

The Presbytery of Lindsay-Peterborough  
of  
The Presbyterian Church in Canada

## **STANDING ORDERS**

### **MISSION STATEMENT**

*"Go, then, to all people everywhere, and make them my disciples; baptize them in the name of the Father, the Son, and the Holy Spirit, and teach them to obey everything I have commanded you" - Matthew 28: 19, 20*

As part of the historical and global church of Jesus Christ, our mission is to live, proclaim, and share the Good News of Jesus Christ.

By the power of the Holy Spirit, we seek to be a vital, loving, inclusive family, that encourages growth in the Christian faith, and promotes justice for all, through worship and outreach, in a rapidly changing world.

To do this...

- We will grow in our relationship with Jesus Christ.
- We will reach out in mission, proclaiming the Good News of Jesus Christ, with relevance and power.
- We will integrate Evangelism, Social Action, and Justice Ministry.
- Our congregations will be alive.
- 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.

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## **Court Procedures**

### **Meeting Times and Places**

- 1.1 Regular meetings of the Court shall be held on the third Tuesday of the following months: February, April, June, September, October and November. The April meeting may be adjusted due to Easter.
- 1.2 The Court will normally commence at 9:30am with worship arranged by the host minister. At all meetings this shall ordinarily be 30 minutes or less.
- 1.3 The September meeting will include the Sacrament of Communion.
- 1.4 Business of the Court will commence after worship with a break for lunch and will conclude no later than 2:30pm.
- 1.5 At the Stated hour of 2:30pm a motion to extend the length of the meeting by 30 minutes may be entertained. Otherwise, all items not considered or finalized, will automatically be referred back to Committee or to a special meeting if the Court deems that matters cannot wait until the next regular meeting.

### **General Procedures**

- 2.1 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.
- 2.2 The Moderator, at his/her discretion, shall enforce the rule that a member shall speak only once to a motion.
- 2.3 Notices of Motion, motions and amendments, must be handed to the Clerk in writing, unless Moderator and/or Clerk deem otherwise.
- 2.4 New business will be an agenda item at ordinary meetings of Presbytery, and only issues identified at the time the docket as set by Presbytery will be considered.
- 2.5 Stated Hours shall be given the time determined by the Executive Committee.
- 2.6 All Committees are expected to report regularly.
- 2.7 Committee reports are to be submitted in writing to the Clerk prior to the meeting of the Executive Committee.
- 2.8 The presentation of each Committee's report will be limited to twenty (20) minutes, and reports not completed within that time may be considered again at the end of the docket, in rotation.
- 2.9 All Synod Staff have standing permission to sit and correspond when they are present in the Court.
- 2.10 No Congregation within the bounds of this Presbytery, is permitted to apply to any Municipal, Provincial or Federal Government, to have any Church building declared a historical site without the permission of this Presbytery.
- 2.11 All proposed changes to these Standing Orders must be done through a Notice of Motion which will be automatically referred to the Executive to consider and report the implications at the next Presbytery meeting.

## **Officers of the Court**

### **Moderator**

- 3.1 The Moderator shall be elected for a term of one year, beginning with installation at the September meeting. To this end a nominating committee, composed of the present Moderator and two most recent past Moderators still members of the court, will bring a nomination to the June meeting.
- 3.2 The Moderator shall serve as the convenor of the Executive Committee.
- 3.3 The Moderator shall constitute the Court and preside over all its proceedings, open and close the meetings with prayer and generally direct the business of the Court as per the polity of the Presbyterian Church in Canada.

### **Clerk**

- 4.1 The Clerk of Presbytery shall be appointed every three years at the June meeting of Presbytery commencing July 1 of that year.
- 4.2 The Clerk may be re-appointed and there is no limit to the number of terms the Clerk may serve.
- 4.3 The Moderator of Presbytery and the convenors of the Standing Committees will bring a nomination for Clerk as required.
- 4.4 Should the Clerk of Presbytery relinquish their office for any reason mid-term a replacement Clerk will be appointed to finish the term.
- 4.5 The Clerk will keep a record of attendance for meetings of Presbytery.
- 4.6 The Clerk will be compensated for his/her work at a rate set by Presbytery in its' budget, this amount shall be reviewed annually.

### **Treasurer**

- 5.1 The Treasurer of Presbytery shall be appointed every three years at the November meeting of Presbytery commencing January 1 of the following year.
- 5.2 The Treasurer may be re-appointed and there is no limit to the number of terms the Treasurer may serve.
- 5.3 The Moderator and convenors of the Standing Committees will bring a nomination for Treasurer to the November meeting of Presbytery as required.
- 5.4 Should the Treasurer relinquish the office for any reason in mid-term, a replacement Treasurer will be appointed to finish the term.
- 5.5 Any two of the Treasurer, Moderator and Clerk may act as signing officers for the Presbytery.
- 5.6 The Treasurer shall present to the November meeting of Presbytery an unaudited statement of accounts as well as a budget for the following year, which will be spread in the minutes.
- 5.7 The Treasurer of Presbytery shall also be the treasurer of the HOPE Fund.
- 5.8 Should Presbytery invite a speaker to address the Court at a Stated Hour and if that speaker is someone whose expenses are not otherwise covered, then the treasurer is authorized to reimburse the visitor for travel, honorarium and lunch as per the General Assembly regulations for Ministerial Supply.
- 5.9 The Treasurer will be compensated for his/her work at a rate set by Presbytery in its' budget, this amount shall be reviewed annually.

### **Committees of Presbytery**

- 6.1 All members on the Roll of Presbytery shall commit to a Committee of Presbytery (*All Presbytery members shall commit to serve on one of the following committees: Executive, Congregational Life, Ministry & Personnel or Mission and Outreach and may choose to serve on any other committee (eg Intervention Committee, HOPE Fund, Leading with Care).*)
- 6.1.1 Presbytery Executive reserves the right to reassign Presbyters to another committee.
- 6.2 Elders are not required to serve on the same Committee as the minister(s) from their congregation.
- 6.3 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 Presbytery.
- 6.4 The Convenor of each Committee shall be appointed by the Committee itself, and is responsible to provide the report of the Committee to the Court. They may do so by designating another Committee member.
- 6.5 Convenors are to keep relevant official committee material and transfer said material to incoming convenors, confidential or otherwise.
- 6.6 By way of reminder, all official correspondence received or sent on behalf of the Presbytery must be through the Clerk of Presbytery.
- 6.7 The Committees of Presbytery are:
  - a) Executive Committee
  - b) Congregational Life
  - c) HOPE Fund
  - d) Leading with Care
  - e) Ministry and Personnel
  - f) Mission and Outreach
  - g) Intervention Team

### **Executive Committee**

- 7.1 The Executive shall be composed of the Moderator, Past-Moderator, Treasurer, Clerk and the Convenors of the Congregational Life, Ministry and Personnel and Mission and Outreach Committees.
- 7.2 The Executive shall meet on a day before the regular meeting of Presbytery.
- 7.3 The Executive will review correspondence and business to come before the Court and to assign it a place on the Docket. Correspondence or Remits from higher Courts, Boards or Agencies of the Church, that are specific to a Standing Committee shall be referred to the relevant committee, so that it may be dealt with in preparation for reporting to Presbytery.
- 7.4 The Executive have authority to prioritize the business to come before the Court.
- 7.5 The Executive will make recommendations for ad hoc committees for Presbytery.
- 7.6 The Executive is responsible for all matters of boundaries, finance, disposal and acquisition of property.
- 7.7 Review all calls submitted by Interim Moderators before they proceed to Presbytery.
- 7.8 The Executive 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.
- 7.9 The Executive shall be vigilant about the health and well-being for the Presbytery as a whole and such other responsibilities as the court may deem fit from time to time.
- 7.10 The Executive will ensure that all Session records (minutes, baptismal record, communicants role) will be reviewed by Presbytery every two years.

### **Congregational Life**

- 8.1 Is responsible for oversight and support of congregations within the bounds of the Presbytery of Lindsay-Peterborough.
- 8.2 Ensure due diligence is taken as the life and work of congregations is reviewed.
- 8.3 Undertake a triennial review of the annual reports, annual statistics and session records of congregations, which may include a visit to the congregation by members of Presbytery.
- 8.4 Assist congregations who are in transition or other identified ministry/mission needs.
  - 8.4.1 At least one member will attend exit interviews to build relations with the congregation, in order to discover any particular needs that might require further assistance.
- 8.5 Encourage partnership within and between congregations.
- 8.6 Responsible for the inspection of church property within the Presbytery. To be conducted as required. Particular attention to manse's during vacancies.
- 8.7 Undertake any other tasks as assigned by Presbytery.

### **Hope Fund**

- 9.1 The Help Our Presbytery Expand (HOPE) Fund is a special standing Committee of Presbytery. It will be comprised of five (5) members, the fifth member being the Presbytery Treasurer.
- 9.2 A financial and activity report shall be presented at the February meeting of Presbytery outlining the previous year's business and an audited interim report will be presented at the June meeting.
- 9.3 Applications to the HOPE Fund should represent new approaches to ministry and not ongoing congregational maintenance.
- 9.4 The HOPE Fund Committee will provide an application to any interested parties.
- 9.5 Applications to the HOPE Fund shall be submitted to the Clerk for referral to the HOPE Fund.
- 9.6 All undesignated bequests to Presbytery and the undesignated portion of assets from disbanded or amalgamated congregations, must be placed in the HOPE Fund.
- 9.7 All offerings from services held by Presbytery are to be directed to the HOPE Fund.
- 9.8 All monies designated for the HOPE Fund are to be invested in interest bearing securities and/or equities.

### **Leading with Care**

- 10.1 This Committee shall monitor that all congregations within the bounds of the Lindsay-Peterborough Presbytery are in compliance with the Presbyterian Church in Canada's *Leading with Care* policy.

### **Ministry and Personnel**

- 11.1 Oversight of Ministers and their families (no oversight, but responsibility) within the bounds of the Presbytery.
- 11.2 Responsible for oversight of students under the care of the Presbytery.
- 11.3 Appointment of Interim Moderators.
- 11.4 Receive all requests for study leave by ministers of the Court.
- 11.5 Present issues of church doctrine or history as referred by higher courts.
- 11.6 Provide mentors for incoming ministers to the Presbytery.
- 11.7 Conduct exit Interviews with Ministers and Congregations, including a member of the Congregational Life Committee.
- 11.8 Will administer the St. Paul's Student Minister's Fund and make available the application.
- 11.9 Will ensure that full-time and part-time students certified to one of our colleges for preparation in ministry receive 30% of the cost of course tuition fees from this Presbytery.



### **Mission and Outreach**

- 12.1 Shall encourage, equip and assist congregations to fulfill Christ's Great Commission, both alone and in partnership with each other within the larger church.
- 12.2 Support mission (home and abroad) and missionary awareness.
- 12.3 Develop strategies and encourage partnership in New Church and Present Church Development.
- 12.4 Promote Presbyterian Sharing and Presbyterian World Service and Development.
- 12.5 Encourage stewardship and mission support.
- 12.6 Raise awareness of social justice issues.
- 12.7 Responsible for the oversight of the Trent Chaplaincy Board, making recommendations to Presbytery regarding the appointment of our two representatives to the Trent Chaplaincy Board.
- 12.7.1 Representatives are appointed for two (2) years with appointments finishing in alternate years.
- 12.8 To review the ministry of the Trent Chaplaincy annually and to report same to Presbytery.

### **Intervention Team**

- 13.1 The Intervention Team is a closed group whose membership is selected by the Executive Committee.
- 13.2 Will receive and investigate all complaints, verbal or written, and report to Presbytery.
- 13.3 Will receive referrals from Presbytery committee's and congregations to assess significant congregational crisis and follow-up with Presbytery.
- 13.4 Will give oversight and implementation of non-disciplinary and disciplinary matters as determined by Presbytery.
- 13.5 Research and make available to Presbytery resources regarding conflict resolution, etc.
- 13.6 Regularly stay in touch with the strategies and approaches of other Presbyteries regarding congregational and ministerial crises.
- 13.7 Awareness and application of sexual abuse & harassment policies and ongoing education of Presbytery regarding policy changes.

### **Procedures Regarding Vacancies**

- 14.1 When a minister leaves a pastoral charge an Exit Interview shall be conducted. The Exit Interview team will be composed of the Interim Moderator, a member from Ministry and Personnel and Congregational Life Committees.
- 14.1.1 The document *Calling a Minister: Guidelines for Presbyteries, Interim Moderators and Search Committees* section 4.2 should be consulted for sample questions and to understand the goal of the Exit Interview.
- 14.2 An Interim moderator when satisfied that the congregation is ready in all respects to proceed towards filling a ministerial vacancy is required on behalf of the congregation to obtain positive permission from Presbytery, before proceeding to the call process.
- 14.3 All calls must be in the hands of the Executive, meeting prior to the Presbytery meeting at which the call will be considered.
- 14.4 Remuneration for Interim Moderators shall be set at 10% of the 8<sup>th</sup> increment as listed on the Minimum Stipend and Allowance Schedule as set by the General Assembly.

### **Ministers Retiring/Resigning within the Presbytery**

- 15.1 When a retiring/resigning minister intends to remain within the bounds of the Presbytery, the Presbytery through the Ministry & Personnel Committee shall appoint another minister of the Presbytery to the pastoral care of the retiring/resigning minister.



- 15.2 Should the minister be remaining within the community in which s/he served, the Exit Interview should include a discussion about how the minister will distance themselves from the life and work of their former congregation. This discussion should include:
- 15.3 The minister absent themselves from the congregation for a period of time including the vacancy and the first twelve months after the induction of the new minister. In the event that there is no alternative location to worship the retiring/resigning minister take all care to not unduly influence the former congregation and to act in an ethical manner. That the Retirement Covenant of the Lindsay Peterborough Presbytery be upheld and the minister adhere to section 247.1 of the Book of Forms.
- 15.3.1 That no pastoral services such as funerals, weddings or baptisms be conducted during the first year of a new inductee's ministry and that after this time has passed the retiring/resigning minister adhere to section 247.1 of the Book of Forms.
- 15.3.2 That the Retirement Covenant (held with Clerk of Presbytery) be reviewed and signed by the Interim-Moderator, retiring/resigning minister and Clerk of Session and that the contents of this covenant be shared with the congregation.
- 15.4 Should the retiring/resigning minister wish to formalize their association with a congregation by becoming a Minister in Association that Appendix I of the Book of Forms be the guiding legislation. However, this association may not be established until the time in section 15.3 has transpired.