

1. The standing rules may be enacted, amended or suspended only by a two thirds majority. Appendices to the Standing Rules may be amended at any time by a simple majority.
2. Presbytery shall have at least two stated meetings per year, the first being the annual meeting. Presbytery stated meetings will normally begin Friday at 1 pm and end Saturday at 12 pm.
 - a. Normally the stated meetings shall be held in the Maritimes region and in the Ontario region, with a frequency proportionate to the number of members of Presbytery in the two regions.
 - b. Presbytery may meet by conference call at the call of the moderator and the clerk, to deal with urgent business.
 - c. Excuses for absence from meetings of Presbytery shall be submitted to the stated clerk to be considered by the presbytery. Since Presbytery is the formal church home for Teaching Elders, Teaching Elders who cannot attend a meeting are asked to include with their reason for absence a brief statement of their situation, and requests for prayer or other support that Presbytery may offer them.
 - d. The moderator and clerk may in case of need agree to change the time or place appointed for a stated meeting. Each member of Presbytery must be given notice of such change at least two weeks before the earlier of the date appointed by Presbytery or the new date. In no case shall the stated meeting be delayed by more than one month. When such change is made, the first order of business after the court is properly constituted with worship will be to consider the conduct of the moderator and clerk in making the change.
 - e. For routine matters requiring a decision between Presbytery meetings, the stated clerk may poll the Presbytery by mail or e-mail. To allow for delivery times for those not using e-mail, four weeks shall be given for response. Answers may be given to the clerk by phone, for speed, but a written answer should be mailed or e-mailed to the clerk for the record.
 - i. For each recommendation the first question is always "Should this be deferred until Presbytery meets?" If one third (1/3) of those who vote choose to defer consideration, the recommendation must be brought to a presbytery meeting for approval.
 - ii. A majority of all elders eligible to vote in Presbytery is required to approve the recommendation.
 - iii. The recommendation, if approved, may be acted on, but must be brought for ratification to the next stated meeting. The clerk shall report the votes by name. If the recommendation fails in the poll, it may nonetheless be considered at the next stated meeting.
3. Except as otherwise provided in the *Book of Church Order* of the PCA, or in these rules, *Parliamentary Procedure at a Glance* (by O. Garfield Jones) shall be the standard in parliamentary procedure.
 - a. The short form of voting will normally be used in meetings of Presbytery. When a recommendation is made or a motion moved and seconded, before there is any discussion, the moderator will ask, "Is there objection or question?" Any member of the court who is uncertain about the issue should call for discussion. If the moderator hears no objection or question, he will then declare the motion adopted.
 - b. During debate on a motion, if a presbyter requests any information relevant to the debate, Presbytery shall make diligent effort to supply the information if it has been previously distributed to other presbyters, but has not been previously provided to the presbyter requesting the information. Presbytery is not obliged to postpone a vote on the motion to the next meeting if the information can not be provided. Presbytery shall record in the minutes all such requests where the information can not be provided, with the reasons for its inability to do so.
4. Officers, fund treasurers and permanent committees shall be elected at the last stated meeting of the year.
 - a. The moderator shall be elected for one year terms.
 - b. The stated clerk shall be elected for a three year term. His job description is set out in Appendix C. If he is not an active elder in one of our congregations, or if his congregation cannot afford his travel expenses to Presbytery meetings, those expenses will be paid out of the Presbytery Fund. The Stated Clerk may be reimbursed for his work, and normally should be if he does not

- have other full time employment. Presbytery should consider the need for payment and the amount at the last stated meeting each year.
- c. A recording clerk shall be elected for a three year term to assist the stated clerk. The responsibilities of the recording clerk shall be to take minutes at meetings of presbytery, and to reproduce and to distribute them. He shall send copies of the minutes to each congregation as soon as possible, and not later than four weeks before the next stated meeting. Copies shall be sent to each member of Presbytery. When the minutes are approved, the recording clerk should also provide the stated clerk with an approved copy for the minute book, and whatever copies are necessary for review by the General Assembly.
 - d. Treasurers shall be elected for three year terms.
5. Finances
- a. General
 - i. Two persons designated by Presbytery for each fund shall have signing authority respectively for the Presbytery Fund, the Presbytery Church Planting Fund, the Seminary Internship Fund and the Presbytery Agency fund. Only one signature will be required. Unless otherwise stated, the treasurer shall be one of the signing officers.
 - ii. If a fund involves too much work for a volunteer to manage the accounting, an accountant may be hired with the presbytery's approval. In such case, the treasurer shall be a member of a church in this presbytery. Unless that accountant is a member of one of our churches, the accountant may not be a signing officer for the fund.
 - iii. Except as provided elsewhere in these rules, no payment shall be made from these funds without the prior approval of Presbytery.
 - iv. Treasurers shall present a report of receipts and expenditures, and present a balance to presbytery at each stated meeting. At the annual meeting the report shall include a full statement of the account for the previous year. Unless an auditor is specifically appointed by Presbytery, treasurers, in consultation with the stated clerk of Presbytery, are to arrange for an audit of their accounts and annual report, and the results of this audit are to be reported to presbytery at the annual meeting. These reports should be ready when Presbytery is called to order, in sufficient copies to provide one for each member of Presbytery plus 4 (6 copies of the annual report) for the stated clerk's records.
 - v. Presbytery travel rates are based on round trip mileage, and shall not exceed the cost of travel by plane. The rates presbytery will pay are:
 - 40¢ per kilometer with one person in the car;
 - 44¢ per kilometer with two;
 - 48¢ per kilometer with three or more in the car.For local churches these are intended only as a guide.
 - vi. Treasurers of the various funds are authorized to issue official receipts for taxation purposes to donors. Such receipts shall be marked "Presbytery of Eastern Canada", with the stated clerk's address, and Presbytery's charitable registration number. Each receipt is to be marked "Official receipt for tax purposes" and it must have a serial number printed on it. It is to be filled in with the date of issue, the year in which the donation was received, the amount given, and the name (including first name and initials) and address of the donor, and shall be signed by the treasurer.
 - (1) Donations received after the year's end can be credited to the previous year only if the cheque is dated in the previous year and the donation was mailed (postmarked) in the previous year. Otherwise a tax receipt must be for the year in which the funds were received.
 - (2) Receipts for contributions other than money can be issued only in conformity with the Income Tax Act, and with the prior approval of presbytery.
 - (3) Carbon copies of receipts shall be retained in the treasurer's records.
 - (4) A receipt on which the year of the donation or the amount is incorrectly or illegibly entered, or which for other reasons is spoiled shall be marked "cancelled", and retained, with its duplicate, in the treasurer's records.
 - (5) Duplicate receipts: An official receipt issued to replace an official receipt previously issued should show clearly that it replaces the original receipt, and in

addition to its own serial number, is to show the serial number of the receipt originally issued.

- vii. The stated clerk is responsible to compile the annual statements for the consolidated presbytery Charity Return to Revenue Canada, unless some other person is appointed by the presbytery for that purpose (see 5.b below).
- b. An Administrative Treasurer shall be appointed; he shall always be an elder, as he has to act with authority on behalf of Presbytery. His responsibilities are:
 - i. To act as an overall Presbytery Treasurer for the purposes of the annual charitable report to Revenue Canada, gathering the various Treasurers' reports, collating them and sending the required information to Revenue Canada, Charities division.
 - ii. To provide guidance and any necessary assistance to congregational treasurers or treasurers of our presbytery funds, when requested.
 - iii. To recommend to Presbytery any changes needed in our financial procedures.
 - (1) For the last stated meeting each year to recommend an amount for our partnership shares for the Presbytery Fund.
 - iv. To oversee the preparation of Agency Agreements with missions and missionaries supported by the Presbytery Agency Fund.
 - (1) He is authorized to approve on Presbytery's behalf agency agreements with our missionaries in the standard form which has been set up. He may give interim approval to other agreements which are similar in form to existing agreements, until the next stated meeting of the presbytery, at which time they either must gain Presbytery's approval or lapse.
 - (2) To ensure that appropriate reports are received from these agents
 - (3) To ensure that the agreements are renewed at designated times or when the missionary's work changes.
 - (4) To instruct the Agency Fund Treasurer to withhold payments where there is no valid agreement or where the required reports have not been received.
 - (5) To authorize payments when a new agreement has been established.
- c. Presbytery Fund
 - i. The Presbytery Fund is to be used for general administrative expenses of the presbytery, and for other expenses approved by the presbytery which are not covered in other funds.
 - ii. Suggested askings for the Presbytery Fund shall be decided at the final stated meeting each year, for the following year.
 - iii. Normally each local church will pay the travel expenses to send their own delegates to presbytery meetings. However, a Presbytery Delegate Travel Fund (PDTF) shall be set up as a separate item in the Presbytery Fund. The Stated Clerk shall oversee the administration of this fund together with the Administrative Treasurer. Churches are encouraged to contribute to the PDTF on a regular basis by submitting cheques with "Travel Fund" in the memo line to the Administrative Treasurer. Those who wish to draw from the PDTF must submit their request to the Stated Clerk at least thirty (30) days before the presbytery meeting, specifying the requested amount of funding and providing a brief explanation of the need for support. The Stated Clerk shall, in his discretion, approve some or all of the requests, either in full or in part, giving consideration to the available funds in the PDTF, his assessment of need, and the desirability of having particular delegates at the presbytery meeting to address matters which directly pertain to their church or ministry. The Stated Clerk may send a request to the presbytery at any time to make up for insufficient funds in the PDTF. Those who receive support from the PDTF are to send receipts for their actual travel expenses and reimbursement of any funds received in excess of their actual costs to the Administrative Treasurer as soon as possible, and not later than thirty (30) days after the presbytery meeting.
 - iv. The Stated Clerk will be given a Petty Cash allowance of \$200 from the Presbytery Fund, for his administrative expenses, to be renewed whenever it is exhausted.
 - v. Terms of reference for Presbytery Fund Reimbursements:

- (1) Any reasonable expenses related to travel or meeting, pursuant to fulfilling legitimate presbytery business or functions, up to a maximum of \$500 per person per occurrence, or in the case of more than one person, \$1000 total per occurrence.
 - (2) The travel mileage reimbursements should be in accordance with current mileage stipulations found in the Presbytery Standing Rules of Eastern Canada Presbytery.
 - (3) The overseer of the fund shall report once per year to presbytery, and can in his discretion refer questions of certain expenses to presbytery when he is unsure of their legitimacy.
 - (4) The Stated Clerk of the Presbytery of Eastern Canada will oversee the fund.
- d. Presbytery Church Planting Fund
- i. The Ontario Church Planting Fund and Maritimes Church Planting Fund shall be used only to promote and establish new churches in Canada. Where there is a need, travel expenses of candidates invited to Presbytery for examination with a view to their working in a church planting situation may be a legitimate charge upon this fund.
 - ii. The MNA committee may use its respective funds for the purposes in 5.c.i. as needed, and shall report these uses in writing to the next Presbytery for its approval.
- e. Seminary Internship Fund
- i. The Seminary Internship Fund is established to assist the Presbytery of Eastern Canada in its function of training men for the gospel ministry. The Fund is intended to help defray the costs of seminary education for candidates under care of the Presbytery, or for Canadians who are members of the Presbyterian Church in America.
 - ii. Recipients and amounts of scholarships shall be approved individually by the Presbytery through its Mission to North America (MNA) Committee.
 - iii. Gifts designated to the Seminary Internship Fund will be distributed at the discretion of the MNA Committee. While the Committee will consider the desires of donors as to the disbursement of funds, contributions are to the fund, not to any individual.
 - iv. Financial commitments to the Fund from the Presbytery's general budget must be approved by the Presbytery.
 - v. The Presbytery, through its MNA Committee, may attach conditions to be met by the recipient of a scholarship. Such conditions may include continuance as a Presbytery candidate, maintaining PCA membership, or regular church attendance.
- f. Presbytery Agency Fund
- i. The Presbytery Agency Fund will be used exclusively for transmission of funds to our work outside Canada. Canadian PCA congregations which are not part of the Presbytery of Eastern Canada may also use it for this purpose. Gifts for PCA work will also be accepted from non-PCA sources. A percentage set by Presbytery of each contribution will be deducted to cover Agency Fund expenses. The treasurer and/or accountant will be paid an amount set by Presbytery, taken from the deduction for fund expenses.
 - ii. The Presbytery Agency Fund treasurer shall be a member of a church in this presbytery.
 - iii. The treasurer of the Presbytery Agency Fund is authorized to disburse funds to the appropriate agencies without prior approval by Presbytery. The whole amounts received shall be forwarded monthly. Congregations should receive a quarterly receipt for their contributions, and a copy of the annual statement.
 - iv. Disbursement of surplus monies accruing from the administration fees collected in administering the Presbytery Agency Fund:
 - (1) All costs of administration of the fund shall be paid first.
 - (2) All surplus monies accruing from the administration, excepting a \$4,000 reserve, shall be disbursed, at the end of each financial year, in the following manner:
 - (a) 50% to the Maritimes Church Planting Fund
 - (b) 50% to the Ontario Church Planting Fund
- g. Presbytery Women in the Church Fund
- i. The Presbytery Women in the Church Treasurer is authorized to deal with Presbytery WIC funds in compliance with these rules, with the following exceptions:
 - ii. The Presbytery WIC organization or its executive is to designate a second signing officer
 - iii. Payments from the WIC funds shall be authorized by the Presbytery WIC organization or its executive.

- iv. The WIC executive shall be responsible for arranging annual audits.
6. Pastoral relations & discipline
- a. Presbytery automatically approves requests by a pastor that the pastoral tie be dissolved, provided:
 - i. neither moderator nor clerk know of any reason to refuse, and
 - ii. the stated clerk has received written certification from the clerk of session that the congregation has been publicly cited to present reasons why the resignation should not be accepted, and after three weeks none have been presented.The stated clerk shall record the dissolution and report it at the beginning of the next meeting of presbytery.
 - b. Presbytery automatically approves requests by a teaching elder against whom no charges are pending to be dismissed to another presbytery in the PCA or faithful sister church under the same circumstances as prescribed in 6.a. If the teaching elder is not pastor (senior, associate, or assistant) in a congregation, the requirement for the congregation to be cited does not apply. The stated clerk shall record the dismissal and report the action at the beginning of the next meeting of presbytery.
 - c. When the clerk receives information for Presbytery of delinquency by any session under the jurisdiction of Presbytery, the clerk shall cite the session(s) involved, in accordance with BCO 40-5, to present all records relating to the matter to the next stated meeting of Presbytery, or to a meeting called to consider the case, and to be prepared by representative or in writing to show what it has done or failed to do in the case in question.

7. The permanent committees shall be:
- a. Candidates and Credentials, consisting of two sub-committees, (A) Maritimes and (B) Ontario and Quebec, each of which consists of at least two ruling and two teaching elders;
 - b. MNA consists of at least three ruling and three teaching elders. When possible, the committee will be represented by at least one Maritime elder, one Quebec elder and one Ontario elder. Up to three members of our churches who are not elders may be appointed by Presbytery to the MNA committee, though they may not function when the committee is acting as a temporary session. An overall chairman shall be named by Presbytery for purposes of liaison with Assembly's MNA committee;
 - c. Ministerial, Fraternal Relations and Christian Education, consisting of at least two ruling and two teaching elders from the same geographical area.
 - d. World Missions, consisting of at least two ruling and two teaching elders. Up to six members of our churches who are not elders may be appointed by Presbytery to this committee.
 - e. Shepherding Committee, consisting of at least two ruling and two teaching elders.

The rules in this section about committees and their membership are normal guidelines. They may be modified without need to suspend the rules, when required by special needs or limited people resources.

8. Presbytery committees should present their reports in writing, preferably in time to be circulated to every member before the next meeting of Presbytery.
9. The Candidates and Credentials committee is responsible for advising all candidates, licentiates and teaching elders applying to and/or preparing to be received by this presbytery as teaching elders of the PCA.
- a. The committee shall examine the credentials of candidates, and bring those who are suitably prepared before Presbytery for examination.
 - b. Before bringing any candidate before Presbytery, the committee is instructed to inquire whether he is a practising homosexual, and what is his stand regarding secret societies, lodges, and participation in local ministerial. A record of each candidate's answers to these questions shall be given to the stated clerk to retain in Presbytery's records.

- c. The committee shall arrange for the examination of candidates, assigning the parts of the trials and arranging with members of Presbytery to prepare examinations in the different subjects required.
 - i. The Candidates and Credentials Committee shall carefully examine every candidate in all areas required by BCO at least one month before bringing him to Presbytery. This preliminary exam should normally be done orally before the committee. If that is not reasonably possible, written exams may be done in the presence of a proctor who will certify that the exams were done without use of references. In the latter case the credentials committee shall arrange a final, preliminary screening face to face with the candidate at the time of Presbytery's meeting. The full committee shall have the opportunity to see and discuss all transcripts, written exams and papers before a candidate is recommended to the Presbytery. At least two weeks before the Presbytery meeting, the chairman shall inform the stated clerk those approved by committee, to be docketed for examination at the presbytery meeting.
 - ii. The candidate shall be given a brief examination in sample questions in the presence of Presbytery, with Presbytery following up with any questions desired. At the start of the Presbytery examinations, the moderator should remind the members of the Presbytery that the Committees have been instructed to examine the candidates thoroughly, so that the Presbytery-level examinations can be expeditious, focusing primarily on the areas that the committees perceive as requiring further scrutiny by the Presbytery as a whole.
 - d. In the case of an examination of a candidate whose first language is not English, and who is ministering in a language other than English, Presbytery will give him the option of having someone to assist him linguistically in answering questions
10. The purpose of the MNA committee is to establish churches within the bounds of the presbytery, and to attend to all matters related to that.
- a. The MNA committee is empowered in situations of urgent need to make strictly temporary appointments in such a way that Presbytery is not bound to continue the appointments and that no call is made upon the Presbytery Fund without prior approval by Presbytery.
 - b. The MNA committee is to follow the guidelines in the church planting standards (Appendix A) in seeking out church planters.
11. The purpose of the Ministerial, Fraternal Relations and Christian Education committee is:
- a. to receive and hear all appeals and complaints from ministers, sessions and congregations, or their members, and upon request to advise all parties involved both as to proper procedures and points of church law, and as to biblical teaching which might help to resolve contentious issues;
 - b. to act as the agent of Presbytery in pursuing fraternal relations with other Reformed bodies; and
 - c. to take responsibility for matters relating to Christian education which come before Presbytery.
12. The World Missions Committee is responsible for oversight of any foreign missionaries sent out by Presbytery and to promote foreign missions in our churches.
- a. The committee may meet and make decisions by phone or e-mail.
 - b. At least monthly it is to receive reports from Presbytery missionaries of their activities.
 - i. Any missionaries appointed by the Presbytery are responsible to provide these reports.
 - ii. Missionaries are expected as well to provide a prayer report by the last day of each quarter to each congregation in the presbytery and to those individuals who ask for it.
 - iii. If possible, the committee or its members should at times observe directly the work of our missionaries, and obtain other objective confirmation that it is being done.
 - c. The committee is to receive invoices and receipts and approve expenses to be paid from the funds gathered for support of the mission. The committee may name an individual or subcommittee to act for it in approving payments.
 - i. The missionary is responsible to provide an itemized list of expenses with appropriate invoices or receipts. Missionaries should not undertake any large expense without prior committee approval, bearing in mind the availability of funds.
 - ii. The committee must ensure and the missionary must understand that projects are not to be taken up unless there is funding in hand to pay for them

- iii. The committee shall also ensure that payments for taxes, EI and CPP are forwarded in a timely way.
 - iv. If funding for pay and expenses is short, the committee shall dispense such funds as are in hand.
 - d. The committee and its members should familiarize themselves with the Presbytery's missions and missionaries, pray for them and offer them encouragement and guidance.
 - i. The committee should also encourage our congregations and members to support our missionaries in prayer as well as financially.
 - ii. It should take such action as it can to help the missionary in raising funds for his or her support.
- 13. The purpose of the Shepherding Committee is:
 - a. To support, encourage, and provide accountability for all elders in the Eastern Canada Presbytery
 - b. To serve as a resource for reconciliation, mediation, and mentoring throughout the Presbytery;
 - c. To review the reasons for absences from meetings of presbyters and provide pastoral care where needed;
 - d. To provide pastoral oversight of ministers without call, encouraging them in their pursuit of a call and continued engagement in the life of the Church;
 - e. To act as the direct means by which Presbytery might provide pastoral care and counsel to its members, sessions, and temporary governments in cases of personal or relational crisis and conflict.
 - f. The committee shall report on its activities to the presbytery at its next Stated Meeting.
- 14. When required the following committees may be appointed by the moderator to stand during the meeting of Presbytery:
 - a. Bills and Overtures, consisting of any two members of Presbytery;
 - b. Session Records, consisting of at least two members of Presbytery.
- 15. The Bills and Overtures committee is appointed to consider and report on all petitions, references, complaints and appeals presented to Presbytery.
- 16. The Session Records committee consists of a primary and a secondary subcommittee.
 - a. The committee is to examine records required to be submitted by session (an accurate record of its proceedings) and session responses to previous exceptions, and to present written recommendations regarding them to Presbytery (*BCO 12-7*).
 - b. The committee shall consist of the elders in two Sessions, selected in rotation by the stated clerk from a list ordered according to the date the church was organized. The designated Sessions are responsible to appoint at least two members to read minutes and responses sent to them. The primary subcommittee shall examine the records of all other congregations. The secondary subcommittee shall examine the records of the session from which the primary subcommittee is formed.
 - c. The stated clerk shall inform Pastors or Clerks of Session which session will examine their minutes at least two months before the second stated meeting of Presbytery. Clerks of Session shall send copies of minutes which have not been reviewed to the reviewing Session at least one month before that meeting; together with answers to exceptions found in previous minutes.
 - d. Session clerks shall be required to keep minutes and other records in accordance with Presbytery's 'Rules for Sessions' (Appendix B).
 - e. Pastors granted the powers of an evangelist (*BCO 8-6*) are to keep records similar to the minutes of session, which are to be sent to the examining session as in 15.c above. The records should include the information required in the "Rules for Session" part 1, and part 3.a,f-m.
- 17. No member of the presbytery, whether a ruling or a teaching elder, shall join or in any way support either a ministerial or religious council in which unbelievers, leaders of apostate denominations or representatives of the World Council of Churches or the Church of Rome are known to be involved.

18. Records management: The clerk is authorized to dispose of all routine correspondence more than four years old, and all correspondence more than six years old that does not relate to discipline, policy, plans, programs or personnel, does not appear to have significant historical value for the presbytery, and does not involve our position with respect to the government and its agencies.

Appendix A

CHURCH PLANTING STANDARDS

1. Jesus Christ is King and Head of the Church, and as such he will build his church where and when he wills. Therefore:
 - a. We acknowledge that our efforts have been imperfect and they will always be imperfect. We will make more mistakes until Jesus returns. We commit ourselves, however, to learn from our past mistakes and to continue learning until that day comes.
 - b. We realize that the King is also at work in other evangelical churches and that they may have insights into church planting in Canada from which we can benefit.
 - c. We must be sensitive to where the Holy Spirit is moving, i.e. working in the hearts of people to make them receptive, and send men to those places.

2. The risen and exalted Christ has poured out the Holy Spirit on his church, who gives gifts to as he wills. In answer to our prayers, he sends out workers into the harvest. He has given to the elders of his church the responsibility of examining and overseeing men with respect to their calling and gifts. Therefore:
 - a. We recognize the valuable assistance of the Assessment Centre in determining a man's suitability for church planting.
 - b. Not only is a man's previous experience to be considered, but also the kind and quality of his previous experience must be taken into account.
 - c. Priority for church planting will be given first to Canadians, and then to others who can sensitively relate to Canadian culture.
 - d. As a corollary to 2.c., we commit ourselves to finding men who will follow the example of the Apostle Paul: *I have become all things to all men so that by all means I might save some* (1 Corinthians 9:22; cf. also his examples in speaking to the Lycaonians, Acts 14, and the Athenians, Acts 17). The MNA committee of Presbytery will examine potential church planters for their ability to communicate the timeless truth of the Bible into a constantly changing culture.
 - e. Prospective church planters will be questioned with respect to their time commitment to the project in terms of years. Although we are not signing "free agents" to long term contracts, nevertheless we believe that the success of any church planting endeavour in Canada depends upon the persistence of the organizing pastor.
 - f. We will regularly assess every church planting situation so that little issues do not become big problems. We will schedule regular interviews with the congregation, corporately and individually, and with the church planter.

3. The Great Commission binds us to the task which Jesus gave his Church: *Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.* This is the responsibility laid upon the church and its fulfilment inevitably results in new churches being started. Therefore:
 - a. The churches we start must be committed to conversion growth as opposed to transfer growth. It is not our intent to appeal to every disaffected and malcontented church attender, nor do we seek to lure believers away from other denominations. The possibility that this may and probably will happen on occasion should not encourage us to elevate this kind of growth to intentional status.
 - b. The churches we start must allow for the process implicit in the Great Commission. Our primary goal must be to see men and women delivered from the bondage of sin, and then secondarily to grow in their understanding of the reformed faith which we sincerely hold. The church planter should see no contradiction between giving a positive, winsome welcome to people whose theological understanding is not fully developed and holding fast his Reformed convictions.

Appendix A

CHURCH PLANTING STANDARDS

4. Jesus Christ is also the provider for his church, and ultimately he is the fund-raiser. As stewards of that which belongs to him:
 - a. We will make sure, as far as is humanly possible, that necessary funds have been committed and that the funding plan has been well thought out before placing a church planter.
 - b. One of our funding priorities will be a high quality internship plan. We hope to increase this budgetary line item annually.
 - c. We must find a way to provide a man with "up-front time" to network in the city where we want to plant a church, perhaps by putting him on staff of another church for a year or more.

Appendix B

RULES FOR SESSION with regard to session records

1. Session shall keep a permanent, consecutive record, apart from the minutes, of:
 - a. Communing members
 - i. when enrolled
 - ii. how enrolled
 - iii. when removed from the roll
 - iv. how removed from the roll
 - b. Baptisms
 - c. Non-communing members (including birth-dates of infants)
 - d. Marriages of members
 - e. Deaths of non-communing members
2. Minutes shall be submitted for examination and attestation to the second stated meeting of presbytery each year.
3. Minutes of session shall be printed, typewritten or legibly handwritten in ink on pages numbered serially from the first historical meeting of the session. Computer printed records may be used, provided each sheet is initialled by the moderator and the clerk. Erasures, inserts, footnotes and blank spaces should be avoided as much as possible. Corrections must be legible and initialled by the clerk. Minutes should include:
 - a. date, time and place of meeting
 - b. name of the moderator
 - c. names of elders and visitors present
 - d. names of those who open and close in prayer
 - e. reading and approval of minutes of previous meeting(s)
 - f. a clear description of motions adopted and business transacted, together with such additional material as session considers necessary for historical purposes. Each main motion should normally be recorded in a separate paragraph, unless motions are closely related.
 - g. a clear record of issues relating to the spiritual health of the congregation, as they arise
 - h. The page(s) of the minutes on which may be found records of previous actions to which reference is made
 - i. Date(s) of administration of the Lord's Supper since the last session meeting
 - j. Dates of any baptisms since the last session meeting and names of the persons baptized
 - k. names and approval of all who preach other than members of session, assistant pastors to the congregation or its pastor(s) emeritus.
 - l. full names of all applicants for communing membership:
 - i. for minors, the names of their parents
 - ii. whether or not they are baptized
 - iii. whether admitted by letter, profession of faith, reaffirmation of faith; or denied admission
 - m. removal of names from the roll:
 - i. with reason and date
 - ii. name of church to which a letter of dismissal was sent
 - n. any discipline administered. When session has to administer discipline, the *Book of Church Order* should be studied and followed carefully. Minutes of session must contain such a careful and detailed record of the proceedings as would enable Presbytery to know who were disciplined, why and how.
 - o. names of each elder appointed as a commissioner or alternate to Presbytery or General Assembly.
 - p. time of adjournment
 - q. Signature of the clerk, after the minutes have been approved by session.

Appendix C

STATED CLERK JOB DESCRIPTION

Presbytery meetings

1. To organize the business for each meeting of Presbytery (proposed docket);
 - a. To send out a call to meeting, as required by our standing rules and *BCO*;
 - b. To arrange for such things as review of session records and reports on that, gathering of committee and commission reports for Presbytery;
 - c. To the extent possible, prepare a meeting booklet with available written reports and information;
 - d. To advise the moderator about business that needs to be taken up during the meeting;
 - e. To bring general business such as roll, minutes before the court.
2. To act as “parliamentarian”:
 - a. To advise the moderator regarding parliamentary procedure, when this is necessary;
 - b. To advise the moderator and members of the court about rules covering actions being considered, whether according to our standing rules or *BCO*;
 - c. To advise presbytery members, congregations and sessions, members of our congregations, candidates, our committees and our commissions about procedures;
 - i. This requires a willingness to give such advice even to those whose proposed actions the clerk may consider foolhardy, mistaken or simply wrong, that is, to maintain a neutral attitude even in dealing with those with whom the clerk may disagree.
3. To see that accurate minutes of each meeting are taken, prepared and distributed;
 - a. Unless there is a recording clerk, to take these minutes and distribute them.

Presbytery administration

4. To keep up to date and accurate copies of official documents such as Presbytery Constitution, Standing Rules, Manual for Training, signed Ministerial Obligations, minutes and appendices thereto, commission minutes and significant correspondence;
 - a. To provide up to date copies of the Standing Rules and Manual for Training to elders and candidates, as needed.
5. To maintain an accurate roll of churches, teaching elders, ruling elders, licentiates, interns and candidates, and report that as needed to the General Assembly;
 - a. To provide official certificates of ministerial standing, or standing as a candidate, as needed;
 - b. To manage the transfer of credentials to and from other presbyteries or denominations;
 - c. To provide certificates of ordination for those ordained in our Presbytery;
 - d. To keep and distribute to Presbytery members an up to date Presbytery Directory.
6. To deal with Presbytery correspondence:
 - a. To respond appropriately to routine matters;
 - b. To present a correspondence report to Presbytery with correspondence the presbyters need to be aware of or Presbytery needs to act on;
 - c. To send Presbytery’s responses and concerns as directed;
 - d. To make necessary reports to General Assembly;
 - e. To deal with congregations and other presbyteries in the processing of calls;
 - f. To distribute correspondence or information from it to those who may be concerned.
7. To authorize payments from the Presbytery Fund, in accordance with our Standing Rules.
8. To act as the “marriage authority” for PCA pastors in Ontario, Quebec, New Brunswick, Nova Scotia, PEI and Newfoundland:
 - a. To provide such documentation as is required for our pastors to perform marriages in these jurisdictions;
 - b. To keep a record of those who are authorized on a permanent basis to perform marriages;
 - c. To report to the different provincial authorities when those authorized on our behalf to perform marriages are no longer qualified to do so.

Presbytery discipline issues

9. To receive on Presbytery's behalf complaints and accusations of improper conduct and initiate appropriate responses, whether in discipline or other matters which need to be raised in Presbytery or General Assembly;

Appendix C

STATED CLERK JOB DESCRIPTION

10. To advise those involved, impartially, as to procedures and requirements for furthering their concerns or responding to complaints or accusations.
11. Particularly in issues which may involve formal discipline, the clerk **MUST** avoid expressing to anyone a judgment of the case.

Appendix D PRESBYTERY AGENCY FUND TREASURER AND ACCOUNTANT

Fund description

The Presbytery Agency Fund is designed to further the Christian outreach of the churches of the Presbyterian Church in Canada in and through our larger association, the Presbyterian Church in America, in conformity with the regulations of Revenue Canada for registered charities. It receives funds for agencies of our church outside of Canada with whom we have established agency agreements, and disburses them to those agencies. The Presbytery Agency Fund treasurer receives and distributes funds for this purpose. Subject to Presbytery's approval, he may employ a fund accountant to assist him in this task.

Job description

To receive from churches and individuals and record donations designated for agents of The Presbytery of Eastern Canada.

-An administrative charge is to be deducted and accounted for separately.

-Normally the remaining amounts will be converted to U.S. funds and deposited in a U.S. currency account until they are disbursed.

To report to the Presbytery Administrative Treasurer donations for agents which have not been approved, and to hold these funds until he has a signed agency agreement.

To send money in U.S. currency to arrive on or before the 20th of each month for the amount of all donations less the administrative charge.

-A covering letter with each cheque should list the breakdown of the donations and the donors to that agency, including the amount for each missionary for Mission to the World. In addition Mission to the World should receive a statement of donations for missionaries for whom we do not yet have an agency agreement. If money is transferred electronically, the agencies should be informed immediately of the above information and the date of the transfer.

To keep accurate financial records, which track the individuals or churches from which gifts are received and the amounts given, the agents for whom those gifts are designated and the amounts for each agent, and all disbursements and expenses of the fund.

To present a report of receipts, expenditures and present balance to each stated meeting of Presbytery.

To provide an audited statement and balance sheet for the annual meeting of Presbytery in late February.

The fiscal year is the calendar year. The audit will be by a party dealing at arm's length from the Agency Fund treasurer and any accountant employed to help him.

To issue receipts for income tax purposes annually for individual donors in the form specified in the Standing Rules.

To issue quarterly receipts to churches, and retain copies of them.

To retain copies (or originals) of cheques and invoices to substantiate each payment.