

Revised STANDING ORDERS - THE PRESBYTERY of BARRIE

Date: adopted January 10th, 2023.

ORGANIZATION AND PROCEDURE

1. MEETINGS of PRESBYTERY

- a) Ordinary meetings shall be held on the second Tuesday of each month of January, February, March, April, May, June, September, October and November.
- b) The November, January, February, and March meetings will be held by Zoom.
- c) Presbytery shall not meet during Holy Week nor during the General Assembly.
- d) Presbytery meetings will normally begin with a 25-30 minute worship service.
- e) May will be the annual Memorial Service and Celebration of Holy Communion.
- f) Dinners may be held periodically.

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) In April the Clerk will circulate nominating papers to those on the Roll of 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. If no receives two nominations those who received one nomination will be approached to have their name placed on the ballot.
- b) Nominee names will appear on the ballot for Moderator, and members will vote by ranking the names presented, according to preference.
- c) The Clerk will name the Moderator-elect 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 in September.
- b) Presbyters may serve on the same team for no more than six years (exceptions; Clerk and Treasurer who have permanent positions on the Executive Team).
- c) Team Leaders to ensure an alternate leader is available if needed.
- d) Teams are strongly encouraged to meet beyond the assigned time of Presbytery in order to complete their mandates.
- e) Team reports shall be called for at every ordinary meeting.
- f) Team Leaders to inform the Clerk, prior to the meeting of the Executive Team, if the presentation of the proposed report is to exceed twenty [20] minutes.
- g) Team Leaders are to present their reports to the Executive Team meeting which is held the week before Presbytery.
- h) Only matters received up to the meeting of the Executive Team, which meets a few days before Presbytery, will be on the Docket in order to aid the Presbytery in discussion, discernment, and decision.
- i) Correspondence shall be referred directly to a 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.
- j) New Business can be added to the Docket but only issues identified at the time the docket is set by the Presbytery, will be considered.
- k) The Clerk of the Presbytery shall be appointed to a five-year term, with re-appointment possible.

4. PRESBYTERY FINANCES

- a) The Treasurer of Presbytery will be appointed by the Presbytery to a five-year term, with re-appointment possible.
- b) The Presbytery's fiscal year shall be that of the calendar year.
- c) Auditors shall be appointed at the October meeting.
- d) The presentation of a draft budget for Presbytery's assessments to congregations for the ensuing year shall be made at the October meeting.
- e) The Executive Team has power to issue concerning the Clerk's expenses.
- f) The Treasurer's and Auditor's Annual Report will be presented in February.
- g) The Treasurer will administer ALL Presbytery's Funds according to the terms of the Funds and instruction of the Presbytery.
- h) Presbytery will cover the costs associated for those participating in Amalgamation and Closing Worship Services. An Offering will be received during the service, counted by representatives of the local Board of Managers / Finance Team and given to the Clerk of Presbytery at the conclusion of the Service. The Presbytery Treasurer will issue the appropriate cheques to those identified as participating in the Service mentioned above. (adopted Nov. 12, 2019)
- i) Cheques issued must be cashed within 6 months of issuing date.

5. STANDING TEAMS

a) The Standing Teams of Presbytery are as follows:

a) Executive Team

b) Ministry and Leadership Team (Maintenance)

c) Mission and Revitalization Team (Mission)

d) Care and Support Team (Ministry)

a. Rapid Intake Team (RIT)

b. Rapid Response Team (RRT)

b) Teams (Executive excluded) will have a **chair, co-chair, and secretary** in order to keep clear records of meetings and to ensure leadership is always in place.

c) Leaders and members of Standing Teams are normally appointed in October by the court through a recommendation of the Executive Team.

d) Teams meet monthly via Zoom at an agreed upon time and communicate an agenda beforehand and minutes afterwards via email. Teams distribute a written report to the Executive and Presbytery.

e) With the exception of the Executive Team, each member of Presbytery shall be a member of one Standing Team only.

f) Standing Teams may co-opt additional members with Presbytery approval.

6. EXECUTIVE TEAM

Membership: Moderator, Past Moderator, Clerk, Treasurer, & Standing Team Leaders.

Mandate:

- i. Executive Team to meet the week before Presbytery.
- ii. Preparation of court docket.
- iii. Oversight of attendance, proper decorum, and dress for Presbytery functions.
- iv. Oversight of Presbytery Teams and their leadership.
- v. Offer regular training events on current and Presbyter matters.
- vi. Development and regular revision of Web Site.
- vii. Oversight of Presbytery finances.
- viii. Administration of the process for the Nominations to the offices of Moderator, Clerk, and Treasurer, Commissioners of Synod and General Assembly.
- ix. Inter-team communication and follow-up of court business.
- x. Submit applications to Church Architecture Committee, Church Building Corporation, Presbyterian Church Lending Funds, Canadian Ministries and all Presbytery of Barrie Funds.
- xi. Submit any applications regarding alterations to existing church buildings and property.
- xii. 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.

7. MINISTRY AND LEADERSHIP TEAM

Membership: Chair, co-chair, secretary, members elected in October

Mandate:

- i. Oversight and pastoral care of ministers, professional church workers, students & candidates for ministry within the bounds of Presbytery including those on the appendix.
- ii. Appointment and oversight of Interim Moderators.
- iii. Review all Calls to ministers before they proceed to Presbytery.
- iv. Conduct exit Interviews
- v. Oversee practical aspects of congregational openings, closures, and times of transition.

8. MISSION AND REVITALIZATION TEAM

Membership: Chair, co-chair, secretary, members elected in October

Mandate:

- i. Oversight of Presbyterian Sharing commitments.
- ii. Equipping congregations for ministry and mission through three teaching events per year on the topics of 1. Revitalization, 2. Mission & Evangelism, 3. Christian Education and leadership.
- iii. Development and implementation of Presbytery-wide Mission projects as appropriate.

9. CARE AND SUPPORT TEAM

Membership: Chair, co-chair, secretary, members elected in October

Mandate:

- i. Encourage fellowship & connection between Presbytery members and students.
- ii. Provide support and pastoral care to congregations going through transition or difficulty.
- iii. Oversight of a mentoring program for new clergy within our bounds.
- iv. Oversight of regular congregational visitations including *Leading With Care*.
- v. Working with the RIT and RRT during instances of crisis, including sexual abuse and workplace harassment.

A) Rapid Intake Team (RIT)

Membership: Moderator, Clerk, and Care and Support Team Leader.

Mandate:

- i. The Rapid Intake Team will respond within 24 hours of notification of an event to gather preliminary information to guide the Presbytery in forming an appropriate response to the crisis at the earliest possible time.
- ii. Awareness of PCC Policies and changes.
- iii. The Rapid Intake Team mandate ceases when the matter is brought to Presbytery through recommendations.

B) Rapid Response Team (RRT)

Membership: appointed by Presbytery through recommendation of **RIT**.

Mandate:

- i. Oversight and implementation of non-disciplinary and disciplinary matters as determined by Presbytery.
- ii. Provide Presbytery with resources regarding resolution of identified issues.
- iii. Awareness of PCC Policies and changes.

10. PROCESS FOR CHANGING STANDING ORDERS

- a) The process for changing the Standing Orders of Presbytery will be by Notice of Motion.