplains

The above definition implies that (a) the University will formally recognize the appointment of a Chaplain and that (b) it will do so on the basis of a set of criteria. These are outlined below:

Brock designates as a Chaplain an individual who is the authorized representative of the appropriate approval body of a recognized religious organization.

Candidates for Chaplain positions must demonstrate evidence of a successful spiritual direction / pastoral experience or its equivalent.

Preference will be given to those candidates who have had formal Chaplaincy training and/or related experience, especially in a post-secondary setting.

The University will recognize as Chaplains only those candidates who are prepared to perform their responsibilities within the administrative framework of Student Services and as part of the Campus Ministries team.

The University will reserve the title Chaplain for those candidates who are authorized and are committed to providing as close to full-time pastoral care as possible.

The University will be consulted prior to the event in all appointments of Chaplains, and notified immediately of resignations. Upon receipt of a resignation, it is expected that the Director will be included in the process of selecting the new Chaplain. This will include reviewing resumes of potential applicants, interviewing the short-listed applicants, and providing input re: the applicants. In addition, it is expected that the candidates will visit the campus wherever possible so that other associated Student Services personnel and in particular, the other Chaplains in Campus Ministries, will have similar input into the selection process. In the event that there is only one proposed appointment for Chaplain, then information regarding the proposed applicant will be forwarded to the Director of the Student Development Centre and to the Chaplains for input prior to any appointment being made.

Responsibilities

In this joint effort, involving a number of autonomous parties, each has responsibilities designed to ensure the success of the Ministry.

(1) The Sponsoring Religious Bodies will:

Appoint, remunerate and ensure the professional development of its Chaplains.

Provide regular supervision and evaluation of its appointee.

Communicate as needed with the University through the Director of the Student Development Centre.

2) Brock University will:

Provide appropriate space, furniture, clerical support, basic office supplies, utilities and funding for inter-faith, ecumenical and community activities within the limits of its budget capabilities.

If requested by sponsoring religious bodies, make provisions for the basic privileges accorded a regular staff member (e.g. I.D., tuition waiver) but excluding those personnel benefits normally attached to employment.

Provide regular supervision and evaluation of the Chaplains through the Director of the Student Development Centre through the process of an annual performance review and regular meetings.

Communicate as needed with the sponsoring religious bodies through the Director of the Student Development Centre.

(3) The Chaplain will:

Cooperate and contribute to the development of multi-faith cooperation, dialogue and common programs at Brock.

Participate in University functions when requested.

Be available to the University community for pastoral counseling, spiritual care and direction, the provision of appropriate worship services, reflection on ethical, intellectual, and social justice issues and crisis intervention as per protocol to be developed.

Along with his/her particular faith commitments, encourage and participate in inter-faith and ecumenical dialogue and action.

Report annually on the programming/services and all costs to the Director of the Student Development Centre.

Perform his/her duties within the mandate of the Campus Ministries team and its organizational framework under the direction of his/her faith group and the university, through the Director of the Student Development Centre.

In all his/her activities, abide by the policies and practices of the University including but not limited to Rights and Responsibilities, Privacy of Student records, Human Rights Code, Sexual Harassment Policy.

Maintain communication links with the religious bodies to which he/she belongs.

Administration of Campus Ministries

The chaplains will meet regularly among themselves and with the Director of the Student Development Centre to plan and evaluate the work of Campus Ministries.

In order to facilitate the smooth functioning of the University's Campus Ministries, the following administrative guidelines are provided below:

The Chaplain is accountable to the sponsoring religious bodies for the performance of his/her religious functions. The Chaplain is responsible to the University for implementing the goals and objectives related to the spiritual growth, development and support of the Brock community, as outlined annually in both the performance review and regular planning meetings.

For the purpose of this policy, liaison with Campus Ministries will be through the Director of the Student Development Centre.

Appendix VII
CHURCH ORDER ARTICLE 3-a

Excerpt from minutes of January 21, 2004 meeting of Classis Niagara:

After introductory observations, and the reading the first few verses of Ephesians 4 (unity, love, one body, one faith), the chairman of Classis offered a prayer for the wisdom in dealing with the overture. Rev. Pieter Heerema, on behalf of the Overture Advisory Committee, presented its report, which supported the two motions of the overture. With respect to motion #2, dealing with the seating of women elders, the committee assumed that this includes elders, ministers, and evangelists. Rev. Derek Bouma offered a prayer asking for the presence of the Holy Spirit during the upcoming discussion of the overture. During the discussion, it was clear that no matter the outcome, there is a strong wish to work together. Motion #1 of the overture: *That Classis Niagara, acknowledging the recommendations of the Synods of the Christian Reformed Church, and recognizing the gifts of women within our local churches and classis, declare that the word male in Article 3-a of the Church Order is inoperative, and hereby recognizes that churches under its jurisdiction may ordain and install women in the offices of elder, minister, and evangelist* was moved, seconded, and carried

Appendix VIII

Retention of Classis Niagara's Records

Excerpt from CIC Minutes of July 31, 2003, approved by Classis September 2003:

6.In accordance with recommendations from Dr. Richard Harms, Curator of Archives, Heritage Hall, Calvin College, the CIC proposes the following:

- ***for permanent retention:***
 - agendas and minutes of meetings
 - minutes of executive sessions of Classis
 - Church visitor reports
 - Classical examinations
 - appeals and protests
 - material from classical agencies, ministries, or programs (anything unique to Classis Niagara)
- ***for discarding after one year:***
 - material from other classes and denominational agencies
 - unsolicited correspondence that resulted in minimal or no Classis action
- ***for discarding after Classis meeting:***
 - letters of credentials can be discarded once the minutes of that session have been approved.