

STANDING ORDERS OF THE PRESBYTERY OF HAMILTON

Note: Only the main body of this material represents the "Standing Orders" of the Presbytery of Hamilton. The appendices published with the "Standing Orders" are included only for the sake of convenience. The appendices do not have the same status and are not subject to the same restrictions concerning revision as are the formal "Standing Orders".

1. MEETINGS

1. The Presbytery shall hold ordinary meetings on the second Tuesday of January, February, March or April, May, September, October, and November. Meetings that fall on a Tuesday in the month that includes Easter will be held at the court's discretion and will arranged at a previous meeting. The June meeting shall be held on the second Tuesday following the General Assembly. Meetings may be held online at the discretion of the Business Committee.
2. Ordinary meetings shall begin at 7 p.m. and adjourn by 9:30 p.m. To facilitate the efficient completion of business, a motion is in order to extend the meeting to conclusion of business or simple agreement to continue to 10 pm. Unanimous consent is required to extend the meeting beyond 10:30 p.m.
3. At their discretion, the Business Committee shall arrange suppers and informal gatherings, and shall facilitate dialogue, reflection and educational opportunities during meetings as required. The Presbytery through the Business Committee shall set costs from time to time as required.
4. The September meeting shall include a program of orientation (prepared by the Clerk and the Congregational Life Committee) which may include an informal get together during the regular meeting to welcome new members to the Court. The worship is by the outgoing Moderator or the outgoing Moderator's Chaplain. The installation of the new Moderator will happen once the court has been called to order. This meeting shall normally be held in the outgoing Moderator's church. Holy Communion will be celebrated during worship at the September Meeting.
5. All ordinary meetings shall be for the conducting of the regular business of the Presbytery. Other matters will be dealt with as follows:
 - September: Orientation of new commissioners (Congregational Life).
 - October: Stipends for following year (Ministry).
 - November: Budget for the following year and the appointment of examiners of the Presbytery financial statements (Business); Presbyterian Sharing allocations (Mission); the appointment of Commissioners to the General Assembly. (Nominating)
 - January: Presentation of the Treasurer's report (Treasurer/Business)
 - February: Consideration of the Treasurer's report.

March/April: The examination of Session records in even numbered years (Business) (See note below)

May: Election of the Moderator-Elect, Standing Committees for the following year. (Nominating)

June: The reports of the Commissioners to the General Assembly; the appointment of Commissioners to the Synod (Nominating)

NOTE: Session records include Session minutes and the Membership Roll

6. Procedures and rules of debate (See Appendix F) shall be enforced at all regular meetings. The Presbytery shall use a consent agenda.

2. ATTENDANCE

Attendance at each meeting shall be kept where members shall sign as they enter the court. There is an obligation on behalf of all members to attend all meetings. The Clerk shall monitor attendance at Presbytery meetings, and conveners shall monitor attendance at committee meetings. The names of Presbyters attending fewer than 2/3 of regularly scheduled meetings shall be referred to the Business Committee for investigation and appropriate follow up. The purpose is to connect for pastoral reasons. There is an expectation that regrets will be presented as a courtesy to the Presbytery.

3. 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. The election shall occur in the year preceding so that the Moderator Elect sits on the Business Committee for a year prior to coming to office.
2. The Moderator shall be a member of all Committees ex officio.
3. The Moderator elect shall be appointed at the May meeting of Presbytery (Nominating)

4. 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 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.

5. 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.

6. 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 Treasurer, and any three others, 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 or not included in the approved budget shall be referred to the Business Committee for study and report.

8. The Presbytery shall maintain an Extension and Replanting Fund for which all congregations in the Presbytery shall be assessed an amount based on an equitable financial formula.

9. The terms of reference of the Extension and Replanting 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 subject to the approval of Presbytery:

a. For the purchase of property for new church development.

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. For the provision of grants to cover some of the initial costs involved in
publicity, worship, and Christian education in new church extension projects.

e. Any Replanting projects or staff approved by Presbytery.

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.

7. 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 and Synod, both ministers and elders, shall be appointed only by rotation according to the guidelines in Appendix I, 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 and Synod (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 Assembly or Synod.

8. 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. (See the Clerk for the form to be filled out)
3. Any Committee wishing to present a report should give that intent by the Business Committee Meeting preceding the Presbytery Meeting and should be emailed to the clerk by the Friday before the Presbytery meeting to insure that Presbyters have the reports in sufficient time to review their content. 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. 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. The financial report of the McMaster Campus Ministries Council 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.

9. 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:

- the Convener(s) (or Representative) of all Standing Committees (Congregational Life; Faith Formation and Students Committee; Futures Committee; Ministry Committee; and Mission Committee),
- the Moderator,
- the Moderator-Elect (when chosen) and Immediate Past Moderator (neither of whom vote),
- the Clerk of Presbytery and The Treasurer; NOTE: Both the Clerk and Treasurer are accountable and responsible to the Presbytery through the Business Committee.
- any other Presbyter(s) appointed by the Nominating 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 even-numbered years;
- Setting the time and place for the meetings of Presbytery as well as preparing the docket for such meetings;
- Recommending 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.
- Exercising oversight of the Presbytery's website and webmaster(s)

Congregational Life, Policies and Procedures Committee

Structure: The Congregational Life Committee is comprised of the Convener and any other Presbyter(s) appointed by the Nominating Committee

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

1. Congregational and Pastoral Care
 - Being available to congregations, professional church workers and Interim Moderators who may wish to consult.
 - Identifying situations within the bounds of the Presbytery requiring pastoral care and initiating pastoral care at its own discretion or when directed by the Presbytery or Business Committee;
 - any correspondence received by the Business Committee from within congregations or from another Committee having been referred to the Committee and found to have a bearing upon matters coming before the Court, shall be dealt with by the Committee before discussion of such matters takes place.

2. Hospitality

- preparing Presbyter name-tags for use at presbytery meetings.
- gathering the names of representative and alternate elders and the contact information for all members of Presbytery, to be passed to the Clerk for sharing of Presbytery news and reports.

3. Policies and Procedures

- ensuring congregational and Presbytery compliance with the following policies of the Presbyterian Church in Canada:
 1. Leading with Care Policy
 2. Policy and Procedures for Addressing Harassment in the church
 3. Policy for Dealing with Allegations of Racial Harassment
 4. Policy for Dealing with Sexual Abuse and Sexual Harassment
- Ensuring that all professional church workers have received training as required by the Policies of the Presbyterian Church in Canada in dealing with Sexual Abuse and/or Sexual Harassment
- Providing educational opportunities around issues of sexual abuse and/or sexual harassment within the Church.
- assisting the Presbytery to oversee Leading with Care compliance within the presbytery
- Every two years in even years, requesting and reviewing reports from sessions detailing their progress in implementing the Leading with Care Policy.
- Reviewing reports from sessions about Leading with Care that are generated during Presbytery visitations.
- Requesting all ministers serving within the bounds to present police vulnerable sector checks at times specified by the Leading with Care Policy.
- Reviewing the originals of all police vulnerable sector checks of ministers within the bounds and maintaining a copy in a confidential file to be retained by the Presbytery Clerk.
- In cooperation with Faith Formation and Students Committee, ensuring that the presbytery offers a workshop on the Leading with Care Policy every two years in odd years.

4. Visitation

- Visitations to the Presbytery churches will be organized and conducted by the Congregational Life Committee.
- Dividing up visits among Committee members as seems necessary. Ordinarily, this will be a team of one professional church worker and one Ruling Elder. Several pastoral charges shall be visited each year such that each charge will be visited at least once every five years or as deemed appropriate in consultation with the Business Committee.

- 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 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.
- We will contact the minister of the congregation in advance to arrange a Presbytery visitation date.
- Prior to the visit the congregation will receive a visitation letter describing the purpose and process of the visitation.
- Prior to the visit we will request an annual report, mission/vision statement, Sunday Service bulletin and a recent congregational newsletter (if available).
- The Visitation Team will look at the congregation's statistics recorded in the past five years of the Acts and Proceedings.
- Soon after the visit, the Committee will share their Report with recommendations with the pastoral charge, followed by Presbytery's Business Committee, and lastly with the Presbytery at their regular meeting.

Faith Formation and Students Committee

Structure: The Committee will be comprised of the Convener and any other Presbyter(s) appointed by the Nominating Committee. The Committee may recruit additional members from the congregations of Presbytery.

Responsibilities: The Faith Formation and Students Committee shall:

- Provide support and facilitate networking for children and youth education, and education for lay leaders within congregations.
- Create and maintain a directory of congregational Christian Education leaders to facilitate networking and mutual support within the Presbytery.
- Identify and communicate lay training and education opportunities to the Presbytery.
- Administer Presbytery's disbursement of Lay Education Bursaries (up to 1/3 of the funds allocated in the Presbytery budget upon suitable application).
- Provide care and oversight of students for the professional ministry of the Church from initial certification to ordination or designation. The committee will meet with students for ministry at least annually.
- Review the Presbytery student bursaries. Bursary funds are administered by the Presbytery Treasurer. Students are awarded bursaries for each course completed.
- Support students in accessing bursaries and scholarship opportunities.
- Promote the three Colleges of the Church.

Futures Committee

Structure: The Futures Committee is comprised of a Convener and other presbyters appointed by the nominating committee. Members may be added by the Futures Committee at other times of the year as required to carry out its work.

Responsibilities: Building upon and bringing together the work of the Task Force on Congregational Viability (2001), the Emmaus Project, and the Sine Nomine Task Force, the Futures Committee will continue to promote and foster renewal within the congregations of the Presbytery, and within the Presbytery of Hamilton itself. Fundamental to that task are certain understandings:

- That a viable congregation/presbytery is a healthy congregation/presbytery
- That a healthy congregation/presbytery is a missional congregation/presbytery)
- That a healthy missional congregation/presbytery engages the needs of the community
- That the health and renewal of ministry and mission flow from a vital relationship with Jesus Christ as Lord and Saviour and from the guidance and power of the Holy Spirit.

The Futures Committee shall be responsible to:

- promote and teach strategic thinking on congregational renewal
- Educate churches on different types and opportunities for renewal, in conjunction with the Faith Formation and Education Committee
- Demonstrate different types of missions and ministries in conjunction with the Mission Committee
- invite and respond to congregational initiatives for renewal within the Presbytery
- Assess and refine proposals brought to the Futures Committee
- Champion proposals within the Presbytery
- Equip and resource congregations seeking renewal using the wide range of resources and funding opportunities available within and outside the denomination
- Support and walk alongside congregations as their proposals become active projects
- Report regularly to the Presbytery on the progress of its various proposals and projects

Ministry Committee

Structure: The Ministry Committee is comprised of a Convener and other presbyters appointed by the nominating committee.

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 and Interim Ministers.
- Conducting exit interviews.
- Providing oversight of the terms and conditions of calls and appointments of Ministers of Word and Sacraments.
- Recommending mentors for newly inducted ministers.
- Reviewing stipends and recommending minimum stipend figures for the following year to the October meeting of Presbytery.

Mission Committee

Mission Committee structure: The Mission is comprised of a Convenor and any other Presbyter's appointed by the Nominating Committee.

Mission Committee Responsibilities:

- Assist with all matters related to the responsibilities of the mission projects within our local churches
- Review grant applications to Canadian Ministries of the Life and Mission Agency
- Review all grant requests to the Synod Creative Ministry Fund and the Cooke's fund
- Receive and review grant requests related to the Presbytery Mission Fund, making recommendations to Presbytery.
- Support and provide resources for outreach or mission initiatives within the bounds of the Presbytery (in consultation with the appropriate Committee)
- All matters related to the McMaster Campus Ministries Council and the Ecumenical Chaplaincy,
- Being the contact for the Presbyterian World Service and Development (PWS&D) and Presbyterians Sharing.
- Presenting Presbyterians Sharing allocations to the November meeting of Presbytery and provide monthly updates on the monthly contributions to Presbyterians Sharing
- Reflecting on issues of social justice and developing our Christian responses to these concerns.
- Developing Mission plans for the assets from congregations that have dissolved, and providing assistance for Mission plans for amalgamating congregations.

Nominating Committee

Structure: The Nominating Committee shall be comprised of the Past Moderator, who shall Convene the committee, and the minister and representative elder from one pastoral charge in each area listed below, in rotation:

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

B: St. Andrew's Ancaster, Knox, Dundas; St. Cuthbert's; Erskine; Chedoke; The South Gate.

C: Central; St. Paul's, Hamilton; MacNab Street; St. David's; John Calvin Hungarian; Trinity.

D: Knox, Jarvis; Chalmers, Walpole; Caledonia; St Paul's, Carluke/Knox, Binbrook; Kirkwall; West Flamborough.

E: Family Church of Heritage Green; Cheyne; St. John's, Grimsby; Roxborough Park; St Columba.

Responsibilities:

- The Nominating Committee will nominate each member of Presbytery to a Standing Committee, giving a provisional report at the May Meeting and then a final report in the June Meeting of each year.
- To recommend nominations for Moderator
- To nominate commissioners and YARs to General Assembly and Synod according to the process described in Appendix I.
- To nominate Equalizing Ministers and Elders when needed, with consultation from the Ministry committee.
- To deal with any business that may be referred by the Presbytery.
- It is expected that the Nominating Committee will maintain the principle of parity among Ruling/Teaching elders insofar as possible, and also consider giftedness for the work undertaken by any appointee.

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 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.

10. DISSOLUTION AND AMALGAMATION OF CONGREGATIONS/ SALE OF CHURCH PROPERTY

1. Dissolving Congregations - The General Assembly determines the dispensation of proceeds from the sale of church buildings or property of dissolved congregations. A portion of those proceeds are usually returned to the Presbytery for use in supporting approved mission initiatives. The Mission Committee of the Presbytery will be responsible for preparing a Mission plan for the Presbytery's portion of the dissolved congregation's assets. It is the policy of the Presbytery of Hamilton that at least 2.5% of the total proceeds from a dissolved congregation (before any amount removed for General Assembly use) be dedicated towards local indigenous ministry and/or healing and reconciliation work of the Presbyterian Church in Canada, with the remainder being used to support local mission initiatives.
2. Amalgamating Congregations - When congregations are amalgamated and property sold, a Mission plan for the use of the proceeds is prepared by the Presbytery, following sections 200.9 and 200.11 in the Book of Forms and the Policy for the Amalgamation or Dissolution of Congregations, so as to further the mission of Christ in the local community and beyond by supporting local, national and international mission. The Presbytery recommends that at least 1.5% of the total proceeds of the sale of church property in amalgamating congregations be dedicated towards local indigenous ministry and/or healing and reconciliation work of the Presbyterian Church in Canada.
3. General Guidelines for Mission Plans - In developing Mission Plans, funds should not be designated for other denominations or non-church programs. The Trustee Board has a fiduciary and legal responsibility to ensure that assets of The Presbyterian Church in Canada are used for the benefits of The Presbyterian Church in Canada. These assets were accumulated through the donations of Presbyterians over the years whose intentions we need to assume were that their gifts be used for the work and ministry of The Presbyterian Church in Canada. (Policy for the Amalgamation or Dissolution of Congregations Revised March 2023, page 10)

APPENDICES TO THE STANDING ORDERS

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 below?
5. How does the congregation develop lay leadership?

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 fulfill 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

Evangelism consists of many activities by the congregational members such as: building friendships; praying; helping your neighbor; inviting people to relevant church events; offering church events that serve peoples' needs; sharing how your relationship with Christ helps you in life; and explaining how to become a Christian. There is also the minister's involvement in the community.

1. How are those in the congregation 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 Presbyterian Church in Canada link to the Privacy Policy.

<https://presbyterian.ca/resources/resources-od/privacy-policy>

The Clerk of the Presbytery (hampresby@gmail.com) should be advised of new email addresses and any subsequent changes of email addresses for churches, and Presbyters (ministers and elders).

Presbytery documents and correspondence by email are Confidential and intended only for the designated recipient.

Oversight of Congregational Computers and Internet Access

All congregations within the Presbytery should secure their computers and Internet access:

- 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 ensure 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. Set very stringent privacy settings on any social networking profile to shield adult and youth members from viewing content that may be inappropriate.
- c) Require all staff and limit volunteers to have use the congregation's computers and/or Internet access and to sign a statement confirming and understanding that they have authorization and have password protected user accounts
- 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.

Oversight of Congregational Websites

Congregational websites are an official representation of the congregation and must remain under the oversight of the Session.

Posts and Blogs

Social media posts and blogs are not the places to air personnel issues, work conflicts or personal grievances with your employer or colleagues. Please use appropriate channels. Ask permission of people before posting videos or photos of them or tagging them.

APPENDIX C – Order of Presbytery Business

The Presbytery Gathers in God's Presence

Worship – Host Minister (up to 20 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. The message shall have a devotional nature and should address the most important issues facing the Church.

Constitution of the Court – Moderator

Welcome and Regrets

Adoption of Minutes

Report of the Business Committee

Reports for Information

Report of the Congregational Life, Policies and Procedures Committee

Report of the Faith Formation and Students Committee

Report of the Futures Committee

Report of the Ministry Committee including Interim Moderator's Reports

Report of the Mission Committee

Report of the Nominating Committee

Reports of Task Forces and other activities

Special Reports/Calls/Retirements at stated hours

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

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.

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

Presently, there are six 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 funds are Students Fund; Care & Counselling Fund; Christian Education Fund; and Mission Fund. These 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 sections 33 through 64.

Presbytery Orientation Notes

This is for new people to Presbytery and for all others who would like a refresher on how Presbytery works. Some of the following is adapted from the Commissioner orientation to General Assembly the rest has been developed by the Clerk of Presbytery.

Being a member of Presbytery is both a privilege and a responsibility. It is hoped that our time will be a worshipful, enjoyable and enriching experience, by praying, listening, speaking and voting, we discern the mind of Christ for the Presbytery of Hamilton and The Presbyterian Church in Canada.

It is important for the efficient and effective conduct of the Presbytery for each member to read the material sent by the clerk before coming to Presbytery and have any questions prepared in advance.

The roll of Presbytery has four different memberships. Ministers who are serving in at least a half time call, ministers on the appendix because there are inactive ie by retirement, Representative elders and Alternate Representative elders. Only two may make or vote on motions, all may ask questions and make comments. Only ministers who are actively serving and Representative Elders may vote. If the Representative Elder is absent the Alternate Elder may vote in their place. If both Representative and Alternate Elders are both attending only the

Representative Elder may make motions and vote. The Presbytery is to maintain an equal number of active ministers and Representative Elders for parity.

When a member of the Presbytery rises to speak they can only address the Moderator and not another member. They should state whom they are so everyone knows who is speaking.

The Presbytery of Hamilton

The Presbytery is a court of The Presbyterian Church in Canada and consists of ministers and elders from the geographical area that includes the Cities of Hamilton and Burlington, the towns of Grimsby, Caledonia, Hagersville, Jarvis, Walpole and Port Dover.



The Moderator calls the Presbytery to order and by Prayer. The installation of the Moderator takes place at the September Meeting of Presbytery and they serve for one year. They can be ministers or elders but need to be an active member of Presbytery. The Moderator conducts the Presbytery and is responsible for keeping good order. The Clerk of Presbytery sits by the Moderator to offer advice as needed and to record the minutes. The Business Committee sets the docket or agenda but the Presbytery approves it at the beginning of the meeting.

The Presbytery has a number of standing committees which all voting members or volunteers conduct the business of the Presbytery. They will bring recommendations which are debated on the floor of Presbytery. Any recommendation/motion may be amended as long as you have a member that seconds your amendment. Once voted in the affirmative the amendment becomes the new recommendation/motion and will be voted on as such. If the amendment or any recommendation or motion is voted in the negative, it falls and is no longer considered.

Some recommendations will be adopted by the consent of the Presbytery, usually reports which are for information only.. Consent recommendations are those the presenter believes do not require Presbytery discussion. Any member of Presbytery who wants to discuss a consent recommendation may ask that it be removed from the consent recommendations and it will be discussed and voted on in the usual manner.. Additional motions are usually permitted provided that they are related to a report before the Presbytery.

Voting is by a show of hands. If the moderator cannot determine that a simple majority has been reached, the moderator will call for a standing vote so that it can be accurately counted. If you did not vote in the show of hands you may not vote by a standing vote. You also cannot change your vote from the show of hands to the standing vote. If you voted in the negative you may ask for your dissent be recorded. You may also ask to have a dissent done in written form and can ask for ten days to provide that to the clerk. The moderator needs to approve of your

request. At any time you can stand and ask for a point of order to clarify what is happening. So ask questions, just don't assume the others know completely what is going on.

What does a sederunt look like?

The word sederunt is Latin for "they sat". In the context of the Presbytery, a sederunt is a "sitting" or a meeting segment of the gathering. Typically the Presbytery sederunt is a complete monthly meeting.

The Moderator opens and closes each sederunt with prayer.



The Presbytery of Hamilton meets in regular session monthly except for December, March or April (Depending when Easter falls in the calendar), July and August. The Presbytery may meet at the Call of Moderator at other times to deal with emergent business ie inductions or special situations.

You may contact the clerk to ask questions, clarify decisions etc outside of the Presbytery by email at hampresby@gmail.com.

May God bless you as you accept this commission and serve the church.

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 during the Ministry Committee Report.
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 – Guidelines for Commissioner Nominations to General Assembly/Synod

General Assembly Commissioners must normally be appointed by January 31.

Commissioners should be appointed at the November meeting of Presbytery.

Synod Commissioners must normally be appointed by September 1.

Commissioners should be appointed at the June Meeting of Presbytery.

1. Commissioners to General Assembly and Synod meetings shall be nominated according to the rotation process described below, except in special circumstances as noted in section 8.4 of the Standing Orders.

2. The rotation roster for ministers and ruling elders shall be established and maintained by the Clerk of Presbytery and distributed to the Presbytery for information after every General Assembly and Synod is completed.
3. The rotation roster for ministers shall consist of those on the constituent roll of Presbytery. The rotation roster for ruling elders shall consist of the pastoral charges of the Presbytery, each of which may send one elder currently on the constituent roll of their Session(s).
4. When a minister (or equalizing minister) is added to the constituent roll, they will also be added to the bottom of the rotation roster, with the month and year of addition noted. If a minister (or equalizing minister) is removed from the constituent roll, they are also removed from the rotation roster.
5. When a congregation is added to the Presbytery, they will also be added to the bottom of the rotation roster, with the month and year of addition noted. If a congregation is dissolved, they are removed from the rotation roster. In the case of an amalgamation, the new congregation takes the highest spot of the amalgamating congregations.
6. Nominations for commissioners to General Assembly and Synod will be sought, starting at the top of the rotation roster and descending until the appropriate number of commissioners is reached plus one alternate from each list.
7. Those who are nominated will be moved to the bottom of the rotation roster after they have served, with the month and year of the attended Assembly/Synod meeting noted.
8. Those who are nominated as alternate commissioners but do not need to serve retain their position in the roster.
9. Those who decline the commission to attend will be moved to the bottom of the rotation roster, below those who accepted, with the month and year of the declined Assembly/Synod meeting noted.
10. Commissioners who must resign their commission due to extenuating circumstances after they are appointed may retain their position in the roster at the recommendation of the Nominating Committee.

See Standing Orders Section 7.5 - Commissions to the General Assembly and Synod (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.

APPENDIX J - Guidelines for Equitability for Women Serving in Ministry

The 2021 General Assembly of the Presbyterian Church in Canada reaffirmed the role of women in ministry by acknowledging the importance of the measure requiring Presbyters to continue to attend the ordinations of women, and to not allow for liberty of conscious in showing support in this manner (CLK 006, A & P 2021).

As a Presbytery, we honour this affirmation by upholding the national standards and going a further step in identifying ways inequalities yet exist.

1-We affirm all existing policies upholding the place of women in vocational ministry, including, but not limited to: a full housing allowance or manse + utilities regardless of marital status. (If a clergy couple serves in ministry, they each retain a full housing allowance or manse + utilities, as that is part of each of their respective calls.)

2-The PCC requires at least a 95% stipend top up for the first 6 months of a maternity leave and housing allowance or manse + utilities for the first 6 months of a maternity leave. As a Presbytery, we affirm a woman's choice to take a full maternity leave (up to 18 months) without concern over adequate housing. Henceforth, churches in the Presbytery of Hamilton shall continue to cover the expenses of a housing allowance or manse + utilities through the entire maternity leave (up to 18 months). Churches may also choose to top up their ministers stipend beyond the first 6 months, at the discretion of the Session. (Churches may apply to Presbytery for financial assistance if finances are a concern).

3-The Presbytery of Hamilton affirms each person's call into ministry in the manner laid out by the Book of Forms. We will make sure that nominations processes are fair and equitable to women in ministry, following a standard rotation as laid out in the Appendix on Nominations for Synod and General Assembly. Where able, we will ensure that women are fairly represented on each of our standing committees as well.