

STANDING ORDERS
of The Presbytery of Hamilton
The Presbyterian Church in Canada

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I. MEETINGS

1. The Presbytery shall hold ordinary meetings on the second Tuesday of January, February, March, May, September, October, November, and December; on a Tuesday in April to be arranged at a previous meeting; and on the Tuesday following the General Assembly in June.
2. Ordinary meetings shall begin at 7 p.m., preceded by either dinner at 6:00 or refreshments at 6:30 and adjourn by 9:30 p.m. To facilitate the efficient completion of business, a motion is in order to extend the meeting to 10:00 p.m. or conclusion of business. Unanimous consent is required to extend the meeting beyond 10:30 p.m.
3. In March and September supper shall be served by the host congregation at 6:00 pm. The meeting shall begin at 7:00 p.m. and adjourn by 9:30 p.m. Presbyters will pay \$5.00 per person per meal with the Presbytery offsetting the balance from the General Budget up to a total meal cost of \$9.00 per person. The Business Committee will ensure that only the most pressing business of the Presbytery be placed on the docket of these meetings, allowing sufficient time for programming to enhance dialogue, reflection, education and fellowship among Presbyters.
4. The September meeting shall include a program of orientation during the regular meeting to welcome new members to the Court, the celebration of the Lord's Supper and worship by the outgoing Moderator or the outgoing Moderator's Chaplain, and the installation of the new Moderator. This meeting shall normally be held in the outgoing Moderator's church.
5. All ordinary meetings shall be for the conducting of the regular business of the Presbytery. Other matters will be dealt with as follows:

October: Stipends for following year (Ministry committee).

November: Budget for the following year (Business committee); Presbyterian Sharing allocations (Mission Committee); the appointment of examiners of the financial statements.

January: The Treasurer's report; the appointment of Commissioners to the General Assembly.

February: Consideration of the Treasurer's report.

March: Election of the Moderator-Elect; appointment of the Nominating Committee.

April: The examination of Session records in even numbered years (see **NOTE**).

May: The report of the Presbyterial Women's Missionary Society.

June: The reports of the Commissioners to the General Assembly.

NOTE: Session records include Session minutes, the Membership Roll and Registers of Births, Deaths and Baptisms.

II. ORDER OF BUSINESS

The Presbytery Gathers in God's Presence

Devotions – Host Minister (maximum 15 minutes)

The purpose of this gathering before God is **orientation**. That is, we gather so that we can be reminded of whose we are and whom we serve, and to be reminded that our work as a Presbytery is first and foremost God's work of building up the church of Christ and extending Christ's kingdom.

Constitution of the Court – Moderator

Welcome and Regrets

Adoption of Minutes

Report of the Business Committee

Adoption of the Agenda

Correspondence

Recommendations

The Presbytery Listens for God's Word for our Work

Scripture and Reflection – Host Minister

The purpose of this listening for God is **direction**. We want to hear a word from God that will help us to reflect on and respond wisely to an issue or issues before us. A well chosen word from Scripture, a brief commentary, a moment of silence; these will help to remind us that we are servant-leaders.

Care and Oversight of Congregations

Report of the Congregational Care Committee

Report of the Visitation Committee

Special Reports/Calls/Retirements

Interim Moderators' Reports

Care and Oversight of Ministers (see **NOTE** below)

Report of the Ministry Committee

Study Leave Requests/Reports

Report of the Students and Colleges Committee

Other Committee Reports

Report of the Mission Committee

Report of the Faith Formation and Education Committee

Report of the Nominating Committee

Reports of Task Forces and other activities

The Presbytery Responds to God's Work in our Midst

Pastoral Concerns and Celebrations – Deaths of Elders, Good News, etc.

Pastoral Prayer – Moderator

The purpose of this prayer is **thanksgiving and intercession**. Having completed our 'business', we bring our work to God, praising God for signs of his presence in our life as a Presbytery, and asking God to be at work in the decisions we have made, strengthening those who need God's help for God's service.

Announcements

Adjournment and Benediction

NOTE: A brief recess may be taken following the 'Care and Oversight of Congregations' item, at the Moderators' discretion. Stated Hour items are to begin at 8:00 p.m. and may include either Calls or Presentations, but preferably not both.

Procedures and rules of debate, (See Appendix F), shall be enforced at all regular meetings. At any point in the meeting the Moderator may, with the agreement of the Court, intervene in the proceedings to adjust the order of the meeting agenda or for a moment of prayer and reflection before allowing the meeting to continue.

III. ATTENDANCE

Attendance at each meeting shall be kept in a bound register which members shall sign as they enter the court. The Clerk shall monitor attendance at Presbytery meetings, and conveners shall monitor attendance at committee meetings. The names of Presbyters attending fewer than 50% of regularly scheduled meetings shall be referred to the Business Committee for investigation and appropriate follow up.

IV. DUTIES of the MODERATOR

In addition to the Duties provided in *The Book of Forms*,

1. Term of Office - The Moderator's term shall be one year beginning upon the Moderator being installed at the September meeting.
2. The Moderator shall be a member of all Committees *ex officio*.

V. DUTIES of the CLERK

In addition to the Duties provided in *The Book of Forms*,

1. Term of Office - The Clerk shall be appointed for a five year term, renewable once. A Deputy Clerk shall also be appointed by Presbytery. (See **NOTE**)
2. Correspondence - The Clerk of the Presbytery receives and shall maintain a binder/file of all correspondence on behalf of the Presbytery. Notation of when the correspondence is received and to which committee it is referred shall be indicated. The Clerk, in consultation with the Moderator and the convener of the Business Committee, shall immediately refer, and give a copy of correspondence and remits from General Assembly to the appropriate committee. The Clerk shall present a list of all correspondence and remits thus referred to the court through the Business Committee report.
3. Minutes - The Clerk is responsible for minute-taking of meetings as specified in The Book of Forms, authenticating the actions of the court and maintaining an updated record of the constituent roll of the Presbytery.

- a. The minutes of Presbytery shall be copied and distributed to members either in paper or electronic form within 14 days of the meeting of Presbytery, copies being made on good paper for permanent record.
 - b. The Clerk shall present for inclusion in the Minutes of the Court, a list of the commissioners who are to be appointed to the next General Assembly, annually.
4. The Clerk is also responsible for the necessary follow up to ascertain that all Ministers and Diaconal Ministers inducted or recognized within the Presbytery are members of the Pension Plan.

NOTE: It is desirable to have the term of office of the Deputy Clerk arranged so as to make a smooth transition and to fulfill the Duties of the Clerk in case of absence.

VI. DUTIES of the TREASURER

In addition to the Duties provided in *The Book of Forms*,

1. The Presbytery may pay travel expenses (round trip) to all Presbyters for all meeting of the Court and its committees. The Treasurer shall distribute these expenses semi-annually (no later than June and December), and
2. The Treasurer will support Congregational Treasurers in their tasks.

VII. FINANCE

1. The Presbytery's fiscal year shall coincide with the calendar year.
2. The Presbytery will appoint a Treasurer for a three year term, renewable.
3. The Treasurer, together with the Moderator and the Clerk shall be responsible for all property of the Presbytery, both real and personal, and all financial matters pertaining to the Presbytery.
4. The Clerk, the Treasurer, and the convener of the Business Committee, or any two of them, shall be the signing officers authorized to transact business in the name of the Presbytery.
5. The Treasurer shall present to the January meeting a statement of all accounts that has been examined by a qualified person and which shall be spread on the minutes of the meeting.
6. Auditor/Examiners shall be appointed at the November meeting.
7. All motions calling for special expenditures of Presbytery funds beyond \$500.00 shall be referred to the Business Committee for study and report.
8. The Presbytery shall maintain an Extension Fund for which all congregations in the Presbytery shall be assessed an amount based on an equitable financial formula. Congregations obligated to the Church Extension Union may be exempted as long as they are paying the assessment to the Church Extension Union.
9. The terms of reference of the Extension Fund (the Church Extension Fund of the Presbytery of Hamilton, The Presbyterian Church in Canada) shall be as follows: Monies in the fund may be used:
 - a. For the purchase of property for church extension purposes,
 - b. For the erection of buildings for church extension congregations,

- c. For the cost of personnel used in the study and/or development of church extension work where funds are not available from the Life and Mission Agency,
 - d. And for the provision of grants to cover some of the initial costs involved in publicity, worship, and Christian education in new church extension projects.
10. The Presbytery shall maintain a Care and Counselling Trust Fund, funded by an addition to the Presbytery dues, when necessary, in accordance with Section 182.1 of *The Book of Forms*. The purpose of the Trust Fund is to assist with the pastoral care of ministers on the Roll and Appendix, of their families, and of professional church workers approved by the Presbytery, when counselling needs arise.

Applications for assistance should be addressed to the Clerk of Presbytery. They should include a recommendation from one or more of the following: the family doctor, the Ministry Committee, and/or the Congregational Care Committee. The Trust Fund is administered by the Clerk, the Treasurer and the Convener of the Congregational Care Committee, who will have power to determine the extent of assistance which may be offered. An annual report on the Trust Fund will be presented to the Presbytery but appropriate confidentiality will be maintained

VIII. CONVENERS and COMMISSIONERS

1. Appointments to committees shall be for a three year term. Other than ex-officio appointments, no Presbyter may serve more than two consecutive terms on any one committee
2. The principles which govern the adding or removing of names on the Constituent Roll shall be in accordance with Section 176.1 (including 176.1.1-176.1.9) of *The Book of Forms*. Notice shall be sent to Sessions in January asking that they forward to the Clerk not later than the March meeting of Presbytery the commissions of their representative elder and equalizing elder, if any, and alternates. Commissions shall become effective on August 1st for a period of one year. For equalizing elders the rotation shall be the same as for elder Commissioners to the General Assembly. Sessions are invited to submit the names of as many alternates as they deem necessary to ensure representation at all meetings. Newly appointed Elders shall be encouraged to attend the June meeting of Presbytery as observers and accept their commission on August 1 each year.
3. All applications by committees for funds to be included in the Budget for Presbytery shall be in the hands of the Treasurer no later than October 1st of the year preceding that for which the funds are required.
4. Commissioners to the General Assembly, both ministers and elders, shall be appointed only by rotation except in special circumstances (see Note below), or in the case of overseas missionaries of our Church whose names are on the Constituent Roll of the Presbytery while they are in Canada during a meeting of the General Assembly.
5. Commissions to the General Assembly (including YARs and Alternates) shall be accepted or refused within one month of issuance by the Presbytery. The Presbytery rotation for a subsequent General Assembly shall not be affected by the rejection of any commission within one month of the opening of a General Assembly.

Note: “Special circumstances” – such as a member of the Court being Moderator-elect of the General Assembly.

IX. GENERAL

1. Changes in the Standing Orders may be made only following a Notice of Motion on the floor of a regular meeting, the motion to be considered at the next or a subsequent regular meeting. These Standing Orders may be suspended for limited, narrow and well-defined reasons only, on a two-thirds majority of those voting.
2. Copies of all notices of motion, motions or amendments shall be given in writing to the Clerk before the vote is taken.
3. All Committee reports are required to be in the hands of the Clerk ten days prior to the next meeting of the Court. This is to allow Presbyters the opportunity to receive and consider their content before the meeting, and to reduce the need for extensive verbatim presentation. The Court may, at its discretion, refuse to receive late reports.
4. Permission to sell church property shall be valid for one year from the date of issuance and may be renewed upon application to the Presbytery.
5. The sale of church manses shall be guided by Appendix H to these Orders.
6. Presbytery Funds. “Whereas the Presbytery’s monies received by the Treasurer are mainly through the payment of congregational dues, Presbytery can only use these funds for expenses deemed necessary for the work of the Presbytery.” –Ruling by Dr. L.H. Fowler, Clerk of Assembly, re Section 182 of *The Book of Forms*.
7. Presbytery dues are to be remitted quarterly.
8. Calls. No call to any self-supporting charge within the bounds shall be entertained if the basic amount paid be less than that set annually by the Presbytery. The call shall be in accordance with the terms of Appendix A of *The Book of Forms*.
9. McMaster Campus Ministries Council. Their financial report is to be spread on the minutes as an appendix each year by the Mission Committee.
10. Interim Moderators are directed to follow the terms set out in Appendix G in fulfilling the duties of their appointment.

X. STANDING COMMITTEES

The following section sets out the Committee responsibilities in The Presbytery of Hamilton. Committees are sized equally at the outset, but it is understood that they may have to adjust their size so accommodate their mandated duties. It is expected that all Presbyters will seek and receive appointment to at least one Committee and participate in its work to the limit of their giftedness and opportunity.

The members of standing committees of the Presbytery take office on August 1 each year.

Business Committee

Structure

The Business Committee is comprised of:

- Convener
- Conveners (or Representative) of Standing Committees
 - Congregational Care Committee
 - Ministry Committee
 - Students and Colleges Committee
 - Mission Committee
 - Faith Formation and Education Committee
 - Visitation Committee
- The Moderator
- The Moderator-Elect (when chosen) and Immediate Past Moderator (neither of whom vote)
- The Clerk of Presbytery (See **NOTE** below)
- The Treasurer (See **NOTE** below)
- The Presbykirk Webmaster (or Representative)
- Any other Presbyter(s) appointed by the Nominating Committee.

NOTE: Both the Clerk and Treasurer are accountable and responsible to the Presbytery through the Business Committee.

Responsibilities

The Business Committee shall be responsible for:

- Ensuring Presbytery procedures, polity and discipline are followed;
- Reviewing Standing Orders every three years and recommending changes to Presbytery when deemed necessary;
- Reviewing Session records in April of even-numbered years;
- Setting the time and place for the meetings of Presbytery as well as preparing the docket for such meetings;
- Organizing the September programme of orientation for new Presbyters;
- Appointing a qualified person to examine the Presbytery's finances;
- Reviewing all loan applications; whether of the Building Corporation or of its own funds;
- Exercising oversight of capital borrowing and repayment in accordance with agreed terms, the budget of the Presbytery and Treasurer's reports; recommending travel rates.

Congregational Care Committee

Structure

The Congregational Care Committee is comprised of

- Convener
- The Moderator (*ex officio*)
- Any other Presbyter(s) appointed by the Nominating Committee

Responsibilities

The Congregational Care Committee shall be primarily responsible for pastoral and congregational oversight. It is responsible for:

- Being available to Congregations, professional church workers and Interim Moderators who may wish to consult.
- The Committee will recommend those situations requiring pastoral care and the Committee will have the power to initiate pastoral care within the bounds of the Presbytery at its own discretion.

Any correspondence received by the Business Committee from within congregations or from another Committee (such as Visitation), having been referred to the Congregational Care Committee and found to have a bearing upon matters coming before the Court, shall be dealt with by the Congregational Care Committee before discussion of such matters takes place.

Other activities under the mandate of this Committee are:

- The Leading with Care Team
- Sexual Abuse and Harassment Team
 - Dealing with relevant matters of sexual abuse or sexual harassment in accordance with the as approved by the General Assembly (A&P, 1993, pp. 316-326, and further revisions as approved by the General Assembly),
 - Ensuring that all professional church workers have received training as required by *Policy of the Presbyterian Church in Canada in dealing with Sexual Abuse and/or Sexual Harassment*, and
 - Providing educational opportunities around issues of sexual abuse and/or sexual harassment within the Church.

Ministry Committee

Structure

The Ministry Committee is comprised of:

- Convener
- The Moderator (*ex officio*)
- A Member of the Order of Diaconal Ministries within the bounds of the Presbytery.
- Any other Presbyter(s) appointed by the Nominating.

Responsibilities

The Ministry Committee shall be responsible for:

- Consultation prior to and during the time of transition for ministers and congregations and recommending action where appropriate,
- Recommending Interim Moderators in consultation with congregations about to become vacant,
- Recommending to the Presbytery and reviewing requests from Sessions for Stated Supply, Interim Ministers, student appointments, etc.,
- Conducting exit interviews.
- Providing oversight of the terms and conditions of Calls and appointments of Ministers of Word and Sacraments; Members of the Order of Diaconal Ministries and professional church educators,
- Recommending mentors for newly inducted ministers and providing a Training Workshop and consultation for Interim Moderators,
- Reviewing stipends and recommending minimum stipend figures for the following year to the October meeting of Presbytery,
- Reviewing contributions made to the Pension Plan by congregations and church workers, and
- Reviewing the study leave requests of the members of the Presbytery.
- Presenting or sourcing Spiritual Formation; Historical; Vocational, etc. topics for Presbytery educational and fellowship opportunities.
- Conducting 'Days Apart' (Retreats) for Clergy and Elders.
- Primarily responsible for an educational component at every meeting of Presbytery.

Students and Colleges Committee

Structure

The Students and Colleges Committee is comprised of:

- Convener
- The Moderator (*ex officio*)
- A Member of the Order of Diaconal Ministries within the bounds of the Presbytery.
- Any other Presbyter(s) appointed by the Nominating Committee.

Responsibilities

The Students and Colleges Committee shall be responsible for:

- Care and oversight of students for the professional ministry of the Church from initial certification to ordination or designation,
- Reviewing the bursaries, and
- The promotion of the three Colleges of the Church.

Mission Committee

Structure

The Mission Committee is comprised of:

- Convener
- The Moderator (*ex officio*)
- Any other Presbyter(s) appointed by the Nominating Committee.

Responsibilities

The Mission Committee is responsible for:

- All matters related to the responsibilities of the mission operations of The Presbyterian Church in Canada, including grant applications,
- All matters related to church extension and congregational development initiatives,
- All matters related to Evangelism,
- All matters relating to the McMaster Campus Ministries Council,
- All matters relating to other Presbyterian outreach or mission initiatives within the bounds of Presbytery,
- Being a contact for the Presbyterian World Service and Development (PWS&D) Agency,
- Presenting Presbyterians Sharing allocations to the November meeting of Presbytery.

Faith Formation and Education Committee

Structure

The Faith Formation and Education Committee will be comprised of:

- Convener
- The Moderator (*ex officio*)
- Synod Area Education Consultant (*ex officio*)
- Synod Youth Consultant (*ex officio*)
- Presbyterian Womens' Missionary Society (WMS) representative
- Any other Presbyter(s) appointed by the Nominating Committee.

Responsibilities

The Faith Formation and Education Committee shall be responsible for:

- Christian Education Team
 - All aspects of childrens' and youth education,
 - All aspects of adult education,
 - All aspects of lay training and education, and
 - Overseeing Presbytery-wide youth events.
 - Administering Presbytery's disbursement of CE funds (1/3 of the total requested, on application).
 - Recommending a Young Adult Representative (YAR) to the General Assembly in the years required.
- Theological Reflection Team
 - Dealing with all matters relating to Church government and doctrine,
 - Presenting at least once a year a one-hour session during a regular meeting of the Presbytery. The format of the presentation should include both sharing of information and an opportunity for dialogue and reflection among Presbyters, and
 - Reflecting on issues of social justice and developing our Christian responses to these concerns.
- The History Team– as needed.
 - Encouraging the preservation of historical records by congregations within the bounds of the Presbytery, and
 - Informing the Presbytery and its congregations of any matter regarding history that are received from the higher Courts of the Church.

Visitation Committee

Structure

The visitation Committee will be comprised of:

- Convener
- The Moderator (*ex officio*)
- Any other Presbyter(s) appointed by the Nominating Committee.

Responsibilities

The Visitation Committee shall be responsible for:

- Conducting Visitation reviews of each charge in accordance with Appendix A to this Standing Orders – *Guidelines for Congregational Visitations*,
- Dividing up visits among Committee members as seems necessary. Ordinarily, this will be a team of one professional church worker and one Ruling Elder. Six or seven pastoral charges shall be visited each year such that each charge will be visited at least once every five years.
- Committee members shall meet periodically for ongoing review of the process and update the above guidelines, subject to the approval of the Presbytery.

General

It is important to emphasize that the principal objective of the Visitation Committee is to facilitate communication between a Pastoral Charge and Presbytery: its reports to Presbytery are intended to be analytical and prescriptive and not personal.

The Visit will be conducted with a view of celebrating the successes and joys of each congregation and to address their challenges in open dialogue such that each person present may freely express any concerns they may have. The Visitation Team will offer and the congregation will be encouraged to bring forward any way the Presbytery can assist in the resolution of challenges, including forwarding the matter to the appropriate committee of Presbytery for further work.

When the report of the Visitation Team is presented at Presbytery, a report from the congregation that outlines its successes, challenges and vision for the future will also be included. Any recommendation that arise from the visitation will be reviewed by the Team not more than one year after the visit unless the situation is deemed to be more urgent.

Other Committees

Nominating Committee

A Nominating Committee shall be appointed in March. Its duties are:

- to nominate each member of Presbytery to a Standing Committee,
- to recommend nominations for the Moderator and by a selection process, the Treasurer, Clerk and Deputy Clerk of the Court, including Synod and General Assembly appointments,
- to deal with any other business that may be referred to it by Presbytery.

It is expected that the Nominating Committee will maintain the principle of parity among Ruling/Teaching Elders and gender insofar as is possible, and also consider giftedness for the work to be undertaken by any appointee. The Convener shall be named when the Committee is appointed.

The minister and representative elder from one pastoral charge in each area listed below, in rotation, shall form the Committee.

- Burlington East; St. Paul's, Burlington; Brant Hills; Knox, Burlington; Knox, Waterdown; Kirkwall.
- West Flamborough; Alberton; Knox, Dundas; St. Cuthbert's; Erskine; Central.
- St. Paul's, Hamilton; MacNab Street; St. John & St. Andrew/St. David's; Trinity; Chalmers, Hamilton; New Westminster.
- St. Andrew's, Hagersville/Knox, Port Dover; Knox, Jarvis/Chalmers, Walpole; Caledonia; St Paul's, Carluke/Knox, Binbrook; St. Andrew's, Ancaster; Chedoke; The South Gate.
- John Calvin Hungarian; Roxborough Park; St. Columba; Heritage Green; Cheyne; St. John's, Grimsby

Presbytery Web Committee

- The Presbytery Web Committee shall be composed of maximum four members plus the Presbytery's Webmaster, and shall be responsible for:
 - The ongoing maintenance and development of the Presbytery's web community, www.presbykirk.com;
 - Raising awareness of and education in the use of Internet technology for individuals and congregations through workshops, congregational consultations, etc; and

- Presenting at least once a year a half hour session during a regular meeting of the Presbytery on the use of Internet technology in congregations.
- The appointment of the Webmaster shall for a three year term, and renewable.

The Webmaster and Web Committee shall be accountable to the Presbytery through the Business Committee, although the Webmaster is not required to be a member of Presbytery.

Special Committees and Task Forces

Care will be taken in correctly designating other committees in terms of their function and authority. The term **special committee** will normally be used to identify a committee appointed in terms of judicial process as outlined in sections 313-434 of the Book of Forms. The term **task force** will normally be used to identify a committee appointed to accomplish a specific task within a designated time frame. The term **commission** will be used only as defined in section 4.4 of the Book of Forms. All such “other committees” are named by the Moderator, and/or on the recommendation of the appropriate standing committee.

Special Committees and Task Forces may be appointed by the Presbytery for certain temporary or limited objectives. In every case, clear terms of reference will be given at the time of naming, including the scope of the committee’s task/authority, the expectations or requirements governing reports to presbytery, the time frame of the committee’s appointment, and any other relevant directions or limitations. These special focus groups become effective immediately upon appointment. Should any of these focus groups fail to report within one year of appointment or of its last report, they shall be deemed to be discharged.

Presbytery should exercise caution in granting a Special Committee or Task Force or power to issue. If any is also appointed as a Commission – which by its nature automatically has power to issue - such power may be limited by Presbytery, and a commission’s terms of reference must always state the scope of its power to issue.

APPENDIX A - Guidelines for Congregational Visitations

Getting an Overall Picture—Health and Leadership

1. Does your congregation have a clear sense of mission? What is it?
2. Is the congregation vibrant and visible in the community? How?
3. Does the community in which you live know what your church is about? How does this community perception compare with your sense of mission?

Leadership

1. Does the leadership of the church know, support and understand the congregation's mission, and the five purposes of the church?
2. How is the leadership in a congregation discerning God's will for the congregation? Does the leadership seek the guidance of the Holy Spirit? How?
3. How has the leadership (clergy and session) understood or is seeking to understand the particular environment and context in which the community abides?
4. How are they seeking to achieve opportunities for the congregation to be involved and grow in these five purposes listed above?

Overall communication

1. What are the communication lines in your church? How is information and feedback exchanged?
 2. Do you have clear guidelines for decision-making, dealing with requests?
 3. How does your leadership and congregation deal with difficulties or conflict?
- For the next sections, it will be helpful to have a list of all of the ministries in which your church is involved (currently). Divide these ministries into categories of the five purposes discussed above.

Approximate how many people are involved in each ministry (numbers are not important, but they will help you as a congregation to look at which ministries are growing, declining, or need to be looked at again in terms of their individual viability). There may be some overlap of ministries between purposes — that's ok! A small group bible study, for example, may fulfil all the purposes except for corporate worship. If you have a ministry that does not fall into one of the five purposes, put it on a separate list. You will need to see how this group or program fits into the biblical calling of your church.

Worship

1. Does our worship allow people to encounter God corporately and in their day to day lives?
2. Do we express our dependence on God and our gratitude for all that God has done for us?
3. Is our membership (on the roll, including adherents) accurately reflected in those regularly attending worship? (How are those who are **unable** to attend worship included in the worship life of the community?)
4. What is the focus of our worship?
5. What are the biblical or theological bases for why we worship the way we do? (order of service, liturgy used, styles of music)?

6. Are our resources (people and finances) for worship internal or external to the church?
7. How is our worship supported?
8. How are we ensuring that we have ongoing faithful leadership in worship? (not just the minister).

Discipleship

1. Does our church provide opportunities for all of its members to be equipped with practical guidance for living one's faith in the world during the week? (A helpful exercise here is to look at the various age groups in the congregation and ask the question for each group individually. Is there a group or demographic that is being left out?)
2. Are there areas of discipleship requiring further training or resources?
3. Are discipleship training opportunities happening on an ongoing or a sporadic basis? Why?
4. Listen to coffee hour conversations. How do people in our congregation talk about the role their faith has in their life during the week? What is different in these conversations from a year ago?
5. Are our resources (people and finances) for discipleship and equipping disciples internal or external to the church?
6. How are our discipleship ministries supported?
7. How are we ensuring that we have ongoing faithful leadership in equipping disciples? (not just the minister or the session).

Fellowship

1. How does our congregation share the love of God and God's grace in and through God's people?
2. What opportunities does a newcomer or an old member have to intentionally be in community to experience the love of God? (please note: the intentionality of sharing GOD's love, not just a social time, is crucial to differentiating the church from other organizations).
3. How does our congregation integrate new members into the community of faith (from the time they walk through the door until they grow in faith to maturity)?
4. Are our resources (people and finances) for fellowship internal or external to the church?
5. How are our fellowship ministries (including pastoral care) supported?
6. How are we ensuring that we have ongoing faithful leadership in creating and maintaining opportunities for fellowship? (not just the minister or the session).

Service

1. What opportunities for service in Jesus' name is our congregation involved in? (List both those things to which you contribute monetarily and those things which involve people hours.)
2. Do people in the community (not regular members or adherents) know that our church meets needs and heals hurts in Jesus' name? Do our members and adherents know this?
3. How much of the church's purpose of service is done by members or adherents in the community outside of the church walls?

4. What needs exist in our community or on a wider scale for service in Jesus' name? (This may involve some door-knocking and looking at previous census data or community studies)
5. What are the emerging needs in our community (things for which the congregation can start preparing for two or three years down the road)?
6. Are our resources (people and finances) for service internal or external to the church?
7. How are our service ministries supported?
8. How are we ensuring that we have ongoing faithful leadership in creating and maintaining opportunities for service in Jesus' name? (not just the minister or the session).

Evangelism

1. How are those in leadership of our church "witnesses to what they have seen and known to be true of God in their lives"?
2. Where (or to what demographic) is our evangelism focus? How does this focus reflect the community environment in which God has placed us?
3. What are the primary means for evangelism in our congregation?
4. How do we provide follow-up for the evangelism we do (so that people can grow as disciples of Christ)?
5. Are our resources (people and finances) for evangelism internal or external to the church?
6. How are our evangelism ministries supported?
7. How are we ensuring that we have ongoing faithful leadership for evangelism in our community? (not just the minister or the session)

APPENDIX B – Guidelines for the Use of Computer/Internet Technology within the Presbytery

The Presbytery of Hamilton is committed to utilizing a variety of digital technologies in an efficient and responsible manner. In order for such a system to function effectively guidelines and expectations need to be clearly identified.

Congregational Internet Access

It is recommended that all congregations within the Presbytery of Hamilton provide Internet access (preferably of a high speed type) as a routine component of the services that they provide for their administrative office.

Official Congregational E-mail Address

Each congregation is asked to identify an e-mail address that is to be their official contact address for all Presbytery communications and, as a standard administrative routine, to monitor it regularly (at least twice weekly). Once designated, it will be the responsibility of the congregation or pastoral charge to advise the Clerk of Presbytery of any subsequent changes in that address.

Official E-mail address for Members of Presbytery

Upon induction or appointment each member of Presbytery is asked to supply to the Clerk of the Presbytery a designated e-mail address to which all their official Presbytery correspondence is to be directed. It will be assumed that this is an address that will be monitored regularly. Once designated, it will be the responsibility of that member of Presbytery to advise the Clerk of any subsequent changes in that e-mail address.

Confidentiality and Presbytery Documents

Some Presbytery documents are obviously intended for public distribution and many other Presbytery documents are certainly open to public access. However, those who are entitled to have access to Presbytery documents should always use care and discretion in distributing or allowing access to those documents. Reports to the Presbytery are not part of the public record until they have been presented. Documents and correspondence marked “Confidential” are intended only for the designated recipient(s).

Presbytery documents stored on personal computers should be maintained in such a way that they are isolated and may readily be deleted when they are no longer required or when that computer is being removed from active service.

Presbytery e-mail Protocols

An effort is being made to establish a consistent set of e-mail practices which will make it easier for those receiving e-mail communications from the Clerk of Presbytery to:

- a) Immediately identify an incoming e-mail as an official Presbytery communication.
- b) Identify the contents of the communication from the subject line.
- c) Clearly understand any special confidentiality concerns related to the e-mail.

APPENDIX C - Congregational Guidelines for the Responsible use of Computers and the Internet

All congregations within the Presbytery of Hamilton are requested to review their current administrative practices with respect to the use of computers and Internet access in the light of these guidelines.

Oversight of Computers and Internet Access

All congregations within the Presbytery of Hamilton that either own computers or provide Internet access are expected to:

- a) Take whatever action is necessary to ensure that their computers and/or Internet access is securely located and configured so as to prevent unauthorized access.
- b) Create a written "User Policy" that clearly defines appropriate use of the congregation's computers and/or Internet access. The primary motive for establishing a "User Policy" is not to restrict personal use of the congregation's technology, but to insure that ethical guidelines are understood and observed. The congregation's "User Policy" ought to clearly specify that the congregation's computers and/or Internet access are not to be used for any illegal activity, for the viewing or distribution of pornography, to engage in online gambling or for any activity that would violate the principles of the "Leading With Care" policy of the Presbyterian Church in Canada.
- c) Require all staff and volunteers who are authorized to use the congregation's computers and/or Internet access to sign a statement confirming that they are familiar with and accept the congregation's "User Policy".
- d) Take the necessary steps to ensure that staff and volunteers authorized to use the congregation's computers and/or Internet access are aware of their responsibilities and obligations to respect and protect the ownership and confidentiality of the digital documents on the congregation's computer system and of any files which may be transferred to a personal computer in the course of conducting the business of the congregation.

Confidentiality and Digital Documents

Congregations must take special care in the handling of those digital documents that contain personal information about congregational members or confidential session business. Such confidentiality concerns are intensified by the fact that congregations often expect officers and volunteers to use their personal computers in conducting the business of the church. Anyone who has reason to have confidential congregational files on their personal computer must be made aware of their responsibility to prevent such documents from being accessed by unauthorized viewers. For example, such material should not be stored on a shared family computer without security protection. (Password protected user accounts and inexpensive external storage devices are two means of satisfying this expectation.)

Oversight of Congregational Websites

Congregational websites are an official representation of the congregation and must remain under the oversight of the Session. The designation of a Webmaster and accountability for the content and operation of the website should be under the direct oversight of the Session. Care must be taken to make sure that appropriate confidentiality policies are understood and maintained and that copyright laws are observed. The Web Committee of the Presbytery of Hamilton is prepared to assist any congregation in the practical implementation of these guidelines.

APPENDIX D – Guidelines for the Linking or Uniting of Congregations

1. The proposal to link or unite two or more congregations of The Presbytery of Hamilton may be initiated by the Presbytery itself, or by one of the congregations.
 - a.) A “linking” shall mean the joining of two or more congregations as one multi-point charge, with each congregation retaining its own identity - its own session, board of managers, services, and organizations.
 - b.) A “union” shall mean the joining or amalgamation of two or more congregations, into one congregation, with one session, one board, etc. There may, if so agreed, continue to be worship in more than one location.
 - c.) It is recognized that informal conversations between the sessions is often the best way for discussions regarding realignment to begin, but where the initiative arises at congregational level, the Presbytery must be consulted and its advice and assistance sought at an early stage, and certainly before any commitments are made.
 - d.) The Presbytery will appoint either an Advisory Committee or an Interim Moderator to assist in the process.

5. When a newly linked/united pastoral charge is formed, it may thereafter be served by any or all of the ministers of the existing separate congregations, or by a new minister. The approval by each of the participating congregations of a Basis and Plan of Union/Linking which includes the name of the minister(s) proposed to be the minister(s) of the newly formed charge shall be deemed to constitute a call. If the pastoral relationship of an incumbent is affected, care must be taken to observe the church’s Policy on the Dissolution of Pastoral Ties (A&P 1998, p. 355 - 69, 27).

6. The Presbytery must see and approve the terms of the Basis and Plan of Linkage/Union before it is presented to the congregations for their approval.

7. All voting to approve the Basis of Union for linking/uniting congregations shall be held under the auspices of the Presbytery.
 - a.) The voting shall be by ballot.
 - b.) Only those who are professing members of each congregation are eligible to vote.
 - c.) Where both congregations are vacant, it is recommended that generally not less than 80% of each congregation must vote in the affirmative, preferably a much higher percentage.
 - d.) In cases where the minister of one of the charges will become the minister of the new linked/united charge, the Presbytery will require generally not less than 80% of the members of the vacant charge to vote in favour.
 - e.) Otherwise, the normal Call process should be followed by the newly formed pastoral charge.
 - f.) A service of Induction or Recognition held by the Presbytery to mark the new pastoral arrangement.

8. The Presbytery may seek to make arrangements – through, for instance, a continued vacancy with an Interim Minister/Stated supply – to facilitate two congregations, which wish to become united/linked, both being vacant at the same time.
9. A full statement of all assets and all liabilities shall be prepared by each congregation.
7. The proposed use or disposal of any buildings and property which will not be required by the linked/united pastoral charge must be determined, in accordance with the terms of Book of Forms 200.11.
 - a.) Approval of the Presbytery is required before any assets are sold or disbursed.
 - b.) Approval of the Presbytery is required for the use of the monies raised by the sale of any assets.
8. All other matters addressed in the attached schedule of items to be included in the document governing the linkage/union must also be determined.
9. The call of a minister to a pastoral charge consisting of two or more newly linked congregations shall be by ballot, and not by open vote.
 - a.) Whenever possible only one ballot box shall be used.
 - b.) Where more than one ballot box is used, all boxes shall be opened at the same place and time, and the voting papers shall be mixed together before the counting begins.
10. As with other pastoral charges within the bounds, the arrangements in a linkage/union may be revised with the consent of Presbytery.

The intent of these guidelines is to facilitate the forming of relationships between congregations, which will sustain and enhance ministry within The Presbytery of Hamilton. Since each situation is unique, there may be creative solutions, which are not envisaged by these guidelines. The guidelines are not intended to stifle the Spirit through whom all things become new.

APPENDIX E - Presbytery Loan Guidelines

(Extracted from the Minutes of December 9th, 2008 – Heritage Green Presbyterian Church)

Presently, there are five funds under administration by the Presbytery and its Committees:

1. Church Extension

- a. Funded from annual assessments.
- b. To be used for new buildings, to extend existing buildings and to repair existing buildings within the bounds of Presbytery.
- c. Currently approximately \$214,000 (Oct 31, 2008).
- d. 50% to be available for lending; 50% to remain on deposit in reserve for any future major projects to be approved by Presbytery.

2. Special Projects

- a. Funded from bequests, sales of property, accumulated annual budgetary surpluses and investment income.
- b. To be used for ministry-oriented programs or projects.
- c. Currently approximately \$236,000 (Oct 31, 2008).
- d. 80% to be available for lending.

The other three funds are Students Fund, Care & Counselling Fund and Christian Education Fund and are under the administration of the appropriate Committees. As the Committees already have control, their Funds do not fall under the direction of this Policy. All applications for borrowing Presbytery Church Extension or Special Project funds are subject to the following terms:

A loan application will be considered favourably when there is a reasonable expectation that it will be repaid. It is to be considered as having the same obligations as if the funds were borrowed through commercial sources. Applications must be in paper form as a minimum and include a clearly specified repayment schedule. Electronic supplements such as spreadsheets, Internet links, etc may be added for full analysis to take place. A complete set of Financial Statements (Balance Sheet, Income Statement at minimum) must also be provided. These statements will also be required annually and at the request of Presbytery at any other time during the term of any outstanding loan.

Hamilton Presbytery is to be considered a lender of last resort only. Proof of attempts to seek funding elsewhere first (including internal fundraising plans) will be expected of all Applicants. Congregations should not automatically expect that loans from the Presbytery will be interest free. A loan is not to be understood as a form of a delayed grant.

All loans will be reviewed upon their anniversary by a working group of the Business Committee for continuation and appropriateness of terms. The Business Committee has the right to determine the suitability of each application and its decisions shall be referred to Presbytery in accordance with Standing Orders.

APPENDIX F – Procedures and Rules of Debate

General

The Procedure and Rules of Debate for the Presbytery are set out in *The Book of Forms* under General Rules for Church Courts at paragraph 33 through 64 and are presented here for the use of the Court.

PROCEDURE AND RULES OF DEBATE

33. The Moderator takes the chair at the hour appointed, calls the members to order and constitutes the court with prayer.

34. At the first assembling of the Court, the roll is called and the attendance recorded. Members coming in afterwards have their names entered on reporting themselves to the Clerk.

35. The minutes of the last ordinary meeting and of all special meetings held in the interval are then read, and on being sustained are signed by the Moderator.

36. All reports and other papers intended to be brought before the Court are called for and are received by the Clerk. A docket of business is then prepared, consisting of business arising out of the minutes; of new business; and the order in which the several matters shall be taken up is determined.

36.1 The term “minority report” should not be used. There can be only one report from a committee. If one or more members of the committee disagree with all or any part of the committee’s report, the member or members can write a section of the committee’s report entitled “views of the minority”. This section may include suggested amendments to a recommendation, or recommendations of the committee. Such suggested amendments will have no standing in the court unless they are duly moved and seconded as amendment(s) to the recommendation(s) at the time the committee’s report is under consideration. When the committee’s report is presented to the court, and after it has been received, the normal procedure of the court to invite specifically named non-commissioners to speak during debate would be in order. (Declaratory Act: A&P 1983, p. 250, 74)

37. The Moderator nominates all committees of the court, unless they have been appointed by special rule or resolution of the court. If the convener is not named, the first named member of the committee is convener and, in his/her absence, the second named.

38. When any business has been introduced, and is before a court, it is desirable that no other business be taken up until that which is before the court has been issued.

39. No discussion is in order until a motion is before the court. Speakers should confine themselves to the matter referred to in the motion, and if they depart therefrom they may be called to order.

40. Every motion or amendment shall be given in to the Clerk in writing as soon as it has been made, and it cannot be discussed until it has been duly seconded.

41. After a motion or amendment is in the Clerk’s hand and discussion has commenced, it cannot be withdrawn or altered without leave of the court.

42. When a question is under discussion, the motion before the court must be disposed of, and no other motion can be entertained unless to **adjourn the court, to adjourn the debate, to lay on the table, to commit, to amend, or to take an immediate vote**; and these several motions have precedence in the order in which they are herein arranged.

43. A motion to adjourn is always in order, and is voted on without debate.

44. A motion to lay on the table is voted on without debate. If carried in the affirmative, the subject to which it refers together with the motion and pending amendments, remains on the docket and may be taken up at a subsequent sederunt, but only by a resolution adopted by a majority of the members of the court present.

45. Any subject with the motion and pending amendments may be referred to a committee for consideration and report. (Declaratory Act 2001, p. 272-73, 21)

46. A motion is amended by adding certain words or clauses thereto; by striking out certain words or clauses; by substituting other words or clauses for those in the resolution; or by striking out all after the word "resolved" and substituting another motion disposing of the matter in hand.

47. It is in order to propose an amendment to the first amendment, but no other can be entertained until the amendment to the amendment has been disposed of; when this has been adopted or rejected, other amendments to the amendment may be considered and disposed of one by one; when these all have been disposed of, the first amendment is voted on in answer to the question, "Shall the motion be thus amended - yea or nay?" If this is decided in the affirmative, the main motion is amended accordingly, and the discussion proceeds. Other amendments to the motion are then in order. When all amendments have been disposed of, the motion, as then before the court, is put in answer to the question, "Shall this motion be adopted - yea or nay?"

48. A motion to take an immediate vote is put without debate. If carried in the affirmative, the amendment or amendments pending are put to the court without further discussion; then, if no further amendments are offered, the main motion is voted on, and the subject is disposed of. If the motion is lost, the debate continues, just as if no such motion had been made.

48.1 When the motion to take an immediate vote pertains to Declaratory Acts or to matters that must be dealt with under the Barrier Act, it requires a two-thirds majority vote to pass.

49. A motion to reconsider a decision of the court cannot be entertained at the sederunt in which the decision was given; nor at any subsequent time, unless notice of such motion has been given at a previous sederunt. A motion to reconsider can only be made and seconded by members who voted in the majority.

50. A motion under discussion that consists of two or more distinct parts, shall, on the call of any two members, at any time before the final vote is taken, be divided, and each part shall be voted on separately.

51. When a member rises to speak, the Moderator announces his/her name. If two or more rise at the same time, the Moderator decides who shall speak first.

52. Every speaker addresses the Moderator, and may not address any other member directly.

53. A member when speaking should not be interrupted, unless upon a call to order, or when the time has come for a special order of the day, or for adjournment of the court.

When business is resumed, the speaker who was interrupted has possession of the floor.

54. Any member who is dissatisfied with the ruling of the Moderator may appeal to the court. The question of sustaining the ruling of the chair is then put by the Clerk, and decided without debate.

55. When a member in speaking utters language that another member regards as offensive or censurable, the latter may require that the words be taken down by the Clerk. After this is done, the speaker is allowed to proceed. The words so taken down may afterwards be considered by the court and, if found censurable, the speaker is dealt with as the offence may require by means of a disciplinary case (see section 345ff).

56. No member shall speak more than once to any motion or amendment, unless by permission of the court, and in explanation or to correct mistakes. The right of reply, however, belongs to the mover before the final vote is taken on the main motion.

57. The vote may be taken by any method determined by the court. It is ordinarily taken by a show of hands, but the Moderator may ask members to vote by rising to their feet. Further, if so required by one-third of the members present, the vote shall be by ballot. At the final vote on the main motion, the roll may be called, if required by two members of the court. Ordinarily the state of the vote is not recorded, but this may be done in regard to any vote, if required by two members of the court.

58. Members should not, without good cause, decline to vote; and unless excused by the court from voting, all who do not vote are held as acquiescing in the decision of the majority.

59. When it is agreed that a vote be taken, the Moderator may order the doors to be closed, and no further debate or remark is allowed, unless to correct a mistake. When it is discovered that a mistake has been made, the vote may be taken anew.

60. In order to allow greater freedom in discussion, the court, when considering any particular matter, may, on motion duly seconded, resolve itself into a Committee of the Whole. On motion duly made, a convener is appointed and the Moderator leaves the chair.

61. While the court is in committee, the motions considered are not recorded in the minutes, and members are at liberty to speak more than once on any motion. A separate minute of the proceedings is taken. When the committee rises, its convener presents a report to the court embodying the result of the committee's deliberations, or he/she reports progress and asks leave to sit again.

62. Deleted 2006.

63. Deleted 2006.

64. Irregularities in procedure, committed unawares and in good faith, and not being such as to prejudice the result or infringe the right of a member, will not invalidate the proceedings of a court.

Summary of Motions

Types of motions	Debatable?	Note	Percent required
Motion	Yes		50
Amendment	Yes		50
Amendment to amendment	Yes		50
Adjourn	No		50
Immediate vote	No		50
Table	No		50 and 50% to agree to lift from table later on
Refer	Yes – only if, where and when		50
Defer	Yes		50
Reconsider	Yes	Mover and seconder must have voted in majority	50, preceded by a notice of motion
Withdrawing a motion	Yes		Often general agreement is granted
Dividing a motion	No	On request of two commissioners	
Additional motion	Yes	Must be related to report	50
Substitute motion	Not permitted	Use amendment or defeat first motion	
Replacement motion	Not permitted	Use amendment or defeat first motion	
Motion with financial implications	Yes	Must be referred to the Business Committee	50
Dissent	No	May be out of order if not in respectful language	An individual act- reasons given within 10 days
Appeal	Yes	Appeal to a higher Court	n/a
Vote by ballot	Yes		33% (one-third)
Suspend Standing Orders	Yes	For a specific purpose	2/3 majority

APPENDIX G - Interim Moderators

1. Interim Moderators are directed to follow *Calling a Minister – Guidelines for Presbyteries, Interim Moderators and Search Committees* published by The Presbyterian Church in Canada.
2. All interim moderators shall report on their progress at each Presbytery meeting and the Clerk shall place this item on the docket.
3. Interim moderators of vacant self-supporting congregations shall be given an honorarium of either 10% of the Presbytery's minimum stipend or 10% of the previous minister's stipend, whichever is greater, payable directly to the interim moderators and to be paid on a monthly basis for the duration of the vacancy.
4. Aid-receiving congregations shall be considered as special cases and the interim moderators' honorarium shall be determined by the Ministry committee.
5. Interim moderators shall be given an honorarium of 7% of the Presbytery's minimum stipend or 7% of the previous minister's stipend, whichever is greater, if they begin their duties before the charge is vacant or if an interim minister has been appointed. Once the charge is vacant, subsection 1 applies until such time that an interim minister may be appointed.
6. The honorarium for interim moderators appointed to moderate in a call to aid-receiving congregations becoming self-supporting shall be 7% of the Presbytery's minimum stipend.
7. The honorarium for interim moderators appointed to moderate in a call to an associate minister in a congregation shall be 7% of the Presbytery's minimum stipend.
8. In addition to the above, congregations shall pay the expenses of interim moderators such as travel at the Presbytery rate, pulpit supply when applicable, postage, telephone, etc.
9. Interim moderators may request to serve without an honorarium.
10. Interim moderators must consult the Ministry and Church Vocations Office regarding the files of candidates for calls or appointments. Interim Moderators are also advised to consult the Clerk of the Presbytery to which a candidate belongs regarding relevant information.

APPENDIX H - Procedures for the Sale of Church Manses

1. The proposal of selling a church-owned manse should be fully discussed between the minister, session, board of managers (and trustees if required)
2. Any recommendation forthcoming from the discussions must be presented to a congregational meeting along with provision for a housing allowance.
3. In the event that a congregation decides in favour of selling its manse, and before any other action is taken, permission must be received from the Presbytery. The Presbytery shall refer the request to the Business Committee for study and report
4. If permission is granted by the Presbytery, provision must be made to supply the minister with a housing allowance equal to the fair rental value as defined by Presbytery, plus the costs of utilities where applicable.
5. The proceeds from the sale of the manse are to be placed in a separate capital account. The interest from this capital account is to be used only for housing purposes. The capital or any portion of it may be used to supply a repayable mortgage on the minister's home or, with Presbytery's approval, be borrowed to help finance any congregational capital project(s).
6. The congregation is encouraged to increase the amount of the capital fund annually in order to maintain its value in relationship to inflation.
7. The capital amount in a housing fund should not be placed in long term investments, but should be available within a reasonable time for the purchase of a manse, if and when required.
8. The Business Committee shall be responsible to ensure that the above conditions are carried out.

APPENDIX I - Housing Allowance Guidelines

1. Appropriate accommodation is defined as an average three bedroom detached house, with a garage, in the community of the church building or in an area where the minister would be expected to live.
2. Because fair rental values vary greatly from community to community, each congregation shall establish its housing allowance from the fair rental value of accommodation in the local community.
3. The housing allowance shall be reviewed, and adjusted if necessary, annually.
4. Congregations which own manses may rent the manse to provide a housing allowance.
5. Where a charge is vacant, the fair rental value of appropriate accommodation shall be the standard for setting the minimum accommodation allowance to the placed in the guarantee of stipend in a call.
6. The value of appropriate accommodation shall be reviewed with the submission of a call.