



# Standing Orders

Presbytery of Kamloops  
June, 2024

**Presbytery of Kamloops  
Standing Orders-  
Amended June 2024**

1. SPIRITUAL CARE OF ONE ANOTHER

This court highly values worship together and praying together. To this end we will regularly worship at each meeting. This worship will include lively worship music and an appropriate exposition of God's Word.

We will continue to emphasize praying for one another by making the time to share pray requests at every regular meeting of the Court. We also value time together in order to build relationship with one another, as Presbytery is our congregation; we need to balance the administrative, pastoral and financial concerns with appropriate time to care for one another.

**“Bear one another's burdens and thus fulfill the law of Christ.”**

2. MEMBERSHIP

The Constituent Roll

The constituent roll of Presbytery shall be made up of Ministers, who are added to the Roll by motion at the time of their induction or appointment and the Representative Elders, whose names shall be diligently reported to the Clerk of Presbytery by Sessions. Alternate Representative Elders are to be communicated regularly, so that these names are on file when the Representative is unable to attend. Guest elders are encouraged to attend occasionally, and their expenses will be paid, provided they have the approval of the Treasurer and the Clerk well in advance of the Presbytery meeting. Each guest's expenses will be evaluated on a case-by-case basis.

The Appendix to the Roll

Ministers/diaconal ministers on the Appendix to the Roll are encouraged to come to Presbytery from time to time and will have their expenses paid if they communicate their intentions well in advance of the Presbytery meeting. Ministers on the Appendix are accountable to the Court for any ongoing ministries in their retirement and/or whatever reason they have been placed on the Appendix. Those on the Appendix shall communicate with the Presbytery and the Session nearest them in this regard, so as to fulfill the accountability principles as outlined in the Book of Forms (e.g. 247.1). The Court agrees with the Clerks of Assembly that one's continued status on the Appendix to the Roll is a privilege and not a right. Good communication between the Court and those on the Appendix is greatly appreciated.

Others

Visitors are welcome.

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3. OFFICES

The Presbytery will have three offices: the Moderator, the Clerk and the Treasurer.

The Moderator

The Moderator shall be elected at every other June meeting of the Presbytery. The normal basis of selection of the Moderator is by rotation of Ministers according to his/her inclusion on the roll of Presbytery. The Moderator's responsibilities are detailed in the Book of Forms. The Moderator shall be responsible for the worship, music, prayer and spiritual care offered for members during the Presbytery meeting.

The usual basis of selection of the Moderator will be: (1) rotation of Ministers according to his/her appointment to the Roll of the Presbytery, (2) the willingness and availability of ruling elders. The ideal would be to give a chance to both Ministers and representative elders, and to allow for a rotation of sessions when it was the turn of a representative elder, (3) other members of the Presbyterian Church in Canada as they are available and appropriately suited to the position. In the case of a ruling elder becoming Moderator, a Chaplain will be appointed for the Moderator in order to serve Communion and to help in any worship setting that the Moderator desires such aid.

The Clerk

The Clerk is normally a member on the Constituent Roll of the Presbytery, although this is not mandatory. The Clerk shall be appointed for three years, the term beginning with the June meeting. He/she may be elected for successive terms.

The Clerk's responsibilities are outlined in the Book of Forms. In addition, the Clerk shall direct correspondence, referrals, and remits from Assembly and distribute and collect statistical reports.

The Clerk shall be Secretary of the Presbytery Executive. He/she shall endeavor to be in regular communication with the officers and Committee Convenors of the Court re: important upcoming decisions before the Court.

The Clerk will not convene any of the Standing Committees.

The Clerk will not normally take on Interim Moderatorships.

The Clerk will prepare, duplicate and circulate the Minutes within four weeks of the meeting. All minutes will be received, corrected and approved at the next stated meeting.

The Clerk will prepare a Docket of Business for each stated meeting, in consultation with the Moderator, and circulate it with the Notice of Meeting.

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The Clerk will take attendance at the beginning of each meeting and will note those who enter the Court after it is constituted; guests will be recognized, welcomed and invited to sit and correspond.

The Clerk will present the Minutes of the last regular meeting, and of all meetings held in the interval, so that they might be received, corrected and approved.

The Clerk will keep a current copy of these Standing Orders, as amended from time to time, and distribute a copy to each new member of the court.

The Treasurer

The Treasurer will be appointed at the June meeting of Presbytery for three years and may be reappointed for successive terms.

The Treasurer will receive, deposit and disburse all monies of the Presbytery.

The Treasurer will send Presbytery dues requirements to the congregations.

The Treasurer will submit an annual review to the June meeting of the Presbytery.

The Treasurer will annually present a budget for the coming year to the Presbytery at its October meeting.

The financial year shall run from January 1 until December 31.

**4. MEETINGS AND SERVICES**

The regular or “stated” meetings of the Court shall be 4 times per year.

January	Via Zoom
March/April	Via Zoom
June	In Person *After General Assembly
October	Via Zoom

The normal program of each meeting is:

First Evening	7-9 PM
Following Day	9AM – Completion of Business

Any change to the time and place of the stated meeting will be handled by notice of motion at the previous meeting.

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Members will be notified ten days before any meeting of the Court by mail, email, or phone.

Special meetings of the Court will be called by the Moderator to deal with particular items of business that arise between stated meetings and cannot be delayed until the next stated meeting. The date, time and place of meeting, as well as the business to be dealt with will be intimated in the Notice of Meeting, which will be transmitted to all members at least ten days before the date of the meeting.

For Installations and Recognitions the Court recognizes the wisdom of meeting according to geographical realities. Therefore, the Moderator normally appoints a Commission for determining incoming and outgoing Calls as well as Special Occasions.

Remits will normally be addressed at the October meeting.

## 5. STANDING COMMITTEES

The following are the Standing Committees of Presbytery:

### Presbytery Executive

Presbytery Executive consists of the Moderator, Clerk, Treasurer and past Moderator of Presbytery. The Executive is empowered to meet at will on the request of either the Moderator or the Clerk. The Executive is encouraged to consider issues via email or by teleconference, because of cost considerations. The Executive considers issues with financial implications not handled below, and other issues the Court determines belongs to the Executive. Where a past Moderator is currently a Convener of a Committee, normally that person will continue in their capacity as Convener.

### Ministry Committee

The Ministry Committee consists of a Convener and at least two other members of the Court. As with all Committee Conveners, the Convener is chosen by the Nominating Committee and normally serves in this capacity for three years. The Ministry Committee considers issues effecting certification to Colleges, certification for Ordination, Study and Sabbatical leave requests, Interim Moderator requests, Lay Missionary, Missionary in Charge and other leadership designations, Ruling Elders appointed to preside at the sacraments, monitoring and arranging on a regular basis, Presbytery workshops on church policies such as Leading with Care and Sexual Abuse and Harassment and other issues which the Court decides rightly belongs to Ministry.

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Missions Committee

The Missions Committee consists of a Convenor and at least two other members of the Court. The Convenor is chosen by the Nominating Committee and normally serves in this capacity for three years. The Missions Committee considers issues affecting aid receiving congregations, missions education, visiting missionaries, missions' requests and other issues which the Court decides rightly belongs to Missions.

Congregational Life Committee

The Congregational Life Committee consists of a Convenor and at least two other members of the Court. The Convenor is chosen by the Nominating Committee and normally serves in this capacity for three years. The Stewardship Convenor shall be an ex-officio member of this Committee, and shall give his/her report through the Congregational Life committee. The Congregational Life Committee considers issues effecting congregations, such as Presbyterians Sharing allocations, new congregational programs, the Synod/Life and Mission grants and other issues which the Court decides rightly belongs to Congregational Life. Normally, when an issue cannot be easily categorized as Executive, Ministry or Missions, it shall be assigned to Congregational Life.

Property and Loans Committee

The Property and Loans Committee consists of a Convenor and at least two other members of the Court. This Committee considers loans, property acquisition and major renovation and church building requests. As with all Committees, the Committee does not submit a report unless business is presented to it.

Sexual Abuse and Harassment Committee

This Committee handles all sexual abuse and/or harassment claims. It is activated only upon such a complaint. The Convenor must be thoroughly familiar with and/or trained in the Sexual Abuse and Harassment Policy of the Presbyterian Church in Canada. At least two other members of the Court shall be named to this Committee by the Nominating Committee.

History Committee. The History Committee considers any items under this general heading as referred to it by the Court. At present, the Clerk serves as the Convenor, but the Court can appoint another Convenor through the Nominating Committee. This Committee is activated when business is directed to it. It will involve a minimum of two other members of the Court, as directed by the Nominating Committee.

Nominating Committee

The Nominating Committee reports annually to the Court at the June meeting. The Convenor of the Nominating Committee is suggested by the Moderator and Clerk. The Court has the final say in who convenes this Committee. It reviews current appointments and suggests names for any new vacancies needing to be filled. It also helps the Clerk and Moderator to make sure all members of the Court have a Committee to serve on. The Nominating Committee normally has a Convenor and at least one other member of the Court. In consultation with the Executive, the

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Nominating Committee is also charged with gathering names for other positions within the national church and Synod.

**6. COMMISSIONERS TO GENERAL ASSEMBLY**

All members of the Court are encouraged to take up their responsibility to be a Commissioner to the General Assembly. Rosters normally are revised every three years.

Elder commissioners to the General Assembly shall be nominated by the Sessions of the various charges within the bounds, according to the above schedule, with the understanding that the Session may name its representative elder, alternate elder, or any other of its number. When a Session is unable to do so, such shall be communicated as quickly as possible to the Clerk and the next Session on the roster is then contacted.

**7. VACANCIES AND INTERIM MODERATORS**

Interim Moderators are required to consult the Ministry and Church Vocations Office regarding the files of candidates for calls or appointments. Where a charge is aid receiving, the Interim Moderator needs to be in communication with the Presbytery Mission Convenor and the Associate Secretary for Canadian Ministries. Recognizing that the work and time invested by an Interim Moderator, the normal compensation shall be an honorarium from the congregation of the equivalent of 10% / month of the basic stipend as set forth in the current Acts and Proceedings. This figure is in addition to regular expenses related to the search for and the travel to and from the congregation for meetings. Pulpit supply at the going rate shall be paid to the Interim Moderator when he/she conducts a service at the church/pastoral charge where he/she is the Interim Moderator.

The Term of service of an Interim Moderator shall be for one (1) year and is renewable if the Interim Moderator, the congregation and the Presbytery are in agreement.

**8. MINISTERS—WHEN DISABLED OR DECEASED**

Congregations in this position should inform the Clerk who will in turn consult the Pension and Benefits Board of the National Church for the up to date rules and regulations related to Sick Leave and Disability.

When a Minister becomes ill and the illness is expected to keep him/her from his/her duties for an extended period of time (the time has not been specified), the Presbytery may appoint an Interim Moderator to meet with his/her Session(s) and see to the pastoral care of the Congregation(s). Pulpit Supply should be engaged, and the Session made aware of the Pulpit Supply Insurance that is available.

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If the Minister's illness extends longer than the time allotted for Pulpit Supply by the Insurance, the Ministry Committee will assume responsibility for applying these Guidelines. Guidelines when a Minister is disabled:

That if it appears that the Minister will be disabled for longer than a year, a meeting with the Clerk and the Moderator is required to see what the most responsible and pastoral course of action might be. If the disability seems to be permanent, by retiring, additional income may be secured from the Pension Funds.

That when a Minister becomes disabled for an extended period, the Moderator of Presbytery and Ministry Committee, be given power to issue to visit the Pastoral Charge as soon as possible, and make all necessary arrangements for the pastoral care and oversight of the Congregation(s) during the Pastor's illness.

When a Minister dies while in office, the Congregation will be responsible to the spouse and family to provide stipend, plus housing, for a minimum of six months.

#### 9. MINISTERS—WHEN RETIRING

During this one year period, this does not prevent It is pastorally advisable in the matter of building relationships with the new minister within the congregation for the retiring minister to step back gracefully from all and any pastoral responsibilities, for example, weddings, funerals and Sunday morning worship attendance for the period of ONE CALENDAR YEAR from the date of induction or appointment of the new minister

During this one year period, this does not prevent the retired minister from doing pulpit supply in other congregations.

Retiring Ministers shall not normally attend General Assembly as a Commissioner of the Court in the year of their retirement. This is in part due to their being moved from the Constituent Roll to the Appendix.

#### 10. HOLIDAYS

Ministers are encouraged to take advantage of the weeks they are given for holidays each year. The Presbytery discourages 'banking' holiday time for several years, as this may put an undue and unnecessary financial burden on a congregation.

In certain instances a minister may negotiate with his/her Session the transfer of some holidays not taken in any particular calendar year, but this should not be assumed.



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If a minister perceives that he/she cannot 'get away' for any holidays, in any given year, that minister and/ or its Session need meet to see if the matter can be resolved. If there is no resolution, it is suggested that the matter be brought to the Presbytery.

**11. PASTORAL CARE OF CONGREGATIONS**

The Presbytery shall continue to be creative in overseeing the life and work of congregations. The Presbytery shall encourage, correct and mediate in good times and difficult times. The Presbytery is to receive regular Annual Meeting reports from congregations and will regularly visit with congregations. Reports shall be received by the Executive Committee. For more information on this vital relationship, please consult the Book of Forms, section 198 ff.

Presbytery will endeavour to conduct a visitation at least every three years, the schedule and appointment of visitation committees to be prepared and recommended by the Congregational Life Committee. Visitation to a congregation near the first anniversary of a new Minister's induction/recognition is recommended. Copies of the visiting Committees' reports will be sent to the Minister and Clerks of Sessions by the Congregational Life Committee after the reports have been dealt with by the Presbytery.

**12. STANDING ORDERS**

Standing Orders can only be amended by notice of motion from one session to the next. Standing Orders changes require a two-thirds majority vote.

**13. STATISTICAL REPORTS**

Statistical reports are made available to all presbyters electronically at the beginning of the calendar year. The deadline for returning them is March 1<sup>st</sup> or as set by the General Assembly.

The Clerk appreciates a pro-active approach to completing them and sending them to the National office with a copy (electronic or paper) to the Clerk.

**14. FINANCES AND TRAVEL EXPENSES**

The financial burden of overnight accommodation and traveling to and from the Court or the required business of the Court is borne by the Court. Travel mileage and meal costs are to be reviewed annually. The Court must balance the needs of the presbyters with a sense of its own financial state. When any presbyter is in doubt of what legitimate expenses are, he/she should

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contact the Clerk well in advance of incurring such expenses for approval, a copy of a current travel and expense voucher is appended to these Standing Orders.

2024 Travel cost rates for reimbursement are as follows:

Car (including driver). [As per Revenue Canada Posted Amounts]

(Additional passengers) - \$0.07

Fixed Price for meals

- Breakfast - \$16.00
- Lunch - \$20.00
- Dinner - \$25.00

Accommodation \$125.00 [Up to \$250 for Out of Town Meetings]

#### 15. CORRESPONDENCE & COMMUNICATION

The Clerk handles all official correspondence of the Court. Anyone wishing to circulate the Court should do so through the Clerk. Official correspondence may be handled through the mail, by email or by fax. It is recommended that the sender assure him/herself that correspondence has been received.

Attestation of Session Minutes, Communion Roll and Baptismal Register shall be every even year (every second year) at the meeting directly before General Assembly.

#### 16. STUDY LEAVE

Minimum study leave requirements are set by the General Assembly and are included in Call documentation. Those intending to take study leave should seek the permission of their Session. The Session in turn shall request to Presbytery that the Study leave be granted. This request should contain the dates of the study leave and details about the leave itself. Study leave requests are then referred to the Ministry Committee which reports to the court for final decisions.

Ministers within a year of retirement should consider carefully the nature of study leave requested.

#### 17. DECISIONS BETWEEN MEETINGS OF THE COURT

Because we meet infrequently, urgent matters often require a decision of the Court between meetings. The following procedure is suggested: Whenever the Clerk or any other Convenor/Officer receives a request which requires an urgent decision (i.e. cannot wait until the

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next regular meeting of the Court); the Clerk will contact the Moderator who will decide whether a Special Meeting is required for the item at hand. If the item can be handled without a Special Meeting, the Executive is contacted and if there is consensus on the matter, it is carried out. If consensus is not apparent, then the matter is determined to be large enough for a Special Meeting and one is called by the Moderator.

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