

PRESBYTERY OF CALGARY-MACLEOD

Standing Orders

September 2024



The Presbyterian Church in Canada

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STANDING ORDERS

Section A. Vision, Mission, and Values Statements

Vision Statement

The Presbytery of Calgary-Macleod will be led by the Spirit to grow in its service to Jesus Christ and engage in God's mission in the world as a community of interconnected congregations and clergy of The Presbyterian Church in Canada.

Mission Statement

The Presbytery of Calgary-Macleod meets regularly as a community of faith to provide leadership that supports each congregation and clergy in their ministry through insightful governance, responsive oversight, and shared resources for congregations.

Values Statements

Connectional – We value partnerships with other congregations, other denominations, other faith groups, and organizations.

Hospitable – We value caring for one another, welcoming and including everyone.

Missional – We value participating in the reign of God in all creation.

Prophetic – We value growing in faithfulness, listening to God's call for discernment, looking outward, and seeking justice for all.

Section B. General Procedures

B-1: General

The fiscal year shall coincide with the calendar year.

The presbytery mileage rate for travel outside of Calgary is set by the Presbytery Care and Resource Committee is identical to the rate set by General Assembly (May 2022 minutes). Expenses are only paid for travel outside of Calgary, not for Calgary presbyters traveling within the city.

B-2: Meetings

Presbytery shall meet regularly between September and June of each year. Meetings will be either in person or by Zoom, with Zoom meetings occurring in months when travel may be more challenging.

Presbytery will strive to have at least four face-to-face meetings per year. The meeting schedule for the subsequent September-to-June period shall be decided by May of each year and will be communicated to all presbyters and posted on the presbytery website.

In general, for face-to-face meetings, the host church will prepare a lunch for the presbyters to be served at noon, with the meeting starting at 1 pm. The exception is in September, when the lunch shall be followed by a worship service and the induction of the new moderator at 1 pm, prior to the meeting at 2 pm.

In general, for Zoom meetings, the meeting will begin at 7 pm.

Meetings will be conducted using a model of worshipful work. All meetings will begin with a brief worship service, and prayer will be integrated as appropriate in each meeting in order to help us grow toward a deeper faith appreciation of the work we are called to do.

B-3: Stated Business

The following business shall be dealt with at the regular meetings of presbytery:

September

Orientation for new members (Presbytery Care and Resource Committee; Clerk)
Induction of New Moderator at host church (Moderator, Clerk, Moderator-Elect)
Second quarter financial report (Treasurer)
Reminder for budget submissions by October 15 (Clerk/Treasurer)

October/November

Budget development and approval (Treasurer), including congregational assessments
Gladys Black application approvals
Ensure congregational Presbyterians Sharing assessments are distributed (Clerk)
Appoint a reviewer of financial statements (Presbytery Care and Resource Committee)
Third quarter financial report (Treasurer)

January

Distribute ballots for General Assembly (Clerk)
Receive any referred overtures to be sent to General Assembly (Clerk)
Finalize any responses to General Assembly Remits and Referrals (Clerk)
Send any nominations to General Assembly committees (Presbytery Care and Resource Committee)
Remind members of mileage rate and pulpit supply rate for year (Clerk)

February/March

Yearend financial report (Treasurer)
Report on congregational records (Deputy Clerk)
Finalize dates and themes for the annual retreat (Presbytery Care and Resource Committee)

April/May

Recommend moderator-elect (Presbytery Care and Resource Committee)
Receive recommendations for representative elders; reach out to churches whose turn it is to provide equalizing elders for their recommendations (Clerk)
First quarter financial report and receive the report of the reviewer of financial statements (Treasurer)
Review committee membership and conveners and ensure appropriate rotation of terms of service (Presbytery Care and Resource Committee)
Appointment of Clerk, Deputy Clerk, Secretary, Treasurer, and Webmaster (Presbytery Care and Resource Committee)
Review partnerships and appoint representatives to those that continue (Mission Care and Resource Committee)
Approve rotation list for General Assembly Commissioners (Clerk)
Approve meeting dates for the upcoming year (Presbytery Care and Resource Committee)
Approve hosts for in-person meetings for the upcoming year and worship leaders for online meetings (Clerk)

June

Presbytery Retreat
Committee work plan reviews

B-4: Reports and Motions

Reports are expected to be in writing and forwarded to the Presbytery Secretary at least 10 days before the meeting.

Motions shall be written out and handed (or submitted electronically for virtual meetings) to the Clerk.

Motions calling for special expenditures of presbytery funds in excess of \$1,000.00 shall be referred to the Presbytery Care and Resource Committee for study and report.

B-5: Amendment to Standing Orders

Any member or committee of presbytery may propose amendments to the Standing Orders. Notice of motion of the amendment will be given in writing at a presbytery meeting. At a subsequent presbytery meeting the proposed amendment may be considered, and adopted by

a majority vote.

Section C. Roles and Responsibilities

C-1: The General Presbyter

Purpose: The Presbytery of Calgary-Macleod meets regularly as a community of faith to provide leadership that supports each congregation and clergy in their ministry through insightful governance, responsive oversight, and shared resources for congregations. The role of General Presbyter is to assist with actualizing the support and shared resources across the presbytery.

The General Presbyter will be a key connector between clergy, congregations, and the presbytery, operating with delegated authority within the bounds of the Presbytery of Calgary-Macleod to facilitate the care and good order of congregations and clergy.

Responsibilities:

1. Resource to Congregational Care and Resource Committee:

- a) Serve as a resource for Congregational Visitations and ensure that visitation teams are well-prepared prior to their visits
- b) Monitor that the recommendations to congregations from the visitations are being addressed in a timely manner

2. Resource to Clergy Care and Resource Committee:

- a) Serve as a resource for Clergy Responsive Oversight
- b) Serve as resource for Exit Interview teams
- c) Provide pastoral care on behalf of the presbytery

3. Respond to Emergent Situations:

- a) Provide first response and assess emergent, critical situations for congregations and/or clergy
- b) In consultation with the Convenors of the Clergy Care and Resource and Congregational Care and Resource Committees, help evaluate additional responses
- c) Participate in the presbytery's response in consultation with the appropriate committee of presbytery

4. Participation in presbytery:

- a) Work with all committees to foster ongoing information networks and partnerships.
- b) Promote and facilitate dialogue, friendships and stronger relationships within the presbytery
- c) The GP shall attend meetings of the presbytery
- d) The GP will serve as staff resource to Clergy Care and Resource and Congregational Care and Resource committees
- e) The GP is an ex-officio member of all standing committees of the presbytery, and attends those meetings as required
- f) If the GP is an ordained minister, the GP may, on some occasions, be asked to serve as an interim moderator for a congregation until a more long-term interim moderator is found. The GP will not serve as an Interim Minister of a congregation, nor as Moderator or

Clerk of the Court.

Accountability and Review:

The GP is appointed by presbytery and is accountable to presbytery through the conveners of the Clergy Care and Resource Committee and the Congregational Care and Resource Committee, who will provide direction and oversight for the GP.

The GP will collaborate with the conveners of the Clergy Care and Resource Committee and the Congregational Care and Resource Committee to develop an annual work plan that will include specific objectives and timelines that they will mutually be responsible for ensuring is fulfilled.

The conveners of the Clergy Care and Resource Committee and the Congregational Care and Resource Committee will meet with the GP on a regular basis throughout the year to review progress on the work plan. Annually, they will meet formally to discuss attainment of goals, necessary revisions of the position description, and a workplan for the coming year.

The work of the GP and the maintenance of the confidentiality of such work will be governed by the Book of Forms.

Qualifications:

- University degree related to the functions of the position; a combination of education and experience will be considered.
- Strong working knowledge of the polity and ethos of the PCC.
- The person may be clergy, ruling elder or layperson, having a strong faith and sense of pastoral care.
- Excellent interpersonal, communication, facilitation, negotiation, and conflict resolution skills.
- Strong analytical, critical thinking and problem-solving skills.
- Working knowledge of PCC policies and requirements and Alberta employment law.
- Ability to be self-motivated and work within the broad community of presbytery.

This is a part-time role.

C-2: The Moderator

Purpose: The duty of the moderator is to constitute the court and preside, to open and close the meetings with prayer, to preserve order, to take the vote, to announce decisions, to pronounce censures, to sign the minutes when sustained, to instruct parties to judicial process, to call meetings for emergent business and generally to direct the business of the court. (Book for Forms 179)

Term: Shall be appointed annually prior to the May meeting of presbytery and shall serve as Moderator-Elect until installed as Moderator. The term, of one year's duration, shall commence after their installation at the September meeting of presbytery and shall continue until the installation of the next Moderator. No one shall hold this office more frequently than once in five years.

Responsibilities:

- Preside over the regular and emergent meetings of the court
- Preside over special services and meetings such as inductions and/or community events
- Ex Officio on all committees
- May set a theme for the year
- Moderator meets with the Clerk and the convener of Presbytery Care to develop the presbytery meeting agenda

Accountability: The Moderator is accountable to presbytery

C-3: The Clerk

Purpose: The duty of a Clerk is to keep the record of proceedings and to transmit the same annually to the synod for review; to keep an accurate roll of the members; to preserve all papers belonging to the court; and to give certified extracts from the minutes, when instructed or when they are applied for, or when the nature of the business requires that they be given. (Book of Forms 181)

Term: Shall be appointed annually at the May meeting and shall serve from September to September. An honorarium will be provided.

Responsibilities: The position will be guided by the Book of Forms.

- Orientate new members of presbytery in conjunction with the Presbytery Care and Resource Committee
- Maintain the presbytery roll (Appendix E)
- Communicate expected and accepted allocations for Presbyterians Sharing
- Manage the rotation list of commissioners to General Assembly (Appendix E)
- Coordinate presbytery's consideration of overtures to General Assembly
- Manage correspondence for presbytery, including having authorization to distribute relevant correspondence to committee conveners, presenting information at each meeting with a list of the disposition and distribution of correspondence
- Coordinate the schedule for times and places of presbytery meetings
- Process temporary licenses to marry and report to presbytery as information
- In consultation with the Interim Moderator, review all documents with regard to calls and appointments before they are presented to presbytery
- Ensure that the minutes of meetings are distributed as soon as possible after the meetings
- Communicate with all sessions re: the commissioning of representative and equalizing elders (Appendix A) before the end of March each year
- Arrange an orientation and planning session for commissioners to General Assembly

Accountability: The Clerk is responsible to presbytery through the Presbytery Care and Resource Committee

Qualifications: Working knowledge of the polity of the Presbyterian Church in Canada

C-4: The Deputy Clerk

Purpose: to ensure coverage of the Clerk's duties during their absences, i.e., vacation, study leave. Assistance may be requested as the need arises for emergent meetings, standing business, or matters assigned by presbytery.

Term: shall be appointed annually at the May meeting of presbytery and shall serve from September to September. An honorarium will be provided.

Responsibilities:

- Be familiar with, and knowledgeable about, all the primary duties of the Clerk, per C-3 of the Standing Orders
- Perform the Clerk's duties in the Clerk's absence
- Perform tasks and update/keep records as directed by the Clerk, which may include, but is not limited to: notices of meetings, Contact Lists, changes to Standing Orders, indices for minutes and action lists
- Receive the annual Checklist of Session minutes and congregational records in October
- Be available to consult with the Clerk as needed, and participate in matters, as agreed, to ensure the smooth function of all meetings
- Follow-up annually on the activities of members on the Appendix to the Constituent Roll
- Participate in the orientation of commissioners to General Assembly

Accountability: The Deputy Clerk is accountable to presbytery through the Presbytery Clerk

Qualifications: Working knowledge of the polity of the Presbyterian Church in Canada

C-5: The Treasurer

Purpose: Presbytery appoints a Treasurer to receive and disburse any moneys belonging to the court, subject to instruction. (Book of Forms 182)

Term: Shall be appointed annually at the May meeting of presbytery and shall serve from September to September. An honorarium will be provided.

Responsibilities:

- Keep the financial books of presbytery
- Prepare for presentation to the presbytery quarterly financial statements and the year-end Finance Report
- Prepare the presbytery budget for approval
- Manage presbytery financial matters as per Appendix C

- Receive and disburse monies as directed by presbytery

Accountability: The Treasurer is responsible to presbytery through the Presbytery Care and Resource Committee.

C-6: Presbytery Secretary

Purpose: To support the Clerk in preparation of regular meeting dockets and minutes.

Term: Shall be appointed annually at the May meeting of presbytery and shall serve from September to September. An honorarium will be provided.

Responsibilities:

- Take minutes at presbytery meetings and prepare them for submission to the Clerk as per Appendix E
- Compile reports for presbytery prior to meetings
- Prepare and send out presbytery mailings

Accountability: The Secretary is responsible to presbytery through the Presbytery Care and Resource Committee.

C-7: The Webmaster

Purpose: To provide timely, accurate, and accessible information to congregations, presbyters and ministers regarding the work of presbytery.

Term: The Webmaster has a contract reviewed yearly by the Presbytery Care and Resource Committee.

Responsibilities:

- Manage the website for presbytery including hosting account, SSL certificate and appropriate site protection
- Edit written material on the site such as blog entries, About Us, and congregation information, adhering to the PCC Writers' Study Guide and Web Standards. This does not include editing work documents such as Standing Orders, Minutes, or Reports
- Ensure information on the website is up-to-date
- Contact congregations for information regarding congregational

Accountability: The Webmaster is responsible to presbytery through the Presbytery Care and Resource Committee.

C-8: Committee Conveners

- Shall be appointed for a term of two years, effective at the September presbytery meeting in the year in which they are appointed
- When not members of presbytery, shall have permission to speak at all meetings
- Shall give reasonable notice of their intention to resign

C-9: Reviewer of Financial Statements

- The Treasurer will find a qualified person in consultation with Presbytery Care and Resource Committee
- The Reviewer will present a statement of a review engagement of the previous year's finances for the May presbytery meeting, to be approved

C-10: Representative Elders

Each Session will appoint one of its number as a representative elder to the presbytery (in the case of multiple point charges, only one of the sessions at a time will appoint a representative elder, unless an additional "equalizing elder" is requested by presbytery).

The representative elder is responsible for attending meetings of the presbytery, participating in its deliberations, and reporting to the session the decisions, remits, and referrals of the presbytery. (Book of Forms 114.7)

All presbyters are expected to serve on a committee and participate in visitations.

C-11: Equalizing Elders

There will be sufficient elders to make their number on the roll equal to the number of ministers and members of the Order of Diaconal Ministries. Sessions in rotation shall be given the privilege of choosing such equalizing elders, one per session, to be chosen annually. These may be re-appointed but not for more than three years in succession. This shall be done in rotation except that preference may be given to congregations in multi-point charges with no current representative. (Book of Forms 176.2.2) (Appendix A)

Section D. Committees

D-1: General Procedures

The Standing Committees of the Presbytery of Calgary-Macleod shall be:

Clergy Care and Resource Committee
 Congregational Care and Resource Committee
 Mission Care and Resource Committee

Presbytery Care and Resource Committee

With the approval of presbytery, committees may invite members from congregations. Nominations for committee membership shall be placed before presbytery by the Presbytery Care and Resource Committee at the May meeting, effective at the September presbytery meeting of that same year. Committees will come to recommendations by consensus. All committees shall report at every regular meeting. All reports shall be in writing.

D-2: Clergy Care and Resource Committee

The Clergy Care and Resource Committee engages with all clergy in the presbytery and with sessions, in a covenant relationship that ensures clergy well-being, provides responsive oversight, and encourages faithfulness and professional development.

Composition: The Clergy Care and Resource Committee is a standing committee of the Presbytery of Calgary-Macleod made up of seven to nine members – half of whom may be members of congregations in the presbytery (need not be a ruling or teaching elder.)

Gifts and Skills: The committee will include some members who are skilled in human resources and/or have skills relevant to clergy support and accountability.

Term: Members will serve a two-year term, renewable twice.

Staff Resource: The General Presbyter will resource this committee.

Areas of responsibility:

Ensures Clergy Well-being

- Provide for the pastoral care and support of all clergy including new ministers, serving ministers, and ministers on the appendix
- Welcome and support clergy new to the presbytery
- Facilitate medical leave requests
- Ensure there are resources, and access to resources for the personal health and well-being of all ministers
- Foster relationships amongst clergy

Provides Responsive Oversight

- Work with sessions, or groups designated by sessions, and clergy to ensure that clergy duties and responsibilities are clearly expressed in existing position descriptions or Pastoral Skills and Interest Inventories, and that there are corresponding work plans that align with the congregation's mission and vision
- Support sessions, or groups designated by sessions, to ensure and celebrate the

- fulfillment of the clergy work plan
- Support sessions in their relationship with their minister(s)
- Work mutually with Congregational Care and Resource Committee to encourage each congregation to develop a mission/vision unique to its circumstances with which the minister's position description and goals can be aligned

Encourages Faithfulness / Professional Development

- Oversee students for ministry
- Conduct exit interviews of clergy leaving the presbytery or their current posting within the congregation to celebrate their ministry and address any outstanding issues
- Conduct exit interviews with Interim Moderators to celebrate their ministry and update an Interim Moderator resource guide
- Monitor and recommend to presbytery clergy study leaves, sabbaticals, and intermissions.
- Oversee requests for and distribution of Gladys Black fund
- Provide for annual learning events on a variety of topics relevant to clergy care and support.(e.g., staff supervision, clergy health)
- Ensure access to mentoring/coaching when such support is needed or requested

The committee will annually review its work and be prepared to handoff appropriate plans when the committee membership changes in September.

D-3: Congregational Care and Resource Committee

The Congregational Care and Resource Committee ensures congregational well-being by communicating with sessions and their representative elders, ensuring regular visitations to congregations, responding to critical situations in congregations, promoting sharing of resources and educational opportunities, and facilitating connections with and between congregations.

Composition: The Congregational Care and Resource Committee is a standing committee of the Presbytery of Calgary-Macleod made up of seven to nine members - half of whom may be members of congregations in the presbytery (need not be a teaching or ruling elder).

Gifts and Skills: The committee will include some members with experience in communications and some with experience in organizational review and development.

Term: Members will serve a two-year term, renewable twice.

Staff Resource: The General Presbyter will resource this committee.

Areas of responsibility:

Presbytery Visitation Program

The purpose of a congregational visitation is for presbytery to exercise its pastoral oversight in a way that is personal and intentional. The visitation seeks to learn about the spiritual health of the congregation; the sense of vitality and vision for the congregation's future; and provide support and resources in times of growth and challenge. Visitations shall happen on a regular schedule so that there may be transparent communication and an opportunity to strengthen relationships between congregations and the presbytery.

The Committee will:

- Oversee the presbytery congregational visitation program
- Follow up with the session on responses to key recommendations to the directives of presbytery that arise from the visits
- Review the visitation team draft reports prior to distribution to presbytery

Core Policy Support

Ensure each congregation has effectively implemented all relevant Presbyterian Church in Canada policies including but not limited to: *Leading with Care: A Policy for Ensuring a Climate of Safety for Children, Youth and Vulnerable Adults in The Presbyterian Church in Canada* and *Policy for Dealing with Sexual Abuse and Sexual Harassment*

Develop an inventory of key policies established within congregations so that other congregations may learn from them and use them to inform the development of their own policies.

Provide guidance and support to each congregation as they develop and review regularly their mission and vision statement.

Intercongregational Communication and Resource Sharing

Encourage communication among congregations through sharing of "best practices", key events, and accomplishments that have occurred throughout the presbytery.

In response to requests from congregations, develop a shared resource inventory among congregations for the requested resources and update it annually.

Congregational Education

Develop at least one specific educational opportunity for congregations each year, and promote and share opportunities from other congregations as they arise.

Critical Situations

In collaboration with the General Presbyter (and the other standing committees as appropriate)

oversee the response to critical situations in congregations.

The committee will annually review its work and be prepared to handoff appropriate plans when the committee membership changes in September.

D-4: Mission Care and Resource Committee

The Mission Care and Resource Committee supports congregations in the presbytery to experiment with new expressions of the church as they engage with their surrounding neighborhoods. The mandate is both outward and future facing. The Committee serves as the liaison between congregations and various community partners.

Composition: The Mission Care and Resource Committee is a standing committee of the Presbytery of Calgary-Macleod made up of seven to nine members – half of whom may be members of congregations in the presbytery (need not be a ruling or teaching elder.)

Term: Members will serve a two-year term, renewable twice.

Gifts and Skills: The Committee will include some members who are skilled in: communication, community engagement, visionary and strategic thinking, research and data analytics, organizational transformation.

Staff Resource: The General Presbyter will resource this committee.

Areas of Responsibility:

Work with Congregations:

- Maintain an inventory of congregational neighbourhood outreach programs for the purpose of sharing ideas and best practices among congregations
- Help congregations explore organizational transformation or consider the development of new worshipping communities
- Encourage a focus on the truth and reconciliation journey even as presbytery walks this path

Intercongregational Communication and Resource Sharing:

- Present an annual environmental scan of the factors influencing faith communities in Southern Alberta including changes in denominational polity, to support congregations' future planning

Community Partnerships:

- Help congregations identify potential community partners as requested

- Receive and distribute reports from community partners.
- Ensure there is a Mission Care and Resource Committee representative serving on a partner organization if requested
- Provide congregations with templates for partnership agreements
- Provide community partner updates to presbytery
- Oversee requests for and distribution of the Trinity Fund and the New Ministry Initiatives Fund

The committee will annually review its work and be prepared to handoff appropriate plans when the committee membership changes in September.

D-5: Presbytery Care and Resource Committee

The Presbytery Care and Resource Committee facilitates both the focus and smooth functioning of presbytery by: developing and overseeing the presbytery strategy; serving as a connection to the higher courts of the church; providing support and accountability for the presbytery staff and officers and encouraging collaboration and coordinating the work of standing committees.

Composition: The Presbytery Care and Resource Committee is a standing committee of Presbytery of Calgary-Macleod and is made up of one liaison each from the Clergy Care and Resource Committee, the Congregational Care and Resource Committee, and the Mission Care and Resource Committee; the current Moderator; a teaching or ruling elder who will convene the group; and three members-at-large who have gifts and skills for presbytery work. The member-at-large may be members of congregations in the presbytery (need not be a ruling or teaching elder.)

Gifts and Skills: The committee will include members who understand the purpose of presbytery, have skills in organizational processes, strategic planning, financial management, and are attentive to detail.

Term: Members will serve a two-year term, renewable twice.

Staff Resources: The General Presbyter, Clerk, and Treasurer will resource this committee. Because this committee is responsible for oversight, the General Presbyter, Clerk, and Treasurer will have voice but no vote.

Areas of Responsibility:

Develop and implement a strategy for the presbytery aligned with the stated mission

- Annually review the mission statement and strategy for the presbytery
- Determine priorities and strategies for implementation
- Communicate the strategy to presbytery and congregations
- Develop a communications plan for the presbytery

Accountability and Oversight of the Clerk, Deputy Clerk, Treasurer, Secretary and Webmaster by reviewing job descriptions and assessing how the positions are providing continuity and coordination for the work of presbytery on a regular basis.

Communication and Coordination Among the Standing Committees of the Presbytery

- Through regular meetings share ongoing work of each committee and identify areas of overlap/potential collaboration
- Coordinate the appointment of Interim Moderators (Appendix C)

Communication and Coordination with Higher Courts

- Educate both presbytery and congregations of new denominational decisions and policies
- Submit overtures as required

Planning, Coordination, and Communication for ongoing work of the Presbytery:

- Establish agendas for regular meetings
- Direct the investment of surplus (operational) funds (Appendix B)
- Establish presbytery dues (Appendix D)
- Annually review the Standing Orders
- Plan the annual presbytery retreat
- Issue committee nominations
- Orient new presbyters
- Direct the content of the website
- Enable communication amongst the congregations of the presbytery
- Promote congregational initiatives and events throughout the presbytery
- Receive and act on Requests for Consults (see PCRC resource area) as necessary

The committee will annually review its work and be prepared to handoff appropriate plans when the committee membership changes in September

Section E: Policies of the Presbytery

E-1: Code of Conduct

(Adapted from The Presbyterian Church in Canada General Assembly Committee Policies)

Together in the Body of Christ, a high level of respect for one another and the well-being of the church is understood. In order to remind ourselves of ways to ensure this is facilitated, the following

standards are expected of presbyters. This resource should be discussed by presbytery during the annual orientation of presbyters.

Presbyters are expected to participate in the meetings and work of the presbytery to the best of their ability.

Presbyters regularly not participating in meetings and the work of the presbytery will be invited to discuss the situation with the Moderator or Clerk in order to find an appropriate resolution.

Presbyters will willingly accept presbytery assignments.

Presbyters will consistently display courtesy and respect for other presbyters and opinions expressed in both face-to-face and electronic communication.

Presbyters will prepare themselves by reading and digesting material distributed in advance of the meetings.

Presbyters will seek to create a climate that encourages quiet or reluctant presbyters to participate.

Presbyters will accept the leadership of the moderator or convener in the orderly conduct of meetings. They will respect their decisions and attempt to minimize the demands of the moderator or convener position.

Presbyters will not “lobby” other presbyters in advance of the consideration of a matter coming before the presbytery.

When the majority decides, all presbyters will accept the decision and support it within and beyond presbytery.

In presentations to presbytery, presbyters will be honest, concise and direct and, whenever possible, ensure that all relevant information is available ahead of time.

Presbyters will respect staff.

Presbyters will be open to feedback from the moderator or convener on their contribution to the work of presbytery.

E-2: Conflict of Interest

(Adapted from the Presbyterian Church in Canada - The Assembly Council approved the following Conflict of Interest Policy for its own use and also commends it to other committees and bodies within the church.)

Each presbyter and members of presbytery committees shall determine if they have a conflict of interest pertaining to any matter presented for the presbytery’s decision, prior to that decision being

taken. A conflict of interest shall include, but not be limited to any benefit that the presbyter could obtain from a decision of presbytery that is different in kind or disproportionate to any benefit received by other presbyters on the same decision.

Where a presbyter is unsure if a conflict of interest exists, the presbyter shall seek the guidance of the moderator. The moderator shall make a preliminary determination of whether a conflict of interest exists and so advise the presbytery, which may then accept or alter the moderator's recommended action.

Any presbyter who has a conflict of interest pertaining to a decision of presbytery shall disclose to presbytery the information that gives rise to the conflict of interest prior to the relevant decision being made.

All matters relating to a conflict of interest shall be recorded in the minutes of the meeting.

Should a presbyter fail to notice or disclose a conflict of interest, other presbyters may raise the issue for clarification. Conflicts of interest are not necessarily unethical or indicative of wrong-doing. Where one presbyter identifies another presbyter as having a conflict of interest, it shall not be considered as an accusation of lack of integrity or of wrong-doing.

A decision of the presbytery shall be valid notwithstanding a conflict of interest not being disclosed but presbyters may be censured by the presbytery.

Any presbyter who declares a conflict of interest shall have the right to participate in discussions on a decision before presbytery but must abstain from voting on that decision.

E-3: Confidentiality - a policy is currently being developed to be adopted by presbytery at a later date.

E-4: Complaints, Appeals, and Petitions

Presbytery will be guided by the judicial processes outlined in the Book of Forms.

Complaints, appeals, and petitions shall be received by the Clerk and referred to the appropriate standing committee for investigation. The Presbytery Care and Resource Committee shall review appeals that relate to members and elders of congregations, appeals that relate to ministers, and petitions to General Assembly. The Clergy Care and Resource Committee shall review complaints that relate to Ministers.

When there is a disciplinary case, the appropriate standing committee shall establish an *ad hoc* Investigating Committee. The process for an Investigating Committee is directed by the Book of Forms.

This Investigating Committee shall consist of:

- a convenor
- at least one member from the committee that oversees the complaint, appeal, or petition.
- and additional presbyters as needed.

The Clerk shall act as a consultant. Should a committee be struck it shall make reports to presbytery at each meeting.

E-5: Safety Policies (<https://presbyterian.ca/resources/resources-od/safety-policies/>)

Leading with Care (language is taken from *Leading with Care: A Policy for Ensuring a Climate of Safety for Children, Youth and Vulnerable Adults in The Presbyterian Church in Canada*)

The presbytery must establish a presbytery Leading with Care Committee to oversee the implementation and support of this policy; alternatively, this work may be assigned to an existing committee. This committee must report to the presbytery or the Presbytery Care and Resource Committee twice a year.

A presbytery has oversight of all congregations and ministers within its bounds and any special ministries initiated and supported by the presbytery. Therefore, the presbytery has responsibility for the implementation of the Leading with Care Policy within the presbytery.

The Clerk of Presbytery, under the direction of the Leading with Care Committee, will maintain a list of Police Records Checks for all active clergy within the presbytery bounds. Each active minister—ordained or diaconal—must present their PRC at all of the following points:

- at the time of a new call (for clergy)
- at the time of a change of position
- at a time when the ministry position (job) changes
- every five years

It is the responsibility of the Congregational Care and Resource Committee to make sure that all congregations and ministries within its bounds have a copy of the Leading with Care Policy. Annually, Clerks of Session are to submit the most recent “Leading with Care Committee Report” from their Session minutes, outlining their implementation of the policy. The presbytery will include in its congregational visitation list a question concerning the congregation’s implementation of the policy.

Presbytery is responsible for ensuring that congregations hold fire drills annually.

Further, it is the responsibility of the presbytery to offer a Leading with Care Policy workshop at least every second year. If a presbytery is unable to do so, they must point the congregations in their bounds to another locale where such a workshop is being held, such as at a synod meeting or

a local conference.

The Policy for Dealing with Sexual Abuse and Sexual Harassment (SASH)

This policy is a Presbyterian Church in Canada policy and “applies to all the individuals and ministries accountable to The Presbyterian Church in Canada: to all church leaders, staff and volunteers; to all sessions, presbyteries, and synods; to all congregations; to all agencies and committees of the church; and to all non-church groups using church facilities.”

The presbytery is responsible for ensuring that there is a SASH standing Investigating Committee and the Presbyterian Church In Canada policy is followed anytime a sexual abuse or sexual harassment complaint is made to the presbytery.

The Policy and Procedures for Addressing Harassment in the Church

The policy is a Presbyterian Church in Canada policy and “applies to all the individuals and ministries accountable to The Presbyterian Church in Canada: to all church leaders, staff and volunteers; to all sessions, presbyteries and synods; to all congregations; to all agencies and committees of the church; and to all non-church groups using church facilities.”

The presbytery is responsible for ensuring that the policy is followed anytime a complaint of harassment is made to the presbytery.

E-6: Communication

Any member of presbytery or any Session within the bounds of the presbytery that wishes to send a letter to all Sessions within The Presbyterian Church in Canada must first ask for the permission of the presbytery at one of its meetings.

When dealing with communication-related to the website, congregations, presbyters, and ministers will:

- Respond to requests for information from the webmaster in a timely manner
- Inform the webmaster of any events relevant to the whole presbytery
- Ensure the source of all images are included in the material sent to the webmaster
- Use the PCC Writers’ Style Guide and Web Standards for any public writing

E-7: Medical Leaves

When a minister requests a medical leave

The primary goal of medical leave is to provide an opportunity for the minister to heal and return to ministry.

To request a medical leave, the minister must provide a physician’s note supporting the need for the

leave to the Clerk.

The Clerk will notify the Moderator and Convenors of the Presbytery Care and Resource Committee, the Clergy Care and Resource Committee and the Congregational Care and Resource Committee that a request for medical leave has been received.

Upon receiving the notification, the presbytery, by motion, grants the medical leave unless there is a substantial reason not to.

E-8: Partnerships -

In its Terms of Reference, the Mission Care and Resource Committee has responsibility to act as liaison between congregations and various community partners. They will support congregations, as requested, who are looking to identify potential partners, keeping the focus on relationships that are outward and future-facing. Such partnerships have included ecumenical campus ministries, Indigenous and interfaith groups.

Section F: Funds of the Presbytery

F-1: Riverside Fund (Overseen by the Congregational Care and Resource Committee)

Purpose:

The purpose of the Riverside Endowment is to provide financial support to encourage the participation of youth and young adults who belong to one of the congregations within the Presbytery of Calgary-Macleod in events sponsored or endorsed by The Presbyterian Church in Canada, the Presbytery of CM, or the Synod of AB & the NW.

Who is eligible to apply?

Youth and young adults refers to those between the ages of 15 and 25. Eligible young people do not have to be professing members of the PCC but must be active participants in one of the congregations within the Presbytery of Calgary- Macleod or a student from one of those congregations enrolled in an education program while away from home. Affiliation with the applicant's home congregation must be endorsed by a letter provided by the Clerk of Session or Minister of that congregation.

What kinds of events qualify?

The Riverside Endowment supports participation in events that expand a young person's experience of The Presbyterian Church in Canada and its witness in the world and that provide opportunities for young people to deepen their faith in Christ and understanding of God's gospel

purposes. For example, applications could be made to attend *uplift* (formerly Canada Youth) or similar events, Youth in Mission trips, World Council of Churches steward programs, or other ecumenical opportunities sponsored by networks in which the PCC is a member.

What kinds of programs are not eligible?

The Riverside Bursary is not a scholarship program for those engaged in church-related studies. It is not intended to support congregational undertakings for youth nor is it intended to supplement the campership program for Camp Kannawin.

How much can I apply for?

Applicants should provide a letter outlining the full cost to them to participate in the event for which a grant is sought and identify all sources of financial support being sought. Requests for up to a portion of the costs of participation will be considered but the final amount of a grant will depend on the number of requests made in a year. For events like *uplift* (formerly Canada Youth) in which a large number of applications are expected for the same event, all applicants will be eligible to receive the same amount. An applicant is eligible for no more than one grant in the same calendar year and no more than 3 grants over the applicant's years of eligibility.

How do I apply?

A letter of application outlining the event, costs of participation, all sources of financial support, and the applicant's reasons for wanting to participate in the event should be submitted to the Clerk of Presbytery at least six weeks before the event takes place. The applicant's letter should be accompanied by a letter of reference from either the Minister or the Clerk of Session of the applicant's congregation. (For those planning to attend *uplift* (formerly Canada Youth), the Presbytery Congregational and Resource Committee will facilitate applications for all participants in a given year.)

Who makes the decisions?

The Congregational Care and Resource Committee in consultation with the Clerk and Treasurer.

How is the fund maintained?

The Presbytery will disperse up to 10% of the Riverside Endowment Fund each year. Any money not dispersed in a calendar year will be returned to the Fund to maintain the capital.

F-2: Gladys Black Fund (Overseen by the Clergy Care and Resource Committee)

Purpose

The interest from the fund will be used as a Bursary to assist students preparing for

professional leadership in The Presbyterian Church In Canada (PCC) and who are, at present, in one of the theological institutions of the PCC or in one of those recognized by the PCC.

Who Can Apply?

- Students will be considered in the following order:
- Students from within the bounds of the Presbytery of Calgary-Macleod
- Students from within the Synod of Alberta and the Northwest
- Students suggested by the principals of our theological colleges
- Any Canadian student
- International students studying in Canada

Amount of Available Funds

The Fund shall maintain the capital at \$10,000.00, with the interest only to be used. The Treasurer of Presbytery is responsible for the investment of the capital fund and is responsible to report the status of the fund in the presbytery financial statements.

How to Access

Students are responsible for applying for assistance from this bursary in writing to the Clergy Care and Resource Committee on or before the last day of September each year. The Committee will endeavor to take into consideration the financial status of the applicants to ensure those who have the greatest need will receive assistance.

The Clergy Care and Resource Committee will make recommendations for the annual disbursement to presbytery who has responsibility for the final decision.

F-3: New Ministry Initiatives Fund (Overseen by the Mission Care and Resource Committee)

Purpose

The New Ministry Initiatives Fund is to be used for new initiatives to build up Christian witness in Southern Alberta, considering present needs and looking to the future. The emphasis will be to use the fund in an active and creative manner, on people, programs and leadership Development.

Who Can Apply

Applications from congregations as well as the presbytery directly will be considered. Any group applying to use the funds will have a vision and clear plan. Partnerships are encouraged.

Amount of Available Funds

Each year, 20% of the fund's value or \$20,000, whichever is greater, will be available.

How to Access

Applications are to be sent to Mission Care and Resource Committee by March 1 each year. The committee will review all applications and take their recommendation(s) to presbytery for approval. If the payment of grant monies are to extend over multiple years, an annual report and evaluation will be required before subsequent installments are disbursed.

Afterwards/Follow-up

Recipients will be asked to provide a final report, to share their learnings from the initiative and allow presbytery to learn from these experiences.

History

Formerly, the funds were identified as 'Land and Building Reserves'. Presbytery approved a repurposing of the monies at the February 4, 2014 meeting with Terms of Reference for the fund provided at the November 5, 2013 meeting.

F-4: Trinity Fund (Overseen by the Mission Care and Resource Committee)

The terms of reference for this fund are currently being developed and will be circulated separately.

Section G: Appendices

Appendix A. Equalizing Elders - Appointing (formerly M)

The appointment of equalizing elders will be in accordance with Book of Forms section 176.2.2. Congregations will be listed in the same order as they appear in Acts and Proceedings. The Presbytery Clerk will manage the rotation of opportunities to provide equalizing elders according to the list. Those at the top of the list shall be approached first to fill the need of Presbytery. When a Session declines the opportunity to provide an Equalizing Elder the name of that congregation falls to the bottom of the list. A term of service for Equalizing Elders at the September presbytery meeting in the year in which they are appointed and may be renewed annually by commissioning to a maximum of three years of service.

Appendix B: Funds - Conditions for Investment (formerly C)

Funds of the presbytery that are surplus to current operation needs shall be invested by the Treasurer under the general direction and control of the Presbytery Care and Resource Committee.

The primary objectives for such investments shall be the security of capital and a liquidity consistent with the anticipated need for the invested funds.

Presbytery funds may only be invested in:

- Treasury bills, bonds, and debentures issued by or guaranteed by the Government of Canada;
- Bonds, debentures, and like securities issued by or guaranteed by a Province of Canada;
- Bonds, debentures, deposit receipts, and like securities issued by or guaranteed by any chartered bank in Canada or any other financial institution where the investment is guaranteed as to principal and interest by the Canadian Depository Securities Corporation.

Notwithstanding the foregoing:

- Investments for any trust funds or specially designated funds shall be in accordance with any direction as to investment contained in the trust or other documents with respect to these funds;
- The Treasurer may retain as an investment of presbytery funds any investments received en specie under the terms of any gifts, will or trust or the liquidation of the assets of any entity, unless otherwise directed by the Presbytery Care and Resource Committee;
- Investments of presbytery funds shall not be in breach of any ethical guidelines or directions of The Presbyterian Church in Canada.

Appendix C: Interim Moderators - Appointing (formerly E)

The Presbytery Care and Resource Committee shall make recommendations to presbytery regarding the appointment of Interim Moderators.

Interim Moderators shall report in writing at every second regular meeting or at each meeting if necessary.

Interim Moderators shall be appointed by presbytery to serve in congregations where there is a vacancy. Where there is more than one minister of Word and Sacraments, according to the Book of Forms, the inducted minister(s) will moderate the Session.

Interim Moderators will assist the congregation in filling the vacant position and may, in consultation with the Moderator(s) of Session, moderate the Session while guiding the Session through the search process.

Remuneration for Interim Moderators shall be in accordance with the following terms:

- The annual rate shall be 10% of the General Assembly basic minimum stipend, or 10% of the former minister's stipend, whichever is higher
- The remuneration shall be paid monthly.
- Necessary travel expenses at the current presbytery rates, shall be paid monthly by the pastoral charge served.
- The Interim Moderator or Presbytery Representative shall be reimbursed for all expenses incurred personally or by their congregation or by their other place of employment (i.e. phone calls, postage) in the discharge of their duties.

All incoming Interim Moderators will be provided by the presbytery with a clear statement of expectations and terms of reference to be approved by presbytery, including the amount of the Interim Moderator's honorarium the congregation will be expected to pay.

All first time Interim Moderators will be provided with a mentor and Presbytery resource document.

Interim Moderators are required to consult the Ministry and Church Vocations Office of the Life and Mission Agency regarding the files of candidates for calls or appointments. Presbytery shall use the one candidate process for the calling of all ministers of Word and Sacraments to charges within its bounds.

Appendix D: Presbytery Dues (formerly L)

In 2013 the General Assembly recommended that presbytery allocations be determined based on a congregation's ability to pay, rather than the number of members. This recommendation was adopted by the Presbytery of Calgary- Macleod.

The allocation of presbytery dues is determined by taking the presbytery budget and allocating it as follows:

Each congregation's base amount as published in the most recent Acts and Proceedings divided by the total congregational base amount for the presbytery.

This determines which percentage of the total presbytery budget that each congregation will pay. That percentage is multiplied by the presbytery budget to arrive at a dollar amount.

The dues paid by each congregation will therefore be the same percentage of their base. This percentage is not to exceed 5%, or the presbytery will adjust its budget downward to the 5% threshold.

Appendix E: Records, Rolls, and Commissioners (formerly G)

Congregation and Presbytery Records

Church courts shall take special care that their records are carefully and correctly kept. (A&P 1876) (Book of Forms 25)

The Congregational Care and Resource Committee maintains a *Checklist for Congregational Records* in their resource materials which needs to be completed annually by the Clerk of Session and the Presbytery Representative.

Standard for the Format of Minutes

Section 27 of the Book of Forms shall be followed as the standard for minutes by both sessions and the Presbytery.

Roll of Presbytery:

The principles which govern the adding or removing of names on the Constituent Roll shall be in accordance with Section 176 the Book of Forms, or as the General Assembly shall direct.

Sessions must submit the name of their representative elder and alternate(s) and equalizing elder (if requested) to the May meeting of the Presbytery.

The Appendix to the Roll: *Wherever "minister" is used in this section it refers to "Ministers of Word and Sacraments" and "Diaconal Ministers."

Inclusion of the name of a minister* on the Appendix is a declaration that a minister is in good and regular standing in the Church and is a privilege not a right.

The presbytery may, upon the request of the individual, place on the Appendix the name of any retired minister or any minister who is not employed in professional church work as long as they remain within the bounds of the presbytery. The presbytery will make its decision on inclusion considering the following criteria:

- The presbytery is satisfied with their life and character;
- They associate with the presbytery, and support the presbytery's work;
- They associate with a congregation of The Presbyterian Church in Canada.

When a minister moves from within the bounds they are required to request their Presbyterian Certificate.

Ministers on the Appendix are able to perform ministerial functions as long as these functions are sanctioned by and are under the supervision of a Session.

Ministers of Word and Sacrament on the Appendix may not hold a Permanent License to Marry but may request Temporary Marriage Licenses as per Synod Standing Order 1.15.

A Minister on the Appendix may, if presbytery deems it wise, be asked to take on presbytery duties. In instances in which they agree to undertake the duty, they are bound by the same expectations and obligations as a member on the Constituent Roll.

Ministers on the Appendix have voice but no vote at meetings of presbytery (Book of Forms 176.3).

Naming of Commissioners to General Assembly

In selecting minister commissioners (Ministers of Word and Sacraments or Diaconal Ministers) presbytery shall normally select by rotation.

The names of those new to the presbytery and those having attended the last Assembly, will be placed at the bottom of the rotation list.

The Clerk will secure Ruling Elders to serve as commissioners by corresponding with Sessions in rotation.

The rotation list for Commissioners will be approved by presbytery at its regular May meeting.

Names of congregations failing to nominate commissioners by the November meeting of Presbytery, shall be moved to the bottom of the rotation list.

Where a pastoral charge or minister is unable to take up a commission offered after January 1 in

the year of Assembly, the place of that pastoral charge or minister on the rotation shall not be prejudiced, if the invitation is declined.

The name of a minister who resigns their commission will be placed at the bottom of the rotation, as will the name of a pastoral charge whose ruling elder resigns their commission except in the following case. If after a commission has been offered and a commissioner is excused for good reason, as discerned by the Presbytery, the place of the minister or pastoral charge in rotation is not prejudiced.

The Clerk shall maintain a rotation list for ministers and pastoral charges.

END OF THE STANDING ORDERS