

**RULES OF PROCEDURE**  
**For Classis Iakota of the Christian Reformed Church**  
 (Last update: January 2023)

PREAMBLE: Classis Iakota adopts these rules as a guide for the conduct of its business. Classis retains the freedom to follow or set aside these rules as it deems best for the Church of Jesus Christ, except where to do so would be in conflict with the Word of God, the Forms of Unity, and the Church Order of the Christian Reformed Church. These "Rules of Procedure" may be amended, suspended, revised, or vacated by a majority vote of Classis.

**CONTENTS**

I.	Convening and Constituting of Classis .....	2
II.	The Sessions of Classis .....	3
	Order of business (Appendix A, p. 18)	
III.	Matters Legally Before Classis .....	3
IV.	The Officers of Classis .....	4
	Duties of the Chairperson (Appendix B, p. 19)	
	Duties of the Stated Clerk (Appendix C, p. 20)	
	Duties of the Treasurer (Appendix D, p. 21)	
V.	The Committees/Teams of Classis	
	General Provisions Governing these Committees .....	5
	Classical Interim Committee .....	5
	Responsibilities of this Committee (Appendix E, p. 22)	
	Classical Finance Committee (Appendix F, p. 23) .....	5
	Classical Missions Team .....	6
	Classical Ministerial Leadership Team .....	7
	Classical Safe Church Team .....	8
	Advisory Committees .....	8
VI.	The Representatives of Classis .....	9
	Church Visitors	
	Counselors (Duties: Appendix G, p. 24)	
VII.	Denominational Functionaries .....	10
	Delegates to Synod	
	Synodical Deputies	
	Delegates to Denominational Boards	
VIII.	The Special Functions of Classis	
	Examination of Candidates .....	11-12
	Calling Ministers from Other Denominations (Colloquium Doctum) .....	13-14
	Examination of Commissioned Pastor .....	15
	Licensure to Exhort .....	16
	Stated Supply .....	16
IX.	Relationship of Denominational Home Missionaries .....	17
X.	Revision of Rules of Procedure .....	17
	Appendix H: Student Aid Fund Document of Agreement .....	25
	Appendix I: Rules of Order .....	26-28

## **I. Convening and Constituting of Classis**

- A. Classis shall convene and be constituted as prescribed by the Church Order and the Synodical rulings governing its meetings.
- B. Classis shall ordinarily meet on the first Tuesday of March and the third Tuesday of September at such place as the Classis designated at its last meeting, following the alphabetical rotation of the churches as much as possible. Time for such meetings shall be left to the discretion of the Classical Interim Committee.
- C. Special sessions shall be held as deemed necessary. At the discretion of the Classical Interim Committee a special Classis may be called; at the request brought by two or more councils a special session must be called.
- D. Each Council shall delegate three office-bearers (ordinarily a minister, elder, and deacon) properly accredited and prepared to deliberate on all matters properly and legally before the meeting. Councils not properly represented at Classis shall present an adequate explanation thereof.
- E. Delegates may not leave the meeting without permission of Classis, through its president. If any member leaves without permission the Stated Clerk shall notify the Council of the fact.
- F. The Council of the church at which Classis convenes shall make proper arrangements for the Classical meetings, including meals and lodging for the delegates as required. The cost of the meal shall be paid from the Classical Expense Fund. (See IV. D. 2) (b) (1) ii. below)
- G. The meetings of Classis shall be open to the public, unless Classis by a majority vote decides to meet in executive session (which is open to office-bearers and delegates) or in strict executive session (which is open to delegates only). The minutes of executive sessions are recorded but not read in public session, nor published.
- H. At the time appointed for the meeting the chairperson shall call the meeting to order. They shall receive the credentials of the delegates, call the roll, ask the delegates present for the first time to sign the Covenant for Officebearers, and upon proper examination of the credentials declare that Classis is constituted provided a majority of the churches is present.

## II. The Sessions of Classis

- A. Schedule of Devotions:
  - 1) Devotions at Classical Sessions –
    - a) The morning session is opened with devotions by the host church.
    - b) Classis recesses for luncheon and dinner and therefore no closing prayer is offered at this time.
    - c) The afternoon session begins with church visitor and church counselor reports.
    - d) Closing devotions are conducted by the person appointed by the chairperson of Classis incorporating the concerns and joys that have been noted during Classis.
  - 2) Devotions at Meals
    - a) The chairperson for the day shall assume the responsibility of conducting devotions before meals.
    - b) Closing prayer at meals shall be by each delegate privately.
- B. The time schedule for the sessions of Classis shall be designated by the Classical Interim Committee.
  - 1) The schedule shall normally be: 9:00-11:45 a.m.; 1:00-3:15 p.m.; 3:30-5:30 p.m. The time of evening sessions shall be determined by Classis.
  - 2) At 11:55 AM individuals who are present who are not delegates but who represent various ministries or boards will be invited to stand and be recognized. They will also be invited to stay for lunch so that the delegates will have opportunity to interact with them during the lunch break.
- C. All overtures from councils shall receive due attention early in classical sessions. These shall not only be read, but also discussed, before placing them - if necessary - in the hands of an advisory committee.
- D. All reports of classical committees, both standing and ad hoc committees, shall ordinarily be treated before reports of denominational boards and committees.
- E. Depending on the projected length of the agenda for a given meeting, the Classical Interim Committee may schedule not more than three representatives of church-related and church-supported causes to address Classis for no more than five minutes.
- F. Order of business: *This order may be varied at the discretion of the chairperson with the concurrence of Classis (cf. Appendix A, p.18)*

## III. Matters Legally Before Classis

- A. Only such matters as do not conflict with Article 28 of the Church Order which lays down the general rules for the determination of the legality or propriety of Classical business.
- B. All matters appearing on the Classical Agenda, Instructions, and Overtures submitted by Councils, Committee Reports, and all other matters which Classis, by a majority vote, shall declare acceptable for consideration and action.
- C. Reports, overtures, and other matters for the Agenda shall be in the possession of the Stated Clerk at least four weeks prior to the meeting. The Classical Agenda shall be sent to the Councils at the earliest possible date. Matters submitted too late to appear on the Agenda may be considered by way of exception to the rule, and only by specific decision of Classis.

## **IV. The Officers of Classis**

### **A. The Chairperson**

- 1) Each minister actively serving a church within the bounds of Classis shall preside by alphabetical rotation of churches as listed in the Yearbook, or the church has the freedom to appoint an elder as chairperson (Art. 14O2 and 1556); however, the same person shall not preside twice in succession. The chairperson shall preside immediately at the beginning of Classis and their duties shall terminate at the close of the meeting. No minister shall preside unless they have attended a previous session of Classis.
- 2) Duties of the Chairperson (cf. Appendix B, p.19)

### **B. The Vice Chairperson**

- 1) There shall be a vice-chairperson at each meeting of Classis, to be selected by alphabetical rotation of the churches. The vice-chairperson would ordinarily become the chairperson of the next Classis meeting, be it a regularly scheduled or a special meeting of Classis.
- 2) The duties of the vice- chairperson are:
  - a) They shall assist the chairperson of the day.
  - b) If the chairperson relinquishes the chair, the vice- chairperson shall serve in that capacity until the chairperson of Classis can resume their duties.
  - c) They shall ordinarily serve as the chairperson of the next Classis meeting.

### **C. The Stated Clerk**

- 1) Election: The Stated Clerk shall be elected for a term of three years.
- 2) Duties of the Stated Clerk (cf. Appendix C, p. 20)
- 3) The Stated Clerk shall not be required to serve as chairperson of any Classical session.
- 4) If the Stated Clerk is not a regular delegate to Classis they shall be granted ex officio the privilege of the floor only to present necessary documents or to inform Classis in matter of fact.
- 5) In addition to the restitution of expenses incurred on behalf of Classis, the Stated Clerk shall receive an annual honorarium for their services as determined by Classis.

### **D. The Classical Treasurer**

- 1) Election: The Classical Treasurer, and the alternate, shall be elected for a term of three years. The alternate shall assume the duties of the office when the treasurer cannot serve.
- 2) Duties of the Classical Treasurer (cf. Appendix D. p. 21)
- 3) The Treasurer shall be an ex officio member of the Classical Finance Committee.
- 4) The Treasurer shall be duly and sufficiently bonded at the expense of Classis.
- 5) If the Treasurer is not a regular delegate to Classis he/she shall be granted ex officio the privilege of the floor in matters dealing with the finances of Classis.
- 6) The Treasurer shall receive an annual honorarium in addition to the restitution of all expenses made by him/her on behalf of Classis.
- 7) The Treasurer's books are subject to semi-annual inspection by the Classical Interim Committee.

## V. The Committees of Classis

### A. General provisions governing these committees:

- 1) These committees shall be composed as follows:
  - a) The members of standing committees shall be chosen to three-year terms. When an alternate officer assumes the office of the incumbent they shall fulfill the remainder of the term of the former incumbent.
  - b) Advisory and study committees shall be appointed by the chairperson of each session of Classis as required.
- 2) These committees shall serve Classis by attending to classical matters in the interims between classical meetings.
- 3) The authority of these committees shall extend only to the mandates given them by Classis.
- 4) The officers of these committees shall be determined as follows:
  - a) Standing committees shall be responsible for selecting their own officers.
  - b) The chairperson of all appointed committees shall be the first-named appointee, the second-named functioning as reporter.
- 5) An elder chosen to any committee shall normally serve out their full term even if their term of office as elder should expire.
- 6) The committees shall be required to offer written reports to each meeting of Classis. Committees and delegates to Synodical Boards shall furnish reports in sufficient quantities to supply all the Classical delegates. Committees and delegates are encouraged to submit these reports electronically through the Stated Clerk for distribution. The official copy for the files of Classis shall bear the signature of the chairperson and the reporter of the respective committees.
- 7) Budget requests from each committee shall be submitted to the Classical Treasurer 6 weeks prior to the fall session so they can be included in the unified report.

### B. Classical Interim Committee

- 1) The Classical Interim Committee shall be composed of three members who are chosen for a three-year term, one member to be elected each year.
- 2) The Stated Clerk is a member of the Classical Interim Committee ex officio.
- 3) Responsibilities when Classis is not in session (cf. Appendix E, p. 22)
- 4) The secretary of the Classical Interim Committee shall serve as the alternate Stated Clerk, assuming the duties of the office when the Stated Clerk cannot serve.
- 5) If any congregation protests the seating of female delegates, the members of the interim committee shall be drawn from male clergy members.

### C. Classical Finance Committee

- 1) The Classical Finance Committee shall be composed of four members who are chosen for a three-year term; one member shall be a minister; two members shall have diaconal and/or banking experience (one from Iowa and the other from South Dakota, perhaps one representing a small church and one representing a large church); one member shall have a Home Missions focus as much of the budget goes to that ministry.
- 2) The Classical Treasurer is a member of this committee in an ex officio capacity.
- 3) The general responsibilities of this committee shall be:
  - a) To encourage good stewardship in Classis Iakota.
  - b) To track giving and spending and anticipate upcoming receipts and expenses.
  - c) To receive pledges from churches for Ministry Shares.[The mandate for this committee can be found in Appendix F, p. 23]
- 4) The committee shall meet no less than once a year. Members may be called on to join meetings of other classis committees when those committee discuss finances.

#### D. Classical Missions Committee

- 1) This committee shall be composed of seven members: four ministers and three lay members, chosen to a three-year term with at least one minister and one lay member elected each year.
- 2) Two general alternates shall be elected, one minister and one lay member
- 3) The responsibilities of the committee shall be:
  - a) To keep Classis and the Resonate Global Mission Board informed with respect to possible new fields of labor within the bounds of Classis.
  - b) To furnish advice to the Resonate Global Mission Board in matters pertaining to the work of missionaries laboring within the Classis.
  - c) To cooperate with the Resonate Global Mission Board in the promotion of such work as may lead to the opening of new fields and the strengthening of others within Classis.
  - d) To supervise the labors of all home missionaries actively laboring in work undertaken by Classis.
  - e) To advise Classis on requests from councils for status as a Heritage Church. The Committee shall:
    - (1) Make at least one annual pastoral visit to each Heritage church so that they become more aware of the needs of the Heritage churches.
    - (2) Be available to the Heritage churches for resources and counsel.
    - (3) Provide encouragement to the Heritage churches, so that the Committee “better counsel each church in all things pertaining to their program and working toward complete self-support.”
  - f) To receive budget requests each year from those ministries receiving Ministry Share contributions from Classis and submit the total recommended support amounts, excluding those from the Standing Committees, to Classis each fall.

#### E. Classical Ministerial Leadership Team

- 1) The team shall be composed of at least three ministers and three lay members, elected to three-year terms. Two alternates shall be elected: one minister and one lay member.
- 2) The team's responsibilities shall be the following:
  - a) To promote interest in the Gospel ministry in the CRCNA.
  - b) To publish authorized invitations within the Classis for those seeking ordination according to Church Order Articles 6, 7, 8 and 23 and for those seeking non-ordained ministry with the CRCNA.
  - c) To make proper recommendations to Classis. Regarding students seeking ordination as per the programs of the Synodical Candidacy Committee guidelines including but not limited to:
    - (1) Motivation for seeking to enter the ministry
    - (2) Spiritual qualifications and talents for the work
    - (3) Need for financial aid
  - d) To keep itself, as well as Classis, informed as to the general conduct of the students supported by Classis, their academic records, and their financial need for continuing support.
  - e) The same or similar guidelines will be used for students seeking non-ordained ministry.
  - f) To allow additional support to a student if the need arises; this amount not to exceed that determined by Classis as a maximum.
  - g) To encourage systematic repayments by those indebted to the fund.
  - h) To see that contracts are properly executed and enforced and forwarded to the archives of the Stated Clerk.
  - i) To recommend a ministry share amount to each Fall meeting of Classis.
- 3) The team shall administer the Student Aid moneys according to the following provisions:
  - a) Persons (male or female) planning to be full-time students studying for full time, ordained or unordained, ministry in the CRCNA are eligible for assistance. Full-time ministry shall be defined as those persons who are employed by a congregation in the CRCNA or an agency of the CRCNA or related denominational organizations on a full-time basis in a capacity that reflects their degree of training.
  - b) Rules governing this fund:
    - (1) Financial aid shall be granted only to professing members of the Lord Jesus Christ in the Christian Reformed Churches within the Classis.
    - (2) Applicants for aid must present a consistorial recommendation attesting to the student's membership of the church in full and regular standing, possession of such spiritual and academic qualifications as are required of a full-time ministry in the CRCNA and being without sufficient means to provide adequate personal financial support.
    - (3) Priority in distributing funds will be given to students who attend a reformed college or seminary, with the intention of entering full-time ministry in the CRC.
    - (4) Classis reserves the right to withdraw this support at any time should a student prove unworthy of continued aid, e.g., maintain grades at the level required to enter and remain in a reformed college or seminary.
    - (5) Consideration may be given on a case-by-case basis for part-time students.
    - (6) Before aid is granted applicants shall sign the Document of Agreement.
- 4) The student aid fund exists solely for the training of those preparing for a full-time area of ministry in the CRCNA.

## F. Classical Safe Church Team

- 1) This is a joint venture with Classis Heartland, with a clergy member and a lay member coming each classis, along with a Coordinator who is to receive an annual stipend.
- 2) This team shall:
  - a) Serve in a consultative role for churches in classis who are developing (or reviewing/revising) congregational safe church policies.
  - b) Serve as a resource for churches dealing with allegations of abuse,
  - c) Serve as a clearing house of best practices and periodic trainings for each classis with regard to abuse awareness and prevention.
- 3) The primary expectations of the Safe Church Team Coordinator are:
  - a) Connect with SCM (Safe Church Ministry) denominational staff. SCM will offer support to coordinators through coaching calls or visits at least twice per year. Coaching calls or visits will include discussion of:
    - (1) Resources, from within and outside the CRC for promotion, equipping and training.
    - (2) Processes and goals for leading the team forward
    - (3) Situations, and/or events affecting the ministry
  - b) Provide leadership for the Heartland-lakota Safe Church Team. The meetings, virtual or actual, are to occur 2-4 times annually.
  - c) Develop a collaborative working relationship with Classis Heartland and lakota which shall include:
    - (1) Regular attendance and reporting at classis meetings (at least once annually for each classis)
    - (2) Regular communication with the stated clerks of each classis and other classis functionaries as required, particularly when situations of abuse arise.

## G. Advisory Committees

- 1) Committees serve at the discretion of Classis for the purpose of facilitating the work.
- 2) Committees appointed at each Classis by the chairperson:
  - a) Committee to study the answers to questions under Art.41 of the Church Order
  - b) Other advisory committees as Classis may deem necessary.
- 3) The person first named at the appointment of a committee shall be its chairperson, the second named, its reporter.
- 4) Any member of Classis may address the committee for the purpose of communicating with it about any matter referred to the committee.
- 5) Committee reports shall be signed by the chairperson and reporter. In case of a minority report, each report must be signed by the members who favor it. The report of the majority shall be considered the report of the committee.
- 6) When a report of a committee has been previously distributed to Classis, and the members of Classis have had sufficient time to examine it, the report shall not be read on the floor of Classis unless Classis so desires.
- 7) During debate the task of defending the report shall rest upon the chairperson and reporter of the committee. These shall have preference over every other speaker and shall not be limited as to the number or length of their speeches. Other members shall be subject to the accepted rules of debate.
- 8) Recommendations by a committee are to be considered as main motions and all rules applying to main motions are applicable here. Only on the following conditions may such recommendations be recommitted:
  - a) If new facts which were not available, or at the disposal of the committee, become available.
  - b) Classis specifies the matters in which the report is faulty and specifies which changes are to be made.
  - c) If the motion to recommit is carried by a majority vote.



## VI. The Representatives of Classis

### A. Church Visitors

- 1) Classis shall be served by teams of Church Visitors and their respective alternates, and appointed by the Classical Interim Committee to two year terms. The church visiting teams to Heritage churches shall include one member of the Classical Home Missions Committee.
- 2) The Church Visitors shall conduct their work in accordance with the Church Order and Synodical regulations pertaining thereto.
- 3) They shall share the responsibilities of church visiting as circumstances may demand, and with the mutual agreement of the visitors.
- 4) They shall keep a faithful record of their visits, noting irregularities so that they may be followed up in subsequent visits.
- 5) They shall submit to Classis a written report of each visit: one for the Stated Clerk, one for the church Council that was visited, and one to be put in a binder for each church visiting team. This report is not to exceed one page. It is to be as concise as possible without being merely perfunctory (as in "everything was found to be in order").
- 6) When Church Visitors deal with special problems, a detailed report shall be filed with the Stated Clerk.
- 7) Those churches who have registered their protest to the seating of female delegates will not be assigned a female church visitor.
- 8) Pastors of churches who have registered their protest to the seating of female delegates will not be asked to serve as a visitor of a congregation with women in ordained leadership.

### B. Counselors

- 1) A counselor shall be appointed when:
  - a) A congregation is without a pastor.
  - b) A group of believers, which has not yet been organized as a congregation, is without the services of a home missionary. In the event such a group requires a counselor and it enjoys the services of a home missionary, preference shall be given to the home missionary as counselor.
  - c) A congregation wishes to call a minister as part of a multi-staff ministry.
  - d) A congregation wishes to call a minister for specialized ministry and or mission work.(cf. Art. 9 of C.O.)
- 2) The appointment of a counselor shall be made by the chairperson of Classis or by the Classical Interim Committee if Classis is not in session.
- 3) Any Council requiring the services of a counselor shall have the opportunity of stating its preference in the choice of a counselor, and unless compelling reasons render it inadvisable, this preference shall be given all due consideration.
- 4) A counselor functions on behalf of Classis and, being accountable to Classis, shall offer a written report to Classis at least annually if the vacancy exceeds one year.
- 5) Duties of the counselor (cf. Appendix F, p. 23)
- 6) Those churches who have registered their protest to the seating of female delegates will not be assigned a female church counselor.
- 7) Pastors of churches who have registered their protest to the seating of female delegates will not be asked to serve as a counselor of a congregation with women in ordained leadership.

## VII. Denominational Functionaries

### A. Delegates to Synod

- 1) Classis shall elect, in accordance with Synodical regulations, a minister, an elder, a deacon, and one other office bearer (minister, elder, or deacon) as delegates to Synod, with their alternates, at each March meeting.
- 2) Nominations for elder and deacon delegates to Synod shall be presented by the councils at the March meeting.
- 3) To enhance continuity and local interest in denominational matters, classis shall consider sending one or more delegates to synod for two consecutive years.
- 4) The primary minister delegate shall offer a written report to the next meeting of Classis following the meeting of Synod, dealing especially with all matters as have been submitted by, or that directly affect, the Classis.
- 5) Elder and deacon delegates may request remuneration of lost wages for days spent at Synod at a per diem rate set by Classis.
- 6) All ministers of Classis are eligible for Synodical delegation.
- 7) Churches whose ministers are delegated to Synod, which necessitates the supply of their pulpits in their absence, shall be entitled to appropriate financial allowance as determined by Classis, such allowance to be granted for no more than two Sundays for each meeting of Synod.

### B. Synodical Deputies

- 1) Classis shall by election nominate one of its ministers in regular service to function as Synodical Deputy according to the specifications for this duty as laid down by the Synod of the Christian Reformed Church.
  - a) They shall be elected to a three-year term at the appropriate meeting of Classis and to assume their duties with the approval of Synod.
  - b) An alternate shall also be elected to serve in place of the regular deputy if necessary, and to fill out their unexpired term in case this task must be relinquished.
- 2) Since this function is denominational in character, report of work performed is not made to Classis but to Synod. The standard procedure is that the Deputies present two copies of their report to the Stated Clerk of the Classis served with advice. Said Stated Clerk forwards one copy of the report to the CRCNA Synodical Services Office.

### C. Delegates to Denominational Boards

- 1) Classis shall elect delegates, with their alternates, to denominational boards having classical representation. As of March 2016, these include the following:
  - a) Council of Delegates of the CRCNA
  - b) Christian Reformed World Renew
- 2) Classis shall participate in regional election of delegates for denominational boards having regional representation (Classis Iakota is in Region 8). As of March 2019, these include the following:
  - a) Calvin College
  - b) Calvin Theological Seminary
- 3) These delegates shall normally be elected for terms of service in accordance with synodical and board regulations (ordinarily three-year terms) at the appropriate March meeting to assume their duties with the approval of Synod.
- 4) These delegates shall report to Classis after they have attended their respective board meetings. This may be done in writing, electronically, or in person as circumstances permit.
- 5) When an alternate delegate assumes the office of the incumbent they shall fulfill the remainder of the term of the former incumbent.
- 6) Churches whose ministers have functions assigned them by Classis in the work of the church at large, which necessitates the supply of their pulpits in the absence of their pastors, shall be entitled to an appropriate financial allowance as determined by Classis. This consideration to be limited to one Sunday per meeting attended.

## VIII. The Special Functions of Classis

### A. Examination of Candidates

- 1) As soon as a candidate has accepted the call of one of the churches of Classis, the Council shall notify the Stated Clerk, requesting an examination.
- 2) The Classical Interim Committee shall make all necessary arrangements in accordance with Synodical and Classical regulations.
- 3) Credentials Required by Classis. Synod advises "the classes, with reference to the credentials required by classes, that synod's declaration of candidacy may be taken to certify that the candidates have met the academic requirements for candidacy, have been found in good health, and have been recommended by a consistory. No further inquiry into these matters need ordinarily be made by a Classis at the examination for ordination" (Acts of Synod 1978, p. 24).
- 4) Sermon Evaluation
  - a) The candidate is to prepare a sermon on a text assigned by Classis. A copy of this sermon is to be submitted to the sermon evaluators two weeks before the examination. The sermon evaluators shall discuss the sermon with the candidate prior to the examination in the other branches.
  - b) The candidate should preach this sermon on the text assigned by Classis in an official worship service in the presence of classical representatives, preferably on the Sunday preceding the meeting of Classis in the church to which they have been called.
  - c) In addition to the required sermon on an assigned text, the candidate shall submit to each of the sermon evaluators of Classis copies of two other sermons which they have preached as a student, one based on a Scripture text and the other on a Lord's Day of the Heidelberg Catechism. The combination of Scripture texts should include both the Old Testament and the New Testament.
  - d) A copy of the candidate's sermons must be provided to the synodical deputies and to the delegates to Classis. It is strongly recommended that the sermons be forwarded to the Stated Clerk in electronic format for distribution.
  - e) The sermon evaluators shall report to Classis at the appropriate point in the examination of the candidate.
  - f) Four classical delegates should be appointed as the official examiners, two to function as sermon evaluators and to be present at the worship service in which the sermon on the assigned text is being preached, and two to conduct the actual examination at the time Classis meets.
- 5) Classical Examination
  - a) A classical examiner shall introduce the candidate to the Classis.
  - b) The examination proper shall consist of inquiry into three main areas, as follows:
    - (1) PRACTICA (no time limit)
      - i The classical examiner shall inquire into the candidate's relationship to God and their commitment to the ministry, their understanding of the meaning and relevance of the ministry for our times, their loyalty to the church, and related matters.
      - ii The synodical deputies and delegates shall have opportunity to ask additional questions.
      - iii Before proceeding to the next area of inquiry, a motion to proceed shall carry with the concurrence of the synodical deputies.
    - (2) SERMON EVALUATION
      - i In the presence of the candidate, the written sermon shall be evaluated, and attention shall be given to their manner of conducting a worship service.
      - ii Additional questions with reference to the sermon and its delivery shall be allowed.
      - iii Before proceeding to the next area, a motion to proceed shall carry with the concurrence of the synodical deputies.

- (3) BIBLICAL AND THEOLOGICAL POSITION (minimum, 30 minutes per candidate)
  - i The examiner shall inquire into the candidate's biblical and theological judgment, competence, and soundness.
  - ii Opportunity shall be provided for additional questions.
- 6) Procedure for admitting to the ministry
  - a) After the examination, a motion to admit shall be received, after which the chair shall declare executive session.
  - b) The motion shall be given preliminary consideration in executive session
  - c) After this consideration, and prior to voting, prayer for the guidance of the Holy Spirit shall be offered.
  - d) The synodical deputies shall leave the floor to prepare their recommendation.
  - e) Classis shall vote by ballot.
  - f) The synodical deputies shall offer their written statement, from which it will become evident whether or not they can concur with the decision of Classis.
  - g) In the event they do not concur, the Classis and the synodical deputies may try to reach a unified decision. In the event that agreement cannot be reached between them, the matter is automatically referred to the synod for final adjudication.
  - h) If the motion for admittance is not sustained, the chair shall inform the candidate privately, along with the deficiencies noted by Classis. (See A. 8) below.)
  - i) If the motion for admittance is sustained, the chairperson shall inform the candidate of their admittance to the ministry in the Christian Reformed Church. The candidate shall be requested to sign the Covenant for Officebearers, upon which, the chairperson, with appropriate remarks, shall present the Classical Diploma and opportunity to congratulate the candidate shall be given. The chairperson shall authorize the counselor to proceed with the ordination of the candidate.
- 7) The Stated Clerk shall send a copy of these rules to the candidate to be examined.
- 8) Re-examination of a Candidate.
  - a) If a candidate does not pass the examination, they may be given another opportunity at the following classical meeting to be examined in the areas in which they failed.
  - b) The Classis and synodical deputies may recommend a re-examination and specify its nature. Since an examination is conducted at the request of the calling council, and the call of a candidate is tentative and provisional upon the passing of the examination, the council must officially request a re-examination.
  - c) If a candidate fails to pass their re-examination or the council extending the call does not request a re-examination, the call is considered withdrawn.
  - d) A candidate whose case has been appealed to synod may not be called by another church nor examined by another classis.
- 9) Pastors will not be called upon to examine a candidate in violation of their conscience.
- 10) In the event of the examination of a female candidate, those churches who have registered their protest to the seating of female delegates will not participate in the examination of this candidate. The examination and vote will be conducted by the remaining delegates.

## B. Calling Ministers From Other Denominations (*Colloquium Doctum*)

- 1) Calling a minister from the Reformed Church in America (RCA)
  - a) Because of an agreement with the RCA for orderly exchange of ministers, ministers of the RCA may be called to serve in a CRC congregation.
  - b) Rules and procedures for the orderly exchange of ministers with the RCA are outlined in the CRCNA Church Order, Article 8 and its supplements.
- 2) A church may consider calling a minister of another denomination only if it has put forth a sustained and realistic effort to obtain a minister from within the CRC. This shall apply only to a church which continues to have a viable ministry.
- 3) A minister of another denomination desiring to be declared eligible for a call to a CRC shall make application to the Christian Reformed classis in which, or nearest which, their field of labor is located.
- 4) The approval of the Synodical deputies regarding the question of need for ministers from other denominations shall be obtained at a meeting of Classis and at a later Classis meeting for the appropriate examination.
- 5) A council shall not nominate a minister from another denomination for a call without the approval of its classis. The classis shall receive from the minister a statement of health, appropriate diplomas, and the evaluated psychological report prior to beginning the determination of need. The classis will schedule the *colloquium doctum* only after determining the need, and with the concurrence of the synodical deputies. A written specification of the need will be a part of the report of the synodical deputies.
- 6) The need for calling a minister of another denomination shall be acknowledged when:
  - a) The minister to be called has such extraordinary qualifications that the church recognizes that it would be important for the denomination to acquire their service, or
  - b) The need of a particular congregation for a pastor is so urgent that it can be met only by calling a minister from another denomination.
- 7) The classis shall provide such written specification of the need for calling a minister of another denomination or of making such a minister available for a call in the CRC as will satisfy the synodical deputies in their concurrence.
- 8) The Synod of 1985 adopted the following regulations with regard to the classical examination and reception of pastors from ethnic minorities: For multicultural or ethnic minority churches the need for indigenous leadership shall constitute the criterion for meeting the "need" requirements of Article 8 of the Church Order. Synod urged the classes that at every examination of an ethnic minority person under Church Order Articles 6,7, and 8 a resource person of that ethnic minority group be present for consultation with Classis (Acts of Synod 1985, pp.752-53). p.89
- 9) At the scheduled *colloquium doctum*, the applicant or nominee shall present a testimonial from their council or Classis or presbytery concerning their purity of doctrine and sanctity of life. (It is conceivable that just because the applicant is loyal to the Word and the creeds they are adjudged *persona non grata* by their own ecclesiastical assemblies and that they would not be granted such a testimonial. Should such be the case, a careful preliminary investigation must be made by the classis in consultation with the synodical deputies. The report of this investigation, if satisfactory to the classis and synodical deputies, will serve under such circumstances in lieu of the testimonial.)
  - a) The arrangements for a *colloquium doctum* shall be made by the Classical Interim Committee in accordance with Synodical regulations, including the appointment of a minister of Classis to serve as interviewer.
  - b) The interview shall concern matters of soundness of doctrine, sanctity of lifestyle, and knowledge and appreciation of Christian Reformed practice and usage.
  - c) When ministers from other countries are being proposed for nomination or request an examination to be made eligible for call, the synodical deputies shall use the following additional criteria:
    - (1) Ability to speak, or learn, the English language
    - (2) Ability to adjust to the American/Canadian situation of the CRCNA.

- (3) Age limit of forty years (as a general rule).
- 10) Procedure for declaring *colloquium doctum* satisfactory:
- a) A motion shall be entertained to admit the applicant to the ministry of the Word and Sacraments in the Christian Reformed Church.
    - (1) This motion shall be discussed and acted upon in executive session.
    - (2) The Classis, after hearing the advice of the three Synodical Deputies, and appropriate prayer, shall vote by ballot on the motion to admit the applicant to the ministry of the Christian Reformed Church.
  - b) If the motion for admission is sustained, the chairperson shall inform the applicant of their acceptance. The minister shall be requested to sign the Covenant for Officebearers, after which the chairperson, with appropriate remarks, shall welcome the applicant into the ministry of the Christian Reformed Church. The chairperson of Classis shall present the applicant with a Classical diploma. The Stated Clerk shall present them with a Certificate of Ordination.
  - c) The chairperson shall authorize the counselor of the church concerned to proceed with installation. In the case of individual initiative taken by the applicant, the Stated Clerk shall publish notification of their ordination as appropriate.
- 11) Ministers will not be called upon to examine an incoming minister in violation of their conscience.
- 12) In the event of the examination of a female minister, those churches who have registered their protest to the seating of female delegates will not participate in the examination of this minister. This examination and vote will be conducted by the remaining delegates.

### C. Examination of Commissioned Pastor

- 1) Before examining a person for the office of commissioned pastor or granting permission to install a previously ordained commissioned pastor in a new position, Classis, with the concurring advice of synodical deputies, must determine whether or not the position to which that person is being called fits the guidelines adopted by Synod 2001. In addition, the candidates for the office of commissioned pastor must have proven ability to function in the ministry to which they are being called. Classis shall ensure that the candidate meets the standards of character, knowledge, and skill adopted by Synod 2004. (See Church Order Art. 23 and its supplements.)
- 2) Before a person who will serve as the solo pastor of an emerging or an organized church is examined for a position as a commissioned pastor, that person, in cooperation with Classis, shall develop and complete a contextualized learning plan, adopted by Classis and approved by the Candidacy Committee. Ordinarily the learning plan would include an introduction to the CRC Church Order, CRC history, CRC ministry, CRC creeds and confessions, Reformed hermeneutics, and an introduction to the discipline and art of preaching.
- 3) Once a person has accepted a call to be a commissioned pastor, the Classical Interim Committee shall be notified, and it shall make all the necessary arrangements for their examination in accordance with Synodical rules (Cf. Church Order Supplement, Art. 23a). The concurrence of Synodical deputies is not required for the examination of a candidate for the office of commissioned pastor.
- 4) The classical examination shall include the following elements:
  - a) Presentation of the following documents:
    - (1) A council recommendation from the church in which the appointee holds membership.
    - (2) Evidence (diplomas, transcripts, etc.) of formal general education and of specialized training in the ministry area to which the candidate is being called.
    - (3) A copy of the letter of appointment from the church that is requesting ordination of the candidate as commissioned pastor.
    - (4) A copy of the candidate's letter of acceptance.
  - b) Where applicable, presentation of a sermon.
    - (1) In an official worship service, preferably on the Sunday preceding the meeting of Classis and in the church to which the candidate for ordination has been called, the commissioned pastor shall preach a sermon on a text assigned by Classis. Two members of Classis shall be present to serve as sermon evaluators.
    - (2) A copy of the sermon shall be provided to the classical delegates. In the presence of the commissioned pastor, the sermon evaluators shall evaluate the sermon and the commissioned pastor's manner of conducting the entire worship service.
  - c) Examination of the following areas:
    - (1) Knowledge of Scripture
    - (2) Knowledge of Reformed doctrine
    - (3) Knowledge of the standards of the church and the Church Order
    - (4) Practical matters regarding Christian testimony, walk of life, relationships with others, love for the church, approach to ministry, and promotion of Christ's kingdom
  - d) Procedure for admission as a commissioned pastor:
    - (1) Motion is made to admit
    - (2) Executive Session is declared.
    - (3) Prayer is offered for the guidance of the Holy Spirit and the motion is considered.
    - (4) Classis shall ensure that commissioned pastors, especially those working at some distance from their calling congregations, will have proper supervision and support for their ministry
    - (5) Classis votes by ballot and the results announced.
- 5) Ministers will not be called upon to examine a commissioned pastor in violation of their conscience.
- 6) In the event of the examination of a female commissioned pastor, those churches who have registered their protest to the seating of female delegates will not participate in the examination of this minister. This examination and vote will be conducted by the remaining delegates.

#### D. Licensure to Exhort

- 1) The Council of Delegates of the CRC supervises the granting of licensure to seminarians.
- 2) Seminarians not studying at Calvin Theological Seminary: Synod affirmed the policy that theological students from other seminaries who desire licensure should pre-enroll in the Ecclesiastical Program for Ministerial Candidacy in the Christian Reformed Church to be supervised through the Field Education office of Calvin Seminary (Acts of Synod 1983, pp.667,68).
- 3) Classis possesses the right to grant licensure to exhort to the following:
  - a) Members of the Christian Reformed Church not formally preparing for the ministry, providing one of the following reasons for granting licensure is established:
    - (1) The existence of a real need for exhorters within Classis
    - (2) The intention of entering the ministry of the Christian Reformed Church, preparation for which has been temporarily interrupted at some point after the successful completion of at least one year of seminary work
    - (3) Occupation of a strategic position, in which licensure would be of great advantage to the Christian Reformed Church
  - b) Those who have completed a full course of theological training but are not engaged in work directly related to the ministry.
- 4) Applicants shall present the following documents:
  - a) Council recommendations
  - b) Statement of reason why licensure is sought
  - c) Recommendation of seminary faculty and transcript of seminary credits (where applicable)
- 5) Applicants should ordinarily submit to an examination by Classis:
  - a) Each applicant shall address Classis for at least 10 minutes on a Scripture text.
  - b) Arrangements for interrogation in the following subjects shall be made by the Classical Interim Committee:
    - (1) Knowledge of Doctrine and Holy Scriptures
    - (2) Christian Ethics
    - (3) Practica
- 6) Procedure for granting licensure to exhort:
  - a) The chairperson shall entertain a motion that licensure be granted, which shall be discussed and acted upon in executive session.
  - b) If the motion prevails, the chairperson shall so inform the applicant in open session.
- 7) The applicant, having sustained the examination, shall be granted initial licensure for two years, after which application for extension of licensure for a two-year period may be made in writing.

#### E. Stated Supply

- 1) Individuals appointed to serve as stated supply and not otherwise licensed to exhort must first be granted such licensure according to the rules before they may serve as stated supply.
- 2) Synod clarified the regulations governing the employment of unordained persons as stated supply in vacant churches as follows: It is highly inadvisable to have a man without proper theological training serve as stated supply. The employment of a stated supply should not delay the calling of an ordained man.
- 3) Churches who register their protest to the seating of female delegates will not be assigned female pulpit supply.



## **IX. Relationship of Denominational Home Missionaries**

- A. Home missionaries serving unorganized churches within Classis are invited and urged to attend meetings of Classis and are accorded the privilege of the floor.
- B. All home missionaries working within Classis shall be granted Classical appointments provided that such appointments do not unduly interfere with their work, their supervising board does not disapprove such appointments, and such appointments do not involve undue expenses for the paying body.
- C. All home missionaries are requested to submit a report to Classis at its regular sessions.
- D. All home missionaries are requested and encouraged to conduct their work in consultation and cooperation with the Classical Home Missions Committee, whenever and however the committee is able to serve them with helpful information and advice.

- X. **Revision of the Rules of Procedure.** These rules may be suspended, amended, revised, or abrogated by a majority vote of Classis.

## Appendix A

### Order of business

*(This order may be varied at the discretion of the chairperson with the concurrence of Classis.)*

- 1) Seating of delegates presenting irregular credentials.
  - a) Credentials are to be submitted by mail or email to the Stated Clerk. If there are matters requiring the attention of Classis on the credentials, these should be submitted at least 1 week (7 days) prior to the meeting to ensure they are properly handled.
  - b) The chairperson for the day is to call roll by churches. Any alternates will be asked to inform the clerk of their presence after the roll call. A list of delegates is to be made available at the beginning of Classis.
- 2) Privilege of the floor is extended to non-delegated Christian Reformed ministers. Privilege of the floor may also be extended to non-delegated office bearers if such privilege is requested.
- 3) Welcome of Fraternal Delegates and Synodical Deputies if applicable.
- 4) Appointment for the Day:
  - a) Committee re: Credentials and C.O.Art.41
  - b) Person for Prayer Concerns and Closing Devotions
- 5) Overtures submitted to Classis.
- 6) Examination of Candidates (if scheduled).
- 7) Reports of Special Study Committees.
- 8) Reports of Standing Committees:
  - a) Stated Clerk of Classis. Any correspondence received by the Stated Clerk that requires action by Classis shall be dealt with at this time.
  - b) Classical Interim Committee
  - c) Classical Home Missions Committee
  - d) Classical Ministerial Leadership Team
  - e) Finance Committee
  - f) Classical Safe Church Team
  - g) Church Visitors
  - h) Classical Treasurer
  - i) Counselors (when applicable)
  - j) Minn-I-Kota Youth Ministry
- 9) Elections. (The host church shall provide a tally committee.)
- 10) Reports of Committees of the Day:
  - a) Art.41-Church Order Committee
  - b) Varia
- 11) Reports of Synodical Functionaries
  - a) Christian Reformed Resonate Global Mission
  - b) Christian Reformed World Renew
  - c) CRCNA Council of Delegates
  - d) Delegates to Synod
- 12) General Reports (as decided)
- 13) Appointment of Study Committees, Church Visitors, Counselors, and Auditors when necessary and prescribed.
- 14) Determination of place of next meeting.
- 15) Concluding remarks, acknowledgments, prayer and the singing of the doxology

## Appendix B

### **Duties of the Chairperson:**

- a) They shall call the sessions to order at the appointed time with opening prayer and devotions.
- b) They shall see that all business is transacted in the proper order and expedited as much as possible and that delegates observe the rules of order and decorum.
- c) They shall welcome guests of Classis and respond to greetings received or appoint members of Classis for this purpose.
- d) They shall declare a matter “received as information” to expedite the matter of business.
- e) They shall place before Classis every motion that is made and seconded according to the Rules of Order; they shall clearly state the question before the vote is taken.
- f) They shall remain impartial on any pending question. If they feel the need of expressing themselves on a pending question, they shall relinquish the chair to the vice-chairperson, assuming it again only when final disposition has been made. They may speak while holding the chair to state matters of fact or to inform Classis regarding points of order.
- g) The chairperson shall have and exercise the prerogative of declaring a motion or person out of order. If his ruling is challenged, Classis shall immediately sustain or reject the ruling by majority vote. (By “majority” we mean the number greater than half of the votes cast.)
- h) They shall rule on all points of order raised. Their ruling may be reversed by a majority vote of Classis if a delegate challenges the ruling of the chair and appeals to the assembly.
- i) As a member of Classis, the chairperson retains the right to vote on any question. They invariably vote when the vote is by ballot. In case a vote is taken by a show of hands or by voice, they do not ordinarily avail themselves of the right unless their vote is the deciding one. In case the vote is tied and they abstain from voting, the motion is lost as though they had voted against it. Should they vote affirmatively, the motion is carried.
- j) They shall not preside in any matter that concerns themselves or their Council.
- k) They shall be responsible for making the following appointments:
  - a) Committee of the Day to serve Classis with advice
  - b) Study Committees as necessitated by actions of Classis
  - c) Person for Prayer Concerns
- l) They shall close the assembly with appropriate remarks and acknowledgments.

## Appendix C

### Duties of the Stated Clerk

- 1) Be the keeper of the archives, custodian of the official seal, and preserve a faithful transcription of the minutes of Classis for a permanent record and may use the Archives of the Christian Reformed Church to assist in this.
- 2) Keep current cumulative records of tenures of office of Classis' committee members and functionaries.
- 3) Conduct all necessary correspondence for the Classis.
- 4) Announce the Classical meetings in the official denominational papers and shall prepare a report of the significant actions of Classical sessions for publication in the official denominational papers.
- 5) Provide the councils with a copy of the credentials and accompanying questionnaire to be presented at the meeting of Classis by the delegates.
- 6) In conjunction with the Classical Interim Committee, draw up the Agenda for each meeting of Classis.
  - a) The Agenda shall contain: the order of Classical business; schedule for examination of candidates as occasion requires; and a listing of the ministers of Classis indicating offices in which each serves and the date when each officer's term expires.
  - b) The Stated Clerk shall contact members of the boards and committees of Classis prior to the deadline for agenda items to ensure that reports from these Classical functionaries are included in the agenda for each session of Classis.
  - c) The Stated Clerk shall receive overtures to Classis which shall be submitted to the office of the Stated Clerk for distribution with the Agendas. In the event these overtures are late, the Council submitting the same shall supply copies for all the Councils as early as possible.
  - d) The Agenda shall be distributed electronically to each Council to allow for distribution to all its members well in advance of the session of Classis.
  - e) The Stated Clerk shall request the Synodical Deputies if they are needed for any item on the agenda.
  - f) The Stated Clerk shall maintain the list of rotating first ministerial synodical delegates.
- 7) With the Classical Interim Committee, draw up the Church Visiting Schedule, and they shall keep a record of all irregularities noted by the church visitors so these may be followed up in subsequent visits.
- 8) Offer a report at each regular meeting of Classis concerning their activities since the last meeting of Classis.
- 9) Serve as recording clerk at each session of Classis and shall
  - a) keep an accurate record of all Classical proceedings (this record shall not contain defeated motions nor procedural motions).
  - b) have the right to edit the minutes provided that they maintain conformity with the intent and purpose of Classis.
- 10) Shortly after Classis meets, make and distribute to the councils a report summarizing the major decisions of Classis and items of interest.
- 11) Record the minutes, which shall be reviewed by the CIC prior to sending copies to the churches.
- 12) Submit to the CRCNA Synodical Services Office, for the Synodical Agenda, all overtures approved by Classis and all nominations for denominational appointments.
- 13) Sign the minutes of Classis together with the president of the meeting at which the minutes were accepted and sign all official documents.

## Appendix D

### Duties of the Classical Treasurer

- 1) The Treasurer shall report at each session of Classis...
  - a) At each September meeting the Treasurer shall present a unified list of all proposed ministry shares for the following year.
  - b) The fall session report shall include a recommended classical expense ministry share. they shall also recommend an auditor.
  - c) The spring session report shall include the annual financial statement from the previous calendar year. Multiple copies shall be provided for each Council. The Treasurer is encouraged to distribute this statement electronically.
- 2) The Treasurer shall administer the various funds of Classis:
  - a) Classical Expense Fund
    - i. The Treasurer shall present to the September Classis an estimate of the needs of the Fund for the ensuing year.
    - ii. Expenses incurred in connection with the meeting of Classis and the work delegated by Classis or its authorized committees shall be paid by the Treasurer of Classis.
      - Delegates using a public means of transportation shall be reimbursed for the full amount of the fare, providing that such transportation is not more costly than private transportation.
      - Delegates using private transportation shall be reimbursed for mileage at a rate determined by Classis, with the same applying to Church Visitors and committees of Classis. (By-law: Mileage to be reimbursed at the denominational mileage rate.)
      - The congregation or organization responsible for providing meals and lunches for the delegates shall be reimbursed in an amount determined by Classis. (By-law: Amount of compensation to be computed at \$7.00 per delegate per meal plus a \$50 gratuity.)
  - b) Classical Ministerial Leadership Fund
    - i The Treasurer shall inform the Classical Ministerial Leadership Team concerning the status of the fund sufficiently in advance of the September meeting so as to allow for the making of proper recommendations by the Committee
    - ii The Treasurer shall make all authorized payments to students at the beginning of each school term-
  - c) Any other fund established by Classis
    - i The Treasurer shall receive and disburse all ministry share payments and offerings of synodically approved causes and such additional moneys as are intended for causes recommended and approved by Synod or Classis.
    - ii The Treasurer shall keep accurate records of all funds received and disbursed.
    - iii The Treasurer shall submit the ledger books and records annually to a Classically approved auditor for examination.
    - iv The Treasurer shall retain all ledger books and annual reports for five years and then place them in the Classical archives.
- 3) The Treasurer shall maintain and publish a list of causes approved by Classis for financial support.

## Appendix E

### Responsibilities of the Classical Interim Committee (when classis is not in session)

- 1) To grant subsidized churches the permission to call.
- 2) To approve credentials of ministers entering or leaving the Classis.
- 3) To prepare schedules of the examination of candidates and the colloquium doctum according to Classical and Synodical regulations.
- 4) To present to the Classis two nominations for each office to be filled. Opportunity shall be provided on the floor of Classis to present additional nominations.
- 5) To appoint counselors for churches with a pastoral vacancy.
- 6) To render a report to each Classical meeting.
- 7) To have and duly exercise the power to call special sessions of Classis when it deems this necessary.
- 8) To consider and make recommendations to Classis on Church Help applications.
- 9) To conduct emergency interim business.
- 10) To appoint auditors and church visitors as Classis decides.
- 11) To schedule pulpit supplies for churches with a pastoral vacancy and those with extenuating circumstances, according to the regulations of Classis:
  - a) If less than four vacancies exist, each church may be granted two appointments per month. When the number of vacancies within Classis is four or more, Classical appointments to each church with a pastoral vacancy shall be assigned at the rate of one per month.
  - b) There will be no classical appointments for the months of June, July and August unless no seminarians are available.
  - c) The church receiving a classical appointment shall reimburse the church sending the preacher at the current classical honorarium rate. They shall also reimburse the pastor for mileage at the rate that is presently allowed by the Internal Revenue Service.
  - d) Preaching assignments shall be made in such a way that driving time is considered along with the frequency of appointments (i.e., fewer appointments for those living at greater distances).
- 12) To make stipend recommendations to Classis as follows: Stated Clerk (even numbered years); Treasurer (odd numbered years); Safe Church Team Coordinator (odd numbered years)
- 13) To appoint fraternal delegates to represent Classis lakota at meetings of classes or presbyteries of churches in ecclesiastical fellowship with the Christian Reformed Church, and to invite fraternal delegates from the same to attend the meetings of Classis lakota.
- 14) To evaluate any inquiries about coordinating a continuing education opportunity and, if the CIC sees fit, approach members of the classis about serving in an ad hoc capacity to coordinate the continuing education opportunity.
- 15) To oversee the Classis lakota Grant Fund (formerly the Continuing Education Fund). This Fund is meant for initiatives from councils within classis that are for the collective betterment of the churches in Classis lakota. The CIC has the authority to disburse funds if the request is for less than \$2,000.

## Appendix F

### The Mandate of the Finance Committee

1. Purpose – The purpose of the Finance Committee is to assist Classis lakota in the preparation of an annual, unified budget to fund its missions, ministries, and causes; to provide oversight and guidance to its standing committees for their funding requests; to safeguard the work of the Treasurer; and to assure the Treasurer’s reception of pledges contributions for denominational and classical ministry shares.
2. Membership – The Finance Committee membership will include
  - a. Two members with diaconal and/or banking experience, one each from South Dakota and Iowa
  - b. One member from the Classical Home Missions Committee or with experience in its work
  - c. One minister
  - d. The Treasurer of Classis lakota, *ex officio*. (*Minutes of Classis lakota*, Art. 3560)

Terms of service are ordinarily three years, subject to review and renewal.

3. Responsibilities
  - a. Standing committees shall submit their proposed annual expenditures and/or ministry share requests to the finance committee for review and advice. This should be done prior to the standing committees’ submitting final reports and recommendations for the September meeting of Classis lakota.
  - b. The finance committee with the classis treasurer compiles a projected budget for the September classis meeting, which will be subject to the approval of classis. Each item in the projected budget will be approved as classis adopts, amends, or rejects the funding proposals presented in the reports of its standing committees, i.e., Classical Home Missions Committee, Classical Interim Committee, Classical Ministry Leadership Team.
  - c. The classis treasurer informs and consults with the finance committee to help process any funding requests outside of the adopted annual budget in the interim between regular meetings of classis. Any such requests will be addressed in consultation with the appropriate standing committee of classis. All work of the finance committee is subject to the approval of classis.
  - d. The classical treasurer gives a detailed accounting of classis financials to the finance committee at least annually. The finance committee arranges for audits of the work of the classical treasurer. Findings and reports related to the work of the classical treasurer will be presented to classis for information and/or approval.
  - e. The work of the finance committee in its oversight, advice, and stewardship of the funding for Classis lakota ministries, missions, and causes is subject to the approval of classis. An account of its work will be reported to classis by the committee chair or secretary.
  - f. The finance committee shall review annually and make recommendations regarding remuneration for the paid functionaries of classis, namely, the Safe Church Coordinator, Stated Clerk, and Treasurer.

## Appendix G

### Duties of the Counselors

- 1) They shall pass judgments on all nominations for the pastoral call, approving or disapproving of any, being prepared to defend advice given.
- 2) They may preside at congregational meetings held for the purpose of extending a call and shall affix their signature to the "Letter of Call." If they cannot be present in person, they must gain the assurance that the Council has complied with all regulations pertaining to the issuance of a call before affixing their signature.
- 3) They shall direct attention to the rules governing the call of candidates as adopted by Synod (See Church Order Articles 6-10 and their supplements.) Specifically, they shall see that
  - a) The Letter of Call to a candidate must indicate the provisional nature of the call until the classical examination has been sustained.
  - b) The date of ordination is to be officially announced only after the candidate has passed the examination.
- 4) They may preside at the service of ordination or installation of a pastor, having determined beforehand that all necessary requirements have been met.
- 5) They shall give assistance in pastoral labors upon request if factors of time, distance, and health permit, and if agreeable to the Council of the counselor.
- 6) A counselor shall be reimbursed any valid expenses by the congregations served and receive a mutually satisfactory remuneration for any additional services performed.



**APPENDIX H:           STUDENT AID COMMITTEE DOCUMENT OF AGREEMENT**

I, the undersigned, having been granted aid from the Student Aid Fund of Classis Iakota to prepare myself for full-time ministry, hereby declare that I will comply with the agreements and conditions of this document, which are set forth as follows:

1. I will indicate at the time of my registration by which Classis I am supported, and will promptly send to the Secretary of the Student Aid Fund Committee a notification of my matriculation, certified by the Registrar of the college or seminary, before receiving any support for the current academic year.
2. I will not discontinue my studies for any length of time without informing the Student Aid Fund Committee.
3. I will stand ready at any time to explain any irregularities of faith or conduct about which the Classis or Student Aid Fund Committee may wish to question me.
4. If at any time I should depart from the faith as confessed by the Christian Reformed Church and laid down in the three Forms of Unity, I will immediately notify the Student Aid Fund Committee to that effect.
5. I will promptly make arrangements with the Student Aid Fund Committee for the reimbursement of all funds advanced me, if and when Classis withdraws its support because of any irregularities in my faith or conduct, or if and when I discontinue my training for full-time ministry in the Christian Reformed Church.
6. The Student Aid Fund Committee shall seek repayment from those who do not complete their studies or serve the Christian Reformed Church for ten years. Students who have received aid from this fund shall not be required to make repayment if they remain in full-time ministry in the CRC for ten consecutive years. However, those leaving full-time ministry in the CRC before the ten years shall repay 10% of the money received for each year not served. Exceptions to this arrangement may be made only by Classis as it judges each case on its own merits.
7. I will inform Classis or the Student Aid Fund Committee promptly in the event I no longer need financial assistance, or in the case my financial status should change

\_\_\_\_\_  
Date

\_\_\_\_\_  
President of the Student Aid Committee

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Secretary of the Student Aid Committee

## APPENDIX I *Rules of Order*

### A. Main Motion

1. This is a motion that presents a certain subject to Classis for consideration and actions. It is acceptable if:
  - a. The mover has been recognized by the chair and their motion is seconded.
  - b. The motion has been recognized as acceptable by the chair and has been presented in writing should the chair so request.
2. A main motion is not acceptable if:
  - a. It is contrary to Scripture as interpreted by our Form of Unity and the Church Order.
  - b. Another motion is before Classis, or it conflicts with any decision already taken during the same session of Classis.
  - c. It is verbally and substantially the same as a motion already rejected by Classis or it interferes with the freedom of Classis in a matter that was previously introduced but of which no disposal was made.
3. Recommendations by committees and overtures by councils are to be treated as main motions.

### B. Motion to Amend

1. This is a proposal to alter a main motion in language or in meaning before final action is taken on the matter.
2. A motion to amend may propose any of the following: to strike out, to insert or to substitute certain words, phrases, sentences, or paragraphs.
3. A motion to amend is not a proper amendment if it nullifies the main motion or is not germane to it.
4. A motion to amend an amendment is permissible, being known as a secondary motion.
5. All motions may be amended except the following: to adjourn; to lay on the table or take from the table; to postpone indefinitely; to reconsider or rescind; to take up a question out of regular order; appeals from the floor regarding decisions of the chair; calls for the order of the day, requests, or questions.

### C. Motions to Delay or Prevent Action

1. To postpone action to a definite time
  - a. When Classis deems it advisable, it may table a motion temporarily, which implies that the assembly will resume consideration of the motion tabled at a later time or date.
  - b. Is debatable and may be amended.
  - c. If passed, no other motion similar in word or thought to the motion postponed may appear before Classis.
  - d. The matter postponed may be taken up before the specified time by a majority vote of Classis.
  - e. If a motion to amend has been postponed, then the main motion to which the postponed amendment is related is likewise postponed.
  - f. Any number of matters may be postponed at the same time. When that time arrives, the matters deferred are taken up in the order of their postponement.
  - g. When the hour to which such matters have been deferred arrives, and Classis is at the time busy with an undecided question, Classis need not be disturbed or interrupted in its work by the consideration of postponed matters, if these can wait until the question then before Classis has been disposed of.
2. To postpone indefinitely
  - a. This motion is used when Classis wishes to be rid of a matter without deciding positively or negatively.
  - b. The motion is debatable but a matter once so postponed may not be recalled.
3. To lay on the table
  - a. This motion allows Classis to delay consideration of a matter in order to deal with more urgent business first.
  - b. A matter that has been tabled may be taken from the table at the request of any member of Classis, subject to the consent of the majority. Unless such a request is made before the Classis adjourns, the matter shall be regarded as never having appeared before Classis.
  - c. The motion is debatable, may not be amended, and requires only a majority for passing.
4. Refer to committee
  - a. Classis may assign consideration or study of any motion to a committee for recommendation, and may recommit matters so referred.
  - b. The motion is debatable, may be amended, and requires only majority for passing.
5. Object to consideration

A delegate may rise to state an objection to considering a proposed matter. The chair shall immediately either sustain or overrule the objection, stating the reason for so deciding. The objector, if not satisfied, may appeal the ruling of Classis. The objection then becomes debatable, and requires a two-thirds vote to be sustained.

### D. Motions to Suppress Debate or Hasten Action

1. Call for the question
  - a. This motion may be moved to terminate discussion of any debatable motion by calling for an immediate vote. If adopted by majority vote. The main motion must be voted on without debate. If rejected, debate continues.
  - b. The motion may not be amended, is not debatable, and requires only a majority for passing.

2. Suspend rules
    - a. This motion may be made in order to facilitate the business of Classis with respect to some specific purpose. The purpose must be stated by the mover.
    - b. The motion may not be amended, is not debatable, and requires a two-thirds majority for passing.
  3. Limit debate
    - a. This motion proposes to restrict the time available for debate on a specific motion or subject, and requires the chair to call for a vote at the specified time.
    - b. The motion is amendable but is not debatable. A majority vote is required for passing.
  4. Make special order of business
    - a. This motion would direct the chair to interrupt pending business at a specified time in order to consider the special matter proposed.
    - b. This motion is amendable, may be debated, and requires only a majority vote for passing.
- E. Motions Regarding Actions Once Taken
1. Motion to reconsider
 

The intent of this motion is to propose a new debate and vote on the question once passed. Any member of Classis, for weighty reasons, may request reconsideration of a matter once decided.

    - a. The motion must be made at the same session at which the decision was made.
    - b. It is debatable only in so far as the reasons for reconsideration are concerned, and requires a majority vote for passing.
    - c. The following may not be reconsidered:
      - 1) to adjourn or recess
      - 2) to table
      - 3) any decision once reconsidered
      - 4) to make or close nominations
      - 5) to suspend rules
      - 6) to take from the table
      - 7) to take a question out of its proper order
      - 8) to postpone indefinitely
    - d. A motion to reconsider may be postponed to a definite time or tabled, but may not be amended, postponed indefinitely, or referred to a committee.
  2. Motion to rescind
    - a. For weighty reasons, a delegate may move to rescind a previous decision taken at the same meeting of Classis, but only if they voted on the prevailing side when the original decision was taken.
    - b. Classis shall not rescind the actions of a previous meeting unless weighty reasons are adduced for rescinding and it be overtured to do so.
    - c. A motion to rescind is debatable, not only so far as the reasons for rescinding are concerned, but also as to the merits of the original question.
    - d. All motions to rescind require a two-thirds majority.
- F. Privileged Motions
1. To adjourn
    - a. Classis normally does not adjourn until all matters legally upon the table have been acted upon.
    - b. This motion has precedence over all other motions, is not debatable or amendable, and requires a majority vote for passing.
  2. To recess
    - a. Scheduled recesses are adopted when the Agenda is proposed for adoption. Non-scheduled recesses may be proposed, in which case the motion shall specify time and duration.
    - b. The motion is debatable and amendable only in reference to time and duration of recess, and shall be passed by a majority vote.
  3. Order of the day
    - a. When any member of Classis feels that the regular business of Classis is being obstructed or interrupted by irrelevant material, they have the right to rise and call for the order of the day. This means that they desire Classis to return to the regular course of business.
    - b. This call may be made without recognition and when another member is speaking.
    - c. The call is not debatable, needs no second, and must be put to vote. A majority is necessary for passing.
    - d. It has precedence over every other motion except to recess or adjourn.
  4. Point of order
    - a. Should a member believe that the rules have been misinterpreted or misapplied, they may rise stating that they wish to make a point of order. Asked by the chair to state their point, they do so, and the chair renders a decision at once on the point in question.
    - b. A point of order may be raised at any time and must be recognized by the chair. A call to a point of order may be made without recognition and while another member is speaking.
    - c. It needs no second and is not debatable.
    - d. In case the maker of the point of order is not satisfied with the decision of the chair, they may appeal to the floor. When this is done, the point of order becomes non-debatable and a simple majority is sufficient to sustain or overthrow the chair's decision.

5. Call for division of the question  
At the request of any member of Classis a motion consisting of several parts must be divided into its component parts and each part must be voted on separately.

#### G. Debate

1. A delegate who wishes to speak in discussion of a matter must await recognition by the chair, and when so recognized shall address their remarks to the chair and never to any member of Classis.
2. A speaker may be interrupted by a call to order by the chair or by a privileged motion.
3. If any member having the floor should fail to adhere to the point under discussion or should become unnecessarily lengthy in their remarks, the chair shall call attention to those faults and insist on pointedness and brevity.
4. If any member has spoken twice on a pending issue, others who have not yet spoken twice shall ordinarily be given priority by the chair.
5. The task of defending the recommendation of a committee during its debate shall rest primarily upon the chairperson and secretary of the committee. These shall have precedence over every other speaker and shall not be limited as to the number or length of their speeches.
6. When the chair judges that a motion has been sufficiently debated, the chair may propose cessation of debate. If a majority of Classis sustains this proposal, discussions shall cease and a vote taken.
7. Any member of Classis, when they deem a matter to have been sufficiently debated, may move to close the discussion by calling for the question. Should the majority of Classis sustain this motion, debate shall cease and the question put to a vote. This motion to cease debate and terminate discussion, shall not be acceptable when a motion to table, to commit, to re-commit, to postpone definitely or indefinitely, is before Classis.

#### H. Voting

1. Voice: the chair shall call upon those voting affirmatively to say "Yes"; those voting against the motion to say "No."
2. Raising right hand: if the chairperson cannot determine the outcome of a voice vote, or if a delegate questions the chair's judgment as to the outcome of such a voice vote, the chair shall ask the delegates to vote by raising their right hand, thus indicating their vote.
3. Roll call: voting shall be done by this method only when Classis so decides by majority vote. This requires recording the names and votes in the minutes.
4. Ballot: Classis may decide by majority vote to use the ballot in important matters. The following matters must always be voted on by ballot:
  - a. Elections
  - b. Admission to the ministry after Classical examination, or a *colloquium doctum*.
  - c. Granting licensure to exhort
  - d. Discipline of a person whose name is known to Classis

#### I. Right of Protest and Appeal

1. It is the right of any member to protest against the decisions of Classis, and they may appeal the decision of Classis to Synod. Protest should be registered immediately or during the session in which the matter concerned was acted upon. Protest must be registered individually and not in groups.
2. A member of Classis may ask to have their negative vote recorded, provided they make their request immediately after the vote in question is taken.

#### J. Decorum and Discipline

1. It shall be the task of the chair to call for Christian conduct on the part of all the delegates during discussion and debate. Patience, courtesy, and self-control shall be the rule at all times.
2. In case of a breach of conduct on the part of any delegate, the chair may call upon the delegate in question to be silent and to be seated, and may refuse to recognize the delegate in question during the subsequent debate on the issue.