

THE PRESBYTERY OF HAMILTON

STANDING ORDERS

**Extracted from the approved Minutes of Presbytery held at
West Flamborough Presbyterian Church
on November 11th, 2008
and
Extracted from the approved Minutes of Presbytery held at
Heritage Green Presbyterian Church
on December 9th, 2008**

(This Page Intentionally Left Blank)

Table of Contents

I. MEETINGS.....	4
II. COMMITTEES.....	7
Standing Committees.....	7
Business Committee.....	7
Ministry Committee.....	8
Students and Colleges Committee.....	8
Visitation Committee.....	8
Mission, Outreach and Church Extension Committee.....	9
Theological Reflection Committee.....	9
Christian Education Committee.....	9
Pastoral Oversight Committee.....	10
Sexual Abuse and Harassment Committee.....	10
History Committee.....	10
Presbytery Web Committee.....	11
Special Committees.....	11
III. FINANCE.....	12
IV. GENERAL POLICIES AND RULINGS.....	13
Procedures for the Sale of Church Manses.....	13
Housing Allowance Guidelines.....	14
V. REMINDERS TO PRESBYTERY.....	14
APPENDICES.....	15
APPENDIX A - Guidelines for Congregational Visitations.....	16
Getting an Overall Picture—Health and Leadership.....	16
Leadership.....	16
Overall communication.....	16
Worship.....	16
Discipleship.....	17
Fellowship.....	17
Service.....	17
Evangelism.....	18
APPENDIX B – Guidelines for the Use of Computer/Internet Technology within the Presbytery.....	19
Congregational Internet Access.....	19
Official Congregational E-mail Address.....	19
Official E-mail address for Members of Presbytery.....	19
Confidentiality and Presbytery Documents.....	19
Presbytery e-mail protocols.....	19
A secure side to PresbyKirk.....	20
APPENDIX C - Congregational Guidelines for the Responsible use of Computers and the Internet.....	21
Oversight of Computers and Internet Access.....	21
Confidentiality and Digital Documents.....	21
Oversight of Congregational Websites.....	21
APPENDIX D – Guidelines for the Linking or Uniting of Congregations.....	23
APPENDIX E - Presbytery Loan Guidelines.....	25

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. and adjourn by 10:30 p.m. with one half hour break for coffee and/or committees to meet. To facilitate the efficient completion of business, a motion is in order to extend the meeting beyond the stated hour of adjournment.
3. In March and September supper shall be served at 6:00pm. Worship and business shall begin at 7:00 p.m. and the meeting shall adjourn by 10:00 p.m. with no coffee break. 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 further dialogue, reflection and fellowship among presbyters.
4. Procedures and rules of debate per Sections 33 to 64 inclusive of *The Book of Forms* shall be enforced at all regular meetings. The Moderator shall enforce the rule that a member speak only once to a motion.
5. The attendance 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 reasons and appropriate follow up.
6. The minutes of Presbytery shall be copied and distributed to members, copies being made on good paper for permanent record. A condensed form or style shall be used by the Clerk in the drafting of these minutes.
7.
 - a) The Clerk shall be appointed for a five year term, renewable once.
 - b) The Clerk of the Presbytery receives on behalf of the Presbytery all correspondence. The Clerk shall maintain a binder/file of correspondence. 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 to the appropriate committee. The Clerk, in consultation with the Moderator and the convener of the Business Committee, shall immediately refer, and give a copy of, 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. 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. 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.
 - c) Any correspondence received by the Business Committee from within congregations, having been referred to the Pastoral Oversight Committee, and found to have a bearing upon matters coming before the Court, shall be dealt with by Pastoral Oversight before

the discussion of such matters takes place, especially when deemed by the Pastoral Oversight Committee to be pertinent to those discussions.

8. 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*.

9. All ordinary meetings shall be for the conducting of the regular business of the Presbytery. Committees shall meet at other times, with the exception of one half hour at each meeting for matters of an emergent nature.

10. At ordinary meetings the docket shall be as follows:

Worship

Constitution of the Court

Roll and regrets

Minutes

Business per Standing Orders

Committee Reports

New and Emergent Business

11. Each Committee shall be given an initial fifteen minutes to make a report at each meeting. If the report is not completed within the allotted time it shall go to the end of the docket and shall be resumed after all the other committees have reported. Committees may request more time for special presentations. The Business committee shall present the request at a regular meeting of the Presbytery prior to the meeting in which the presentation is to occur.

12. The September meeting shall include a program of orientation prior to 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 be held in the outgoing Moderator's church. At the January meeting the Business Committee shall ensure a program of education/discussion perhaps derived from the issues raised at the previous General Assembly. The following arrangement for the presentation of reports shall be established, with the understanding that re-arrangement of the date and time allotted to committees may be made with the consent of the Presbytery:

October: Stipends for following year (Ministry committee)

November: Budget for the following year (Business committee); Presbyterians Sharing . . . allocations

(Mission, Outreach and Church Extension committee); the appointment of Auditors

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

February: Consideration of the Treasurer's report; the Committee to nominate the Moderator appointed

March: Election of the Moderator; Nominating committee appointed

April: The examination of Session minutes in even numbered years

May: The report of the Presbyterian Women's Missionary Society

June: The reports of the commissioners to the General Assembly

Standing committees shall assign the workload to subcommittees so that if a task force is required to meet during the Presbytery the whole committee will not have to leave.

13. The Moderator's term shall be one year beginning upon the Moderator being installed at the September meeting. A nominating committee comprised of three immediate past moderators who are members of the court shall be appointed at the February meeting, to report to the March meeting. The Moderator-elect shall immediately become a member of the Business Committee.

14. The minister of the host church shall be responsible for conducting a twenty minute worship service in order to prepare Presbytery for its work. (except when celebrating the Sacrament of Communion)..

15. 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.

16. Commissioners to the General Assembly, both ministers and elders, shall be appointed only by rotation except in special circumstances 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.

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

17. Commissions to the General Assembly 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.

18. 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.

19. Copies of all notices of motion, motions or amendments shall be given in writing to the Clerk before the vote is taken.

20. Nomination for any official position shall be filed with the Clerk and accompanied by information regarding the nominee(s) (e.g., curriculum vitae) to be circulated before the vote is taken.

21. These Standing Orders may be suspended on a two-thirds majority of those voting.

II. COMMITTEES

1. All members of the Presbytery shall be assigned to a committee with the goal of parity between professional church workers and ruling elders. Members of the Presbytery who are on the Appendix to the Roll will be assigned as they express interest and are needed. They are not to be employed as substitutes for active members of the Presbytery participating unless there are extenuating circumstances. Committee meetings shall be arranged with a view to the convenience of representative elders and with at least a week's notice of meetings.
2. 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.
3. When a minister is appointed as an interim moderator the minister is given leave of committee responsibilities, if she or he so desires, for the duration of the vacancy. Therefore, at times some committees will have more ruling elders than professional church workers and a new convener might have to be appointed by the Business committee. An individual thus affected may continue to participate in the committee's work as they have time, but may not be the convener.
4. The members of the Standing Committees of the Presbytery shall take office on August 1st of each year.
5. All committee reports to the Presbytery, standing or special, shall be filed with the Clerk ten days prior to being received by the court. When possible, these will be sent out electronically. Conveners shall provide sufficient copies of their reports for Presbytery meetings. See also §III.7.
6. All requests for loans, plans for expansion of facilities, and/or changes in manse arrangements shall be filed with the Clerk ten days prior to the Presbytery meeting at which they are to be presented. Such requests should be accompanied by appropriate documentation to meet criteria set by Presbytery.

Standing Committees

Business Committee

The Business Committee shall be composed of six members plus the Moderator, past Moderator, the Moderator-elect, the Clerk, and the Treasurer. 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 minutes. Members of the committee shall meet locally throughout Presbytery for the purpose;
- Setting the place and time of the meetings of Presbytery as well as preparing the docket of such meetings;
- Organizing the September programme of orientation for new members of the Presbytery;
- Appointing auditors for the Presbytery's finances;
- Reviewing loan applications to the Building Corporation;

- Exercising oversight of capital borrowing and repayment in accordance with agreed terms, the budget of the Presbytery, and treasurer's reports;
- Recommending travel rates;
- And supporting congregational treasurers in their tasks.

Ministry Committee

The Ministry Committee shall be composed of eight members. The membership of the committee shall include a member of the Order of the Diaconal Ministries within the bounds of the Presbytery. The Ministry Committee shall be responsible for:

- Visiting during times of transitions for ministers and congregations and recommending action as it is appropriate;
- Recommending Interim Moderators in consultation with congregations about to become vacant;
- Recommending consultative teams for Interim Moderators;
- Provide a training workshop for Interim Moderators;
- Recommending to the Presbytery and reviewing requests from Sessions for stated supply, interim ministry, 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;
- Recommend mentors for newly inducted ministers;
- Providing support to congregations and professional church workers who may wish to consult with the Committee;
- Reviewing stipends and recommending stipend figures for the following year to the October meeting of Presbytery;
- Reviewing contributions made to the Pension Plan by congregations and church workers;
- Referring to the Visitation Committee reports as the Ministry Committee deals with congregations and Professional Church Workers at their point of transition;
- And reviewing the study leave requests of the members of the Presbytery.

Students and Colleges Committee

The Students and Colleges shall be composed of six members and shall be responsible for:

- The care and oversight of students for the professional ministry of the church, from the initial certification to ordination or designation;
- Reviewing the bursaries;
- And the promotion of the Colleges.

Visitation Committee

The Visitation Committee shall be composed of eight members and shall be responsible for:

- Reviewing and updating the guidelines for routine congregational visits subject to the approval of the Presbytery;

- Dividing up visits among committee members as seems necessary. Ordinarily, this will be a team of one professional church worker and a ruling elder;
- And following up on visitation reports unless referred to another committee.
- The committee members shall meet periodically for ongoing review of the process and support.
- Six (or seven) pastoral charges shall be visited each year allowing for each charge to be visited once every five years.

Mission, Outreach and Church Extension Committee

The Mission, Outreach and Church Extension Committee shall be composed of eight members plus a representative of the Presbyterian Women's Missionary Society, and shall be responsible for:

- All matters related to the responsibilities of the mission operations of The Presbyterian Church in Canada (e.g., grant applications);
- All matters related to church extension initiatives;
- All matters related to the McMaster Campus Ministries Council;
- All matters related to other Presbyterian outreach or mission initiatives within the bounds of the Presbytery;
- Being a contact for the Presbyterian World Service and Development (P.W.S.&D.) Agency;
- Presenting Presbyterians Sharing . . . allocations to the November meeting of Presbytery;
- And all matters related to evangelism including an annual training event.

Theological Reflection Committee

The Theological Reflection Committee shall be composed of six members and shall be responsible for:

- Dealing with all matters related 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.

Christian Education Committee

The Christian Education committee shall be composed of six members plus a representative of the

Presbyterian Women's Missionary Society, two representatives from the Presbytery Youth Council, and,

by virtue of office, the Synod Area Education Consultant and the Synod Youth Consultant. The committee shall be responsible for:

- All aspects of children's and youth education;
- All aspects of adult education;
- All aspects of lay training and education;
- And overseeing presbytery-wide youth events.

Pastoral Oversight Committee

The Pastoral Oversight Committee shall be composed of six members, with the power to add members

with expertise in the committee's area of concern.

The committee shall be responsible for:

- Being available to congregations, professional church workers, and interim moderators who may wish to consult with this committee.
- The committee shall have the power to initiate pastoral care within the bounds of the Presbytery at its own discretion.

Sexual Abuse and Harassment Committee

The Sexual Abuse and Harassment Committee shall be composed of six members, with the power to add

members with expertise in the committee's area of concern. The committee shall be responsible for:

- Dealing with relevant matters of sexual abuse or sexual harassment in accordance with *The Policy of The Presbyterian Church in Canada in Dealing with Sexual Abuse and/or Harassment* 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 *The Policy of The Presbyterian Church in Canada in Dealing with Sexual Abuse and/or Harassment*;
- And providing educational opportunities around issues of sexual abuse and/or harassment within the church.

History Committee

The History Committee shall be composed of four members. The committee shall be responsible for:

- Encouraging the preservation of historical records by congregations within the bounds of the Presbytery;
- And informing the Presbytery and its congregations of any matters regarding history that are received from the higher courts of the church.

Presbytery Web Committee

The Presbytery Web Committee shall be composed of four members plus the Presbytery's Webmaster(s),

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;
- 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;
- And making a recommendation to Presbytery for the appointment of Presbytery webmaster(s). The appointment of the webmaster(s) shall for a three year term, and renewable. The webmaster(s) shall be accountable to the Presbytery through the Web Committee. If the webmaster(s) is/are a member of Presbytery, they shall be members of the Web Committee.

Special Committees

a. Special Committees may be appointed by the Presbytery for certain temporary or limited objectives. These special committees become effective immediately upon appointment. Should any special committee fail to report within one year of its appointment or of its last report it shall be deemed to be discharged.

b. A Nominating Committee shall be appointed in March each year to make nominations to the Standing Committees of the Presbytery, and to recommend nominations for official positions. The minister and representative elder from one pastoral charge in each area listed below, in rotation, shall form the committee. The convener shall be named when the committee is appointed.

c. Presbytery groupings for Nominating committee purposes:

A: Burlington East, St. Paul's, Burlington; Brant Hills; Knox, Burlington; Knox, Waterdown; Kirkwall.

B: West Flamborough; Alberton; Knox, Dundas; St. Cuthbert's; Erskine; Central

C: St. Paul's, Hamilton; MacNab Street; St. John & St. Andrew/St. David's; Trinity; Chalmers, Hamilton;

New Westminster

D: 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.

E: John Calvin Hungarian; Roxborough Park; St. Columba; Heritage Green; Cheyne; St. John's, Grimsby

III. FINANCE

1. The Presbytery's fiscal year shall coincide with the calendar year.
2. a) The Presbytery will appoint a Treasurer for a three year term, renewable.
b) 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
3. 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.
4. The Treasurer shall present to the January meeting an audited statement of all accounts which shall be spread on the minutes of the meeting.
5. Auditors shall be appointed at the November meeting.
6. All members of the Presbytery on the constituent roll and on the appendix shall have their travel expenses paid to every meeting of the Presbytery and committee meetings of the Presbytery.
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:
 - For the purchase of property for church extension purposes,
 - For the erection of buildings for church extension congregations,
 - 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,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 Counseling Trust Fund. The terms of reference of the Care and Counseling Trust Fund shall be:
Funding is 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 counseling 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 Pastoral Oversight Committee, The Trust Fund is administered by the Clerk, the Treasurer and the Convener of the Pastoral Oversight 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

IV. GENERAL POLICIES AND RULINGS

1. 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.
2. Presbytery Funds. “Whereas the Presbytery’s moneys 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*.
- 3 . Presbytery dues are to be remitted quarterly.
4. 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*.
5. McMaster Campus Ministries Council. Their financial report is to be spread on the minutes as an appendix each year by the Mission, Outreach and Church Extension Committee.
6. Interim Moderators. All interim moderators shall report on their progress at each Presbytery meeting and the Clerk shall place this item on the docket.
 1. 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.
 2. Aid-receiving congregations shall be considered as special cases and the interim moderators’ honorarium shall be determined by the Ministry committee.
 3. 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.
 4. 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.
 5. 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.
 6. 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.
 7. Interim moderators may request to serve without an honorarium.
 8. Interim moderators must consult the Ministry and Church Vocations Office regarding the files of candidates for calls or appointments. Interim Moderators are advised to consult the Clerk of the Presbytery to which a candidate belongs regarding relevant information.

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.

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 be placed in the guarantee of stipend in a call.
6. The value of appropriate accommodation shall be reviewed with the submission of a call.

V. REMINDERS TO PRESBYTERY

1. Committees wishing to make special presentations must request time through the Business committee.
2. Committees are initially allowed 15 minutes for their report.
3. Committee meetings are to be scheduled with a view to the convenience of representative elders.
4. All reports must be in the Clerk's hands ten days before Presbytery meets.
5. Ministers must inform the Ministry committee of study leave plans.

APPENDICES

The following Appendices are included for information purposes, but at the time of publication do not form a part of the Standing Orders but have been approved by Presbytery.

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 unaddressed areas of discipleship for which we need 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

1) 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).

2) 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.
- d) Organize Presbytery e-mail communications in an orderly folder storage system.

A secure side to PresbyKirk

Plans are also currently in progress to create a secure (password protected) area on PresbyKirk in which Presbytery minutes and other official documents of the Presbytery may be stored and from which they may be accessed by the members of Presbytery. Specific guidelines relating to the operation of this secure area will be prepared and distributed once the site is operational.

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.
2. 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).
3. 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.
4. 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.
5. 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.
6. 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:

1. 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.
2. A complete set of Financial Statements (Balance Sheet, Income Statement at minimum) must 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.
3. 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.
4. 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.
5. All loans will be reviewed upon their anniversary by a working group of the Business Committee for continuation and appropriateness of terms.
6. 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.

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.