

The Presbytery of Brampton of



STANDING ORDERS

MISSION STATEMENT

The Presbytery of Brampton seeks to build up ministry within its bounds by supporting its congregations and ministers as they seek to live out the mission of Jesus Christ.

“Vision for the Presbytery of Brampton”

To do this...

- We will be transparent, compassionate, consultative and accountable to our Pastoral Charges and the wider Church
- We will be a loving, inclusive community - truly God's family.
- We will be effective communicators.
- We will have a Spirit-led ministry by the whole people of God.
- The Courts of the Church will be vital and compassionate.
- The administration of the Church will be lean and accountable.

COURT PROCEDURES

1. MEETING TIMES AND PLACES

- 1.1. Meetings of the Court shall be held on the fourth Tuesday of the following months.
January (R), February (C), March/April (R*), May (C), June (R), September (R), October (C) and November (R). (*-The court shall not ordinarily meet during the month that includes Easter.)
- 1.2. Meetings of the Court shall commence at 7:00pm, with a brief time of devotion arranged by the host minister. At all meetings, this shall ordinarily be 30 minutes.
 - 1.2.1. The September meeting of the Court will begin with the Celebration of the Lord's Supper, led and conducted by the minister of the host congregation, or the Moderator or their designate when the host congregation is vacant. The service shall include the induction of the Moderator-elect by the immediate Past Moderator or designate.
 - 1.2.2. The June meeting, and a third meeting during the year (*to be determined by the Worship subcommittee, in conjunction with the Business Committee*) will also begin with the Celebration of the Lord's Supper, led and conducted by the minister of the host congregation, or the Moderator or designate when the host congregation is vacant.
- 1.3. Meetings of the Court shall have a stated hour of adjournment at 10:00pm. At the Stated Hour of Adjournment, a motion to extend the length of meeting by one half hour (30 minutes) may be entertained, otherwise all items not considered or finalized will automatically be referred back to the Committees, or to a special meeting if the Court deems that matters cannot wait till the next regular meeting.
 - 1.3.1. If, however, at the end of the extended time, it is the opinion of the Court that critical business must be accomplished, a motion to extend the meeting to the conclusion of specified business may be entertained.
- 1.4. Meeting Rotation
 - 1.4.1. Regular Business Meetings of the Court shall be held within each pastoral charge within the bounds of the Presbytery of Brampton on a rotational basis.
 - 1.4.2. A single congregation shall take responsibility for hosting Committee Meetings per September – June cycle. This congregation will be determined by the Business Committee, either through invitation or by request.
 - 1.4.3. In the case of a circumstance where the Court is kept from meeting in person, it shall fall to the Business Committee to determine the manner and method of the Court's meeting.

2. REGULAR MEETINGS

- 2.1. Meetings of the Court designated as *Regular* (R) shall be for the conducting of regular business, and shall include the receiving of reports from all the Standing Committees of Presbytery.

2.2. Dinner will ordinarily be provided by the host congregation and shall commence at 6:00pm. The customary cost shall be \$10 (ten dollars) per plate.

3. COMMITTEE MEETINGS

- 3.1. Meetings of the Court designated as *Committee* (C) shall be for the dealing of emergent business only, such matters being limited to thirty (30) minutes. All Standing Committees will meet thereafter, at 8:00pm.
- 3.2. In addition to the designated meetings of the Standing Committees, all Committees are encouraged to meet at such other times as required to conduct their business.

4. GENERAL PROCEDURES

- 4.1. Three members, including the Moderator (or Acting Moderator) and two others, one of whom is a minister, form a quorum.
- 4.2. Procedures and rules of debate shall be as per the Book of Forms, sections 33 to 64 inclusive, and as amended and approved by the Presbyterian Church in Canada.
- 4.3. The Moderator shall enforce the rule that a member shall speak only once to a motion.
- 4.4. Notices of Motion, motions, and amendments, must be transmitted to the Clerk in writing, so that the Clerk may read them to the Court.
- 4.5. The presentation of each Committee's report will be limited to fifteen (15) minutes, and reports not completed within that time may be considered again at the end of the docket, in rotation. Items not considered because of time shall be referred back to the Committee.
 - 4.5.1. Stated Hours shall be given the time determined by the Business Committee
 - 4.5.2. New Business items shall be limited to ten (10) minutes each, unless extra time is granted by the Court.
- 4.6. The Standing Committees of the Presbytery are:

4.6.1. Business Committee	4.6.5. Missions
4.6.2. Nominations	4.6.6. Pastoral Guidance
4.6.3. Congregational Life	4.6.7. Sexual Abuse and Harassment
4.6.4. Ministry	4.6.8. Standing Orders
- 4.7. All Committee reports shall be in writing and sent to the Clerk at least one week prior to the Regular meeting of the Court, in order that they may be circulated to Presbyters along with the Calling Notice.
 - 4.7.1. However, there may be occasions when a Committee's report contains matters of a confidential nature, and therefore would not be circulated prior to the meeting.

OFFICERS OF THE COURT

5. MODERATOR

- 5.1. The Moderator shall be nominated and elected at the March/April meeting of the Court, on the recommendation of the Nominating Committee.
- 5.2. The Moderator-elect shall serve as a member of the Business Committee, with installation to the office of Moderator taking place at the September meeting of the Court.
- 5.3. The Moderator shall serve for a term of one year, commencing in September. No one elected as Moderator shall hold the office more frequently than once in five years.
- 5.4. The Moderator shall serve as the convener of the Business Committee, and by reason of their office, shall also be a member of all other Standing Committees.
- 5.5. The Moderator shall constitute the Court and preside over all its proceedings, open and close the meetings with prayer, preserve order, take the vote, announce decisions, pronounce censures, sign minutes when sustained, instruct parties to judicial process, call meetings for emergent business, and generally direct the business of the Court as per the polity of the Presbyterian Church in Canada.
- 5.6. In the absence of the Moderator, their predecessor in office, or any other previous Moderator sitting in the court, any constituent member chosen by the Court may preside. Should the Moderator appear at any stage of the proceedings of the Court, they must take the chair, and the fact is recorded in the minutes.
- 5.7. If the Moderator is a party concerned in any case before the Court, the Presbytery appoints another to take their place, who, for the time being, has all the rights and functions of the Moderator, but signs documents as "Acting Moderator".

6. CLERK

- 6.1. The Court shall appoint from among its number a Clerk. for a term of five (5) years. Such appointment, with the approval of the Court, can be extended for a further term of five years. No individual, however, shall serve more than two (2) successive terms.
- 6.2. The Clerk's primary duties shall be in accordance with section 181 of the Book of Forms, to wit, "*to keep the record of proceedings and to transmit the same annually to the Synod for review; to keep an accurate roll of the members; to preserve all papers belonging to the court; and to give certified extracts from the minutes, when instructed or when they are applied for, or when the nature of the business requires that they be given.*"
- 6.3. The Clerk shall also oversee the reception and disposition of all correspondence which shall properly come before the Court.
- 6.4. Presbyters shall submit their reasons for not attending a regularly scheduled meeting to the Clerk, who shall keep record of same.

- 6.5. The Clerk shall act as the Secretary of the Business Committee and, in such a capacity, compose the report of the Business Committee, including the Correspondence Report.
- 6.6. The Clerk shall ensure that all Calls which are to come before the Court are in the proper form, contain the required elements, and meet the required Stipend standard as set by the Presbytery and the General Assembly.
 - 6.6.1. Calls shall be in the hand of the Clerk one (1) week prior to the meeting where they are to be considered.
- 6.7. The Clerk shall act as advisor to the Court in matters of good order and the interpretation of the Book of Forms.
- 6.8. The Clerk shall transmit, either electronically or by conventional mail, the unapproved Minutes to Presbyters within one week of a meeting of the court.
- 6.9. The Clerk shall also transmit, either electronically or by conventional mail, the Call to Meeting, the draft Docket, Committee reports, and notices and announcements, to Presbyters within the week prior to the Regular meetings of the Court.
- 6.10. The Clerk shall be compensated for their work at a rate of \$12,000/year. This stipend amount shall be reviewed annually in the Presbytery Budget.
- 6.11. The Court may, at its pleasure, appoint a **Deputy Clerk**, whose duties shall be to assist in any and all matters of the Clerk's responsibilities at the direction of the Clerk, the Business Committee, or the Court (See Appendix B). The Deputy Clerk shall be compensated for their work at a rate of \$4,000/year. This stipend amount shall be reviewed annually in the Presbytery Budget.
- 6.12. If the Clerk is unable to perform the duties of the office for a period of six (6) calendar months in a row, the Court may choose to appoint the Deputy Clerk to the Clerk's position, up to a term of one (1) year.
 - 6.12.1. If the Clerk is rendered unable to perform the duties of the office for what is easily seen to be an indefinite period (e.g. serious illness, injury, suspension), the Court may choose to appoint the Deputy Clerk to the Clerk's position immediately, up to a term of one (1) year.

7. **TREASURER**

- 7.1. The Court shall appoint from among its number a Treasurer for a term of five years. Such appointment, with the approval of the Court, can be extended for a further term of five years. No individual, however, shall serve more than two successive terms. If no suitable candidate exists within the Court's membership, a suitable Treasurer may be proposed to the Court through the Business Committee.
- 7.2. The Treasurer shall keep a record of all receipts and disbursements in a ledger, or on electronic media, with hard copy kept on file. (An off-site backup, electronic or hard copy, is also strongly recommended.)

- 7.3. The Treasurer shall prepare and make bank deposits of Assessment payments, and all other receipts of cash and cheques as often as necessary.
- 7.4. The Treasurer shall prepare and issue cheques to meet accounts payable, and for other purposes as directed by the Court.
- 7.5. The Treasurer shall prepare and present regular reports of Congregational Assessment payments, or as directed by the Court.
- 7.6. The Treasurer, if possible, shall attend meetings of the Business Committee, and all Regular meetings of the Court.
- 7.7. The Treasurer shall suggest those who will annually review the Presbytery's financial status, subject to the Court's approval.
- 7.8. The Treasurer shall prepare an Annual Report of Receipts and Disbursements for presentation to the Court at its February meeting, or its March meeting at the latest.
- 7.9. The Treasurer shall prepare and present a Budget to the Court. Ordinarily, the draft version will be considered at the **October** meeting, with a Notice of Motion given to adopt the budget at the **November** meeting.
- 7.10. The Treasurer shall communicate with all Congregational treasurers to notify them of the Presbytery Assessment, and to encourage all Congregations to pay the Presbytery Assessment in a timely manner.
- 7.11. The Treasurer shall comply with all regulations relating to the Charitable Status of the Presbytery, and file all returns as required.
- 7.12. The Treasurer shall be compensated for his/her work at a rate of \$3000/year. This stipend amount shall be reviewed annually in the Presbytery Budget.

COMMITTEES OF PRESBYTERY

8. All members on the Roll of the Presbytery shall be named to a Committee of Presbytery, as named in §4.6.
 - 8.1. Terms of service for presbyters shall be three (3) years, after which time they may extend their service for a second three (3) year term or move to another Committee, in consultation with the Nominations Committee. No one shall serve more than two (2) successive terms on a single Committee.
 - 8.1.1. Upon request to the Nominations Committee, a presbyter may transfer to another Committee of Presbytery in the middle of a term. This will commence a three (3) -year term on that committee.
 - 8.2. Elders are not bound to serve on the same Committee as the minister(s) from their congregation.
 - 8.3. Committees may, if they so choose, invite individuals outside of the Roll of the Court to serve on them. If they do so, they must inform the Nominations Committee.
 - 8.4. The Chairperson / Convenor for each Committee shall be appointed by the Committee itself, and is responsible for providing the report of the Committee to the Court at each Regular meeting. They may do so by designating another Committee member.
9. **THE BUSINESS COMMITTEE** shall be comprised of
 - the Moderator (Convener),
 - the Clerk of Presbytery (Secretary),
 - the Deputy Clerk,
 - the immediate Past Moderator,
 - the Moderator-Elect,
 - and the Conveners of all of the Standing Committees.
 - The Treasurer, by virtue of their Office will also be a member of the Business Committee, but without a vote (unless also a member of the Court).

Every attempt shall be made to ensure an equal number of Teaching and Ruling Elders are serving on the Business Committee.

- 9.1. The Business Committee shall ordinarily meet one week prior to all Meetings.
- 9.2. The Business Committee shall compile and present a proposed Docket to the Court at the beginning of each *Regular* (R) meeting of the Court, and also to the *Committee* (C) meetings of the Court as required. The Clerk shall ordinarily prepare this for approval.
- 9.3. The Business Committee shall receive all reports of the Standing Committees prior to the meeting of the Court at which they are to be presented.
- 9.4. The Business Committee shall receive regular reports from the Treasurer, and present such reports to the Court as it deems necessary. The Business Committee shall also receive the report of the Treasurer

with respect to the Annual Budget and Congregational Assessments/Allocations, and after due consideration shall report the same to the Court at its **November** meeting.

- 9.5. The Business Committee shall receive and consider all extraordinary requests for the court's time, such as for Call processes, guest speakers, items from individual congregations, etc., and determine the amount of time required for their presentation (if potentially beyond the time limit set out in the Procedures section).
 - 9.5.1. Requests requiring citation or invitation of those not already part of the Court shall be given an Order of the Day.
 - 9.5.2. Requests from within the membership of the Court itself shall rightly be designated New Business and will be placed on the Docket accordingly.
- 9.6. The Business Committee shall recommend to the Court the date, place, and time of all Presbytery Worship Services, together with the names of those participating. Such Worship Services include Inductions, Ordinations, Services of Appointment, and other such Services as agreed by the Court.
- 9.7. The Business Committee shall ensure that the Moderator, the Clerk, and the Treasurer are fulfilling all their responsibilities, and providing pastoral support and encouragement as appropriate. The Business Committee shall ensure that, where appropriate, honorariums are provided to the Courts Office-Bearers, and that all legitimate expenses are paid.
- 9.8. The Business Committee shall present to the Court a report listing all Correspondence and Recommendations as to its disposition. The Clerk shall ordinarily prepare this for approval.
- 9.9. The Business Committee shall insure that all Correspondence referred to the Standing Committees for their attention is returned to the Clerk of Presbytery so that they can be kept on file, together with any reports made and/or actions taken in response to the referred Correspondence.
 - 9.9.1. Correspondence will ordinarily be kept for one (1) year, unless specific exception is deemed necessary.
- 9.10. The Business Committee shall ensure that all Standing Committees and Ad-Hoc Committees carry out the matters assigned to them by the Court.
- 9.11. The Business Committee shall consider the Remits and Referrals from General Assembly and make recommendations to the Court regarding them.
 - 9.11.1. The Business Committee may refer the remits to a Remit Subcommittee for consideration and composition of said recommendations.
- 9.12. It is the responsibility of the Business Committee to ensure that all matters are properly in order before coming to the floor of the Court. Nevertheless, the Business Committee shall NOT conduct the business or make decisions that rightly belong to the Court. Neither shall it act as an executive of the

Court, unless directly instructed to do by the Court. Finally, the Business Committee shall not keep from the Court any matters which properly belong with the Court.

10. **THE NOMINATIONS COMMITTEE** shall ensure that each leadership position in the court is filled according to the gifts of each member.

10.1. These leadership positions include but are not limited to:

10.1.1. All standing committees (see §4.6)

10.1.2. Commissioners to both General Assembly and Synod,

10.1.3. A Synod executive representative (when requested by the Synod)

10.1.4. Assessor elders when needed

10.1.5. Any ad hoc committees as directed by the court.

10.2. Pursuant to the carrying out of its duties, the committee will:

10.2.1. endeavour to achieve and maintain a balance of gender, sexual identity, experience, age, ethnicity, and elders/ministers in all work of the court,

10.2.2. ensure that all members of the Court, both those newly inducted as well as those ending a term of a service, are assigned to a standing committee and advised of their responsibility,

10.2.3. follow a schedule of rotation in choosing commissioners for General Assembly, advising them well in advance of their responsibility,

10.2.4. choose commissioners for Synod as they deem best, again advising them well in advance of their responsibility,

10.2.5. when necessary, secure replacement commissioners,

10.2.6. considering both ministers and elders, seek out a nomination for Moderator of Presbytery each year, to be presented at the **January** meeting (if possible),

10.2.7. when requests for nominations are received from higher courts of the church, publicize such opportunities and endeavour to discern and recommend to the court appropriate candidates from among the congregations of the presbytery,

10.2.8. attempt to discern at least one candidate each year to be nominated as Moderator of the General Assembly from within the Presbytery of Brampton or from another presbytery,

10.2.9. receive notification of those qualified who wish to serve as Interim Ministers and share this information with interested congregations and/or Interim Moderators.

10.2.10. when a charge becomes vacant, recommend to the court a suitable candidate for Interim Moderator.

11. THE CONGREGATIONAL LIFE COMMITTEE is to nurture the health and vitality of all Congregations with the bounds of the Presbytery, through encouraging Spiritual formation of children, youth and adults. In addition, the Congregational Life Committee shall encourage leadership development, effective stewardship, and promote a sense of community within the Presbytery. To Do this, they shall be responsible for:

11.1. All matters of Christian Education under the direction of the Life and Mission Agency of the Presbyterian Church in Canada, including

- Ministry to, and with children and youth,
- Adult education through conferences and training,
- Stewardship,
- Communication and Information Technology,
- Evangelism and Church Growth,
- Social and Justice Ministries,
- Interdenominational/Interfaith Dialogue,
- Camps and Retreat Centres,
- And other such matters in keeping with its purpose, as referred to it by the Court from time to time.

11.2. The Congregational Life Committee shall further take responsibility for Presbyterians Sharing allocations and PWS&D information sharing, including:

11.2.1. Ensuring that each congregation has been made aware of their requested Allocation,

11.2.2. Collecting, recording, and passing on accepted Allocation amounts to Church Offices,

11.2.3. Ensuring that PWS&D relief request information has been passed to each congregation within the Presbytery, and

11.2.4. Reporting on Presbyterians Sharing and PWS&D collections to the Court.

11.3. The Congregational Life Committee shall also oversee the Worship Subcommittee and recommend the date for the third Communion service for the Court (see §1.2.2).

11.3.1. Host ministers for Regular meetings of the Court may wish to include the Worship Subcommittee in the planning and execution of the worship service that commences meetings.

12. THE MINISTRY COMMITTEE is to deal with all matters relating to Ministry personnel, including Ministers of Word and Sacrament, Diaconal Ministers, Retired Ministers, and Students for the Ministry. The Ministry Committee shall also provide oversight and support to those who in interim positions, such as Stated Supply, and Interim Ministry. Responsibilities will include:

12.1. All Ministry matters under the direction of the Life and Mission Agency, the Committee on Theological Education and Reception, and the Pensions and Benefits Board,

- 12.2. Processing applications from those seeking reception as Minister of the Presbyterian Church in Canada, and making recommendations to the Court in support, or otherwise, of such applications,
- 12.3. Addressing questions regarding the use of study leave and providing opportunities for ministers to share their experiences with the court.
- 12.4. Providing pastoral support to all Students for the Ministry, ensuring that all requirements are completed in a timely manner, and reporting the same to the Court,
- 12.5. Presenting Students for the Ministry to the June/September meeting of the Court,
- 12.6. Providing pastoral support and guidance to Ministers and Professional Church Workers on sick leave, ensuring that all the requirements of the Presbyterian Church in Canada are fulfilled. This will involve assisting with the provision of Health or Disability Coverage, and Pulpit Supply where required,
- 12.7. Receiving from any Ministers or Professional Church Workers on sick leave, or long-term disability, requests to resume their active service, ensuring fitness to return. Those intending to return to active service after sick leave or a period of long-term disability are required to present to the Ministry Committee a letter from their attending physician confirming that their health now permits a resumption of duties,
- 12.8. Conducting Exit Interviews with Ministers and Professional Church Workers who are retiring, resigning, or whose Pastoral Tie has been severed by the Court, before the end of their tenure, according to the guidelines provided by the Presbyterian Church in Canada,
- 12.9. Providing a suitable memorial in recognition of Ministers and Elders who have died,
- 12.10. Receive all applications from Congregations seeking to buy or sell a Manse, ensuring that all guidelines set by the Presbyterian Church in Canada have been met, and to make all necessary recommendations to the Court,
- 12.11. Receive all applications from Congregations seeking to borrow from Manse Funds, ensuring that such requests meet the conditions established by the Court (citation will be required), or as the Court may amend from time to time, and to make all necessary recommendations to the Court regarding such applications.

13. THE MISSIONS COMMITTEE is to equip, enable, and empower Congregations for Mission.

13.1. The Missions Committee shall be responsible for:

- 13.1.1. Promoting the Mission work of the Presbyterian Church in Canada as directed by the Life and Mission Agency and Presbyterian World Service and Development of the Presbyterian Church in Canada,

- 13.1.2. Liaising with Congregational mission committee conveners to compile a database of all Mission activity being undertaken by Congregations, locally, nationally, and globally,
 - 13.1.3. Providing pastoral and financial oversight to all Mission Charges within the bounds of the Presbytery, until a Session is elected, at which time such oversight will be transferred to the Pastoral Guidance Committee,
 - 13.1.4. Seeking out opportunities for the establishment and development of new charges and ministry opportunities,
 - 13.1.5. Processing and presenting to the Court all Mission grant applications,
 - 13.2. The Missions Committee may also arrange, from time to time, for speakers to the Court on subjects of Church work around the world.
 - 13.3. The Missions Committee may propose, from time to time, projects to be undertaken by the Court as a whole to benefit local, regional, national, or international mission work.
- 14. THE PASTORAL GUIDANCE COMMITTEE** will provide pastoral support, encouragement and guidance to congregations within the bounds of the Presbytery. This support will be provided to all individuals, both ordained and lay, and is to include all members and adherents.
- 14.1. The Pastoral Guidance Committee will be responsible for congregational visitations.
 - 14.1.1. The Committee will organize and oversee visitations of congregations within the Presbytery. It is recommended that these visitations be conducted on a four-year rotation. Ordinarily, a visitation would not take place during a vacancy, but one may be scheduled if considered appropriate. In the case of a newly inducted minister or long-term stated supply situation, a visitation with the pastor/minister and session is recommended near the end of the first year.
 - 14.1.2. Visitation teams will ordinarily be made up of one ordained minister and two elders. It is not necessary for all members of the visitation teams to be members of the Pastoral Guidance Committee.
 - 14.1.3. Visitation teams are encouraged to meet with the Minister, Session and Board of Managers/Finance and Maintenance Committee, and congregants to assess the spiritual, physical and financial health of the congregation.
 - 14.2. The Pastoral Guidance Committee will review all session records, communicant and baptismal rolls from congregations in the Presbytery.
 - 14.3. The Pastoral Guidance Committee will appoint visitation teams for specific needs as required by congregations and directed by the Moderator, specifically those congregations experiencing struggle, difficulty or going through transitions.

15. The **SEXUAL ABUSE AND HARASSMENT COMMITTEE** is a committee formed of two (2) Ministers and two (2) Elders that shall only be required in the case of a complaint against a Minister or Elder within a congregation in the Presbytery.

15.1. In case of a complaint against a Minister or Elder within a congregation in the Presbytery, the Committee shall follow the guidelines as laid down by the PCC in the POLICY OF THE PRESBYTERIAN CHURCH IN CANADA FOR DEALING WITH SEXUAL ABUSE AND SEXUAL HARASSMENT (2010)

16. The **COMMITTEE TO REVISE THE STANDING ORDERS** shall periodically review the Standing Orders of the Presbytery and to ensure that they reflect proper procedures and understanding within the court, and make changes and amendments as needed.

16.1. Membership shall generally include the Clerk, the Deputy Clerk and up to three other Members of the Court.

16.2. Proposed changes to the Standing Orders must be submitted to the Committee in writing for consideration and submission to the Court. They shall properly be addressed to the Court through a Notice of Motion, to be considered at a future sitting.

16.3. The Standing Orders may be changed without Notice of Motion only at the June meeting of the Court.

PROCEDURES REGARDING VACANCIES

17. INTERIM MODERATORS

17.1. The duty of choosing Interim Moderators falls to the Nominations Committee (see §10).

17.2. Regarding the choice of an Interim Moderator, the Committee will consider:

17.2.1. the pastoral and practical needs of the individual congregation,

17.2.2. any special requests made by the session of a vacant charge (though it is by no means bound to such a request),

17.2.3. that no Interim Moderator carries and unduly heavy load of responsibility within the court and/or their own congregation,

17.2.4. any extensive traveling distance for the Interim Moderator,

17.2.5. that the opportunity to serve as Interim Moderator is to be shared among all ministers of the court.

17.3. Remuneration for Interim Moderators shall be set at 10% of a full-time stipend at the outgoing incumbent's GA-recommended minimum level, excluding Housing Allowance, Pension premiums, Health & Dental premiums, etc. This shall be payable in monthly instalments, on the first of each month, ceasing the month that services are no longer required.

17.3.1. Should an Interim Moderator be appointed before an incumbent's departure, or should an Interim Minister be appointed within the congregation the Interim Moderator is charged with, expected remuneration shall be lowered to 5% of the outgoing incumbent's gross stipend until such time as the incumbent departs (at which point remuneration shall revert to 10% as in Section 17.3).

17.3.1.1. Should an Interim Moderator be appointed knowing that their work will involve a process of discernment regarding amalgamation or dissolution, remuneration shall be set at 15% of the gross stipend of the previous incumbent's GA-recommended minimum level, ceasing when the amalgamation/dissolution is complete OR if the congregation should decide instead to proceed with a Call process, at which point remuneration will revert to 10% as in Section 17.3.

17.3.1.2. Should a congregation engage the services of an Interim Minister, a Transitional Minister, or Stated Supply, but the congregation be in an active Call Process, the Interim Moderator's remuneration shall be lowered to 5% of the base full-time stipend of the previous incumbent, until such time as the Interim, Transitional, or SS ministry ends and/or a search process is commenced.

17.3.1.2.1. Should a congregation thus supplied with an Interim Minister, a Transitional Minister, or Stated Supply not be involved in an active Call process, and the Interim Moderator's role be merely the reporting of the congregation's status to the

Presbytery, the Interim Moderator's remuneration shall be 0% until such time as the congregation's status changes as indicated above.

17.3.2. Mileage will be paid out at the General Assembly minimum rate of 45 cents/km.

17.3.3. The Clerk of Presbytery shall communicate this information to the Clerk of Session upon appointment of the Interim Moderator, in writing or using electronic mail.

17.4. The Nominations Committee may also appoint up to two Advisors to the Interim Moderator, if it is felt that further guidance may be required.

17.5. If the Interim Moderator feels led to consider employing the services of an Interim Minister, they should consult with the Nominations Committee to consider suitable candidates.

17.6. The court advises that Interim Ministry should seriously be considered when the previous Pastoral Tie has been a long standing one or when the Pastoral Tie has been severed for discipline which in the view of the Court has adversely affected the life and work of the congregation. (In the case of long term Pastorates it would be considered normal for an Interim Minister to serve one month for every year of the previous Minister's incumbency).

18. Procedures for Processing A Regular Gospel Call (50% time or greater)

18.1. Interim Moderators and Search Committees seeking to bring a candidate before the Court for a Regular Gospel Call (inclusive of 22.5 hours/week or greater) are enjoined to follow the procedures outlined in §220-§232 of the Book of Forms, as well as in *Calling A Minister: Guidelines for Presbyteries, Interim Moderators and Search Committees*. In addition to the procedures outlined there, Interim Moderators and Search Committees shall:

18.1.1. Ensure that the proposed stipend is inclusive of an additional \$1000.00 above the stated Minimum Stipend of the Presbyterian Church in Canada for the current year, in Categories I, II and III, (Aid-receiving charges are exempt from this requirement)

18.1.2. Ensure that the proposed Housing Allowances and Utilities Allowances reflect the 'Fair Market Rental Value' principle established by the Presbyterian Church in Canada, namely that such allowances shall be defined as a fair rental value of a suitable residence for the needs of the Minister and their family, within a five (5) kilometre radius of the Calling congregation,

18.1.3. Ensure, in a case that will require ordination, that the certifications of all candidates are up-to-date,

18.1.4. Be made aware of timing expectations, such as when the potential incoming minister will be expected to take up duties, as well as the proposed date of Induction/Recognition,

18.1.5. Ensure that the Call is in the hands of the Clerk no less than one (1) week before the meeting of the Court when the call is to be considered.

18.2. At the meeting where the Call is to be considered, up to three (3) commissioners from the Calling or Sending congregations shall be invited to address the Court. (cf. §219 BoF)

18.3. In the case of Interim Ministry, the process shall be subject to the terms in the PCC's booklet, *Interim Ministry: Policy and Procedures & Resources*.

19. Procedures Regarding Stated Supply (49% time or less)

19.1. Interim Moderators and Search Committees may choose to establish Stated Supply for a time of consistent pulpit coverage and pastoral care for a congregation. Candidates may be seminary students or retired ministers, among others. (see §201.2 BoF)

19.1.1. In situations that are between six (6) months and two (2) years in duration, a Contract or Pastoral Covenant should be composed. It will include the congregation's expectation in terms of number of hours to work in a week, as well as the duties and responsibilities of both the congregation and the Stated Supply minister to each other. Remuneration shall be as agreed-upon by both parties, with no stipulations from the court other than that the terms be fair to both sides.

19.1.2. The Presbytery shall approve the Contract or Pastoral Covenant, including its duration and terms.

19.1.3. Should the congregation wish to extend the Contract or Pastoral Covenant past its stated expiration date, it must submit the request to the Presbytery for approval.

20. Procedures for Ordination / Induction / Installation / Recognition Services

20.1. In all cases of Ordination and/or Induction, Installation, or Recognition, an appropriate service of worship shall be planned by the Interim Moderator and the congregation, in consultation with the Candidate. (cf. §201.1 & 201.2, BoF) The date shall be called by the Moderator, and it shall be a public service of worship, open to all.

20.2. The sermon at the service may be delivered by the Interim Moderator or a requested designate. Responsibility for delivering the Charge shall ordinarily fall to the last minister to be put into a position in the Presbytery.

20.2.1. If necessary, Delivering the Charge can be combined with the sermon or, especially if the preacher is not from the Presbytery, the Clerk or assigned designate.

21. Procedures for Changing the Terms of a Call from a Manse to a Housing Allowance

21.1. Calls to ministers include a statement that the minister will be provided either a manse and utilities or a housing allowance plus utilities allowance. During a minister's tenure, altering the manner by which housing is provided requires a change in the terms of the call to the minister. Any change in the terms of a call properly begins in conversation between the minister and elders on the Session. When a Session agrees to change the terms of a call, it must first correspond with the Presbytery Clerk and the Nominations Committee requesting the appointment of an Interim Moderator for the specific purpose of leading the Session and congregation through the process.

- 21.2. The Interim Moderator arranges with the incumbent minister to lead the Session in consultation with the incumbent minister and the Board of Managers to arrive at recommendations to be presented to a duly called congregational meeting. The Interim Moderator will convene the congregational meeting.
- 21.3. The recommendations to the congregation will include: (a) A motion to change the terms of the call from providing the minister with manse and utilities to housing allowance and utilities. (b) A motion to determine what amount the housing allowance will be. (c) A motion to outline the financial plan by which the housing allowance will be paid.
- 21.4. If the congregation passes the recommendations, the recommendations will be presented to the Presbytery by the Interim Moderator. The recommendations must be approved by the Presbytery before action can be taken. Once the Presbytery approves the recommendations, the terms of the call are legally changed. The minister and congregation may then proceed with the necessary steps to alter the housing arrangement from manse to housing allowance.
- 21.5. It is recommended that congregations get three estimates (appraisals) of the value of the manse to assist in determining whether it should be sold or rented.

22. Procedures for the Sale of Church Property, including the Manse, and Care of Manse Funds

- 22.1. A congregation may come to the conclusion that they must sell a portion of their property, including the Manse, for a variety of reasons. If the congregation is selling the Manse to their minister, they are enjoined to follow §19 above regarding changing the Terms of the Call. Applications to do this must be submitted to the Ministry Committee (see §12.10), who shall ultimately present the report to the Court
- 22.2. The Presbytery must keep in mind its responsibilities under §200.8 of the Book of Forms, to wit, *“No congregation may sell, mortgage, or otherwise contract debt upon the security of church property or negotiate a loan for capital purposes, without first obtaining the sanction of the presbytery. The presbytery is enjoined to make minute inquiry into the circumstances of each case, the presbytery realizing its grave responsibility in the matter.”* (see also §151 and §162.1 BoF). The Presbytery must therefore be satisfied that the sale of the Manse has been dealt with properly and in good order before giving permission for the congregation to proceed.
- 22.3. The Presbytery will ordinarily expect that the proceeds of the sale of the manse (hereafter referred to as the Manse Fund) will be invested safely and that the revenues of the investment will be used to fund the ministry of the congregation, including potentially the minister’s Housing Allowance.
- 22.3.1. Should a future minister be called who requests a manse instead of a housing allowance, the Manse Fund as it then stands shall be used to assist in the purchase of an appropriate house.
- 22.4. Congregations with Manse Funds may, on application to the Presbytery, be given permission to borrow from the Manse Fund for such things as capital projects, consolidated investments, etc. Such borrowing is understood as having to be repaid to the Manse Fund, and the Presbytery must be

satisfied that the loan is being repaid over time. The ordinary time-frame for loan repayment will be ten (10) years. Applications for such borrowing will be made through the Ministry Committee (see §12.11, Appendix A-1)

22.5. However, congregations may also apply to have a portion or all of their Manse Fund released to the congregation's purposes without a requirement to repay. Reasons for such a request would have to be compelling, as the congregation is asking the Presbytery to release a duty of care to oversee the congregation's financial well-being in this area. The Presbytery may choose to assign a delegation to visit with representatives of the congregation before making a final decision on the request, making special note of whether or not the Manse Fund is to be used to prop up the operational capacity of the congregation.

* * * * *

This page has been intentionally left blank to facilitate easier printing of forms included in the appendix.

Appendix A-1

An Agreement Regarding the Borrowing of Funds from the Proceeds of the Sale of a Manse

Date: _____

The Congregation of _____ (hereinafter referred to as “the Congregation”) is seeking permission to use funds that have been retained from the sale of the church’s manse (hereinafter, “the Manse Fund”). This request has been made following a meeting of the Congregation held on _____ and an extract of minute has been provided to the Clerk reflecting same.

- 1) The Manse Fund is currently valued at \$ _____
- 2) How much is the Congregation seeking to use? \$ _____
- 3) What will/have the funds be/been used for? _____

4) What is the nature of the request of the Presbytery?

- Approve a **loan**
- Approve **consumption** of the amount in question (i.e. use without requirement to repay)
- Approve the Congregation’s **forgiveness** of a longstanding debt to itself
- Renew / Renegotiate** the terms of the Congregation’s loan to itself

5) If a loan, the term of repayment shall be:

- 5 years
- 10 years
- Other: ____

6) If a loan, the interest rate the Congregation shall charge to itself shall be:

- 0%
- 2%
- 3%
- Other: ____%

7) All parties undersigned confirm that they are aware that the Presbytery, as part of its duty of care for the Congregation, may choose to send a delegation to investigate the nature of the request, the feasibility of the request, and **may in its wisdom amend or deny this agreement in its final form.**

(cont’d)

8) Signatories:

- Trustees of the Congregation

Date: _____

Date: _____

Date: _____

Date: _____

- Clerk of Session

Date: _____

- Minister / Interim Moderator

Date: _____

- Clerk of Presbytery / Deputy

Date: _____

- Moderator of Presbytery / Designate

Date: _____

Appendix B

Duties of the Deputy Clerk of the Presbytery of Brampton

- A. The Deputy Clerk shall be familiar with, and knowledgeable about, all the primary duties of the Clerk, per §6.2 of the Standing Orders.
 - A.1 The Deputy Clerk shall be able to competently execute all the Clerk's additional duties as outlined in §6.3-6.9 of the Standing Orders, should the Clerk be unable to do so.
- B. When the Clerk must be absent from a Business Committee meeting, and / or a meeting of the Presbytery, the Deputy Clerk will perform the Clerk's duties in the Clerk's absence.
- C. When there is a possible conflict of interest, or the appearance of such, (for example a matter coming before the court that concerns the Clerk's congregation), the Deputy Clerk will take up the Clerk's responsibilities for that portion of the meeting.
- D. The Deputy Clerk will perform tasks and update / keep records as directed by the Clerk, which may include, but is not limited to: Name Tags of the Presbyters; Lists of Teaching Elders and Ruling Elders; Contact information of all Presbyters.
- E. The Deputy Clerk will be available to consult with the Clerk as needed, and participate in matters, as agreed, to ensure the smooth functioning of all meetings.