

PRESBYTERY OF LONDON - STANDING ORDERS

Effective September 11, 2007

1. STATED MEETINGS

(A) FREQUENCY

The stated meetings of Presbytery shall be held on the second Tuesday of September, October, November, January, February, March, April and May, and on the third Tuesday in June.

(B) HOURS

The meetings will commence at the hour of seven o'clock in the evening.

(C) PLACES

(a) The Presbytery will meet following the rotation found in the current Acts and Proceedings of the General Assembly.

(b) Whenever there is a member of Presbytery with a physical disability, the congregation scheduled to host a meeting of Presbytery will ensure that the meeting be held in an appropriately accessible facility, and should this arrangement not be possible, the congregation will contact the Clerk of Presbytery who will make alternate arrangements for the meeting to be held at another facility which is appropriately accessible.

(c) The above normal rotation may be preempted with three months notice to Presbytery from a charge by reason of special circumstance with the approval of Presbytery.

(d) The host congregation for regular meetings is responsible for leading opening devotions of up to fifteen minutes, with the exception of the September meeting when the Moderator leads worship and communion.

(D) FORMAT

(a) Regular Meeting Structure

Each regular meeting of the Presbytery of London will consist of the following components:

- Administration Team Business
- Worship
- Education
- Ministry Teams

Stated hours will be set as needed.

2. REPRESENTATIVE ELDERS

(a) Representative Elders with their Alternates shall be appointed annually by Sessions which shall report their action on forms provided by the Presbytery Clerk. These forms shall be returned to the Clerk at least ten days before the March meeting at which meeting Presbytery shall adopt its elders' roll which shall become effective on September first. Alternate elders may act at any meeting in the absence of the representative elder without Presbytery action.

(b) The clerk and moderator will ensure that the status of equalizing (compensating) elders be reviewed yearly, and these elders will be chosen in accordance with the Book of Forms.

3. OFFICERS OF THE PRESBYTERY

(A) MODERATOR

In addition to the duties outlined in the Book of Forms the moderator of Presbytery shall conduct the communion service at the September meeting of Presbytery. The Moderator shall ordinarily be elected at the May meeting of Presbytery and shall assume office in September and serve for a period of two years, beginning with the 2008-2010 term. At the regular January meeting of Presbytery, a Moderator Search Team shall be formed by the Vacancy and Visitation Team asking for volunteers. The team will seek and bring forth nomination(s) for presbytery moderator for the following two years (having confirmed the willingness of the candidate(s) to serve).

(B) CLERK

The clerk is to be elected for a three year term which will be reviewed annually at the March meeting to serve beginning at the September meeting. In addition to the duties outlined in the Book of Forms the clerk of the Presbytery shall be the alternate signing authority for the Presbytery funds as directed by Presbytery from time to time. This will specifically apply to the Dr. Stalker Fund which shall require the signatures of both clerk and treasurer. The clerk shall be responsible for notifying congregations of changes in stipends and allowances.

(C) TREASURER

The treasurer is elected annually at the March meeting to serve for the year beginning in September. The treasurer is a member of the Administration Team.

4. MINISTRY TEAMS

(A) BASIC GUIDELINES

The following orders are without reference to the Presbytery of London Extension and Building Fund Committee.

- (a) "Core Ministry Teams" are permanent ministry teams whose mandates deal with the basic functions of the presbytery. They report or present regularly to the presbytery, and are listed in the Standing Orders.
- (b) "Focus Ministry Teams" are ministry teams established for specific tasks.
- (c) A Ministry Team will consist of no fewer than three persons, including the convener.
- (d) The membership of Ministry Teams will be reviewed annually at the September meeting of the Presbytery. At this time Team members will be free to leave the team or commit to another year's service. The September meeting will be the time when Presbyters normally are invited to consider joining an established Team, although they may join at any time in the year.
- (e) Any changes to a team's membership shall be reported to the presbytery.
- (f) Each team shall have a convener, elected by the ministry team.
- (g) At the regular January meeting any team which has not reported for a period of six months shall be noted in the Administrative Team report, and be invited to report to Presbytery at the next regular meeting.

(B) ADMINISTRATIVE TEAM

The Administrative Team shall be composed of the Moderator, immediate Past-Moderator, Clerk, Treasurer and other members of the Court at large. The responsibilities of the Administrative Team shall be:

- (a) Direction of correspondence to the appropriate Teams for action and information.
- (b) Setting a tentative agenda for the Court's next meeting.
- (c) Having the power to act provisionally on behalf of the Court for routine emergent business. Such acts are to be homologated at the next regular sederunt of Presbytery.
- (d) Finance (including budgeting).
- (e) To make recommendations to the Presbytery of London concerning the Discretionary Fund.
- (f) Procedures including the annual update of standing orders for all presbyters at the September meeting.
- (g) To maintain the roll of Presbytery.
- (h) To keep the values of the Presbytery before the Court.

(C) STUDENTS AND EDUCATION TEAM

The responsibilities of the Students and Education Team shall be:

- (a) Planning educational component for each regular meeting of Presbytery.
- (b) Recruitment of educational component leaders for each regular meeting of Presbytery.
- (c) Oversight of students for the ministry.
- (d) Examining candidates for certification, and making recommendations to the Presbytery.
- (e) Ensuring that candidates are examined for certification for ordination, and making recommendations to the Presbytery.
- (f) Receiving applications and making recommendations concerning the Stalker Fund.
- (g) Receiving applications for study leave and making recommendations to the court, in accordance with General Assembly guidelines.
- (h) Supervising and encouraging the appropriate use of study leave by the ministers of the presbytery, in accordance with General Assembly guidelines.

(D) DENOMINATIONAL WORK TEAM

The responsibilities of the Denominational Work Team shall be:

- (a) Ensuring that remits, referrals, study papers and other items from the General Assembly and its Committees and Agencies which require a response are dealt with by the presbytery.
- (b) Ensuring that national and synod level nominations are dealt with by the presbytery.
- (c) Recommending and recruiting focus teams for the above items (a) and (b) as needed.

(E) VACANCY AND VISITATION TEAM

The responsibilities of the Vacancy and Visitation Team shall be:

- (a) Appointing visitation teams and setting the rotation schedule for congregational visits.
- (b) To ensure that review teams are appointed when there is an upcoming vacancy.
- (c) To ensure that manse inspections take place at the time of vacancy.
- (d) To ensure that a Moderator Search Team is formed at the January meeting of Presbytery by calling for volunteers.
- (e) To ensure yearly review and appointment of the Presbytery Treasurer, yearly review of the Presbytery Clerk and appointment of the Clerk every third year.
- (f) In the event of a vacancy in the position of Clerk or Treasurer, to ensure that search teams are appointed.

(F) LEADING WITH CARE COMMITTEE

Terms of Reference:

- a) The Committee reports to the Presbytery;
- b) The Committee is responsible for the oversight and continuing implementation of both the Leading with Care Policy and the Sexual Abuse and Harassment Policy of the Presbyterian Church in Canada;
- c) The Committee will provide ongoing support and resources to congregations within the bounds of the Presbytery to ensure compliance with these policies, particularly at the time of the approval of a call or appointment;
- d) The Committee will oversee the implementation of the Policy for Presbytery events (e.g. Youth Events);
- e) The Committee will oversee the implementation of the Policy for any Presbytery staff (e.g. Hospital Worker);
- f) The Committee will be knowledgeable of the Sexual Abuse and Harassment Policy and will become the Committee of Presbytery that handles any complaints or allegations according to the Policy;
- g) The Committee will be comprised of at least four members, plus the Clerk of Presbytery. There should be an equal number of teaching and ruling elders as well as a balance of male and female members;
- h) Each member shall serve for three years, renewable for a second term. The initial six years should rotate members every two years.

(G) PRESBYTERY OF LONDON EXTENSION AND BUILDING FUND COMMITTEE

(As amended, Oct. 14, 1980, Feb. 10, 1981, and Feb. 9, 1999)

(a) History of the Committee

The committee was authorized and established by the Presbytery of London on January 13, 1954, in order to enlist the skills of laymen in the work of Church Extension which is vital to the growth and progress of the Presbyterian Church in Canada. It was the feeling that laymen would possess knowledge of various business practices which would be beneficial in the work.

(b) Membership of the Committee

The committee shall be composed of representatives appointed by every congregation in the Presbytery of London - one representative for every two hundred members or fractions thereof in the congregation, and two representatives appointed by Presbytery.

(c) Officers of the Committee

The officers of the committee shall consist of, a Chairman who will be moderator of the meetings. A Secretary who will keep the minutes and correspondence. A Treasurer who will receive the monies and maintain adequate records and be co-signer with the Chairman to make all authorized payments from the Presbytery Extension and Building Fund as authorized by the Presbytery.

(d) Objects of the Committee

The objects of the committee, all of which are directed toward Church Extension work within the Presbytery of London, shall be:

- (1) To administer the Presbytery Extension and Building Fund through the raising of funds; the making of loans; the taking of security for such loans; the collection of such loans together with interest.
- (2) To make loans to any congregation within the Presbytery of London for the purpose of supplementing the funds of such congregation required for new sites, new churches, new manses and extensions to and major renovations of existing church buildings.
- (3) To make available money for the acquisition of suitable church sites, with the approval of Presbytery, for establishing future congregations: such sites to be held in trust until a congregation is formed, at which time terms for resale of the property will be arranged with the newly formed congregation and secured by mortgage.
- (4) To keep Presbytery fully informed of the activities of the committee. Reporting to Presbytery shall be by the Committee chairperson or designated alternate at regular Presbytery meetings.
- (5) To carry out, with the approval of Presbytery, any form of work which is consistent with the foregoing.

(e) Powers of the Committee

- (1) The committee shall have power to administer the Presbytery Extension and Building Fund of the Presbytery.
- (2) The committee shall have authority to pay normal operating expenses of the committee from the Extension and Building Fund in connection with transportation of the committee members, stationery and postage, cost of opinion surveys in the interest of Church extension, the printing of brochures, etc.
- (3) The committee shall elect officers from its membership annually in May to begin their terms in September.
- (4) The committee shall appoint auditors to audit the records of the committee annually.
- (5) The committee shall report to regular meetings of Presbytery through its chairperson or designated alternate.

5. OTHER COMMITTEES OF PRESBYTERY

(A) WOMEN'S MISSIONARY SOCIETY

- (a) The Women's Missionary Society is to report annually to the Presbytery at its March meeting.

6. RECORDS

(A) CORRESPONDENCE

- (a) The Administrative Team is empowered to pass on to the appropriate conveners correspondence when it is received and required to present a list of the correspondence to the next meeting of Presbytery.
- (b) Correspondence ordered filed shall be kept for one year unless ordered to a permanent file.

(B) MINISTRY TEAM REPORTS

- (a) No team may report to Presbytery unless it has met, and presents a written report.
- (b) A typewritten copy of any report containing recommendations must be presented to the clerk no less than ten days prior to a regular meeting. The exception to this is that reports having good potential to be presented in camera may be withheld from advance distribution, at the discretion of the team convener in consultation with the clerk. The clerk must distribute all reports by regular mail or email to all members of Presbytery on the Constituent Roll at least seven days prior to a regular meeting.
- (c) It is encouraged that written reports which are for information only be circulated in advance, but it is not required.

(C) MINUTES

- (a) Minutes of the regular meetings are to be printed and sent out to members of the court and members on the appendix to the roll who want minutes in order to reach them at least ten days prior to the date of the meeting
- (b) A copy of the minutes is to be kept in temporary binding until about two hundred pages are on hand and then they are to be permanently bound.
- (c) Minutes shall be written in full without abbreviations except where those abbreviations are in common use.

(D) SESSION RECORDS

- (a) Session records shall be presented for examination biannually at the request of the Records Examination Team (which is a sub-team of the Admin Team).
- (b) The Moderator and the Clerk shall attest the session records with their signatures.
- (c) When errors in the records merit communication the Presbytery Clerk shall write to the Clerk of Session pointing out the errors with reference to the appropriate section of the Book of Forms.
- (d) Session records shall include all those listed in the Book of Forms 124 and 114.4.

7. FINANCIAL MATTERS

(A) PRESBYTERY DUES

The rate of the Presbytery dues shall be set at the November meeting, following an assessment procedure parallel to that currently used by the Synod. The notice of assessment for Presbytery and Synod dues shall be sent out by the Presbytery Treasurer to the clerks of Session during the month of November. (Quarterly dues...)

(B) TRAVEL EXPENSES

(a) Travel expenses are paid to each member of Presbytery attending any Presbytery meeting or Presbytery Committee meeting.

(b) The travel rate shall follow that set by General Assembly.

(c) Payment will ordinarily be paid at the January meeting of Presbytery for the previous year.

(d) It is the responsibility of Presbyters to ensure that their mileage is reported with their attendance.

(e) The conveners of Ministry Teams shall keep a record of travel mileage for committee business and shall submit a statement annually to the treasurer in time for January payment.

(C) MINISTRY TEAM EXPENSES

Travel, telephone and other authorized expenses may be paid by the treasurer on requisition by the convener.

(D) THE PRESBYTERY OF LONDON DISCRETIONARY FUND

(a) The funds for this account shall come from the fund that was previously known as the Sick Benefit Fund; from the offerings that will be received from Presbytery events such as inductions, ordinations and recognitions; and any other monies which the Presbytery from time to time may direct into the fund.

(b) The fund will be dispersed at the discretion of Presbytery for any special purpose deemed appropriate.

(E) FINANCIAL RESPONSIBILITY OF CONGREGATIONS TO INTERIM-MODERATORS

(a) Expenses incurred by the Interim-Moderators such as postage, telephone tolls, travel at the General Assembly rate, secretarial assistance, etc. should be reimbursed to him/her, when he/she submits a statement, and this preferably monthly.

(b) The cost of suitable supply for the Interim-Moderator's pulpit must be paid by the vacant congregation, this at the rate set for ordained supply by the General Assembly.

(c) An honorarium should be provided for each month of the Interim-Moderator's service, it being suggested that this should be seven percent of the minimum basic stipend.

(d) In the case of student appointment or lay supply the Interim-Moderator is required to moderate the Session and celebrate the sacraments. In these and other such cases, out of pocket expenses, and pulpit supply should be provided as above.

(e) That Interim Moderators consult the Ministry and Church Vocations office regarding the files of all shortlisted candidates for calls or appointments.

8. PERSONNEL PROCEDURES

(A) SIGNING THE FORMULA

The formula is to be signed by each minister who is added to the roll of Presbytery and a copy of standing orders is to be presented at that time.

(B) COMMISSIONERS TO GENERAL ASSEMBLY

(a) Commissioners to General Assembly shall ordinarily be nominated by rotation of the roll of Presbytery for ministers and the clerks list of congregations.

(b) Sessions nominating elders as commissioners shall have two months in which to nominate an elder when notified by the Clerk and the congregation which has been unable to supply the commissioner shall be placed at the end of the rotation. If no reply has been received after two months have passed the Clerk of Presbytery shall request the next Session in order of rotation on the clerk's list to make such an appointment with two months to reply.

(c) Where a minister, who would normally be appointed a commissioner because of his/her position in the rotation, declines to accept his/her commission, his/her name shall be placed at the end of the rotation and the alternate will be nominated. Should the alternate decline he/she may retain his/her position in the rotation.

(d) The rotation of ministers and congregations shall be recorded in the November meeting of Presbytery.

(e) Presbytery will provide the cost for meals to commissioners to General Assembly.