

## STANDING ORDERS - THE PRESBYTERY of BARRIE

Date: October 12<sup>th</sup>, 2012

### ORGANIZATION AND PROCEDURE

1. MEETING DATES - Ordinary meetings shall be held on the second Tuesday of each month of January, February, March, April, May, June, September, October and November. When the Presbytery meets in June, it shall meet on a date other than the time when the General Assembly meets. Presbytery shall not meet during Holy Week.

2. THE MODERATOR'S TERM OF OFFICE of one year's duration, shall commence after his/her installation at the September meeting. The process for electing the Moderator of Presbytery shall be:

- a) At the April meeting of the Presbytery, the Clerk will circulate nominating papers to all those on the Roll of the Presbytery. Each member may submit one name in nomination for Moderator. For a name to be placed on the ballot, it must receive two [2] nominations.
- b) The name of all nominees will appear on the ballot for Moderator, which will be conducted by ranking the names presented, according to preference.
- c) The name of the Moderator-elect will be presented by the Executive Team at the June meeting of Presbytery.
- d) No one may be elected Moderator of Presbytery twice within a seven year period, commencing with his/her retiring from the office.

3. PRESBYTERY TEAMS AND MEETINGS

- a) Sign up for teams should happen each September.
- b) Presbyters are advised that no member should serve on the same team for more than six years (with some exceptions; i.e. Clerk, Treasurer would continue to serve on the Executive Team).
- c) When possible, Presbytery meetings should contain 3 components: Devotion/Prayer & Training & Decision-making.
- d) *Formal Worship* for Presbytery should happen in September, February and May while the remainder should be more informal and involve participatory prayer.
- e) *A Memorial Service and the Sacrament of Holy Communion* shall precede the February meeting. Where the Moderator is a Ruling Elder, he/she shall appoint a Minister of Word and Sacraments to fulfill necessary ministerial functions.
- f) All worship services at regular meetings of presbytery, are not to exceed 30 minutes.
- g) Conveners of Teams should ensure that someone else is prepared to work as alternate if the convener is unavailable.

- h) Teams are strongly encouraged to meet beyond the assigned time of Presbytery in order to complete their mandates.
- i) Suggested outline for Presbytery Meeting:
  - 6:00 pm - Supper
  - 7:00 pm - Devotions, Prayer and Song or Formal worship, Court convenes
  - 7:30 pm - Committee meetings &/or Training for Presbytery as a whole
  - 8:15 pm - Court continues
- j) Team reports shall be called for at every ordinary meeting.
- k) Team Leaders shall inform the Clerk, prior to the meeting of the Executive Team, if the presentation of the proposed report is to exceed twenty [20] minutes.
- l) Team Leaders are required to present clear copies of their reports printed on 8 ½" x 11" paper with copies for the Moderator and Clerk, and also for presbyters where items are detailed and lengthy in content.
- m) Correspondence clearly within the concern of a Standing Team of Presbytery shall be referred directly to that Team by the Clerk, on receipt of the correspondence, and note of that fact shall be made to the Presbytery at its next ordinary meeting.
- n) New Business will be an agenda item at ordinary meetings of the Presbytery, and only issues identified at the time the docket is set by the Presbytery, will be considered.
- o) The Clerk of the Presbytery shall be appointed to a five year term, with re-appointment possible.
- p) The finances of the Presbytery shall operate as follows:
  - a) The Presbytery's fiscal year shall be that of the calendar year;
  - b) Auditors shall be appointed at the October meeting;
  - c) The presentation of a draft budget for Presbytery's assessments to congregations for the ensuing year shall be made at the October meeting;
  - d) The Executive Team has power to issue concerning the Clerk's expenses;
  - e) The Annual Report of the Treasurer and Auditors will be presented at the February meeting;
  - f) The Treasurer will administer the Church Development Loan Fund according to the instruction of the Presbytery and the terms of the Fund.

## **STANDING TEAMS**

1. The Standing Teams shall be:
  - a) Executive
  - b) Ministry
  - c) Congregational Life
  - d) Congregational Development & Revitalization
  - e) Mission & Evangelism
  - f) Christian Education & Leadership Development
  - g) Intervention.
2. With the exception of the Intervention Team and Executive Team, each member of Presbytery shall be a member of one Standing Team only.
3. Standing Teams may co-opt additional members with the approval of the Presbytery.
4. Leader and members of Standing Teams are normally appointed in October by the court through a recommendation of the Executive Team on an annual basis.

## **EXECUTIVE TEAM**

### 13. The Executive Team Membership:

Moderator, Past Moderator, Clerk, Treasurer, and all Team Leaders of the Presbytery's Standing Teams

### 14. The Executive Team Mandate:

- a) Executive Team to meet at least two weeks before Presbytery.
- b) Develop an annual roster of place, date and format of Presbytery meetings.
- c) Develop a devotion & worship schedule of all ministers within the Presbytery.
- d) Preparation of court docket.
- e) Oversight of proper decorum and dress for Presbytery functions.
- f) Oversight of Presbytery teams and their leadership.
- g) Offer regular training events on how to be a Presbyter (Book of Forms, responsibilities of rep elder, retirement and beyond, etc.).
- h) Assist Clerk in determining highlights and discussion topics to be sent to Sessions in frequent newsletter format.
- i) Development and regular revision of Web Site.
- j) Develop policies and provide oversight regarding Presbytery attendance.
- k) Oversight of Presbytery finances.
- l) Recommendation of ad hoc committees for Presbytery.
- m) Administration of the process for the Nominations to the offices of Moderator, Clerk, and Treasurer, Committees of Synod and General Assembly.
- n) Inter-team communication and follow-up of court business.
- o) Submit applications to Church Architecture Committee, Church Building Corporation, Presbyterian Church Lending Funds, Canadian Ministries and the Presbytery of Barrie Church Development Loan Fund.
- p) Submit any applications regarding alterations to existing church buildings and property.
- q) Vigilance for 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.

## **MINISTRY TEAM**

### 15. The Ministry Team Mandate

- a) Oversight and pastoral care of ministers, professional church workers students & candidates for ministry within the bounds of Presbytery including those on the appendix.
- b) Encouragement of fellowship & connection between members of Presbytery and with students under the care of Presbytery.
- c) Review of calls submitted by Interim Moderators before they proceed to Presbytery.
- d) Conduct exit Interviews with Ministers and congregations.
- e) Appointment of Interim Moderators.
- f) Welcoming and orientation of new ministers and elders within the Presbytery.
- g) Systematic training events for ministers and professional church workers within Presbytery.
- h) Establishment of mentoring relationships among presbyters.
- i) That Interim Moderators be appointed for terms up to three (3) years, subject to the Presbytery extending such appointment at its discretion.
- j) Oversight of Interim Moderator reports and share with Presbytery only significant issues or developments.

## **CONGREGATIONAL LIFE TEAM**

### 16. The Congregational Life Team Mandate

- a) Oversight and support of congregations within the bounds of Presbytery, including online support.
- b) Regular congregational visitations.
- c) Alert respective Presbytery Teams should specific follow-up be required.
- d) Assist congregations with strategic planning both long-term and short-term.
- e) Provide systematic affirmation and encouragement of congregations through regular contact by yearly calls or cards to Clerks of Session.
- f) Regularly revise the congregational visitation process in order that it is the best tool to communicate care and support.
- g) Oversight and education of congregations regarding Leading with Care policies.
- h) Regular review of all session records, communicant and baptismal rolls from congregations within the Presbytery.

## **CONGREGATIONAL DEVELOPMENT & REVITALIZATION TEAM**

### **17. The Congregational Development & Revitalization Team Mandate**

- a) Study and communication of new trends in congregational models and ministry.
- b) Review of viability of congregations within the bounds of Presbytery.
- c) Oversight of new starts and closures.
- d) Regularly investigate future potential sites for new congregations.
- e) Sustain a working knowledge of resources and contact information for congregations exploring transitions such as amalgamation, half-time, clustering, etc.
- f) Sustain awareness of other Presbytery experiments and initiatives regarding congregational transitions.
- g) Educate Presbytery regarding the variety of approaches used by other presbyteries to assist congregations to remain viable.
- h) Assist Presbytery in defining boundaries regarding the sustainability of congregations.

## **MISSION & EVANGELISM TEAM**

### 18. Mission & Evangelism Team Mandate

- a) Expose congregations and presbyters to new trends in evangelism.
- b) Equipping presbyters and congregations for faith sharing.
- c) Encouragement of prayer for Presbyters and Presbytery business.
- d) Oversight of Presbyterians Sharing and PWS & D commitments by congregations within the bounds of Presbytery.
- e) Development and implementation of Presbytery-wide Mission projects as appropriate.
- f) Testimonies of existing mission work by denomination.
- g) Promotion of initiatives under PWS&D; International Ministries and Ecumenical relations.
- h) Expose and educate presbyters regarding social justice issues and international relations matters.
- i) Sharing of good news missional efforts conducted by congregations within the Presbytery's bounds.



## **CHRISTIAN EDUCATION & LEADERSHIP DEVELOPMENT TEAM**

### **19. Christian Education & Leadership Development Team Mandate**

- a) Assist congregations to understand the unique needs of all ages.
- b) Provide support and training for local congregations in their educational efforts for all ages.
- c) Provide education and information for all involved in Church leadership such as elders, youth leaders, church administrators, parish nurses, pastoral visitors, Board of Managers, etc.
- d) Providing regular training events to assist local congregational members and members of Presbytery to enhance their skills, faith and knowledge. (*The Restructure Team suggests that the Nov. & May meetings be devoted to training.*)
- e) Oversight of Presbytery's efforts to provide education in the areas of evangelism, mission, church growth, redevelopment, elder training, etc., in consultation and cooperation with other Presbytery teams.
- f) Encourage congregations with similar goals and gifts to share resources and ideas.
- g) Development and support of a Presbytery Library.
- h) Promotion of denominational training events.
- i) Support of regional and local events for children, youth, adult, seniors' etc. ministries.
- j) Work alongside any Presbytery team who seeks guidance in providing educational events & training opportunities.

**INTERVENTION TEAM (closed group selected by Executive Team)****20. Intervention Team Mandate**

- k) Assessment of significant congregational crisis and follow-up with Presbytery through the Executive Team.
- l) Oversight and implementation of non-disciplinary and disciplinary matters as determined by Presbytery.
- m) Research and provide Presbytery with resources regarding conflict resolution, etc.
- n) Regularly stay in touch with the strategies and approaches of other Presbyteries regarding congregational and ministerial crises.
- o) Awareness and application of sexual abuse & harassment policies and ongoing education of Presbytery regarding policy changes.
- p) Second other Presbytery members when the team deems it necessary.
- q) Develop and update a list of professional resource people that may assist congregations, ministers, etc. with specific issues.

**PROCESS FOR CHANGING STANDING ORDERS**

21. The process for changing the Standing Orders of Presbytery will be by Notice of Motion.