

PRESBYTERY OF CALGARY-MACLEOD

Standing Orders

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The
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STANDING ORDERS

Section A. Vision, Mission, and Values Statements

Vision Statement

- The Presbytery of Calgary-Macleod will grow as a vibrant Christian faith community that works together in the service of God.

Mission Statement

- The Presbytery of Calgary-Macleod supports and equips individuals, congregations, and partners for vital and viable ministries.

Values Statements

- **Connectional** – We value partnerships with other congregations, other denominations, other faith groups and organizations.
- **Hospitable** – We value caring for one another, welcoming and including everyone.
- **Missional** – We value participating in the reign of God in all creation.
- **Prophetic** – We value growing in faithfulness, listening to God's call for discernment, looking outward, and seeking justice for all.

Section B. General Procedures

B-1: General

1. The fiscal year shall coincide with the calendar year.
2. Travel expenses for Presbytery and committee meetings shall be paid at a rate to be determined by the Presbytery on recommendation of the Administration Committee.

B-2: Meetings

1. The regular September meeting (3rd Tuesday) shall be held in the pastoral charge or designated location of the moderator elect with the following schedule: 2:00 pm meeting, 6:00 pm dinner, and 7:00 pm induction service for new moderator.
2. Regular meetings shall be held at 1 PM in November (1st Tuesday), February (1st Tuesday), and May (last Tuesday), with the understanding that the dates may be changed if necessitated by the retreat.
3. Lunch will be provided by the host church at noon, with the meeting to follow at 1:00 pm.
4. Presbytery meetings will normally be conducted using a model based on "Worshipful Work" (see Appendix A).

5. The goals of Worshipful Work will be:
 - a. to improve the integration of our business with our faith ideals;
 - b. to foster on-going faith reflection on our sense of purpose;
 - c. to help us grow towards a deeper faith appreciation of the work we are called to do.

B-3: Stated Business

1. The following business shall be dealt with at the regular meetings of Presbytery:
 - a. September:
 - i. Orientation Session for new members of Presbytery. (The Clerk)
 - ii. Service of public worship with the installation of the Moderator and the celebration of the sacrament of The Lord's Supper. (Moderator, Clerk, and Moderator Elect)
 - iii. Second Quarter ended June 30 Financial Report. (Treasurer and Administration Committee)
 - iv. Assign a group to report and make recommendation at the November meeting regarding General Assembly Referrals and Remits. (The Clerk)
 - v. Final notice re: application for grants from the Gladys Black Memorial Fund. (Administration Committee)
 - vi. Notification to Committees of deadline for submitting budget requests for the following year. (Treasurer and Administration Committee)
 - b. November:
 - i. Appointment of the *Reviewer of Financial Statements*. (Administration Committee)
 - ii. Third Quarter ended September 30 Financial Report. (Treasurer and Administration Committee)
 - iii. Approval of Presbytery Budget and Congregational Assessments. (Administration Committee)
 - iv. Naming of Commissioners to the next General Assembly. (The Clerk)
 - v. Call for nominations to General Assembly Committees and Agencies. (Administration Committee)
 - vi. Recommendation for General Assembly Moderator. (Administration Committee)
 - vii. Congregations notified regarding Expected Presbyterians Sharing Allocations for the following year. (Administration Committee)

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- viii. Reports of the General Assembly (Study Papers, remits, and referrals and reports). (The Clerk)
- c. February:
 - i. Presentation of Year end to December 31 Financial Report. (Treasurer and Administration Committee)
 - ii. Receive report on the review of congregational rolls and records. (General Presbyter)
 - iii. Election of Moderator-Elect. (Administration Committee)
- d. May:
 - i. First Quarter ended March 31 Financial Report and Reviewer of Financial Statements Report. (Treasurer and Administration Committee)
 - ii. Receive commissions for representative and equalizing elders. (The Clerk)
 - iii. Elect Standing Committee Convenors. (Administration Committee)
 - iv. Appointment of Clerk, Treasurer, and Presbytery Secretary. (Administration Committee)
 - v. Receive nomination for Standing Committees. (Administration Committee)
 - vi. Approve application for the "Fund for New Ministries". (Mission and Strategy Committee)
 - vii. Approve appointments to ecumenical and interfaith councils, etc. (Administration Committee)
 - viii. Approve rotation list for commissioners to General Assembly. (The Clerk)
 - ix. Approve host congregations for next year's Presbytery meetings. (The Clerk)

B-4: Reports and Motions

1. Reports are expected to be in writing and forwarded to the Presbytery secretary at least 10 days before the meeting.
2. Motions shall be written out and handed to the Clerk.
3. Motions calling for special expenditures of Presbytery funds in excess of \$1,000.00 shall be referred to the Administration Committee for study and report.

B-5: Amendment to Standing Orders

1. Any member or committee of the Presbytery may propose amendments to the Standing Orders.

2. Notice of motion of the amendment will be given in writing at a presbytery meeting.
3. At a subsequent presbytery meeting the proposed amendment may be considered, and adopted by a majority vote.

Section C. Presbytery Officers

C-1: The Moderator

1. ~~Shall be appointed~~ annually at the February meeting of Presbytery and shall serve as Moderator-Elect until installed as Moderator.
2. Shall not hold office more frequently than once in five years.
3. Shall be an ex-officio member of all committees.
4. The Moderator's term of office, of one year's duration, shall commence after his/her installation at the September meeting of Presbytery and shall continue until the installation of the next Moderator.
5. Duties include, but are not limited to:
 - a. Preside over the regular meetings of the court
 - b. Preside over special services and meetings such as inductions
 - c. Ex Officio on all committees
 - d. May set a theme for the year

C-2: The Clerk

1. Shall be appointed annually at the May meeting and shall serve from September to September. The position will be guided by the Book of Forms.
2. Duties include, but are not limited to:
 - a. Orientation of new members of Presbytery.
 - b. Maintenance of Presbytery Roll (Appendix G).
 - c. Communicating expected and accepted allocations for Presbyterians Sharing.
 - d. Managing the rotation list of commissioners to General Assembly (Appendix G).
 - e. Coordination of Presbytery's consideration of Overtures to the General Assembly.
 - f. Managing correspondence for the Presbytery, presenting information at each meeting with a list of the disposition and distribution of correspondence.
 - g. Consulting with the General Presbyter (GP) and the Convenor of the Clergy and Congregational Care Committee regarding the work plan of the GP, and any changes that are proposed due to urgent matters.
 - h. Coordinating schedule of the times and places of Presbytery meetings.
 - i. Processing temporary licenses to marry (report for information).
 - j. Authorized to distribute relevant correspondence to committee convenors.

- k. In consultation with the Interim Moderator, reviewing all documents with regard to calls and appointments before they are presented to the Presbytery.
- l. Ensuring that the minutes of meetings are distributed as soon as possible after the meetings.
- m. Communicating with all Sessions re: the commissioning of representative and equalizing elders (Appendix M) before the end of March each year.
- n. Arranging an orientation and planning session for commissioners to the General Assembly.

C-3: The Treasurer

- 1. Shall be appointed annually at the May meeting.
- 2. Duties include, but are not limited to:
 - a. Keeping the financial books of the Presbytery.
 - b. Preparing for presentation to the Presbytery quarterly financial statements and the year-end Finance Report.
 - c. Preparing the Presbytery budget for approval.
 - d. Managing Presbytery financial matters (Appendix C).
 - e. Shall be a member of the Administration Committee.
 - f. To receive and disburse monies as directed by the Presbytery.

C-4: Committee Convenors

- 1. Shall be appointed for a term of two years, effective August 15th in the year in which they are appointed.
- 2. Officers and Convenors, when not members of the Presbytery, shall have permission to speak at all meetings.
- 3. Officers and Convenors shall give reasonable notice of their intention to resign.

C-5: Presbytery Secretary

- 1. Position is to be filled/renewed annually in May.
- 2. Duties include, but are not limited to:
 - a. Taking minutes at Presbytery Meetings and preparing them for submission to the Clerk (Appendix G).
 - b. Compiling reports for Presbytery prior to meetings.
 - c. Preparing and sending out Presbytery mailings.

C-6: Reviewer of Financial Statements

- 1. A qualified person will be found by the Treasurer in consultation with the Administration Committee.

2. The duty of this person will be to present a statement of a review engagement of the previous year's finances to the May Presbytery meeting for approval.

Section D. Committees

D-1: General Procedures

1. The Standing Committees of the Presbytery of Calgary-Macleod shall be:
 - a. Administration
 - b. Mission and Strategy
 - c. Clergy and Congregational Care
2. With the approval of Presbytery, committees may co-opt members from congregations.
3. Nominations for committee membership shall be placed before Presbytery by the Administration Committee at the May meeting, to be effective August 15th of that same year.
4. All Committees shall report at every regular meeting. All reports shall be in writing.

D-2: Administration Committee

1. Mandate: To provide overall coordination and guidance to the general work of the Presbytery.
2. Areas of Responsibility:
 - a. Manage the Business of the Presbytery
 - i. Manage the process to nominate Presbytery Committee Members and Office Holders
 - ii. Organizational structure of Presbytery
 - iii. Maintain website, social media
 - iv. Address General Assembly referrals and nominations
 - v. Review mileage rate for Presbytery travel
 - b. Oversight and Support for Treasurer and Clerk
 - i. Presbyterians Sharing
 - ii. Presbytery dues
 - iii. Appointment of Reviewer of Financial Statements
 - iv. Review the honoraria for Clerk, Secretary, and Treasurer
 - v. Gladys Black Memorial Fund (Appendix D)
 - vi. Provide general direction and oversight of presbytery's surplus funds (Appendix C)
 - c. Communication in Presbytery
 - i. First response in crisis (Appendix F)

- ii. Make recommendations to Presbytery re: the appointment of Interim Moderators and/or Presbytery Representatives (Appendix E)
- d. Managing Priorities in Presbytery
 - i. Meeting schedules and Orders of the Day
 - ii. Review building proposals and make recommendations to Presbytery
- e. Committee Membership:
 - i. Moderator, Past-Moderator, Treasurer, Clerk
 - ii. 2 others (either clergy or elders to balance)
 - iii. General Presbyter and Director of Regional Ministries as *ex-officio*
 - iv. Term: 2 years, renewable up to 6 years

D-3: Mission and Strategy Committee

1. Mandate: To call Presbytery to regularly reflect on and discern its mission, strategic plan, and ministry partnerships.
2. Areas of Responsibility:
 - a. Annual Review of Vision, Mission and Strategic Plan
 - i. Respond to General Assembly decisions
 - b. New Ministries
 - i. Identify issues of social justice and societal concern
 - ii. Identify and /or respond to new ministry possibilities
 - iii. Prioritize New Ministry Fund requests (Appendix K)
 - c. Provide Oversight and Make Recommendations on Ministry Partnerships
 - i. Assess capacity for new work
 - ii. Ensure Presbytery representation on ministry partnerships
 - iii. Evaluate ministry partnerships annually
 - d. Theological Resourcing of Presbyters
 - i. Constitute *ad hoc* committee to conduct the annual retreat
 - ii. Organize theological reflections for meetings
 - e. Committee Membership:
 - i. Moderator
 - ii. 4 Ministers of Word and Sacrament and 4 Ruling Elders
 - iii. Term: 2 years, renewable up to 6 years

D-4: Clergy and Congregational Care Committee

1. Mandate: To engage with congregations and clergy to ensure well-being, encourage faithfulness and inspire intentional stewardship of the future.
2. Areas of Responsibility:

- a. The Well-being and Long Term Future of Congregations
 - i. Oversee the Presbytery Visitation program and ensure congregations fulfill the directives of Presbytery that arise from visitations
 - ii. Oversee the implementation of Presbytery direction regarding health / growth / mission / long term future of congregations
 - iii. Provide educational opportunities for congregations and clergy
 - iv. Learn of and share “best practices” among congregations
 - v. Ensure effective implementation of all relevant Presbyterian Church in Canada policies including Leading with Care (Appendix H) and Policy for dealing with Sexual Abuse and Harassment
 - vi. Oversee response to critical situations in congregations
 - vii. Oversee Presbytery Youth Ministry
- b. The Care of Clergy and Their Support for Increased Pastoral Effectiveness
 - i. Provide pastoral care and support to clergy
 - ii. Manage clergy review process
 - iii. Encourage professional development for effective ministry
 - iv. Monitor and approve clergy study leave (Appendix B)
 - v. Oversee students for ministry / clergy entering the Presbyterian Church in Canada
- c. Encourage Connections Among the Presbytery’s Faith Communities
 - i. Promote collaboration in learning and mission
 - ii. Organize social events
- d. Oversee the Work of the General Presbyter and Selection Process for the Position
- e. Committee Membership:
 - i. General Presbyter and Director of Regional Ministries as *ex-officio*
 - ii. 5 members including both clergy and ruling elders
 - iii. Term: 2 years, renewable up to 6 years

Section E: General Presbyter

- 1. The role of the General Presbyter (“GP”) within the bounds of the Presbytery of Calgary-Macleod will be to assist the Presbytery in its work to assure the care and good order of the congregations, and

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to foster a cohesive and mutually supportive Presbytery organization as we seek to serve Jesus Christ in this place.

2. The General Presbyter is appointed by Presbytery and accountable to the Presbytery through the Presbytery Clerk and the Convenor of the Clergy and Congregational Care Committee, who will provide direct oversight of the GP.
3. The responsibilities, terms of service, and accountability of the GP are stipulated in the position description (Appendix I) and the Confidentiality and Disclosure Guidelines for the General Presbyter (Appendix J).

Section F: Appendices

Appendix A: The Model for Presbytery Meetings

Gathering in God's Name

Opening Worship
Call to Order and Constitution
Roll and Regrets
Courtesies

Being the Body of Christ

Business Arising
Actions of the Moderator
Adoption of Docket
Adoption of Minutes
Correspondence

Discerning the Future of our Presbytery

Prayer of Invocation
Enthusiasms and Concerns Regarding the Ministries of the Presbytery
Theological Reflection Period
Mission and Strategy Committee
Prayer for the Future of the Presbytery of Calgary-Macleod

Reports on the Ministries of our Presbytery

Clergy and Congregational Care Committee
Administration Committee
Interim-Moderator & Presbytery Representative Reports

Reports on Our Ministry Partnerships

Enthusiasms and Concerns Regarding our Partnerships

Presbytery Officers

Clerk's Report
Treasurer's Report

Going Out in God's Name

Prayers of Intercession
Time and Place of Next Meeting
Adjourn to Serve
Benediction

Appendix B: Guidelines for Continuing Education

(As condensed from Acts and Proceedings 1969-present)

“Continuing education is an individual’s personally designed learning program which begins when basic formal education ends, and continues throughout a career and beyond. An unfolding process, it links together personal study, reflection and participation in organized group events.”

Included in the call and/or appointment of a professional church worker will be provision for two-weeks annual study leave at the minimum allowance as set by General Assembly, both of which may be accumulated for up to five years. In certain instances, there may be a negotiated understanding between the professional church worker, the congregation and Presbytery, whereby the full accumulated entitlement might be used before the already known official termination with the congregation. As well, the professional church worker is allowed to retain up to 50% of any accumulated unused continuing education money allowance when leaving a congregation or place of employment if requested for a specific program and approved at the time of a Call if accepted, or at resignation, termination or retirement (see Acts and Proceedings, 1990).

Six components have been identified by The Presbyterian Church in Canada for a rounded approach to continuing education study leave:

1. Biblical/doctrinal/historical theology
2. Pastoral theology
3. Skills for ministry
4. Issues in church and society
5. Personal and spiritual growth
6. Career assessment and development

Appendix C: Conditions for Investment of Funds

1. Funds of the Presbytery which are surplus to current operation needs shall be invested by the Treasurer under the general direction and control of the Administration Committee.
2. The primary objectives for such investments shall be security of capital and a liquidity consistent with the anticipated need for the invested funds.
3. Presbytery funds may only be invested in:
 - a. Treasury bills, bonds and debentures issued by or guaranteed by the Government of Canada;
 - b. Bonds, debentures and like securities issued by or guaranteed by a Province of Canada;
 - c. Bonds, debentures, deposit receipts and like securities issued by or guaranteed by any chartered bank in Canada or any other financial institution where the investment is guaranteed as to principal and interest by the Canadian Depository Securities Corporation.
2. Notwithstanding the foregoing:
 - a. Investments for any trust funds or specially designated funds shall be in accordance with any direction as to investment contained in the trust or other documents with respect to these funds;
 - b. The Treasurer may retain as an investment of Presbytery funds any investments received en specie under the terms of any gifts, will or trust or the liquidation of the assets of any entity, unless otherwise directed by the Administration Committee;
 - c. Investments of Presbytery funds shall not be in breach of any ethical guidelines or directions of The Presbyterian Church in Canada.

Appendix D: The Gladys Black Memorial Fund

The Bursary known as "The Gladys Black Memorial Fund" shall maintain the capital fund at \$10,000.00 with the interest only to be used for the purposes declared:

1. That the Treasurer of Presbytery be responsible for the investment of the capital fund and that the status of the fund be declared to Presbytery in the financial statements.
2. That the interest be used to assist students preparing for professional leadership in The Presbyterian Church in Canada and who are, at present, in one of the theological institutions of our Church in Canada, or in those recognized by our Church.
3. That students be considered in the following order:
 - a. Students from within the bounds of the Presbytery of Calgary-Macleod
 - b. Students from within the Synod of Alberta and the Northwest
 - c. Students suggested by the principals of our theological college
 - d. Any Canadian student
 - e. International students studying in Canada
4. That students be responsible to apply for assistance from this bursary.
5. That all applications for assistance from the fund be made in writing to the Administration Committee on or before the last day of September.
6. That, in consideration of applications, the Administration Committee will take into consideration the financial status of the applicants to ensure those who have the greatest need will receive assistance.
7. That, in the unlikely event that the Presbytery of Calgary-Macleod ceases to exist, this fund be retained in its present form in any new Presbytery alignment, or where there is no Presbytery, the capital will revert to The Presbyterian Church in Canada, to be used at the discretion of the Church.
8. That, the Administration Committee, or such committee which may in the future replace it, be responsible to make recommendations for the annual disbursement to the Presbytery and that, at all times, the final decisions will rest with the Presbytery.

Appendix E: Interim Moderators, Presbytery Representatives and Calling of Ministers

The Administration Committee shall make recommendations to Presbytery re: the appointment of Interim Moderators and/or Presbytery Representatives.

1. Interim Moderators and Presbytery Representatives shall report in writing at each regular meeting.
2. Presbytery Representatives shall be appointed by Presbytery to serve in congregations where there is a vacancy where there is more than one minister of Word and Sacraments. According to the Book of Forms the inducted minister(s) will moderate the Session. Presbytery Representatives will assist the congregation in filling the vacant position and may, in consultation with the Moderator(s) of Session, moderate the Session while guiding the Session through the search process.
3. Remuneration for Interim Moderators and Presbytery Representatives shall be in accordance with the following terms:
 - a. The annual rate shall be 10% of the General Assembly basic minimum stipend, or 10% of the former lead minister's stipend, whichever is higher;
 - b. The remuneration shall be paid monthly;
 - c. Necessary travel expenses at the current Presbytery rates, shall be paid monthly by the pastoral charge served;
 - d. The Interim Moderator or Presbytery Representative shall be reimbursed for all expenses incurred personally or by his/her congregation or by his/her other place of employment (i.e. phone calls, postage) in the discharge of his/her duties;
 - e. Presbytery shall use the one candidate process for the calling of all ministers of Word and Sacraments to charges within its bounds.
4. All incoming Interim Moderators will be provided by the Presbytery with a clear statement of expectations and terms of reference, including the amount of the Interim Moderator's honorarium the congregation will be expected to pay.
5. All first time Interim Moderators will be provided with a mentor.

Appendix F: Complaints, Appeals and Petitions

1. Complaints, appeals, and petitions shall be referred to The Administration Committee which shall review them and do some initial preparation and recommend to Presbytery as to how to proceed with the matter.
2. When there is a disciplinary case, the Administration Committee shall establish an *ad hoc* Investigating Committee.
3. This Investigating Committee shall consist of:
 - a. The Immediate Past Moderator who shall act as Convenor;
 - b. The Convenor of the Clergy and Congregational Care Committee or his/her appointee;
 - c. 4 additional Presbyters appointed by the Administration Committee.
4. The Clerk shall act as consultant.

Appendix G: Records, Rolls, and Other Matters

1. Standard for the Format of Minutes:
 - a. Section 27 of the Book of Forms shall be followed as the standard for minutes by both sessions and the Presbytery.
2. Roll of Presbytery:
 - a. The principles which govern the adding or removing of names on the Constituent Roll shall be in accordance with Section 176 the Book of Forms, or as the General Assembly shall direct.
 - b. Sessions must submit the name of their representative elder and alternate(s) and equalizing elder (if requested) to the May meeting of the Presbytery.
3. The Appendix to the Roll: **Wherever "minister" is used in this section it refers to "Ministers of Word and Sacraments" and "Diaconal Ministers."*
 - a. Inclusion of the name of a minister* on the Appendix is a declaration that a minister is in good and regular standing in the Church and is a privilege not a right.
 - b. The Presbytery may, upon the request of the individual, place on the Appendix the name of any retired minister or any minister who is not employed in professional church work as long as s/he remains within the bounds of the Presbytery. The Presbytery will make its decision on inclusion considering the following criteria:
 - i. The Presbytery is satisfied with his/her life and character;
 - ii. S/he associates with the Presbytery, and supports her/his work;
 - iii. S/he associates with a congregation of The Presbyterian Church in Canada.
 - c. When a minister moves from within the bounds s/he is required to request her/his Presbyterian Certificate.
 - d. Ministers on the Appendix are able to perform ministerial functions as long as these functions are sanctioned by and are under the supervision of a Session.
 - e. Ministers of Word and Sacrament on the Appendix may not hold a Permanent License to Marry, but may request Temporary Marriage Licenses as per Synod Standing Order 1.15.
 - f. A Minister on the Appendix may, if Presbytery deems it wise, be asked to take on Presbytery duties. In instances in which s/he agrees to undertake the duty, s/he is bound by

- the same expectations and obligations as is a member on the Constituent Roll.
- g. Ministers on the Appendix have voice but no vote at meetings of Presbytery (Book of Forms 176.3).
4. Naming of Commissioners to General Assembly
- a. In selecting minister commissioners (Ministers of Word and Sacraments or Diaconal Ministers) Presbytery shall normally select by rotation.
 - b. The names of those new to the Presbytery and those having attended the last Assembly, will be placed at the bottom of the rotation list.
 - c. The Clerk will secure Ruling Elders to serve as commissioners by corresponding with Sessions in rotation.
 - d. The rotation list for Commissioners will be approved by Presbytery at its regular May meeting.
 - e. Names of congregations failing to nominate commissioners by the November meeting of Presbytery, shall be moved to the bottom of the rotation list.
 - f. Where a pastoral charge or minister is unable to take up a commission offered after January 1 in the year of Assembly, the place of that pastoral charge or minister on the rotation shall not be prejudiced, if the invitation is declined.
 - g. Except as provided in (h) below, the name of a minister who resigns his/her commission will be placed at the bottom of the rotation, as will the name of a pastoral charge whose ruling elder resigns his/her commission.
 - h. If after a commission has been offered and a commissioner is excused for good reason, as discerned by the Presbytery, the place of the minister or pastoral charge in rotation is not prejudiced.
 - i. The Clerk shall maintain a rotation list for ministers and pastoral charges.

Appendix H: Leading with Care

1. The Presbytery is required to establish a Presbytery Leading with Care committee to oversee the implementation and support of this policy or this work may be assigned to an existing committee. The Clergy and Congregational Care Committee has been given this responsibility and will report to the Presbytery or its Administration Committee twice a year.
2. It is the responsibility of the Presbytery to make sure that all congregations and ministries within its bounds have a copy of *Leading with Care*. The Presbytery will add to its congregational visitation list a question concerning the congregation's implementation of the policy. Further, it is the responsibility of the Presbytery to offer a *Leading with Care* workshop at least every second year. If a presbytery is unable to do so, they must point the congregations in their bounds to another locale where such a workshop is being held, such as at a synod meeting or a local conference.
3. Annually, Clerks of Session are to submit the most recent "Leading with Care Committee Report" from their Session minutes, outlining their implementation of the Policy. Each congregation will be asked to outline their congregation's *Leading with Care* implementation at the time of the Presbytery visitation to the congregation.
4. Congregations will hold fire drills every three years.
5. Each active minister - ordained or diaconal - must show the Clerk of Presbytery her/his Police Records Check and provide the clerk with a copy of his/her Police Records Check. This must be done at the time of call, or change of appointment, and/or every five years.

Appendix I: Position Description General Presbyter

Purpose

The role of the General Presbyter ("GP") within the bounds of the Presbytery of Calgary-Macleod will be to assist the Presbytery in its work to assure the care and good order of the congregations, and to foster a cohesive and mutually supportive Presbytery organization as we seek to serve Jesus Christ in this place.

Responsibilities

1. Coach and Resource Ministers, Sessions, and Congregations in Ministry and Mission:
 - a. Develop a comprehensive knowledge of our ministers, sessions, and congregations as to their strengths, needs, and opportunities for ministry and mission.
 - b. Provide leadership for the biennial Presbytery visitations to congregations, maintain records of visitations and ensure that recommendations arising from visitations are achieved in a timely manner.
 - c. In consultation with the Director of Regional Ministries, support and / or arrange for resources for ministers, sessions and congregations as needed so they might develop in ministry and mission.
 - d. Complete the annual records check for all congregations, following up to ensure the standards of The Book of Forms are maintained.
 - e. Encourage ministers in increased pastoral effectiveness, helping them identify areas for professional growth and supporting them in their development.
 - f. Provide pastoral care to ministers on behalf of Presbytery.
2. Encourage Relationships of Mutual Trust and Respect:
 - a. Promote and facilitate dialogue, friendships and stronger relationships between the ministries of the Presbytery with each other and with the court of Presbytery.
 - b. Discuss the role of Presbytery and PCC polity with sessions, congregational leaders, members, and leaders in pastoral ministries to provide clarity and increased understanding.
 - c. Attend events of significance in the life of congregations and pastoral ministries as time allows.
3. Facilitate and Develop Effective Communication and Information Flow to and from the Presbytery:
 - a. Share the life of the congregations and ministries within the Presbytery, telling the story of their successes, needs, and opportunities in ministry.

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- b. Foster ongoing information networks and partnerships among the congregations and pastoral ministries. Collect information about their resources and those willing to share it.
 - c. Make use of and promote social media activity and other innovative information technologies as communications tools.
- 4. Respond to Critical Situations:
 - a. Act as Presbytery's "first responder" in consultation with the Clerk and the Convenor of the Clergy and Congregational Care Committee to gather an initial assessment of the situation for the Clergy and Congregational Care Committee.
 - b. Intervene in the critical situation as directed by the Clergy and Congregational Care Committee.
 - c. Consult with the Clerk and the Convenor of the Clergy and Congregational Care Committee regarding the work plan and any changes that are proposed due to urgent matters.
- 5. Participate in the Courts and Committees of the Church:
 - a. The GP shall attend meetings of the Presbytery and Synod.
 - b. The GP is an ex-officio member of the Clergy and Congregational Care Committee and the Administration Committee.
 - c. The GP will not serve as an Interim Minister of a congregation, as Moderator, or as Clerk of the Court.
- 6. Fulfill Administrative Responsibilities (time not to exceed 15% of contract):
 - a. Collaborate with the Clerk and the Convenor of the Clergy and Congregational Care Committee in preparation of an annual work plan.
 - b. Maintain a log of time spent on all activities, functions and tasks.
 - c. Provide a report to every meeting of the Clergy and Congregational Care Committee to report on activities, progress on the work plan and the time log since the last report.
 - d. Maintain a working relationship with peers in the denomination and the wider church, as well as remaining current regarding available resources.

Terms of Service

This is a contract position for a three-year term that has the possibility of renewal. This position is half-time, which is deemed to be 22.5 hours per week, or 1,170 hours per year (hours inclusive of 22.5 hours / week x 5 weeks for vacation time). Financial compensation will be in accordance with the terms of the contract.

The GP may be engaged additionally with compensation by the Presbytery for specified work through an additional contract when the work is deemed necessary but beyond the scope of the regular contract position. This may include: service as Interim Moderator for a congregation within the Presbytery, extraordinary service in a critical situation, or other tasks as deemed appropriate by the Presbytery.

The GP will have an expense budget of \$4,000. The GP will have full discretion in the use of the expense allowance, in accordance with the usual practices of The Presbytery, submitting receipts to the Presbytery treasurer after the expense report is approved by the Clerk.

The Presbytery will ensure liability insurance coverage for the General Presbyter.

Accountability and Review

The General Presbyter is appointed by Presbytery and accountable to the Presbytery through the Presbytery Clerk and the Convenor of the Clergy and Congregational Care Committee, who will provide direct oversight of the GP.

The work of the incumbent, the position description and the position itself will be reviewed by the Clergy and Congregational Care Committee once per contract period.

The GP will develop an annual work plan in consultation with the Clergy and Congregational Care Committee that will include specific objectives and deadlines. The Clergy and Congregational Care Committee along with the GP will be mutually responsible to ensure that the approved work plan is fulfilled.

The GP will maintain a time log of ministry that will be made available for information to all regular meetings of the Clergy and Congregational Care Committee, and upon request by its

Convenor. This will be not only for accountability, but also for priority setting and as a learning tool for evaluating the ministry.

The work of the GP will be governed by the Book of Forms and the "Confidentiality and Disclosure Guidelines for the General Presbyter" as adopted by the Presbytery of Calgary-Macleod on February 4th, 2014 (Presbytery minutes pages 33/14 – 36/14).

Key Competency Requirements

1. Excellent interpersonal skills, with sensitivity to the concerns of Presbytery, clergy, session and other church leaders, congregations and pastoral ministries.
2. Understanding the need to maintain confidentiality of sensitive information and records.
3. Strong communication skills, oral, and written.
4. Excellent time management skills. Strong planning, follow-up and organizational skills.
5. Ability to set short / long term goals to meet identified needs, achieve them, and evaluate results.
6. Strong computer skills. Open to new technologies.
7. Ability to work within the system of accountability to Presbytery.

Minimum Qualifications

1. Member of The Presbyterian Church in Canada in good standing for at least five years.
2. The person may be either Clergy, elder, or lay person.
3. Working knowledge of the polity and ethos of The Presbyterian Church in Canada.
4. Understanding of the dynamics of the relationships among the Presbytery, ministry, congregations, and pastoral ministries.
5. University degree related to the functions specific to the position, or a minimum of five years progressively related experience. A combination of education and experience will be considered.

Document Tracking

The original concept and first position description were approved by the Presbytery of Calgary Macleod on November 5th, 2012, and found in the presbytery minutes on pages 109/12 through 114/12.

The current position description was approved by the Presbytery of Calgary Macleod on May 26th, 2015, found in the minutes on pages 47/15 through 50/15.

Appendix J: Confidentiality and Disclosure Guidelines for the General Presbyter

The basic understanding will be that the GP will keep confidences. If the GP thinks that an issue is rightfully a concern for Presbytery the GP will turn to a small advisory group composed of the Clerk and the Convenor of Clergy and Congregational Care Committee. An approach like this would modify the understanding of what "confidential" means: that what is disclosed to the GP will be held confidential by the GP and potentially by this advisory group, unless a majority of this group of three deems that an issue would normally be of concern to Presbytery and thus must be disclosed. The advisory team will find its orientation in Philippians 4:8 and a broad understanding of section 314 of the Book of Forms.

Finally, beloved, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is pleasing, whatever is commendable, if there is any excellence and if there is anything worthy of praise, think about these things. (Philippians 4:8)

BoF 314: Not all conflict in the church needs to result in judicial process.

Members and office-bearers must attempt to resolve differences prior to resorting to judicial process (Matthew 18:15-17).

314.1 If such action fails to resolve the matter and after the matter has been solemnly committed to prayer with the health of the body of Christ in mind, it is permissible to consider initiating a judicial process.

Process

If a person confidentially discloses something that would normally be a concern to Presbytery the GP will take the following steps:

Initiation

The GP will declare that what has been disclosed is normally a concern of Presbytery. Through coaching the GP will help the person conduct a self-assessment of his/her situation with the goal that the person him/herself will choose to make the issue known to the Presbytery, or its appropriate committee or office-holders. The GP will help the person plan for this so the matter may be handled properly and pastorally. This is the preferred outcome; however, in the rare situation that a person is not willing to pursue this course of action the GP will declare that the matter must be taken to the advisory group.

Risk Assessment by the Advisory Group

The purpose of the assessment is to determine whether what was shared confidentially with the GP needs to be disclosed and dealt with. What will be assessed is the degree of risk the situation has for the person and congregation involved, as well as for the Presbytery. The following provides a very comprehensive description of what could be assessed:

Congregational Risks – behaviours / attitudes that may lead to:

- Diminished congregational health
- Strained or broken relationships in the congregation
- Poor stewardship of congregational resources
- Potential / emerging conflict in congregation
- Diminished reputation of the congregation
- The pastoral tie being at risk
- Legal concerns

Individual Risks:

- Are the behaviours / attitudes “adequate” or “inadequate” for ministry?
 - Specific skills, responsibility / diligence / accountability, leadership style, inter-personal style, bullying, conflict style, the individual’s understanding of the nature of the church and ministry
- Life-style issues:
 - Relations with other persons, personal reputation, and implications for the church
- Personal health and well-being:
 - Stress, burnout, mental health, spiritual health, physical health, substance abuse
- Could unhelpful behaviours / attitudes become chronic, or are they already chronic?
- Do the behaviours / attitudes put the pastoral tie at risk?

Presbytery Risks (Behaviour / attitudes that may lead to):

- Diminished congregational health
- Diminished relationship between individual / congregation and the higher courts of The PCC
- Contrary to Book of Forms
- Contrary to policies of The PCC (eg. Leading with Care)
- Legal concerns

Legal Concerns (Could the behaviours / attitudes lead to):

- Non-disciplinary case (regarding the good order of ministry or the viability of the pastoral relationship—BoF 318.1)

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- Disciplinary case (issues, teaching, doctrine contrary to scripture or to the established regulations and standards of the church—BoF 318.2)
- Civil legal concerns

Test Question: after conducting the risk assessment, the advisory group will make one of three determinations:

1. No action to be taken
2. Presbytery intervention is required to improve the situation
3. Commence legal action (ecclesiastic or civil)

If a majority of the GP and advisory group (at least 2 out of 3) determines that action must be taken, the GP will share this assessment with the person and again coach the person with the same goal found in the initiation step.

If the person chooses not to act on his/her own accord, the GP and the advisory group will then initiate the proper response to the situation.

Living Out this Approach to Confidentiality

To reiterate, the basic principle will be that what is disclosed to the GP will be held in confidence. It is anticipated that situations requiring acting on these guidelines will be rare. That being said, upon Presbytery approval of these guidelines it will be understood that any conversation a person has with the GP of a consulting, pastoral or coaching nature may activate these guidelines for disclosure. Consequently, the GP will enter conversations of a consulting, pastoral or coaching nature by reminding persons that anything said to the GP will be held in confidence as it is understood by the Presbytery-adopted disclosure guidelines. Making such a declaration is a normative practice in coaching for all conversations (for example, it is a requirement of the code of ethics for members of the International Coach Federation).

Document Tracking

The current Confidentiality and Disclosure Guidelines for the General Presbyter was approved by the Presbytery of Calgary Macleod on February 4th, 2014, found in the minutes on pages 34/14 through 36/14.

Appendix K: Fund for New Ministry Initiatives Brochure

Fund for New Ministry Initiatives

At its February 4th, 2014 meeting, the Presbytery of Calgary-Macleod approved the **Fund for New Ministry Initiatives**. Formerly the Land and Building Reserves, Presbytery had prayerfully considered how these resources could be actively and creatively put to use.

The following outlines the purpose for the funds and how they can be accessed.

Who Can Access Them?

- Applications from Congregations as well as the Presbytery directly will be considered. Any group applying to use the funds will have a vision and clear plan. Partnerships are encouraged.

What Can the Funds Be Used For?

- The funds are to be used for new initiatives to build up Christian witness in Southern Alberta, considering present needs and looking to the future. The emphasis will be on people, programs and leadership development.

What Are the Dollar Values of Available Grants?

- Each year 20% of the fund's value or \$20,000, whichever is greater, will be available.

How Can the Funds Be Accessed?

- The application form will be completed and forwarded to Mission and Strategy Committee by March 1st each year.
- Mission and Strategy Committee will review all applications and take their recommendations to Presbytery for approval.
- If the grant moneys extend over multiple years, an annual report and evaluation will be required before subsequent installments are received.

Sharing the Learnings

- Recipients will be asked to complete a final report on the initiative to allow Presbytery to learn from these experiences.

Application Deadline is March 1st annually.

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Document Tracking

The current Fund for New Ministry Initiatives was approved by the Presbytery of Calgary Macleod on February 4th, 2014, found in the minutes on 4/14 of the minutes. The Terms of Reference for the Fund is found in the minutes of the November 5th, 2013, pages 77-78/14.

Appendix L: Presbytery Dues

In 2013 the General Assembly recommended that Presbytery allocations be determined based on a congregation's ability to pay, rather than the number of members. This recommendation was adopted by the Presbytery of Calgary-Macleod.

The allocation of Presbytery dues is determined by taking the Presbytery budget and allocating it as follows:

Each congregation's base amount as published in the most recent 'blue book'

Divided by

The total congregational base amount for the Presbytery.

This determines which percentage of the total Presbytery budget that each congregation will pay. That percentage is multiplied by the Presbytery budget to arrive at a dollar amount.

The dues paid by each congregation will therefore be the same percentage of their base. This percentage is not to exceed 5%, or the Presbytery will adjust its budget downward to the 5% threshold.

Appendix M. Equalizing Elders

The appointment of equalizing elders will be in accordance with Book of Forms section 176.2.2. Congregations will be listed in the same order as they appear in Acts and Proceedings. The Presbytery Clerk will manage the rotation of opportunities to provide equalizing elders according to the list. Those at the top of the list shall be approached first to fill the need of Presbytery. When a Session declines the opportunity to provide an equalizing elder the name of that congregation falls to the bottom of the list. A term of service for Equalizing Elders begins and ends on the 15th of August, and may be renewed annually by commissioning to a maximum of three years of service.