

CLASSIS NIAGARA RULES AND PROCEDURES

Updated May 2022

Classis Niagara exists to encourage, equip, and empower churches and ministries to engage in God's mission.



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Section I
CONVENING AND CONSTITUTING CLASSIS – Articles 34 & 40

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 – Article 34

1. Classis shall ordinarily meet three times a year on the fourth Wednesday of the months of February, May and October, convening at 9:00 a.m. at the place designated by the previous 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 Classis Ministry Council.
 - (c) a request to hold such a meeting is made by five (5) churches of Classis
 - (d) a request is made to the Classis Ministry Council by a church council for the examination of a candidate.
3. In exceptional circumstances when in-person meetings are not permitted due to legal stipulations, such as in times of war or pestilence, meetings may be held via appropriate internet based technological platforms, which are configured to ensure all matters before the Classis can be conducted virtually, respecting the persons attending the virtual meeting, adequate privacy restrictions, and confidential voting mechanisms.

B. DELEGATES – Article 40

1. Each church shall send one minister, one elder, and one deacon 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. Delegates to classis shall provide the Stated Clerk with an electronic copy of their credentials in advance. The Stated Clerk will forward the electronic credentials to the Credentials Committee members prior to the meeting. If churches are unable to submit credentials in advance, they may submit paper copies on the day of the meeting to the members of the Credentials Committee.

C. SESSIONS – Article 40

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 and commissioned pastors in active service of any church of classis shall have the privilege of the floor.
4. Office bearers 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 chair, nor may any delegate return home without the consent of classis.
6. Classis shall decide by vote on the seating of delegates having defective or irregular credentials.

D. OFFICERS – Article 40

1. The officers of classis shall be the chair, the vice-chair and the stated clerk.
2. Ordinarily, the minister delegates will preside at classis meetings. However, if it would benefit the function of classis, the Classis Ministry Council may recommend that Classis elect a chair from the elected delegates, as per C.O. Article 40c.
3. The vice-chair of the meeting shall serve as chair at the next meeting of classis.
4. When a special meeting or Classis Contracta meeting is called, the officers of the previous full Classis meeting shall be the officers of that meeting.

Section II
OFFICERS AND CLASSICAL FUNCTIONARIES AND THEIR DUTIES - Article 40

A. THE CHAIR:

1. The chair shall call the meeting of classis to order 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. The chair shall:
 - See to it that each session of classis is opened and closed with appropriate devotions.
 - Welcome the fraternal delegates or guests of classis, respond to greetings received, or appoint members of classis for this purpose.
 - 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.
 - Remain impartial on any pending question. In case the Chair feels a need to speak personally on a matter the Chair shall relinquish the chair to the vice-chair while doing so. The Chair may speak as chair to state matters of fact or to inform classis regarding points of order.
 - Have and duly exercise the prerogative of declaring a motion or person out of order. In case this ruling is disputed, it shall be submitted to classis for decision by majority vote.
 - The chair shall close the meeting of classis with prayer or appoint someone to do this.
3. As a delegate to classis with a decisive vote the chair retains the right to vote on any question. The Chair invariably votes when the vote is by ballot. In case of a tie, and the chair abstains from voting, the motion is lost. Should the chair vote affirmatively the motion is carried.
4. The chair shall not preside in any matter that concerns the chair personally or the church the chair serves.
5. In case of a “point of order” the chair 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.

B. THE VICE-CHAIR

1. In the absence of the chair, or during a period of the chair’s disqualification, the vice-chair shall assume all the duties and privileges of the chair.
2. The vice-chair shall render all possible assistance to the chair and the stated clerk as circumstances may require.

C. THE STATED CLERK

1. Classis shall appoint a stated clerk for a term of three years. The Stated Clerk 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 stated clerk upon the instruction of the Classis Ministry Council.
2. The Stated Clerk shall:
 - convene the meetings of classis.
 - announce the meetings of classis in the publications designated by Classis well in advance of the meetings
 - compile and arrange the agenda and send it out to the councils five (5) weeks before classis meets.
 - notify the synodical deputies when their presence at classis is required.
 - notify all concerned as soon as possible in case of a special meeting of classis.
 - be an Ex Officio member of the Classis Ministry Council.

- keep the files of classis, and the Classis Rules & Procedures complete and in good order.
 - ensure the Classis Niagara website is kept up to date.
 - keep an accurate record of the proceedings of classis and its decisions. He/she will prepare minutes of the meetings of classis, and have the minutes approved by members of the Classis Ministry Council prior to their distribution. The concept minutes of executive sessions are read in those sessions. (*Rev. September 17, 1997*)
 - edit the minutes of classis for publication and distribute digital copies to each council. One copy of the minutes of all sessions of classis shall be preserved and filed.
 - keep an up-to-date record of committees and of the tenure of all classical functionaries and submit a list of vacancies to the Classis Ministry Council.
 - 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.
3. The work of the stated clerk shall be presented for approval at each meeting of classis.
 4. The stated clerk shall receive an honorarium as decided by classis and be reimbursed for all expenses incurred in the performance of duties.
 5. 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 appoint a treasurer for a term of three years to administer the finances of classis. The treasurer 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 Classis Ministry Council.
2. The treasurer shall:
 - receive and disburse such monies as classis has approved.
 - keep an accurate record of all funds received and disbursed and shall give receipts for monies received.
 - give a report at each meeting of classis as well as a complete annual report at the May meeting.
 - receive, disburse, and keep records of all monies in the Classis Ministry Leadership Team fund and serve as treasurer of the CMLT.
 - send quarterly statements concerning classical ministry share contributions to any churches who are behind in their remittances and, at the proper time, remind them of the December 15 deadline for all ministry share contributions.
 - in conjunction with the Stated Clerk, encourage churches to set and submit their annual denominational ministry share pledge.
 - ensure Classis has the necessary directors and officers insurance coverage.
3. The treasurer shall have the privilege of the floor in all matters relating to the finances of classis.
4. The treasurer shall be an Ex-officio member of the Classis Ministry Council.
5. After each meeting of classis the treasurer shall reimburse the traveling expenses of the delegates and the expenses of the host church according to the rates set by classis.
- ~~6.~~ The treasurer shall receive all monies for the Campus Ministry and pay all salary and expenses directly.
7. The treasurer shall receive an annual honorarium as set by classis and be reimbursed for all expenses incurred in the performance of duties.

E. CHURCH VISITORS – Article 42

1. Classis shall annually appoint teams of two office bearers, at least one being a minister, 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 Classis Ministry Council.
2. The visiting pastors may select an elder from their own congregation as the second office bearer. This makes scheduling and relationship among the church visitors themselves more meaningful.
3. Church visitor teams shall ~~visit~~ generally use the questions prescribed by the May 2015 Church Visitors Guide as an outline for this regular visit to each council.
4. Church visitors shall give a written 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.
5. Churches may call on the church visitors for advice in case of any serious problems.
6. Church Visitors who wish to have a dinner out with a pastor and spouse prior to the actual visit, giving them more time and relaxed atmosphere to hear how things are going, may submit costs incurred for such meals and/or meetings to come out of the Regional Pastor budget.

F. DELEGATES TO SYNOD – Article 45

1. Delegates to Synod shall be elected at the February meeting.
2. Councils are encouraged to submit the names of elders and deacons willing and able to serve in this capacity on their credentials to the February meeting of classis.
3. The minister delegate and their alternate shall be selected through a free-vote process from a list of all eligible Ministers of the Word currently serving active ministries in Classis Niagara.
4. The elder delegate and their alternate shall be selected by vote from a list of approved elder nominees presented to Classis Niagara for delegation to synod.
5. The deacon delegate and their alternate shall be selected by vote from a list of approved deacon nominees presented to Classis Niagara for delegation to synod.
6. The fourth delegate and their alternate shall be selected by vote from a list of approved nominees from any of the four offices presented to Classis Niagara for delegation to synod.
7. Voting shall be done electronically whenever possible.
8. Elder and deacon delegates may request a Synodical Delegate Expense Supplement of \$1,000 per delegate. (*adopted February 2022*)

Adopted by Classis October 2015

G. DELEGATES TO DENOMINATIONAL BOARDS – Article 33

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

H. SYNODICAL DEPUTIES – Article 48

1. Classis shall elect one minister and an alternate, subject to the appointment of synod, to serve a term of three years as a synodical deputy according to Church Order Article 48.

Section III
MATTERS LEGALLY BEFORE CLASSIS – Article 28

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 delegates 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 delegates.
4. Matters brought before classis by individual members.
 - (a) Overtures, communications, protests and appeals against classis, council of delegates 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 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 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. No one shall serve more than two successive three-year terms.
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 chair 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 the CMC classis for approval and action. The CMC liaisons/chairpersons of the Core Teams shall report verbally at each CMC meeting, the substance of which will be included in the CMC minutes. If necessary, minutes or reports shall also be included in the ~~These reports shall be in the hands of the stated clerk in time for inclusion with the agenda for study by the councils.~~
8. Exceptions to the above are the Credentials Committee and Overture Advisory Committee. These committees are comprised of the delegates of two assigned churches on a rotating basis. They report directly to Classis and serve only for the duration of the Classis meeting.

PROCEDURE FOR RECRUITING PERSONS TO SERVE ON CLASSICAL COMMITTEES (Functionaries List)

The CMC and core team chairpersons are responsible for recruiting people to serve on the various committees of classis. Terms are usually from May through May/June for a 3-year term. The following protocol was approved:

1. Recruiting new members will be done through one or all of the following:
 - (a) Churches will be asked to run a bulletin announcement listing committee positions to be filled, what the role entails, number of meetings, etc. Interested persons will be asked to reply to the Stated Clerk.
 - (b) The Credentials form will include a listing of all positions that need to be filled, along with a brief explanation of what the role entails, number of meetings, etc. Interested persons will be asked to reply to the Stated Clerk.
 - (c) The Core Teams will brainstorm names at their meetings. These names, along with any that come in from the churches, will be vetted by the CMC.
2. The church council or pastor of any person vetted by the CMC will be contacted to ensure there are no pastoral or other significant reasons why the person should not be contacted.
3. Once that is confirmed, the Chairpersons of the Core Teams may proceed with recruiting people for their committees.

4. The CMC will approve the addition of new members at its regular meetings, with a full endorsement of the list brought to Classis in May of each year by means of approving the Functionaries List.
5. When denominational board representative positions need to be filled, the churches will be given an opportunity to nominate persons whom they feel would be suited to these roles. This will be included with the February meeting credentials. The Stated Clerk will follow up with all those nominated to ensure they are willing to let their name stand. The names of any nominee who is willing to stand will then be forwarded to the appropriate agency for their consideration.
6. Nominations and voting for Synodical Deputies, Council of Delegates and/or Synod will follow the guidelines as set out for filling these positions.

B. STANDING COMMITTEES

1. Classis Ministry Council – Article 33

Mandate: To lead classis through the coordination of the ministry teams, to communicate with Classis Niagara about ongoing ministry, and to keep the ministry teams accountable to accomplishing the mission/vision of Classis Niagara. The CMC will function as the Classis Interim Committee (cf. C.O. Art 33).

Tasks

1. Review and champion the mission and vision of Classis Niagara
2. Coordinate the ministry teams to ensure effective and comprehensive ministry of classis
 1. This will include receiving written reports from the Classis Ministry Teams
3. To present an annual budget for classis
4. To complete the administrative tasks of classis
5. To nominate persons for the various classical committees
6. To prepare the agenda for each meeting of classis
7. The CMC shall meet a minimum of six times per year
8. Other duties as classis may assign

Complement - Nine members in total:

- Voting members: one delegate from each of the 5 core ministry teams (see 1.1 - 1.5 below), a chair, a vice-chair
- Non-voting *ex officio* members: Stated Clerk and Classis Treasurer, ~~Youth Champion~~
- At a minimum the chair and vice-chair shall be ordained pastors currently active in a Classis Niagara church. Other members may be non-ordained members of the core classis teams.

1.1 Prayerful Dependence on God Team

Mandate: To lead classis to engage in prayer with expectant hearts and minds so that our classis, churches and individual members are prayerfully dependent on God

Tasks

1. Organize prayer events (crisis, special events, etc.)
2. Plan combined worship events
3. Prayer ministry for Classis meetings

4. Connect and coordinate with local prayer ministries
5. Other tasks may be undertaken as identified

Complement of Team - 3-5 members including:

- One person engaged in the prayer ministry of their local church
- One person with worship planning experience
- One person with organizational/administrative gifts

1.2 Authentic Community Team

Mandate: To lead classis to encourage God's people by intentionally sharing life and story together so that classis is being transformed into a community of grace and truth.

Tasks

1. Plan ~~an annual~~ a Classis retreat, generally every 18 months (typically in February or October)
2. Encourage and facilitate connection between classis churches
3. Foster community at classis through sharing of stories at classis gatherings
4. ~~Encourage and facilitate personal connections between full-time ministry staff~~ Does this refer to the work of the regional pastors?
5. Other tasks may be undertaken as identified

Complement - 3-5 members including:

- One person with strengths in building community
- One person with strengths in event planning
- One person with organizational/administrative gifts

1.3 Disciples Making Disciples Team

Mandate: To lead classis to empower and equip churches and individuals to multiply ministries that will reach their local communities so that not-yet Christians may embrace Christ as Lord.

Tasks

1. Lead classis in developing new outreach ministries
2. Educate classis on missional living
3. Connect with Brock Ministry
4. Champion church plants
5. Other tasks may be undertaken as identified

Complement - 3-5 members including:

- One person from an emerging church
- One person from Brock University Chaplaincy Team
- One person actively engaged in their local church outreach ministry
- One person with a gift of equipping/teaching

Sub-Committee: Brock University Chaplaincy Team: see Appendix III

1.4 Leadership Development Team

Mandate: To lead classis to provide opportunities to develop, equip and encourage lay and ordained leaders in every context and at every level to be on mission with God.

Tasks

1. Support the work of Classis Ministry Leadership Team (CMLT)
2. Develop and support Ministry networks (such as youth, worship, admin)
3. Champion faith formation through all stages of life
4. Connect with Diaconal Ministries through the Classical Diaconal Ministry Developer
5. Other tasks may be undertaken as identified

Complement - 3-5 members including:

- Youth champion
- CMLT member
- Faith Formation advocate

Sub-Committee: **Classis Ministerial Leadership Team:** *see Appendix IV*

1.5 Covenantal Relationships Team

Mandate: To lead classis to encourage God's people to engage in the various relationships and activities of the church with accountability so that our institutional and relational obligations are met.

Tasks

1. Support the work of Church visitors
2. Support the work of Church counselors
3. Support the work of Regional Pastors
4. Encourage and facilitate the work of the Classis Safe Church Team
5. Fulfill denominational responsibilities as appropriate
6. Other tasks may be undertaken as identified

Complement - 3-5 members including:

- One of the regional pastors
- One of the church visitors
- A minister-at-large

- *Sub-committee:* **Safe Church Team:** *see Appendix II*

C. OTHER COMMITTEES OF CLASSIS

Advisory Committees:

Classis is served by two Advisory Committees: the Overture Advisory Committee (OAC), and the Credentials Committee (CC). The purpose of these committees is to facilitate the work of classis by giving advice to the classical assembly.

Each committee will be comprised of the delegates of the two churches assigned. The delegates of the first church shall serve as the chair and the delegates of the second church will serve as the reporters. These committees are appointed on a rotating basis with the church serving as reporter becoming the chair of the following classis meeting. These committees serve only for the duration of classis.

The Credentials Committee: The credentials committee works in collaboration with the Stated Clerk to:

1. Prepare and read the Roll Call of delegates assembled.
2. Review the credentials submitted to classis and report any irregularities in answers to the questions on the credentials.
3. Makes recommendations to classis concerning all other matters brought to their attention by way of the credentials.
4. Overtures submitted via the Credentials may result in the overture being tabled for the next meeting if the content is significant enough to warrant study and being assigned to the Overture Advisory Committee.
5. When Classis requests specific input from churches for a discussion at classis, the responses will be submitted to the Chair and Vice-Chair of Classis at least two days prior to the meeting.
6. Electronically submitted credentials shall be forwarded by the Stated Clerk to the delegates serving as the Credentials Committee. If there are no irregularities, an email summary to that effect may be given by the Stated Clerk to the Credentials Committee.

The Overture Advisory Committee: The Overture Advisory Committee (OAC) reviews and makes recommendations to Classis on any overtures submitted by one of the churches.

1. Overtures shall be submitted to the Stated Clerk prior to the meeting, prior to the deadline for agenda materials. This allows the CMC to gauge the amount of time needed to discuss the overture and to inform the delegates of the churches comprising the OAC to meet.
2. The OAC shall make a written report, signed by the chair 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. Overture Advisory committees may add further recommendations, broaden the scope of the overture, and provide additional grounds.
4. As a matter of courtesy and fellowship, the committee shall submit a copy of their recommendation to the council of the authoring congregation at least one week prior the classis meeting.
5. The written report shall be distributed to the delegates of Classis prior to the start of classis if it is ready well in advance and has been shared with the authoring congregation. If it is not ready until the classis meeting, it shall be shared verbally with all delegates when the overture is being discussed.
6. The presentation of the overture by the presenting church takes precedence over the presentation of the OAC when being brought to the floor.
7. Classis may dismiss the recommendation(s) of the Overture Advisory Committee and address the overture without advice, or recommit the matter to the advisory committee for further work, or simply table the whole matter. Classis' decision is final until synod rules otherwise, or classis decides to revisit the matter.

Process:

- 1) The church or individual bringing the overture is given an opportunity to present their overture and makes a motion to put the overture on the floor.
 - 2) The Overture Advisory Committee presents their report.
 - 3) The presenting church or individual is given an opportunity to defer to the OAC recommendation.
 - 4) The chair asks for a second to the motion from the presenting church or individual and debate / discussion can commence.
8. Appendix VIII, "Advice for Overture Committees," prepared by the Pastor Church Resources, presented to Stated Clerks in 2022, contains very helpful guidance for Overture Advisory Committee.

Study Committees

1. 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.
1. They shall report to the next meeting of classis or at such time as classis designates.
2. They shall submit a final written report to be included in the printed agenda for classis.

Section V EMPLOYEES OF CLASSIS

1. Stated Clerk – See Section II-C for duties, terms, etc.

2. Treasurer - See Section II-D for duties, terms, etc.

3. Youth Champion:

The Need for the Classis Youth Champion Role

In a report conducted by the Canadian Youth Ministry Committee (CYMC) it was determined that there were gaps within youth ministry in the Canadian CRC that were ready to be addressed and were summarized as the following:

- Need for a common vision and vocabulary for youth ministry and its place in the overall discipleship ministries of congregations.
- Need for proper education and equipping of youth workers
- Need for knowledge on the part of churches regarding assessment, managing expectations and the building of strong ministries teams for the youth ministry staff they hire.
- Need for integration of a youth ministry into the life of the church. When this happens, even strong youth ministry cannot bear long-term fruit.

“We long for a shift from ministry that is ad hoc, reactive, age-segregated and anxiety driven to a ministry that is rooted in grace, part of a larger, comprehensive vision of inter-generational discipleship and built on solid foundations of leadership development.”

Purpose:

The Classis Youth Champion is a person who is passionate for youth ministry and faith formation within the CRC. The CYC is here to empower and encourage those working on the frontline in youth ministry within each Classis across Canada. The CYC will listen, pray, help connect, and be a voice, on behalf of youth workers, on a Classis level. Our desire is to strengthen youth ministry in Classis Niagara by reminding churches that we are all in this together and we all play a significant role in furthering the Kingdom of God.”

Action Steps for Youth Champion work in Classis:

- function as a listener/broker for youth leaders and congregations (listen to the joys and struggles of youth ministry and connect them to places/resources for support as needed)
- connect on a personal level with each church’s youth ministry leaders in classis at least once a year to foster relationships and connections (volunteer and paid staff)
- bring awareness at the classis level of the opportunities, needs, challenges and celebrations of youth ministry volunteers and staff within Classis Niagara
- represent congregational voices to the Canadian Youth Ministry Team (CYMT) in part to help create an understanding of the diversity in classes across Canada and how individual classis needs can be addressed by each Youth Champion
- bring awareness of events and resources that are available to congregations in Classis and act as a conduit of information from the CYMT (ie. Webinars for youth ministry/faith

- formation, multi-classes events, youth ministry opportunities and training to develop leadership etc.)
- serve on the Leadership Development Team of Classis Niagara
 - pray for each church's' youth ministries in Classis with intentionality (monthly prayer guide)

Support Needed from Pastors and Council Members:

To help the CYC accomplish the above tasks we ask Councils to commit to:

- provide contact information for youth leaders/staff in your congregations
- help educate your youth ministry leaders about the role of the Classis Youth Champion and provide contact information to them
- encourage participation from ministry leaders (pastors, elders, deacons) in their congregation at youth related activities in their churches, classis and multi-classes events to foster an environment where youth feel connected to the Body of Christ
- intentionally check-in and encourage their youth ministry volunteers/staff - there is a significant burden placed on them for fostering spiritual development and faith formation with this age group that takes a lot of time, energy and prayer.
- pray for youth ministry locally and on a denominational level

Accountability:

- Direct: Classis Ministry Council
- Indirect: Leadership Development Team
- Indirect: Classis Niagara (written reports twice annually & in person once annually)

Functional Relationships

- Canadian Youth Ministry Team
- Faith Formation Ministries

4. **Evaluations:** As per decision of the CMC on August 9, 2018, Classis is to undertake regular evaluations of contract employees. The format used will be the CRCNA Performance Review form of 2014, agreed upon by the CMC on March 21, 2019. See appendix VI.

Section VI
CLASSICAL APPOINTMENTS

1. Requests for pulpit supply by churches without a pastor must be made to the Classis Ministry Council.
2. Two appointments per month shall be granted to these churches except for June, July, August, and December. Churches with an intern will be granted one scheduled appointment per month..
3. Appointments shall be distributed equally among the currently serving ministers of classis as scheduled by the Classis Ministry Council.
4. Any scheduling changes should be arranged and confirmed by the pastor(s) and the council(s) of the church(es) involved.
5. Churches receiving appointments shall reimburse the assigned minister for travelling expenses and the church for a per service cost at the rates set forth by Classis. If the sending church has one service and the receiving church has two, then the sending church receives payment for one service and the pastor receives payment directly for the second service, plus applicable mileage for both.
6. In special circumstances when in-person worship is not possible due to pandemic or other significant reasons, churches and pastors may determine alternatives such as the submitting a pre-recorded message or the use of online video streaming.
 - Effective July 1, 2021 the per service rate is \$150 and mileage is \$0.61/km (as per the Revenue Canada guidelines).

Section VII
EXAMINATION OF CANDIDATES – Articles 6, 7, 8 & 10

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 the candidate has been called and in the presence of the appointed representatives of classis.
 - (d) A copy of the sermon shall be provided to the synodical deputies and to all the delegates to classis.
 - (e) The candidate shall also submit copies of two other sermons which the candidate has preached as a student to the classis representatives appointed to evaluate the 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 the candidate 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 Classis Ministry Council to arrange for the examination by classis.

3. The Stated Clerk shall, in consultation with the Classis Ministry Council, 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 Stated Clerk:
 - (a) copies of the call letter, the letter of acceptance, and seminary diploma.
 - (b) a letter of recommendation from their former council.
 - (c) in the event that a year has elapsed since their 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 electronic copies to the following at least two weeks before the examination to the Stated Clerk, who will distribute them to:
 - (a) each of the synodical deputies
 - (b) each of the sermon evaluators of classis
 - (c) the stated clerk
 - (d) Additionally, the sermon on the assigned text shall be sent to all delegates.
6. The classical examination shall follow the outline prescribed in Appendix IV, “The Examination of Candidates”.
7. Upon successful completion of the examination the candidate shall receive a classical diploma signed by the officers of classis and shall sign the Covenant for Officebearers in the Christian Reformed Church.
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 COMMISSIONED PASTORS – Article 23 & 24

For more detailed explanations of the call process, learning plans and classical examination of Commissioned Pastors, see Church Order Articles 23 & 24, also contained within the Commissioned Pastor Handbook. The information below, covering the most pertinent items, has been taken verbatim from the Commissioned Pastor Handbook.

The office of commissioned pastor is applicable to a variety of ministries, provided that these ministries fit the following guidelines adopted by Synod 2001:

“The office of evangelist[] may be understood to have the character of pastoral extension. Evangelists extend the work of pastoral leadership by founding and working in new congregations and by extending the ministry of organized congregations into specialized areas, including, but not limited to, youth ministry, education, pastoral care, worship, and evangelism. . . . By the broader application of the office of evangelist, with its existing regulations, to a variety of ministry positions, the church avoids the multiplication of offices and provides a way of recognizing and regulating a variety of pastoral positions in our churches. These positions may be identified by titles that indicate their ministry distinctiveness such as chaplain, pastor of education, pastor of youth, minister of congregational life, and so forth.”*
[*Note: In 2001 the office was known as evangelist. The title was changed to ministry associate by Synod 2003 and to commissioned pastor by Synod 2012.]

All commissioned pastor positions must be approved by classis, with the concurrence of synodical deputies, to determine whether or not the position fits these guidelines adopted by Synod 2001. All commissioned pastors must demonstrate through an examination their ability to function in the ministry to which they are being called.

N.B. Synodical deputies do not need to be physically present at the classical examination, but may approve the position, learning plan if needed, and job description, via email.

Examinations for the office of commissioned pastor must follow the guidelines established by synod as described and recorded in the Commissioned Pastor Handbook.

The **Commissioned Pastor Handbook** shall be consulted regularly, as it offers guidelines and regulations approved by synod. These include the protocol for examination, the creation of job descriptions, and the standards and qualifications to be met by those seeking to be ordained as commissioned pastors.

Flow Chart Summarizing the Process of Ordaining a Commissioned Pastor

- Recognition Of A Ministry Need For Ordained Leadership
- Development Of A Job Description
- Approval Of A Job Description
- Preparation For Ordination
- Examination By Classis

Examination Protocol

The Synod of the CRC has adopted guidelines for the examination of persons being ordained to the office of commissioned pastor. A general guideline adopted in coordination with the standards noted in section IV, C above states, “The classis shall ensure that the candidate meets the standards of character, knowledge, and skill adopted by Synod 2004 (*Acts of Synod 2004*, p. 619).” It is important to note that these standards were adopted with the presumption that what has been called “the principle of proportionality” would be applied. In other words, a potential commissioned pastor should demonstrate ministry skill “in proportion to” what the proposed and approved job description would require.

Synod has also specified a set of documents that should be presented prior to any examination. These documents were listed in the Church Order Supplement and are now noted in this handbook as follows: Presentation of the following documents

- a) A council recommendation from the church in which the appointee holds membership
- b) Evidence (diplomas, transcripts, etc.) of formal general education and of specialized training in the ministry area to which the candidate is being called
- c) A copy of the letter of appointment from the church that is requesting ordination of the candidate as commissioned pastor
- d) A copy of the candidate’s letter of acceptance.

Note that Synod 2018 also approved the requirement that a criminal back- ground check and a psychological evaluation be done for those who are examined for positions involving solo or senior leadership in a given ministry. This is in addition to the requirement that such individuals complete an approved learning plan for orientation in denominational matters (see *Acts of Synod 2018*, p. 465).

Synod has specified that the following elements shall also be included in the classical examination: Where applicable, presentation of a sermon

- a) In an official worship service, preferably on the Sunday preceding the meeting of classis and in the church to which the candidate for ordination has been called, the commissioned pastor shall preach a sermon on a text assigned by classis. Two members of classis shall be present to serve as sermon critics.
- b) A copy of the sermon shall be provided to the classical delegates. In the presence of the commissioned pastor, the sermon critics shall evaluate the sermon and the commissioned pastor’s manner of conducting the entire worship service.

Examination in the following areas:

1. Knowledge of Scripture
2. Knowledge of Reformed doctrine
3. Knowledge of the standards of the church and the Church Order
4. Practical matters regarding Christian testimony, walk of life, relationships with others, love for the church, approach to ministry, and pro- motion of Christ’s kingdom

Some additional observations

1. By rule of synod the concurrence of synodical deputies is not required for the examination of a candidate for the office of commissioned pastor.
2. There is greater flexibility for a classis in the examination for the office of commissioned pastor than there is in the examination for the office of minister of the Word (see the careful protocol for those examinations as articulated in Church Order Article 10). Classes are free to contextualize their examinations for commissioned pastor relative to the number of questioners, the time set aside, the timing of the exam in relation to the rest of the process for ordination, etc.

Examination guidelines for Classis Niagara:

- The CMC shall assign one or two gospel texts that the candidate may choose from to prepare the sermon that will be evaluated.
- Two sermon evaluators shall be appointed to attend in person, or listen to the sermon via a recording if they are unable to be present. One of the two shall give the report of their evaluation at the examination.
- The examination of a commissioned pastor shall be conducted by one other pastor, covering all the areas listed above.
- Wherever appropriate the examination shall focus specifically on the work to which the commissioned pastor is being called.
- The examination period shall aim to be conducted within one hour.

Standards to be Met by Those Seeking to be Ordained as a Commissioned Pastor: An examination for the office of Commissioned Pastor will require that all Commissioned Pastors meet the church's standards for character and knowledge, whereas the standards for skill competence will relate specifically to the particular Commissioned Pastor's area of calling and expertise.

Protocol for Transferring Credentials of a Commissioned Pastor from One Calling Church to Another

1. A commissioned pastor who serves in an approved ministry not lodged in a local church may request transfer of their church membership and transfer of their call from one congregation to another.
2. Both the "sending church" and the "receiving church" must agree to the transfer with the understanding that the receiving church agrees to extend such a call and take over the supervision of the doctrine and life of the commissioned pastor.
3. The call must be approved by the classis and duly noted as part of the history of the approval of the related job description.
4. The job description must remain unchanged, since alteration of the job description would require the approval of classis and the concurrence of synodical deputies.
5. If the "receiving church" is in a classis other than that of the "sending church," the "receiving church" classis must approve the transfer and job description, with the concurrence of the synodical deputies, and the receiving classis will have the option of conducting an interview or examination of the commissioned pastor.

Section IX
LICENSURE TO EXHORT – Article 43.b

1. Classis may grant licensure to exhort only after the need has been clearly established and agreed upon by Classis according to Church Order Art. 43.b.
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/women, 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 Classis Ministry Council, shall include the following subjects:
 - (a) Knowledge of Scripture and Reformed Doctrine
 - (b) Christian Ethics and Practica
 - (c) Ability to exhort (Applicants shall lead a worship service in their home church and exhort on an assigned Scripture text with representative of classis present).
5. Licensure to exhort shall be granted for two years, after which the licensee must apply, in writing, for renewal.

Section X
RULES OF ORDER – Articles 28 - 34

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 presents 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 chair, and the motion has been duly seconded,
 - (ii) if the motion has been recognized as acceptable by the chair,
 - (iii) if, at the request of the chair, 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 proposes to alter a main motion in language or meaning before final action is taken on the motion. This may be done by striking out, inserting or substituting certain words, phrases, sentences or paragraphs in the main motion.
- (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 classis prefers not to take action regarding a matter, 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 discussion. (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 conflict with it.)

B. RAISING A POINT OF ORDER

In case of a point of order, the chair must make a ruling at once. If any member is not satisfied with the ruling of the chair, the matter shall be referred to classis 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 chair as to how to accomplish a purpose for which the member 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.

G. 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 their remarks, the chair shall call 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 shall ordinarily be given priority by the chair.
4. When the chair believes a motion under consideration has been debated sufficiently, the chair may propose a cessation of debate. If a majority of classis sustains this proposal, discussion shall cease and a vote shall be taken.
5. Any member of classis, deeming 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 chair is unable to determine the outcome of a voice vote, or is the chair's judgment is questioned by any member of classis, the chair 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.
 - (d) Voting shall be done electronically whenever possible.

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.

COVENANTAL RELATIONSHIPS

Encouraging God's people to engage in the various relationships and activities of the church with accountability so that our institutional and relational obligations are met.

Appendix II CLASSIS NIAGARA SAFE CHURCH TEAM MANDATE (approved May 2021)

The mandate of the Classis Niagara Safe Church Team (CNSCT) is to support the development and implementation of Safe Church ministry in all member churches of Classis Niagara.

The primary responsibility for Safe Church ministry lies with the local congregations. The CNSCT in no way replaces that work. The CNSCT will avail themselves of any relevant existing resources already in the churches or denomination and connect them to the churches of Classis.

In keeping with the CRC's mandate for the denominational Safe Church ministry, this work is to be accomplished in the areas of EDUCATION, SUPPORT, and ADVISORY PANEL PROCESS.

Revised Mandate - EDUCATION:

CNSCT will, in collaboration with the denominational Safe Church ministry and the use of its resources,

- develop and implement a plan for on-going safe church training within Classis Niagara;
- facilitate as needed and regularly track safe church training practices for abuse awareness and prevention/response with respect to Safe Church ministry for the churches of Classis;
- help share and connect churches and persons to resources, set up/identify training events and connect churches to them;
- ensure that all employees, contract personnel and members of the Classis Ministry Council will participate in appropriate training on abuse prevention for their roles within Classis Niagara, and encourage them to take additional or refresher courses, and keep records of training.
- ensure mandatory training for all new pastoral staff is completed in accordance with decisions made by Synod in 2019;
- monitor progress in the area of education and training, submit regular tracking updates to Classis as a way of mutual accountability between congregations of Classis in their Safe Church work;

SUPPORT:

CNSCT will facilitate and monitor the support of persons who have been victimized by abuse in connection with the ministry of the church and/or persons who have offended in the church ministry. Councils are asked to contact CNSCT Chair if such situations arise. CNSCT, in consultation with a Council dealing with a safe church issue, may bring to Classis' attention support needs that are not presently being met and request further resources for that support from Classis.

RESPONSE: SITUATION REPORTING ETC

Classis has recommended to each congregation to include in their Safe Church Policy, a confidential reporting step which stipulates that when an abuse issue is brought to the attention of a Council, that the Chair of the Classis Niagara Safe Church Team (or the Team as a whole), be informed that Council is dealing with a situation. The level of detail of the disclosure would go on a case by case basis as

needed. It is to be noted that any advice given by the Classis Niagara Safe Church Team or its members remains confidential and is given as advice only. Safe Church policy and practices are the responsibility of the local Councils and/or the Classis.

ADVISORY PANEL PROCESS:

CNSCT will facilitate the convening of an Advisory Panel when called upon by a Council and/or Executive of Council within Classis Niagara. Also, when possible, CNSCT will supply Panel members to neighboring Classes when requested by them. Advisory Panels are to be made up of persons from Classis Niagara churches who have received training in both the Advisory Panel process and in the dynamics of abuse, including position/power dynamics. A Panel may also be formed by using trained persons from a neighboring Classis as appropriate for the need of neutrality for Panel members. Confidential reports concerning the use of a Panel formed by the CNSCT are to be forwarded to the CNSCT Chair.

Team Membership Notes:

- CNSCT is to be made up of 6 members with staggered 3 year terms renewable once. At least one member but no more than two is to be an ordained pastor. As much as possible the membership of the team is to be spread across the three clusters/regions of Classis Niagara.
- CNSCT members are to have received training in Safe Church Ministry dynamics so as to carry out their work with effectiveness and with adequate understanding of the dynamics of abuse and responding to it.

CLASSIS SAFE CHURCH TEAM MEMBER POSITION DESCRIPTION

The CRC's Safe Church Ministry Vision: In ALL Christian Reformed churches people are free to worship and grow in a safe place, free from any threat of abuse. Relationships are open and honest; the infinite value of ALL people is honoured. Where abuse has occurred, the church ALWAYS responds with compassionate justice that fosters healing. All Classis Safe Church team members should be at work in some capacity toward the above vision in their own church as a local church rep while they serve the Classis Safe Church Team.

5 Guiding Goals for Safe Church:

1. Every church has and implements a written Safe Church/abuse prevention policy which includes adequate screening, regular review and training, and appropriate accountability for staff and volunteers working with children, youth, and vulnerable populations as well as practices in ministries that adhere to the policies. Policies and practices should be reviewed by the church in conjunction with the church's insurance carrier and/or legal counsel to ensure compliance with what is required.
2. Every church is using a curriculum in church school and youth programs that teaches respect and promotes healthy relationships in an age-appropriate way. Circle of Grace is recommended by CRC Safe Church.
3. Allegations of abuse by a church leader are taken very seriously and never minimized or hidden. Every church has protocols in place for responding to misconduct by a church leader, which are carefully followed. The Advisory Panel Process is recommended by CRC Safe Church.
4. Issues of abuse can be freely discussed. This means that abuse is acknowledged and that the basic dynamics of abuse are understood. There is a culture of openness to discuss and address safe church issues.

5. Leadership at all levels is committed to the importance of Safe Church Ministry and supports Safe Church in a variety of ways.

Qualifications: Classis Safe Church Team members are volunteers from the churches of Classis who consider Safe Church ministry a vital aspect of church life together and should have at least a basic training in and understanding of the realities and dynamics of abuse and its effects on persons and congregations. Team members must be adults in good standing of a congregation of Classis and be approved by their church Council for the position. Team members shall be willing to take advantage of training opportunities available in the region or from the denominational Safe Church office. Team members shall be willing to meet on a regular basis (2-4 times a year) with their classis Safe Church Team to develop strategy for work toward fulfilling the Team mandate.

Appendix III

Advice for Overture Committees

A working document on Classis Overture Committees

Important notes:

1. Your classis might have specific guidelines and rules for how advisory committees (including an overture committee) works. Please use the material below as supplemental advice to what is specific to your classis.
2. This advice is generally based on overtures the classis is being asked to adopt to be sent to synod, less so on overtures to the classis itself.

What's included below:

[I. Why Overture Committees?](#)

[II. Things to Remember about Overtures](#)

[III. Common Questions](#)

[IV. How to Evaluate an Overture](#)

[V. Sample Schedule for Overture Committees](#)

I. Why Overture Committees?

1. Helps the classis deliberate and discern as effectively as possible. Rather than working through overtures just at the classis meeting itself, allows for deeper engagement with a subset of the delegates.
2. Tries to foresee any questions that could arise and become roadblocks (eg. "is this overture even allowed based on church order?" or "isn't this request redundant because it's asking for something that's already happening?").
3. Can ensure the overture is as clear as possible. Sometimes the request makes sense to the people who prepared the overture but it's not quite as clear to everyone else. Rather than figure this out on the floor of classis, it allows any confusion or lack of clarity to be addressed prior to the meeting. Note that overtures *should* be able to stand on their own two feet; the overture committee can work with the author(s) to ensure this is the case.

II. Things to Remember about Overtures

1. A classis has some freedom with what it does with overtures it is asked to adopt. Since an adopted overture is considered an overture from the classis itself, not from the council or individual, the classis needs to make sure that it sees the overture as its own. In other words, the classis is free to adopt, reject, or change what is presented to them. It will be the classis that presents the final overture to synod as its own request. The classis is not beholden to the original writer.
2. People make mistakes. It's okay to point out inaccurate or unclear aspects of the overture. You can choose to remove those items or clarify them in your final recommended version of the overture (or, they could be grounds for your recommendation to reject the overture).
3. The author should be unnecessary. Whoever wrote the overture (there is often one main author) will probably not be at synod and so will not be able to clarify or respond to questions

themselves about what the overture means. It can make sense for the Overture Committee to connect with the author to clarify things, but the author should not be necessary at the meeting itself. Remember that the request will be coming from the classis, not the individual, so the classis has to own it themselves fully and completely.

4. In general, while it's okay for a classis to make changes to an overture that is presented to it for adoption, it's probably best for the overture committee to keep the edits to as minimal as possible. It's best to default to "adopt/reject" based on the overall argument. Any editing you do is best if it's for the purpose of adding clarity, not adjusting the request. If edits change the overture too much, you might be best off to simply recommend that the overture be rejected. This is not all bad; a rejected overture gives the presenting council or individual the opportunity to submit it directly to synod.

III. Common Questions

1. What if there are multiple overtures on the same general topic?

- a. The classis should avoid sending overtures that are too similar.
 - i. If multiple overtures are the same, it may be best for the classis to either choose one that seems to best represent the request and/or merge the overtures to create a single one.
 - ii. This is where the work of an Overture Committee can be particularly helpful. In some cases, the Committee has reached out to the various churches/authors presenting the overtures and has determined with them which seemed to be best. The church submitting the overture that was not chosen indicated their support for the other overture. So when the classis met, the overture committee was able to present one option that had the support of all those who submitted overtures
 - iii. Whatever you do with these, it often works out for the best if there is some communication with the councils/individuals presenting the overtures ahead of time.
- b. The classis should not send two overtures that are contradictory.
 - i. If the multiple overtures are contradictory, and the classis adopts one of them, by default the others should be rejected. This can be accomplished in your Overture Committee report recommendations.

2. What if the Overture Committee is divided in its recommendations?

- a. Remember that the classis will really need to make one final decision themselves, so your experience may reveal the capacity of the classis delegates to stand behind decisions they were involved in but did not agree with personally.
- b. This is an opportunity to look for consensus. Rather than just staying divided, your work as an overture committee in trying to land on the same page might be exactly the type of work that your classis needs you to do. In fact, it's not unlikely that those appointed to the Overture Committee were appointed *because* they have a reputation for not agreeing with one another.
- c. If the differences are intractable, and you cannot come to a single set of recommendations, there may be multiple options that work...remember, each one is designed to help *the full classis make its decision*:
 - i. Rather than recommendations, your report could include the strongest reasons for each position so that the classis can see the discernment work your committee did.
 - ii. Your committee could chose to submit a majority and a minority report

3. I personally disagree with the overture, what do I do?

- a. This is not about you. You are serving on an Overture Committee which should produce *one* report with *one* set of recommendations. Remember that it is ultimately up to the classis itself to make the decision, not you. Focus on what needs to be in the report in order to help the classis deliberate well.
- b. If your Overture Committee is divided (others on the committee want to recommend adoption of the overture), your contribution may be to make sure the reasons why *not* to adopt the overture are clear. Again, this can help the deliberative process.

4. Can our committee reach out to people outside our classis?

- a. Yes! That is part of the value of an Overture Committee that meets in advance of the classis meeting. You can do this for Church Order advice, information about ministries, etc.
- b. For example, if an overture came in requesting that synod meet annually in January in San Diego, you could reach out to the Synodical Services office and find out how that would impact synod's functioning.
- c. Don't assume that authors have done all the homework necessary. Each person has their own blind spots, or didn't think to reach out to people who could support their work. That's why it goes to a larger body.

5. The overture was rejected at the church council and is being submitted by the individual author. Should that impact our work?

- a. No. It should be treated like any other overture that you are being asked *as a classis* to adopt.
- b. But don't be surprised if the council looks to give some additional reasoning why they chose not to adopt it themselves.

6. Does the Overture Committee need to meet?

- a. Yes. You should function as a team, not as a collection of individuals.
- b. This helps avoid producing a report that is just a copy/paste of various individuals/sub-groups perspectives into one document.
- c. This is particularly important with contentious overtures and if your committee doesn't see eye-to-eye. You need to talk through it.

7. Do we need permission from the original author or council to change the overture we're asked to adopt?

- a. No, since afterwards it will be the *classis'* overture, not theirs.
- b. However, letting them know, or seeking their input/clarification is often the wise move as noted in some of the above advice.

IV. Thoughts on Evaluating Overtures

1. Does it make a clear request?

- a. The best overtures make a single, concise, actionable request.

2. Does it make multiple requests?

- a. If so, it might be worth separating those requests out when you present the overture to the classis for its potential adoption.

3. Do the grounds actually match the request?

- a. Sometimes the grounds given do not support the request. This often happens when the request is not clear.

4. Does the overture suggest anything that violates Scripture, the Confessions, the Church Order, or anything else that may make it inadvisable to adopt?

- a. If so, remember to document these when you make the recommendation to reject the overture.

5. Is the action necessary?

- a. This is a judgment call that the classis and/or synod will need to make. There are some requests that are perfectly clear, perfectly in line with Scripture, etc. But are simply unnecessary. Just because something is true does not mean that it should be done.

6. Is the action redundant?

- a. Overtures could be redundant if, for example, they merely state agreement with something or argue for action to be taken that is already taking place. This is where we can graciously recognize human error in not being aware of something happening.
- b. Sometimes authors may give the impression that unless an action is taken in the specific way that they desire then it is not happening. In other words, the author may disagree that the overture is redundant. This will be a determination that the classis will have to make.

7. Is the action ecclesial in nature?

- a. This is a conversation happening currently in our denomination. But you should be able to show how the overture is *about the church* and/or *for the church*.
- b. For example, an overture that requests synod to declare that dogs are better pets than cats may be true and arguably even necessary, but since it is not properly *ecclesial* it should not be adopted.
- c. However, the overture could make the case that it is *ecclesial* in nature, so be willing to hear the grounds charitably and be willing to at least consider that you may be persuaded. This could be a valuable area of exploration that an Overture Committee may engage in to support the classis' discernment.

V. Sample Schedule for Overture Committees

1. Receive the mandate:

- a. Usually the Classis Interim Committee (by whatever name) will appoint delegates from 2-3 churches to serve on an overture committee.
- b. If there are multiple different overtures, there may be multiple overture committees. But sometimes there is just one committee that handles all overtures.
- c. The CIC should give you clear instructions on what overtures you are asked to create recommendations for and any requirements for reporting
- d. The CIC may also appoint someone to chair the committee. If not, this should be done as soon as possible.

2. Schedule the meetings (I'm including very brief sample agendas)

- a. I recommend scheduling *all* meetings right at the beginning so that they get on everyone's calendar. It's easier to remove meetings than it is to add them. Also, depending on your circumstances, it is fine to hold these in person or virtually. And the length of time could be decided based on the number of overtures, what the overtures are about, etc.
- b. First Meeting:
 - i. Overview the mandate, review the overture(s).
 - ii. Decide on any clarifying conversations that need to happen, who those conversations need to be with, and who will engage in them (eg. With the author, with the council, with someone for church polity advice, etc.)
 - iii. Lay out a draft sections of the report that you will develop. This helps keep everyone on task and focused on the end goal (the report).

- c. Second Meeting (optional, could be rolled into first meeting if overtures are straightforward):
 - i. Reporting back on clarifying conversations
 - ii. Drafting general recommendations and grounds
 - iii. Appoint someone to actually write the draft report
- d. Third (final) Meeting:
 - i. Receive the draft report and either finalize it or clearly name what still needs to be adjusted based on discussion at this meeting (final report can be confirmed by email).
 - ii. Appoint someone to present the report to classis, if not already appointed.

3. Report to the classis

- a. It's best if the report is submitted in advance in writing. Ideally to the delegates, but at the very least to the Classis Executive and Stated Clerk. Avoid relying on verbal reports alone, even if your report is finalized immediately prior to the meeting.
- b. If your recommendation is to adopt the overture(s), the report is fairly straightforward. And in this case, the delegates will be voting *on your recommendations, not on the overture itself*.
- c. If your recommendation is to adopt the overture(s) *as amended by your committee*, make sure the amendments are clear. Be prepared to have people vote either one by one or as a batch. You can determine in your report which is preferable, but it will be up to the classis (eg. You could have 5 recommendations and they could decide to vote on them all together, or you could have one recommendation and they might decide to split them into 5 recommendations...it really depends on your classis...so hold this lightly).
- d. If your recommendation is to reject the overture(s), most classes rules of procedure would have you present your report, read your recommendations with their grounds, and then table your report to discuss the overture itself. In that case, you could see your report as an official and robust way of your committee standing at the microphone and speaking just like any other delegate.

4. Back to Committee

- a. Hopefully not, but it is possible that your committee is asked to address some new things that came up during the meeting.
- b. This could happen over a lunch break or another time during the meeting itself.
- c. In some cases, if the overture is not urgent, you may be asked to do some more exploration and present back to the next classis meeting. Alternatively, the overture could be tabled and sent back to the individual author or the council inviting them to re-submit to the next classis meeting, in which case a new Overture Committee might be appointed for that meeting.

5. Finish

- a. It will be important for you to clarify at what point your work is considered complete, especially if it is sent back to committee.

DISCIPLES MAKING NEW DISCIPLES

Empowering and equipping churches and individuals to multiply ministries that will reach their local communities so that not-yet Christians may embrace Christ as Lord.

Appendix IV BROCK UNIVERSITY CHAPLAINCY TEAM

Mandate: Brock Campus Ministry is a Christ-centered fellowship that is
Celebrating the life of Jesus Christ,
Growing in Faith,
Building community and engaging,
Bearing witness to God's love for this world.

Mission + Vision Document *Updated April 2022*

Vision:

- Bearing witness to God's love, our vision is to participate in Christ's work of restoration and flourishing in the life of all students, faculty, and staff of Brock University.

Mission:

- Our mission is to be an unconditionally welcoming Christian community, devoted to equipping and supporting students as they wonder freely, wrestle faithfully, and worship wholeheartedly in all of life.

Welcome *Unconditionally*

- We are a hospitable and authentic Christian community for all at Brock University who are searching for a community to call home. A safe place for students from all steps along their journey of faith and life to explore the depths of the love of Christ.

Wonder *Freely*

- We believe that education is a calling - and we encourage all students to think and wonder deeply about all that they are learning and experiencing at Brock University and beyond.

Wrestle *Faithfully*

- We are a community who supports and empowers all students to thoughtfully and prayerfully explore and wrestle with their personal questions of faith, life, and academia and how they relate in a world that belongs to God.

Worship *Wholeheartedly*

- We are a Christian community who understands all of life to be an act of loving and grateful worship. From the classroom, to the sanctuary. From the workplace to a dinner table - all of life is an act of worship.

Invitation

So, whether you are wondering about the faith, practicing it daily, or filled with doubts - all are welcome here. No matter where you find yourself, you are invited to join our community as we come to better know the One at the centre of it all.

CAMPUS CHAPLAIN JOB DESCRIPTION

Brock Campus Ministry is currently accepting applications for a full-time campus chaplain. The successful candidate will work in partnership with the fellow campus chaplains at Brock as well as the current Brock University Chaplain Team. Collaboration and teamwork will be of utmost importance as the ministry bears witness to God's love in the world. This chaplaincy is financially supported by Classis Niagara. Trinity CRC and Jubilee Fellowship CRC have specifically committed to give support to this ministry.

PARAMETERS OF MINISTRY

The campus chaplains' primary task is to develop student leaders in each of the four areas of ministry.. The four areas of ministry are weighted equally under that umbrella, and the campus chaplain should split their time between the areas of Justice, Hospitality, Faith Formation and Discipleship, and Worship, as well as the other ministry activities listed below.

The campus chaplain serves as a resource person, pastor and teacher. Exemplifying a life of faith and obedience to Christ, the campus chaplain seeks out and ministers to members of the Brock university multi-faith community (students, faculty and staff), including members of the Christian Reformed Church.

Brock Campus ministry is to be a bridging community. We want to see students and staff connecting with local churches and working in partnership with non-profits and other community organizations within the Niagara region. In other words, we do not want our Chaplain and students to offer leadership only within the confines of the Christian community. We want to bear witness more broadly to God's love for the whole of this world.

THE CAMPUS CHAPLAIN'S JOB DESCRIPTION

Leadership development and mentoring is the primary activity of our campus chaplain. Campus ministers are encouraged to seek out, encourage and mentor those students who have shown significant leadership gifts, encouraging these students to participate fully on campus (and in the Region of Niagara), organizing worship opportunities, discipleship initiatives, hospitality events and justice- related volunteer opportunities.

Justice

1. **Justice-Related Initiatives** – Connect with local nonprofits and establish volunteer opportunities for students off campus, as well as facilitate ongoing participation in advocacy campaigns on campus.
2. **Campus Engagement** – Relate with faculty and university staff members and serve on strategic campus committees where appropriate. This also includes being available to teach from a Christian perspective, contribute to credit courses, guest lectures and articles in the campus press.

Hospitality

1. **Hospitality-Related Events** – Organize Orientation Week events and regular student hospitality events that serve to support students in very practical ways. This includes seeking out students, faculty and staff who are members of the Christian Reformed Church and other faith community members.

Faith Formation and Discipleship

1. **Faith Formations and Discipleship** – Educate students and help develop their faith through organized Bible studies and small group discussions, exploring contemporary implications of a Christian worldview. This education is directed to whole-life discipleship, but takes seriously the academic context of the ministry, helping students relate their faith creatively to their studies. This also includes identifying, encouraging and mentoring students in their God-given gifts, enabling them to witness campus wide.
2. **Christian Education and Collaborative Efforts** – Encourage students to partner with other Christian student groups, hosting conferences, organizing workshops and presenting lectures that integrate faith with the rest of life. Model this collaborative spirit.
3. **Faith and Life Centre** – Maintain good relations with other faith representatives in the Faith and Life Centre, planning events together, and be an active member of the Christian Reformed Campus Ministry Association.

Worship

1. **Worship** – Facilitate student-led worship opportunities on campus, fostering unity among all Christian student groups and encouraging students to participate in local churches.
2. **Preaching** – Share God’s Word with the churches of Classis Niagara and local supporting churches, relaying pertinent stories of faith and lessons learned within the campus context.

OTHER MINISTRY ACTIVITIES

1. **Pastoral Care** – Offer pastoral care to those students who wish to speak with the campus minister about their personal life and/or their Christian faith by maintaining a visible and accessible profile on campus.
2. **Small ‘c’ Counselling** – Offer small ‘c’ counselling in a faith-based fashion to students struggling with issues including, but not limited to, mental health, anxiety, depression and family turmoil, referring students to professional help as necessary.
3. **Vision Casting** – Periodically assess and evaluate the direction of the ministry, as well as plan for new opportunities on campus. Remain alert and flexible to changes on the campus and in **Governance** – Meet regularly with the Brock University Chaplain Team. Report to Classis Niagara and the Director of Student Life at Brock providing information on new initiatives and in the attitudes of students and faculty.
4. **Governance** – Meet regularly with the Brock University Chaplain Team. Report to Classis Niagara and the Director of Student Life at Brock providing information on new initiatives and recent developments on campus.

QUALIFICATIONS

1. **Education:** A Master's degree (completed or in progress) and/or related work experience is required. The integration of faith and learning is a key component of our vision for ministry, and the candidate's education and related work experience must demonstrate a desire and ability to speak into such integration. Preferably, at minimum, meets requirements for ordination as a Commissioned Pastor.
2. **Reformed Perspective:** The successful candidate must be able to clearly articulate their vision for campus ministry and show how that vision fits within the Reformed perspective. This vision must be something that can excite and motivate students.
3. **Personality Traits:** A campus chaplain must be able to communicate clearly, listen well and interact confidently with students, staff and faculty. They must be open and welcoming, as well as a faithful and compassionate witness to God's grace. An ability to work collaboratively within a team environment is a necessity. The candidate will portray emotional intelligence and a non-judgemental approach to ministry.
4. **Skills:** The successful candidate ought to have a good understanding of basic computer programs

Brock University Ministry Professional Development Policy Draft, April 2019

Purpose: It is necessary for chaplains new to the profession, and for veterans, to be continually renewing and evaluating their own ministry. This process will focus on gaining wisdom regarding the purpose and goals of the ministry, and participating in professional development is one way of achieving that. The Brock University Ministry Team is committed to supporting and encouraging the chaplain to participate in these events.

Provisions: Up to ten days can be taken annually for the purpose of professional development, in any combination throughout the year. The dates and activities of these events will be communicated to the Brock University Ministry Team and a report submitted upon completion. This time is intended for attendance in courses, workshops, and conferences which may not be a part of the work of campus ministry, but are considered beneficial for the chaplain and the team. It is strongly encouraged that this includes attendance at the annual CRCMA retreat sponsored by the CRC Campus Ministry Association. If the activities exceed the provided budget it must be approved by the BUCT as well as the CMC.

Brock University Ministry Sabbatical Policy Draft – April 2019

(note: the original is from the CRC campus ministry handbook, also used by Guelph campus ministry. Edits in red. The word "minister" and been replace by "chaplain")

Biblical Foundation

Sabbatical is a principle built into the very order of creation. It is important that when we talk about sabbaticals for campus ministry staff, we are doing so within a larger creational context. Not only do all people need to experience Sabbath rest, and Sabbath years, so also does the land. Therefore, in proposing a sabbatical policy for the staff of this ministry, we are not saying that campus ministry staff are special people who need special privileges. What is true of campus chaplains is true of all chaplains, and indeed true of all human beings who steward the creation, and true as an ecological principle for a creation that continues to groan in travail.

Campus Ministry Context

Campus chaplains need to do their work out of an ever deepening theological/biblical perspective, with a high level of academic competence that is broadly interdisciplinary, and in a way that is culturally attuned. They also need to be people with deep resources of spiritual vitality. Such spiritual vitality, cultural attunement, academic breadth and theological depth cannot be sustained in the intense dynamics of campus ministry without periodic sabbaticals. Campus chaplains need to withdraw from the intensity of counseling, teaching, preaching and running campus ministry programs in order to take time for personal renewal, reflection, educational engagement, study and writing.

Campus chaplains are also encouraged to both have advanced academic degrees and to be an academic witness in the university. Where possible, that witness may take the form of teaching within the university, providing guest lectures and publishing articles and books that demonstrate an integrally Christian scholarship. As such, campus chaplains need to have sabbatical provisions that are comparable to those enjoyed by faculty within the university.

Sabbatical Policy

1. For the purposes of personal renewal, new experiences, educational engagement and a period of sustained study and writing, campus chaplains are eligible for and encouraged to take a sabbatical leave after four years of service for up to one month per every year served in full time ministry. The maximum number of months that can be accrued toward a sabbatical leave is seven and sabbaticals will normally be taken during the summer months.
2. campus chaplain must apply for the sabbatical at least nine months prior to its commencement.
3. The sabbatical application will clearly state the shape of the project to be pursued, the benefits that this sabbatical will provide for the personal and professional development of the campus chaplain, the benefits provided for the campus ministry, and an outline of anticipated use of sabbatical time. The application will also outline what arrangements have been made for the ongoing ministry during the campus chaplain's absence.
4. The sabbatical application must be approved by the Brock University Chaplaincy Team
5. While on sabbatical the campus chaplain will receive not less than 80% of his/her regular salary and full benefits.
6. The campus chaplain may receive financial assistance for the sabbatical in the forms of fellowships, grants and scholarships without prejudice to his/her Classical compensation.
7. Permanent part time campus ministry staff are eligible for sabbatical provisions pro-rated to their commitment to the ministry. For example, a half time chaplain would be eligible for a sabbatical of one month per year of service at pro-rated pay.
8. The campus chaplain is obliged to continue in his or her position for at least one academic year after the conclusion of a sabbatical.

**LETTER OF UNDERSTANDING REGARDING
CO-CHAMPION RELATIONSHIP OF THE BROCK CAMPUS CHAPLAINCY**

This Letter of Understanding shall serve as the official agreement outlining the roles of the two churches who are the champion churches of the Brock Campus Chaplaincy, in particular as it relates to the position of the Campus Chaplain, Zack DeBruyne.

Zack DeBruyne is currently serving part-time in the role of CRC Chaplain at Brock University in St.Catharines, Ontario, beginning January 2019 until July 2019. Lord willing, when Zack is declared eligible for ministry in the Christian Reformed Church by Synod 2019, this will become a full-time position starting in the summer of 2019.

Trinity Christian Reformed Church of St. Catharines shall serve as the Calling Church and will hold the chaplain's ministerial credentials. Jubilee Fellowship Christian Reformed Church of St.Catharines shall serve as the co-supporting church and hold the chaplain's membership. It is advisable that the Chaplain, Zack de Bruyne, worship regularly in both churches, and additionally, make himself available to preach in these churches and in the other churches of Classis Niagara.

Upon Zack being declared eligible for call to ministry by Synod 2019, Trinity CRC will issue the official call and hold the ordination service. Rev. Steve deBoer of Providence CRC will serve as the Church Counsellor to guide the process of a formal call to Zack DeBruyne. The call process will follow the Church Order provisions for the calling of pastors to specialized ministries as outlined in Articles 12 and 13.

The two champion churches have agreed to mutually support the Brock University Chaplaincy on behalf of Classis Niagara, in a role of encouragement to see the ministry to students and faculty at Brock University flourish. It is understood, that alongside the encouragement of the champion churches, that the salary and expenses for this position will be the responsibility of Classis Niagara and that all churches will contribute Classical Ministries Shares to cover the expenses of the Brock Campus Chaplaincy. As such Zack DeBruyne is officially an employee of Classis Niagara.

In accordance with the Church Order Article 12, which stipulates that the calling council is responsible to oversee the doctrine and life of the pastor (chaplain), in this situation with two supporting churches, the council's of both churches hereby agree that they will have joint supervision of the chaplain and that they must concur with each other if any concerns are raised about the chaplain's doctrine and life, the direction and vision of the Brock Campus Chaplaincy, proposed revisions to the job description, or if the chaplain's service may be concluded. One of the two churches may not initiate any action or concerns regarding the Chaplain or the ministry of the Brock Campus Chaplaincy without first obtaining full endorsement and approval of the other champion church.

The Brock University Chaplaincy Team (BUCT) shall serve as the body charged with the operational details of the Brock Campus Chaplaincy on behalf of the two champion churches and Classis Niagara. To that end the BUCT is to made up of representatives of both churches and to include at least one representative from Classis Niagara. This committee, of which the chaplain will be a member, shall meet a minimum of 6 times per year. The chaplain will report on the work done to this committee, and to the body of Classis Niagara through written reports and presentations at each meeting of Classis Niagara. Additionally the Chaplain is encouraged to meet with the Councils of the two champion churches a minimum of three times per year to give a report on the work done on campus. Any additional presentations through church services, in small groups, youth groups, etc., is encouraged to strengthen the relationship and accountability of the Chaplain and the champion churches.

If any concerns arise regarding the chaplain or chaplaincy ministry, an initial meeting will be called by the BUCT at which the Chairs of both Councils will be present. This initial meeting will determine whether further action is necessitated, determine appropriate steps to be taken by the two church councils and within the broader

engagement of the Classis Ministry Council (CMC). A request to alter the Memo of Understanding can be made by requesting the change, in writing, to the BCC and Chairs of both Councils, and with the concurrence of the CMC.

Signed by the Co-chairs of the Brock University Campus Committees, the Chairpersons of Jubilee Fellowship & Trinity CRC, the chair & stated clerk of Classis Niagara.

Employment Covenant between the Brock University Chaplaincy Team and the Brock Chaplain*
(*This document is a supplement to the Letter of Call and its Addendum, and the chaplaincy job description)

The purpose of this document is to provide guidelines for the Brock University Chaplaincy Team and for the Chaplain regarding each of their responsibilities concerning the Brock University Chaplaincy Ministry, as together they strive to fulfil the vision and mission of this ministry. As representatives of Jesus Christ on campus, the actions of the Campus Chaplain and the team should reflect the fruit of the Spirit.

As Chaplain on the Brock University Campus...

...you are a representative of Jesus Christ. Your actions and words should reflect the light of Christ and promote a better understanding of the Kingdom of God in this secular educational context. As such, we anticipate and expect that you will:

1. Live a life worthy of the calling you have received from Jesus Christ (Ephesians 4:1).
2. Live a Christian lifestyle, witness openly and articulately about your faith, and maintain healthy spiritual practices.
3. Abide by the campus ministry policies, which will be reviewed annually.
4. Fulfill the opportunities described in your letter of call and job description.
5. Participate in regular, ongoing, gracious and candid conversations (written and oral) with the team for support, advice and encouragement.
6. Use restorative practices to deal with any disagreements/conflicts that occur between us, making every effort to find resolutions that are satisfactory to both you and the team. If necessary, we will seek guidance from the Pastor Church Relations Ministry of the CRC, or from another body agreeable to both of us.
7. Refrain from committing offences under the provincial or federal criminal code, or the Human Rights Code.

As the Brock University Chaplaincy Team ...

...we are also representatives of Jesus Christ. Our actions and words should reflect the light of Christ and promote a better understanding of the Kingdom of God in this secular educational context. As such, we pledge to:

1. Oversee, encourage and pray for you and for those participating in this ministry.
2. Participate in regular, supportive, gracious and candid conversations with you about the joys and challenges of your ministry, and ensure that undertakings are vision and mission consistent.
3. necessary policies and procedures are in place that support you and that promote a faithful, safe, and effective ministry. We will review the policies and procedures

- annually and ensure compliance.
4. Regularly discuss the goals and strategies of the ministry with you, as well as your own personal goals.
 5. Encourage your continual and valuable professional development.
 6. Ensure that appropriate facilities are available for the ministry
 7. Discuss the budget for the ministry with you prior to creating and submitting the annual budget to Classis Niagara for approval.
 8. Use restorative practices to deal with any disagreements/conflicts that occur between us, making every effort to find resolutions that are satisfactory to both you and the team. If necessary, we will seek guidance from the Pastor Church Relations Ministry of the CRC, or from another body agreeable to both of us.
 9. Fulfil all aspects of our mandate.

Signature of Chaplain: Signature of Team
Chairperson:

Mandate for the Brock University Chaplaincy Team - Draft - April, 2019

Purpose: Classis Niagara has delegated the oversight and supervision of the Brock University Chaplaincy Ministry to the Brock University Chaplaincy Team, and as such the team is responsible to Classis Niagara for fulfilling that task. This ministry is an essential and exciting aspect of Classis Niagara’s mission “*To encourage, equip, and empower churches and ministries to engage God’s people in mission*”.

The context, importance and relevance of this ministry are summarized well in the following quote:

“At the heart of Christian Reformed Campus Ministry is the conviction that Christ is in the process of reconciling “all things” to himself and that we are called to join him as co-workers in regaining his Kingdom. As such, we affirm an everyday, concrete spirituality that sees every person on campus as a potential agent of re-creation and every sin-tainted philosophy – every thought and academic discipline – as instituted in God and worthy of transformation.”

Dr. Michael Fallon, CRC Campus Minister at
McMaster University

Tasks of the team:

1. Hire ministry staff as the need arises following the guidelines in the Hiring Policy.
2. Oversee, encourage and pray for the Chaplain and all those participating in this ministry.
3. Participate in regular, supportive, gracious and candid conversations with the Chaplain (and any other staff members) about the joys and challenges of the ministry, and ensure that undertakings are vision and mission consistent. Such conversations also apply to situations that warrant correction, counselling, and discipline up to and including release from this ministry.
4. Ensure that necessary policies and procedures are in place that will promote a faithful, safe, and effective ministry. These policies and procedures will be reviewed annually for accuracy and compliance.
5. Encourage the Chaplain’s professional development in line with the Professional

- Development policy, and affirm that regular contact is occurring with the mentor/coach.
6. Conduct an annual review of the ministry focusing on the successes and challenges of the previous year and goal setting for the upcoming year. This is in addition to the every three year review performed by Resonate.
 7. Discuss the budgetary needs for the ministry with the Chaplain prior to creating and submitting the annual budget to Classis Niagara for approval. In addition to the Chaplain's reports to Classis, the team will provide a report to Classis twice a year, and communicate with the two champion churches in regular, creative, and effective ways.
 8. The team will facilitate the coordination of volunteers and the communication between the Chaplain and Trinity and Jubilee.

Composition of Team

The team will consist of four members chosen by each of the Councils of the championing churches, Trinity Christian Reformed Church and Jubilee Fellowship Christian Reformed Church. Preferably, at least one member from each church will be an elder or deacon. There will be one representative from the Classis Ministerial Council (CMC), and preferably one or two Brock students who are active in the ministry. The committee will choose a chairperson and secretary. The members will serve a three year term, renewable for another three year term; with the approval of the CMC, some flexibility may be required to ensure consistency in leadership.

Meeting Frequency/Agenda Items

1. The team will meet at least bi-monthly (every two months).
2. The agenda will include, but is not limited to, the following:
 - Welcome, devotions, and check-in question
 - Minutes of previous meeting
 - Matters arising from the minutes
 - Chaplain's Report (written)
 - Annual Review/Goal setting (June/July meeting)
 - Budget setting (July)
 - Review of policies (September/October meeting)
 - Date of next meeting
 - Closing prayer and/or check-out circle

LEADERSHIP DEVELOPMENT

Providing opportunities to develop, equip and encourage lay and ordained leaders in every context and at every level to be on mission with God.

Appendix V

CLASSIS MINISTERIAL LEADERSHIP TEAM (CMLT) MANDATE

Revised in 2017

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 of North America (CRCNA):

Classical Guidelines for Students and Churches:

1. If someone senses the call into ordained ministry within the CRCNA and is nearing the end of their undergraduate studies, they are encouraged to get in contact with Classis Ministerial Leadership Team (CMLT) directly who will contact the CRCNA Candidacy Committee on their behalf. The CMLT will give them a brief introduction to the Candidacy process. Usually the student will have already applied for and/or been accepted for study at a seminary.
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. To be eligible for financial assistance from Classis Niagara, the applicant will have completed an undergraduate degree fitting within the CRCNA Candidacy Committee guidelines, and will have been a member of a Classis Niagara CRC congregation for at least 3 years.
4. 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. Completed Application Forms for Financial Aid (available from the secretary of the CMLT)
 - b. A copy of the completed Seminary Application Form
 - c. A copy of his/her Council's endorsement of the application to pursue seminary studies
 - d. A statement of reasons for attending a seminary other than Calvin Theological Seminary (If that is the case). In lieu of a statement, the reason for attending another seminary may be discussed during the interview.
5. Qualified Seminaries include: Calvin Theological Seminary, Western Theological Seminary, McMaster Divinity School and Tyndale Seminary. Other seminaries will be considered on a case by case basis with regard to their appropriateness in preparing students for ministry in the CRCNA.

6. 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 Candidacy Committee (CC).
7. The Candidacy Committee of the CRCNA then decides whether or not to admit this individual into the Candidacy Process.
8. Upon CC approval, the individual is requested to identify a vocational mentor and a mentoring committee who, in addition to the CMLT, will meet regularly with the individual for encouragement, mentorship and aid. The mentor and CMLT will complete all required forms as per the Candidacy Committee 24-month mentorship process. The 24-month period ends with the individual's target graduation date.

LOANS AND REPAYMENT OF THE LOANS

- 1) Student aid will be given in accordance to the CMLT Classis Niagara Funding Policy – see attached.
- 2) It is the Student's responsibility to submit copies of their tuition statements and book purchases to the CMLT for reimbursement throughout their time of study.
- 3) Based on interviews or contact between the student and the CMLT for additional financial assistance, these shall be determined based on available funds.
- 4) 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 at least once per year in the first year of studies and then every 3 months during the final 24 months, as per the 24-month Candidacy Process. In this way, they help monitor study progress as well as the 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, 2017 to include the EPMC and distance learning options.
- *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.

COMMITTEE MEMBERS AND THEIR TASKS:

(Ordinarily 4 members, **two** 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: This person is responsible for recording minutes of the meetings, submitting the relevant forms to Calvin Theological Seminary and/or the CRCNA Candidacy Committee, 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.

Treasurer: *The treasurer is responsible for all financial aspects of supporting the students, including tracking the years of active ministry vis-à-vis forgiveness of the loans. Additionally for students supported by Classis Niagara who take up positions within Classis Niagara, the treasurer shall also ensure the students are aware of the amount of their loan that must be declared as taxable income. The treasurer of the Classis Niagara shall also be the treasurer of CMLT.*

The two 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, as per the guidelines of the 24 month Candidacy Process – *attached hereto*.

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 who are pursuing degrees other than the M.Div., 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.

CLASSIS MINISTERIAL LEADERSHIP TEAM FUNDING POLICY AS OF OCTOBER 2021

The policy below builds on the funding policy adopted by Classis Niagara at its May 21, 2003 meeting, bringing it up to date to recognize that the “Student Fund Committee” is now officially called the “Classical Ministerial Leadership Team,” and by including the new options available through Calvin Seminary of Distance Learning and the Ecclesiastical Program for Ministerial Candidacy.

1. Eligibility will be determined on the basis of need. However, the following maximum limits will be placed on financial assistance depending on the institution and program in which the applicant enrolls:
 - a. Calvin Theological Seminary (in residence) –100% of tuition and 100% of books and resources. Priority for funding will be given to students in this category. Students entering the Calvin Theological Seminary (in residence) program will receive the committed amount for the three or four-year duration of their program.
 - b. Calvin Seminary (distance education) –75% of tuition and 75% of books and resources.
 - c. Ecclesiastical Program for Ministerial Candidacy (EPMC) through Calvin Seminary –100% of tuition and 100% of books and resources.
 - d. Other qualified seminaries –50% of tuition and 50% of books and resources.
 - e. Students pursuing other graduate level seminary studies for programs other than the M.Div., will be funded along the same pattern, i.e., 50% of tuition and books for students at Calvin Seminary and 25% for students at other seminaries.

2. All financial assistance shall be in the form of forgivable loans.
 - a. For candidates who become ordained and remain in qualified CRCNA ministry:
 - Loans will remain interest free for the duration of their service in an ordained ministry within the CRCNA, RCA or other churches in ecclesiastical fellowship with the CRCNA.
 - They will have 20% of the total amount of the loan received from Classis Niagara forgiven annually.
 - b. For candidates who are called to a part-time position in an established congregation:
 - Loan forgiveness shall be calculated at a pro-rotated basis.
 - If working at 50% or more, the forgiveness formula will follow that of pastors in full-time ministry, i.e., 5 years of ministry at 50% or more.
 - If working below 50% of a full-time position, the length of ministry service required will be set in accordance with the number of hours worked.
 - c. For candidates called to a church plant:
 - Candidates will be interviewed by the CMLT which will assess the level of missional engagement, additional part-time work, life and family circumstances, financial support, etc., and make a recommendation that is appropriate to each individual situation in terms of the number of years of ministry required to consider the loan forgiven.
 - d. For candidates who complete the candidacy program, but who do not receive a call to a qualified ministry for ordained persons within the CRCNA within the time prescribed by synod:
 - Loans will remain interest free until paid in full

- The total loan amount outstanding with Classis Niagara must be paid in monthly instalments so that the loan is paid in full after ten years.
 - In exceptional cases, loans may be forgiven by the CMLT with the concurrence of Classis Niagara to forgive part or all of the loan.
- e. For candidates who complete the candidacy program, but who enter into a non-ordained ministry position within the CRCNA:
- Loans will remain interest free for the duration of their service in an ordained ministry within the CRCNA, RCA, or other churches in ecclesiastical fellowship with the CRCNA.
 - They will have 20% of the total amount of the loan received from Classis Niagara forgiven annually.
- f. For candidates who complete the candidacy program, who accept a call for ordained ministry outside of the CRCNA, RCA, or other churches in ecclesiastical fellowship with the CRCNA, referred to as a non-qualified position:
- Loans remain interest free for six months after accepting a non-qualified position.
 - Repayment of the loan interest-free will commence six months after accepting a non-qualified position.
 - Such loans must be paid in monthly installments and paid in full within five years and six months of withdrawal.
- g. For candidates who complete the program, but enrol in additional graduate theological education:
- In this case repayment or forgiveness considerations will be deferred until the candidate either completes or withdraws from the graduate program.
 - If such a candidate serves a CRCNA congregation as an ordained minister during the time of graduate study, the 20% forgiveness of the loan will apply for each year of service to such congregation.
- h. For students who withdraw from the candidacy program before completion:
- Repayment of the loan, interest free, will commence six months after such withdrawal. Such loans must be paid in monthly instalments and paid in full within five years and six months of withdrawal.

This document, approved by Classis Niagara in May 2017, with sections b) & c) approved in October 2021, in conjunction with the 2017 Revised Mandate, supersedes all previously approved mandates and policies.

Classis Niagara Classical Ministerial Leadership Team

PREAMBLE

Classis Niagara promises and loans financial assistance in accordance with its funding policy which outlines that those studying full-time at Calvin Theological Seminary (CTS) will have tuition & books funded at 100%; that CTS distance studies be funded at 75% of tuition and books; those in the Ecclesiastical Program for Ministerial Candidacy (EPMC) through CTS funded at 100% of EPMC tuition and books; that students attending other qualified seminaries receive 50% funding of tuition and books, and that those pursuing other graduate level seminary studies other than the M.Div. be funded 50% tuition and books if studying at CTS and 25% if studying at other seminaries.

FORGIVABLE LOAN AGREEMENT AND CONTRACT

This Agreement and Contract is made and entered into on DATE between Classis Niagara of the Christian Reformed Church of North America (CRCNA) and seminary student NAME

1. Classis Niagara agrees to loan to the above named student, financial assistance in the amount of \$_____ CAD to help him/her pursue their course of studies to prepare them for ministry, at Name of Seminary for year
2. Classis Niagara promises and loans this assistance for one year at a time. To receive continued support, the student shall inform the secretary of the CMLT of his/her intention to continue studying by May 1 of the academic year.
3. Classis Niagara agrees that it will annually forgive 20% per year of the cumulative amount borrowed by the student up to the completion of the candidacy program if the student serves in full-time ordained ministry in the CRCNA, or other church in ecclesiastical fellowship with the CRCNA, for a period of not less than five years. The CMLT funding policy outlines in full the various formulas for forgiving loans, should the candidate pursue ministry elsewhere, enter bi-vocational ministry, or withdraw from the course of studies.
4. The student hereby agrees to accept this loan with the understanding that it may be withdrawn should the CMLT judge that his/her conduct, beliefs, and academic performance do not meet the criteria of the Candidacy Committee of the CRCNA.
5. The student furthermore promises and hereby agrees to make full and complete repayment to Classis Niagara the non-forgiven amounts received, should he/she a) discontinue their studies for the ministry; b) leave the CRCNA ministry, or ministry of a church in ecclesiastical fellowship, within 5 years after ordination for reasons such as misconduct, at the discretion of the CMLT and/or Classis Niagara. After 5 years of full-time ordained ministry in the CRCNA the total loan amount will be forgiven. In exceptional cases, loans may be forgiven by the CMLT with the concurrence of Classis Niagara, to forgive part or all of the loan.
6. The student hereby agrees to accept responsibility for any tax implications incurred as a result of the loan or forgiveness of the loan.

IN WITNESS WHEREOF the parties hereto sign this Agreement this ----- day of -----, 20--.

Signed by the seminary student and the chair of the CMLT

Appendix VI 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 Classis Ministry Council 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 commitment to the ministry, understanding of the meaning and relevance of the ministry for our times, 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 the 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 Word 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 chair 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 VII
CLASSIS NIAGARA CONTRACT EMPLOYEE EVALUATION FORM

NAME OF EMPLOYEE: _____

SUPERVISOR: _____

1. JOB KNOWLEDGE: Consider the employee's understanding of duties and procedures necessary for satisfactory job performance.

- _____ Has complete mastery of all phases of the job.
- _____ Knows major phases of the job.
- _____ Lacks knowledge of some important phases of the job.
- _____ Has trouble grasping the job's duties.

COMMENTS AND GOALS:

2. QUALITY OF WORK: Consider thoroughness, accuracy and orderliness of completed work. (Disregard amount of work handled.)

- _____ Quality exceptional in all respects.
- _____ Work is complete, accurate and presentable.
- _____ Quality is occasionally unsatisfactory.
- _____ Work is usually lacking in thoroughness, accuracy or neatness.

COMMENTS AND GOALS:

3. QUANTITY OF WORK: Consider the amount of work completed; volume of output in relation to the nature and condition of work performed. (Disregard quality of work.)

- _____ Extraordinary volume of work completed.
- _____ Consistently turns out an above-expected amount of work.
- _____ Amount of completed work is satisfactory.
- _____ Output unsatisfactory.

COMMENTS AND GOALS:

4. **JUDGEMENT:** Consider the employee’s ability to recognize problems and make appropriate decisions, and the employee’s judgement in situations where discretion is required.

- _____ Judgement can always be depended upon.
- _____ Judgement can be depended upon in most circumstances.
- _____ Judgement is adequate in everyday situations.
- _____ Judgement errors are frequently made.

COMMENTS AND GOALS:

5. **ATTITUDE:** Consider attitude as it affects the employee’s function in the job.

- _____ Favorable attitude.
- _____ Satisfactory attitude.
- _____ Unsatisfactory attitude.

COMMENTS AND GOALS:

6. **DEPENDABILITY:** Consider follow-through reliability; is work completed on time and deadlines met; how much supervision is necessary to achieve desired performance.

- _____ Justifies utmost confidence; a minimum of supervision is required.
- _____ Fairly reliable and conscientious; requires a “normal” amount of direction.
- _____ At times cannot be relied upon to get the desired results without considerable supervision.
- _____ Undependable; needs constant supervision.

COMMENTS AND GOALS:

7. **COOPERATION:** Consider extent to which employee works harmoniously and effectively with fellow workers, supervisors, client and others.

- _____ Exceptionally successful working with and/or assisting others.
- _____ Generally works well with others and/or assists others.
- _____ Has difficulty working with or assisting others.
- _____ Fails to cooperate, unwilling to work with or assist others.

COMMENTS AND GOALS:

8. EFFECTIVENESS UNDER PRESSURE: Consider ability to work under pressure; to cope and deal effectively with pressure/stress situations.

- _____ Works effectively under pressure.
- _____ Able to tolerate pressure situations.
- _____ Becomes agitated when under pressure.

COMMENTS AND GOALS:

9. ATTENDANCE/PUNCTUALITY: Consider attendance and the observance of starting and quitting times, breaks, and lunch breaks.

- | | |
|----------------------------------|---|
| _____ Excellent attendance | _____ Always punctual |
| _____ Satisfactory attendance | _____ Normally punctual |
| _____ Attendance could improve | _____ Needs to be more conscious of punctuality |
| _____ Attendance is unacceptable | _____ Punctuality is unsatisfactory |

COMMENTS AND GOALS:



SUPERVISOR'S OVERALL COMMENTS: Review performance goals for the coming year.

Supervisor's signature: _____ Date: _____



EMPLOYEE'S COMMENTS: (If necessary, continue on an additional sheet of paper.)

Employee: _____ Date: _____



SIGNATURES:

Supervisor: _____ Date: _____

Director of personnel: _____ Date: _____
