

CLASSIS WISCONSIN
OF THE CHRISTIAN REFORMED CHURCH

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RULES

1. **Convening and Constituting**

- A. Classis shall convene the last Tuesday of February and the fourth Tuesday of September at 9:00 a.m.
- B. The meetings of Classis are to be held by rotation in all the churches.
- C. The Council of the church where Classis meets shall make the necessary arrangements and shall be responsible for lodging, meals, etc. Remuneration shall be as follows: \$7.00 per person for dinner and \$3.00 for supper. Classis pays for delegates, observers, and invited guests.
- D. Ordinarily the pastor of the host church shall call the meeting to order, conduct appropriate devotions (see devotions under Miscellaneous), request the presentation of credentials, and declare Classis constituted.
- E. No regular meeting of Classis shall be declared constituted unless two-thirds of the churches are represented.
- F. The meetings of Classis shall be open to the public, unless Classis by a majority vote decides to meet in executive session (which is open to office-bearers and delegates) or in strict executive session (which is open to the delegates only). The minutes of the executive sessions shall be read in open session, and shall be published, unless Classis decides otherwise.
- G. Delegates should not leave the assembly without notifying the President.
- H. The time schedule for the day will be as follows: noon meal, 12:00 - 1:00; afternoon lunch, 3:15 - 3:30; and evening meal, 5:30 - 6:30.
- I. A Classis Contracta ordinarily may not be called when the Synodical Deputies are required.

2. **Officers and Their Duties**

- A. The Officers of Classis
 - 1. The Classical Interim Committee will appoint the President of Classis.
 - 2. The Stated Clerk shall serve as Recording Secretary.
 - 3. The President of the next meeting shall serve as Vice-President and shall preside when the President relinquishes the chair to him, or if the President is unable to serve.
 - 4. The Stated Clerk and the alternate shall be elected for three years.
 - 5. The Treasurer and the alternate shall be elected for three years.
- B. The President
 - 1. The President shall welcome the delegates
 - 2. He shall place before Classis every motion that is made and seconded, and shall clearly state every question before a vote is taken.
 - 3. He shall declare all reports which contain information only to be received as information.
 - 4. He shall expedite matters as much as possible, and insist that members observe the rules of order and decorum.
 - 5. He shall welcome guests of Classis, respond to greetings received, or appoint members for these purposes.

6. He shall remain impartial on any pending question. In case he desires to express himself on any pending question, he shall relinquish the chair to the Vice-President while doing so, and for the duration of the particular debate. He may speak, while holding the chair, to state matters of fact or to inform Classis regarding points of order.
7. He shall recognize only those who rise and address him as President.
8. He shall have, and duly exercise, the prerogative of declaring a motion out of order. In case his ruling is disputed, Classis shall sustain or reject the ruling by majority vote.
9. When a vote taken by show of hands results in a tie, the President may cast his vote. If he abstains from voting, the motion is lost.
10. The President shall not preside in any matters that concern himself.
11. When a point of order is raised, the President must make a ruling at once. His ruling may be reversed by a majority vote if any member is dissatisfied with the ruling and appeals to the floor.
12. At the close of the Classical meeting, the President shall lead the assembly in prayer.

C. The Vice President

1. The Vice-President shall call the meeting to order in the absence of the President.
2. The Vice-President shall preside temporarily when the President desires to be relieved or when a matter at issue pertains to the President particularly.

D. The Stated Clerk

1. The Stated Clerk shall keep an exact record of the proceedings of Classis - opening and closing of sessions, roll-call, all main motions whether carried or lost, the names of non-members addressing Classis, and any documents or part of debate which Classis decides to insert by majority vote.
2. He shall not include in the record any rejected motion except main motions, nor any motion that is withdrawn.
3. He shall announce the next meeting of Classis in the official publications of the church at least eight weeks before the date of the meeting.
4. He shall post on Classis' website an Agenda of all matters coming before Classis to the Councils at least four weeks prior to the date of meeting.
5. He shall submit to the Classical Interim Committee (CIC) all protests and appeals received prior to the Classical session so that a committee of Pre-Advice can be appointed if necessary.
6. He shall publish the minutes of Classis on Classis' website.
7. He shall conduct all correspondence of Classis, and keep the files of Classis complete and in good order.
8. He shall make arrangements for the examination of candidates for the ministry. (See Miscellaneous E.)
9. He shall provide for the storage of supplementary files of Classis Wisconsin in Heritage Hall, Calvin College. He shall retain no less than five (5) years for back reference; and no more than ten (10) years of files before arranging for placement in the archives.
10. He shall keep on hand copies of the Ministerial Credentials form and Letter of Call. Upon being informed of a pastor having accepted a call, he shall send copies

of these to the Council of the Church from which the pastor is leaving. These shall be accompanied by a letter reminding the Council of their need to request Classis for a Counselor during their vacancy.

11. If the Stated Clerk is not a delegate to Classis, he may have the floor to advise Classis.
12. He shall function as the contact person with the Historical Committee of the CRC.
13. He shall be remunerated for his services.
14. He shall, at the September meeting, recommend to Classis a Certified Public Accountant to audit the financial records of Classis.

E. The Treasurer

1. The Treasurer shall send remittance forms to each church, and shall receive and disburse all funds sent in payment of Classical Ministry Shares, and contributions sent for causes recommended Classis.
2. He/She shall compile and distribute, before the fiscal year begins, the card, "My Task," listing Denominational Ministry Shares, Classical Ministry Shares, and causes recommended by Classis.
3. He/She shall place all funds in a depository approved by Classis and shall make all disbursements by check.
4. He/She shall furnish an adequate surety bond, the premium to be paid by Classis.
5. He/She shall keep an accurate record of all cash received and disbursed, fund balances, and other balance sheet items.
6. He/She shall furnish a complete financial report at the February meeting of Classis.
7. At the September meeting of Classis, he/she shall present, in consultation with the committees, a budget for the following fiscal year, along with a recommendation regarding ministry shares needed to meet the budget.
8. He/She shall submit all books and records annually to the auditor appointed by Classis.
9. He/She shall be remunerated for his services.
10. He/She shall file the proper quarterly and annual payroll reports.

3. **Committees of Classis**

A. Classical Interim Committee (CIC)

1. The CIC shall consist of three members, one of them being the Stated Clerk. A general alternate shall also be chosen. In the event of a vacancy on the Committee, the alternate shall fill the term, and another alternate shall be chosen at the next meeting of Classis. The member who has served the longest on the Committee shall act as Chairman, and the Stated Clerk shall serve as secretary.
2. Duties:
 - a. The CIC shall be authorized to grant permission to call to churches without a pastor, when such permission is required (see Acts of Synod, 1957, page 38), to appoint a counselor for churches without a pastor, and to approve Council credentials of ministers leaving and entering Classis.
 - b. The CIC shall draw up a schedule of Classical Appointments for churches without a pastor upon request of such churches. No classical appointments will be given for the summer months. Pastors of Classis Wisconsin churches should not be paid for the services rendered while fulfilling classical

- appointments in Classis Wisconsin. The church receiving a Classical appointment shall reimburse the pastor for his mileage at the IRS approved rate, and shall reimburse the sending congregation for replacing their pastor. The sending congregation will pay the mileage incurred for their replacement pastor at the IRS approved rate.
- c. The CIC shall have the power to call a special meeting of Classis when matters of great importance cannot be postponed until the next scheduled meeting, and it shall be required to do so when at least three Councils request such a meeting.
 - d. The CIC shall have the authority to appoint Committees of Pre-Advice before Classis meets to consider and offer advice to Classis concerning protests, appeals, and overtures if it deems this necessary or advisable. (See duties of Stated Clerk, 2,D,5)
 - e. The CIC shall prepare schedules for Classical examinations according to Classical and Synodical Regulations.
 - f. The CIC shall process all requests by organizations wishing to address Classis. It shall be empowered to grant or deny such requests. Guidelines for the implementation of this rule:
 - 1). That Classis will hear representatives of denominationally or classically approved causes only.
 - 2). That organizations are to make such a request by way of the CIC no less than three months prior to the meeting of Classis which they seek to address, stating their reasons for such a request.
 - 3). That a strictly enforced time limit of ten minutes be given to those granted permission to address Classis.
 - g. The CIC will process requests from organizations desiring classical endorsement. Such an organization shall supply a copy of its constitution as well as its latest financial report. The CIC shall review such requests and make a recommendation to Classis whether to endorse or not.
 - h. The CIC shall check over the published minutes of Classis for accuracy.

B. Classical Home Missions Committee (CHMC) Revised 10/2011

CHMC Mandate:

1. The purpose of the Classical Home Missions Committee (CHMC):
In obedience to the Great Commission of Matthew 28:19-20, and in harmony with Articles 73-76 of the church order, the CHMC shall seek to instill vision and provide effective leadership for the work of evangelism and new church development with the Classis.
2. Membership and organization
 - a. This committee shall consist of no less than seven (7) members; at least two shall be ministers, ordained evangelists or ministry associates and at least two shall be laypersons. A general alternate shall be elected for the committee. The alternate shall be activated only if a current member cannot fulfill their term on the committee. Terms of office will be three years and the terms will be staggered to provide continuity of the committee.
 - b. All committee members shall have a commitment to, and a vision for, evangelism

and church growth.

- c. The CHMC shall ordinarily meet every other month to carry out its mandate and duties effectively.
- d. The CHMC shall elect its own officers.
- e. The Home Missions Regional Team Leader as a non-voting advisory member, is available to the CHMC for consultation and advice and shall meet with the committee at least annually.
- f. The CHMC staff personnel shall be a non-voting member to the committee and be available to carry out the work of the committee between its regularly scheduled meetings.

3. Duties of the CHMC

- a. Carryout the decisions of Classis.
- b. Supervise all Classical mission personnel and property of Classis.
- c. Exercise joint supervisions with denominational Home Missions of all directly sponsored Home Missions ministries working in partnership with congregations of Classis and parent churches.
- d. The CHMC shall work at raising awareness and funding for the New Church Development fund of Classis in partnership with the Barnabus Foundation.
- e. Provide regular reports of its activities at each regular meeting of Classis.
- f. Make recommendations at the annual fall meeting of Classis regarding its budget for outreach ministries, including Classical Ministry Shares and above Ministry Shares giving, and encourage and promote financial support by the churches.
- g. Investigate site purchasing and financing for New Church Developments within Classis. (see addendum for procedures)
- h. Assist and advise on behalf of classis regarding local outreach ministry and maintain and promote the use of the Outreach Fund of Classis.

4. Partnership role of the CHMC

In carrying out the purpose of this committee, the CHMC shall assume a partnership role with congregations of Classis, Classis, and the denominational Home Missions. In general, the CHMC is to instill vision, to encourage, promote and motivate, toward planning, programming and stewardship. It is to assist, enable, provide training and help to plan and implement, including specific functions as follows:

- a. Partnerships with congregations
 1. Challenge Councils and Congregations to examine their ministry focus, evangelistic needs and opportunities, local gifts and resources, and to commit themselves to prayer and planning time toward evangelistic ministry.
 2. Arrange for seminars and workshops in the congregational and Classical level.
 3. Arrange with the Home Missions Regional Team Leader resources to help congregations assess their evangelistic opportunities and help equip them to implement strategies for effectiveness.
 4. Challenge and assist congregations and councils to more effectively organize themselves for outreach ministries.
 5. Challenge and assist local congregations to plant new churches.
- b. Partners with Classis
 1. Challenge and assist classis to respond to the needs for outreach ministry, especially in areas beyond the capacity of individual congregations within the

Classis.

2. Challenge the Classis as to its mission vision and opportunities for expanding ministry.
3. Periodically assess its own compliance to its official CHMC mandate.
4. Assist in the developing and implementing of a Classical strategy for outreach ministry.
5. Administer, on behalf of Classis, church development ministries and specializing ministries funded by the Classis.
6. Advise and assist Classis regarding all other outreach ministries sponsored by churches of Classis, including forms of mass evangelism, campus ministries, working with para-church organizations or the like.

c. Partners with Denominational Home Missions

The guiding principle in the role and function of the CHMC toward Home Missions is that of the consulting partnership role. CHMC activities as partners with Home Missions may include:

1. Inform the Home Missions Regional Team Leader as to the CHMC plans and activities by sharing of minutes, other reports and correspondence.
2. Make recommendations to the Classis regarding selection of interested and helpful persons for membership on the CHMC and the Board of Home Missions.
3. Inform the Home Missions Regional Team Leader of evangelistic training and programs needs within its area, and of potential ministries, which may be beyond the resources of the local Classis.
4. Encourage denominational personnel by periodic on-site visits inviting them to CHMC meetings, using them as resource person for training sessions and the like.
5. Assist Home Missions Regional Team Leader in assessments of New Church Developers.
6. Initiate, promote and participate in, with assistance of the Home Missions Regional Team Leader, the investigation of new denominational supported partnership ministries.

Addendum:

Policy for New Church Development Fund Facilities Grant

Background: At the October 21, 2010 meeting of the Home Missions Committee of Classis Wisconsin, initial discussion began regarding the most effective guidelines for the disbursement of Facilities Grants. Though the situation of each emerging church is different, the committee presents the following as guidelines:

1. Attendance—prior to requesting funds from the NCD Fund, an emerging church shall ordinarily have an attendance of 40 regular attendees.
2. Duration—prior to requesting funds from the NCD Fund, an emerging church shall ordinarily have been in existence for 2 years. (Determined from the date of their Grand Opening)
3. Consultation—The emerging church shall work through a checklist developed by the CHMC staff to ensure that all bases are covered prior to presentation to CHMC and Classis. CHMC can help to provide individual consultation in terms of financial, real

- estate, and legal matters.
4. Presentation—As the presentation to and approval of Classis is a critical step in the approval of the fund disbursement, emerging churches should develop a written proposal detailing the space intended for purchase, its intended use, including pictures, relevant information about its location, and opportunities for ministry that the location offers. The presentation should be given to the CHMC and following their approval and recommendation, to the Classis itself. This will create the opportunity of “vision casting” among churches that are not directly involved in the plant, which may aid in later funding and support. Towards this end, the classical website should be used as a means of getting out information about the church and proposal as well.
 5. Documentation—there should be clear contractual documentation between Classis and the emerging church in terms of all grants, obligations, and deeds. The emerging church shall retain a copy of these documents, with additional copies being given to the parent church, to the CHMC secretary, and to the Stated Clerk of Classis.
 6. Ordinarily Classis will consider funding one facilities grant per year to the NCD’s in Wisconsin.

C. Classical Ministry Leadership Team

1. The Constituency of this Committee:
 - a. The Committee shall consist of at least four, but not more than six members, each serving a term of three years, one or two (as needed) to be elected annually by the Classis. Ideally at least half of the members of the Classical Ministry Leadership Team will not be ordained as Ministers or Ministry Associates (this is according to guidelines approved by Synod).
 - b. One or two general alternates may also be elected by Classis, and shall serve for three years.
2. The Duties of the Classical Ministry Leadership Team: The Classical Ministry Leadership Team of Classis Wisconsin shall offer guidance to the Classis and its various churches and ministries, as well as to individuals seeking to serve the church, in the various candidacy processes provided for by the Church Order of the CRCNA. Specifically, this committee shall:
 - a. Offer resources to help people discern a calling to ministry, and obtain necessary endorsements and funding to pursue that calling. [Funding shall be provided according to the rules of Classis Wisconsin, through its student fund].
 - b. Encourage congregations of the Classis to be diligent in identifying possible candidates for ministry.
 - c. Provide information and support regarding candidacy to member congregations and other interested parties with regard to candidacy policies and procedures.
 - d. Collaborate with Article 6 students and Article 7 and 8 applicants in the preparation of their Ministry Readiness Profiles.
 - e. Review applications for classical student aid, propose to classis allocation of funds, and keep the Classis informed regarding matters pertaining to this fund. (See Supplement 2 for Student Fund Regulations)
 - f. Keep contact with student supported by this fund, and if need be, correspond with the faculty/staff of the school(s) in which the students are enrolled.
 - g. Guide churches and/or ministries through the processes involved in Article 23 ordination, and provide any necessary support in preparing ministry leaders

for service in the CRCNA.

- h. Collaborate and share information with other classical bodies (CIC, LDNO), with other classes of the CRCNA, and with the CRCNA Candidacy Committee.
- i. Encourage close relations between people seeking to enter ministry and the classis, and foster celebration on the congregational and classical level for God's faithful provision of gifted leadership for his church.

D. The Nominating Committee

- 1. The Nominating Committee shall ordinarily consist of three members appointed at the September meeting of Classis by the Officers of Classis.
- 2. Duties:
 - a. When classis needs to elect new functionaries the Nominating Committee shall prepare a slate of nominees (two for each position if possible). The committee should consult with individuals as to their availability and willingness to serve before presenting them as nominees. Classis delegates have the right to add to the nominations from the floor.
 - b. The Committee shall present to Classis each September a list of all those eligible to serve as minister delegates to Synod, indicating those who have served at the previous two Synods.

E. Church Visitors

- 1. Classis shall elect a Church Visitor Point Person to a three-year term.
 - a. The Point Person shall be responsible to report to the February session of classis on the visiting schedule, noting who is responsible to visit which churches, and the date of the last visit.
 - b. The Point Person shall refer the latest version of the *Guide to Church Visiting* to the Church Visitors as a helpful guide for effective visits.
- 2. The Church Visitors shall consist of teams of Pastors and Elders of neighboring churches arranged by the CIC.
 - a. The Church Visitors shall annually visit the churches assigned to them.
 - b. Church Visitors and councils are encouraged to confer with each other prior to the scheduled visit regarding the agenda, format of the meeting, time frame for the visit, and to identify specific issues which the council may want to address with the Church Visitors.
 - c. The Church Visitors shall function whenever called upon by a Council for advice.
 - d. Church Visitors shall report as follows:
 - 1). They shall submit to the church a written report of their visit before the next regular session of Classis.
 - 2). They shall submit to the Stated Clerk a written report generally limited to one page.
 - 3). They shall give a brief oral report to classis as follows: "Your Church Visitors, (name and name), had a Church Visit with the council of the (name) Church on (date). Our written report is on file with the Stated Clerk.

F. Auditor

1. Duties:
 - a. The auditor shall conduct an audit in accordance with generally accepted auditing standards, at the close of each fiscal year, and during the year if the Classical Treasurer is replaced.
 - b. The auditor shall submit a written audit report and opinion at the September Classis meeting.
 2. The auditor, at the time of his appointment, will be advised that he is welcome to submit a bill for his services. If he chooses not to submit a bill, he will be remunerated with \$150.00 for his services.
- G. Credentials Committee
1. A committee of three shall be appointed by the President at the beginning of each session of Classis to study the answers given on the credentials and to report to Classis. This report will be subject to questions and discussion.
 2. The first person named shall be its chairman and the second one named its reporter.
- H. Study Committees
1. Classis may at any time appoint special committees to study and report concerning matters of importance, and also to carry out certain resolutions of past meetings. These committees shall function in accord with Synodical Regulations pertaining to such committees, and the right and privileges of Minority Reports as therein defined.
 2. The first person named shall be its chairman, and the second one named its reporter.
- I. Church Counselors
1. Classis or its Classical Interim Committee (CIC) shall appoint a Counselor upon request of the churches without a pastor.
 2. His duties shall be those which are prescribed by the Church Order and the relevant Acts of Synod.
 3. He shall render a report in writing to Classis at the completion of his task.
- J. General Provisions Governing the Above Committees
1. These Committees shall be servants of Classis and shall never assume an independent nature alongside of Classis.
 2. These Committees shall serve Classis by attending to Classical matters in the interim between Classical meetings.
 3. The authority of these Committees shall extend only to the mandates given them by Classis.
 4. The officers of these Committees shall be determined as follows:
 - a. Standing Committees shall be responsible for selecting their own officers.
 - b. The chairman of all appointed committees shall be the first named appointee, the second named functioning as reporter.
 5. All members elected for Committees of Classis shall serve for three years, unless otherwise stated. General alternates shall be chosen for similar terms. The alternate taking the place of any Committee member shall serve the Committee member's term.

4. **Functionaries on the Denominational Level**

- A. The process for nominating and electing Board members in Region 9 is:
1. Classis shall request the churches to submit to the Stated Clerk names of potential nominees, which along with pertinent information, will be forwarded via the Office of Synodical Services to the respective Boards.
 2. A slate of two nominees for each vacancy will be returned to the Office of Synodical Services to prepare a ballot that will be sent to the Stated Clerk of our Classis in Region 9.
 3. The Stated Clerk makes a sufficient number of ballots for the Classis to vote, and submits the number of votes for each nominee to the Office of Synodical Services to total the votes of the Classes in Region 9, determine who has been elected, and submit the results to Synod for ratification.

Note: The terms of service for Board Members are three years, which begin and end on July 1.

- B. The process of election for CRWRC Board members is:
1. Each Classis nominates a representative for the Board.
 2. Nominations are ratified by Synod.
- C. The Synodical Deputy, with his alternate, shall be elected to a three year term at the appropriate meeting of Classis, with the approval of Synod.
- D. Classis shall elect, in accordance with Synodical Regulations, two minister and two elder delegates to Synod, with their alternates, at each September meeting, the first elected minister and elder delegates shall be prime delegates, and the second elected, second delegates. Alternates shall serve as general alternates.
- E. Councils shall present nominations for elder delegates to Synod.
- F. The names of the delegates of the two previous assemblies of Synod shall be read before the voting takes place.
- G. Ministerial delegates to Synod must have been in the ministry three years to be eligible.

5. **Finance**

- A. Ministry Shares and Contributions
1. All churches are to pay their Ministry Shares by January 15.
 2. Contributions for all Ministry Shares and recommended causes shall be sent to the Classical Treasurer. These causes appear on the card "My Task" (cf Rules 2 E 2)
 3. Such checks should be mailed at least quarterly. A monthly payment is preferred.
- B. Remuneration for Expenses
1. Persons traveling for Classical business shall be reimbursed at the rate allowed for IRS mileage purposes.
 2. Elder delegates to Synod will be reimbursed \$50.00 per day while Synod is in session, and shall also be reimbursed at the same rate for the day or days spent in traveling to and from Synod (Revised March 1993).
 3. Non-ministerial members to denominational Boards shall be reimbursed at the same rate that elder delegates to Synod are reimbursed.

6. Miscellaneous

A. Devotions

1. Classis shall be opened with a substantial time of worship and prayer, singing, reading of Scripture, and prayer.
2. All other sessions shall be opened with prayer.
3. At the close of the Classis meeting, the President shall lead the assembly in prayer.
4. The President of Classis will seek to include prayer for the ministries of the church as an integral and meaningful part of the proceedings of Classis.

B. Matters Legally Before Classis

1. Reports of Committees and Officers of Classis.
2. Reports of delegates to Denominational Boards.
3. Overtures from Councils.
4. Appeals and protests by Councils or individual members who cannot yield to Classical or Council decisions, and who have given notice of such appeals or protests, together with a copy of the same, to the body concerned.
5. All other matters which Classis by a majority vote declares acceptable.

C. Division of Labor

1. For the February Classis:
 - a. Reports of Stated Clerk, Classical Committees, Treasurer and other standing committees and delegates to Denominational Boards.
 - b. Election of the Stated Clerk and Treasurer if their terms have expired.
2. For the September Classis:
 - a. Reports of Stated Clerk, Classical Auditor, all standing committees and delegates to Denominational Boards, and the delegates to Synod.
 - b. Appointment of the Nominating Committee by the Officers of Classis.
 - c. Appointment of an Auditor.
 - d. Election of delegates to Synod.
 - e. Adoption of a budget for the following year.

D. Reports at Classis

1. Parachurch organizations may send representatives and have displays but may not speak at the Classis meeting unless an exception is granted by the CIC.
2. All agency and committee representatives must submit written reports to be distributed, if possible, with the agenda. They will not read their reports on the floor of Classis but will only answer questions or add new material, unless requested otherwise by the CIC.
3. Where possible, agencies and committees will report once a year rather than at each meeting of Classis.

E. Rules for Classical Examinations

1. For examination of Candidates and Ministry Associates by Classis (cf Church Order Article 10 and 23)
2. For examinations of applicants for licensure to exhort in the churches of Classis Wisconsin (C.O. art. 43b).
 - a. Report of the CIC that the required documents have been received and are in good order. These are: a recommendation of the council from the applicant's

church and, if applicable, a statement from an LDN trainer. The council's recommendation should include an explanation of the need for the applicant's services.

- b. The applicant shall ordinarily be introduced by the Pastor of his/her church.
- c. The applicant shall preach a 10-12 minute segment of a prepared sermon on a text of his/her own choosing.
- d. The applicant shall be examined by a member of Classis who has been appointed by the CIC. Time limit: 30 minutes. The exam shall deal with the applicant's ability to deliver a sound biblical message and to lead worship in an edifying way.
- e. Opportunity to address questions shall be extended to the delegates.
- f. The President will declare Executive Session to vote on a motion from the floor.
- g. The President shall declare Executive Session ended, inform the applicant of Classis' decision, and if favorable, offer congratulations and prayer.

NOTE: The license to exhort is valid for a period of one year, after which renewal must be requested by his/her church.

SUPPLEMENTS

1. **Rules for Classical Procedure**

A. A Main Motion

1. A Main motion is acceptable under the following conditions:
 - a. If the mover has been recognized by the President, and his motion has been seconded.
 - b. If, at the request of the President, the motion has been presented in written form.
2. A motion is not acceptable under the following conditions:
 - a. If it conflicts with the Church Order, or is contrary to Scripture as interpreted in our Forms of Unity.
 - b. If another motion is before Classis, or it conflicts with a decision already made by Classis.
 - c. If it is verbally or substantially the same as a motion already rejected by Classis, or if it interferes with the freedom of action of Classis in a matter that was previously introduced, but of which no disposal was made.

B. A Motion to Amend: This is a proposal to alter a main motion in language or in meaning before final action is taken on the motion.

1. A motion to amend may propose any of the following: to strike out, to insert, or substitute certain words, phrases, sentences, or paragraphs.
2. A motion to amend must be germane to the main motion.
3. A motion to amend is not a proper amendment if it nullifies the main motion.
4. A motion to amend an amendment is permissible, and is called a secondary motion.

C. A Motion to Defer Action: Circumstances may arise which render immediate action on

certain matters unwise. Therefore, means must be at Classis' disposal to defer action. These are:

1. A motion to postpone to a definite time:
 - a. This motion is debatable and may be amended.
 - b. If a matter has been deferred to a definite time, and Classis is at that time busy with an undecided question, Classis is not to be disturbed or interrupted in its work by the consideration of postponed matters. These can wait until the question before Classis has been disposed.
2. A motion to postpone indefinitely: This motion is to be used when Classis wishes to be rid of a matter without deciding either positively or negatively. A matter postponed indefinitely may not be recalled.
3. A motion to lay on the table:
 - a. This motion should be made only when more urgent business presents itself than is before Classis.
 - b. This motion is not debatable, may not be amended, and requires only a majority for passing.
 - c. A matter that has been tabled may be called from the table by any member of Classis subject to the consent of the majority. Unless such a call takes place before Classis adjourns, the matter tabled is as though it had never appeared before Classis.
 - d. A matter called from the table may not be re-tabled unless material progress has been made in debate on that matter.

D. Objection to the Consideration of a Question: If any member is not satisfied with the ruling of the President, the matter is referred to Classis for decision.

E. Call for a Division of the Question: At the request of one or more members of Classis, a motion consisting of more than one part must be divided and voted upon separately, unless Classis decides this is not necessary.

F. Motion to Bring Matters Once Decided Again Before Classis: If any member of Classis for weighty reasons desires reconsideration of a matter once decided, the following course may be pursued provided this action is initiated, except when a vote is by ballot, by a member who voted with the prevailing side in the original voting.

1. A motion may be offered to reconsider the matter. The intent of this motion is to propose a new debate and a new vote on the question once passed upon.
2. A motion may be made to rescind a previous decision. Such a motion must be passed by a two-thirds majority. The purpose of this motion is to annul or reverse such a previous decision. (Rescinding applies to decisions taken by Classis in session; it does not apply to decisions taken by a previous Classis. A succeeding Classis may alter the stand of a previous Classis; it may reach a conclusion which is at variance with a conclusion reached by an earlier Classis. In such cases the most recent decision invalidates all previous decisions in conflict with it).

G. Discussion

1. A speaker, to obtain the floor, must be recognized by the President.
2. If a member having the floor should fail to adhere to the point under discussion or should become unnecessarily lengthy in his remarks, the President shall call his

- attention to these faults and insist on getting to the point and brevity.
3. If any member has spoken twice on a pending issue, others who have not yet spoken twice shall ordinarily be given priority by the President.
 4. During debate, the task of defending the recommendations of a committee shall rest primarily upon the Chairman and Secretary of the committee. These shall have precedence over every other speaker, and shall not be limited as to the number or length of their speeches.
 5. When the President believes that a motion under consideration has been debated sufficiently, he may propose cessation of debate. If a majority of Classis sustains this proposal, discussion shall cease and the vote shall be taken.
 6. Any member of Classis, when he deems a matter to have been debated sufficiently, may move to close the discussion. Should a majority be in favor, the vote shall be taken without further discussion.

H. Voting

1. The various methods of voting are:
 - a. Signify by saying "aye." This is the ordinary method of voting.
 - b. By rising, or by raising the right hand. When the President is unable to determine from the yeas and nays which opinion has prevailed, or if the President's judgment is questioned by any member of Classis, the President shall ask the members to vote by rising, or by the raising of right hands.
 - c. By ballot. In delicate cases of discipline and other matters of a critical nature and of great importance, it is advisable that Classis decides to vote by ballot.
2. When a vote is taken by a show of hands, the President may cast his vote if by so doing a tie vote is created. In case the vote is a tie and he abstains from voting, the motion is lost, as though he had voted against it. Should he vote affirmatively, the motion is carried.

I. Right of Protest: It is the right of any member to protest against any decision of Classis. Protests should be registered immediately, or during the session in which the matter concerned was acted upon. Protests must be registered individually and not in groups. Members may, if they feel the need, ask to have their negative vote recorded. Such requests must be made immediately after the vote is taken.

J. Changes in These Rules: These rules may be suspended, amended, revised, or abrogated by a majority vote of Classis.

2. Regulations for the Student Fund

A. Rationale: This Fund is maintained in accordance with Church Order Article 21.

B. Purpose: The purpose of this Fund is to aid needy students preparing themselves for the Ministry of the Word in the Christian Reformed Church (M.Div. degree)

C. Regulations for Finance: The finances of this Fund are supplied by:

1. Offerings from the churches. The Classical Treasurer is to estimate the amount needed annually per family.
2. Repayment of loans by students who do not enter upon the Ministry of the Word.

- D. Regulations for the Classical Ministry Leadership Team
1. This Fund will be administered by the Classical Ministry Leadership Team.
 2. The duties of the CMLT re the Student Fund:
 - a. To keep contact with students supported by this Fund, and if need be, to correspond with the faculty/staff of the school(s) in which the students are enrolled.
 - b. To inform and advise Classis regarding matters pertaining to this Fund.
- E. Regulations for the Students
1. Requirements for students supported by the Fund:
 - a. Ordinarily, financial aid will not be given before the junior (next-to-last) year of college.
 - b. The applicant shall be a confessing member of a Christian Reformed church, preference to be given to those coming from churches within Classis Wisconsin.
 - c. The applicant shall possess the mental gifts indispensable for a Minister of the Word.
 - d. The Applicant must be of good report within and outside of the church.
 2. Documents to be presented by the student making request for aid:
 - a. A statement from the applicant's home-church Council that the applicant is a confessing member of their church in good and regular standing.
 - b. A statement from the applicant's home-church Council as to the genuineness of the applicant's financial need.
 - c. A statement from the applicant's parents/guardians (where applicable) regarding their ability to contribute to the student's need.
 - d. A statement of the applicant's good health from a recognized physician.
 - e. The applicant's academic record of the previous school year.
 3. Financial regulations for students supported by this Fund:
 - a. Students must apply for aid annually, even though they may have received it previously.
 - 1). For single college students, the maximum grant should presently be \$2,500.
 - 2). For single Seminary students, the maximum grant should presently be \$5,000.
 - 3). Total grants over the entire course of schooling should presently be no more than \$20,000.
 - b. Should any student supported from this Fund discontinue their preparation for the ministry without consent of Classis, they thereby forfeit the right of support immediately.
 - c. Should Classis for any reason discontinue the support of any student receiving aid from this Fund, the student shall be held responsible for the amount loaned except if the case is covered by regulation d (following).
 - d. Students who have received aid from this Fund shall not be required to make repayment when and as long as they remain in the ministry of the Christian Reformed Church. If one does leave, these monies are due and payable within thirty (30) days after one leaves the ministry in the Christian Reformed Church.
 - e. Repayment schedules shall be determined by the CMLT, subject to the

approval of Classis.

- f. In the event repayments are not made regularly, Classis reserves the right to charge interest on delinquent payments in the amount of 7% per annum.

F. Regulations for Classis

- 1. Issuing a Call: Anytime Classis deems it advisable to issue a call, it may decide to do so. The call shall be announced in the church papers, together with a statement of the documents to be presented, according to Article E-2 of this constitution at least four (4) weeks before Classis convenes.
- 2. Regulations for Examination of Students Applying for Support: A brief examination shall be conducted by one of the members of Classis as to the applicant's knowledge and his motive for studying for the ministry. The rest of the delegates shall have the privilege of further examining him.

- G. Promise of the Student: I hereby subscribe to this constitution in as far as it applies to me.

3. **Camp Calvin**

- A. Name and Spiritual Accountability: Camp Calvin Inc. Camp Calvin – now an independent, non-profit public charity from a legal standpoint – is a ministry of Classis Wisconsin. As such, the Board of Directors of Camp Calvin is accountable to Classis for maintaining a Camp that promotes Christian teaching from a Reformed perspective on Scripture.
- B. Purpose: Camp Calvin has the following purpose: to provide a Christian Summer Camp for Children and Young People of the CRC and the OPC, as well as other bible believing Christian churches as space allows. Camp Calvin will seek to present biblical teaching to these children and young people from a Reformed perspective and to encourage commitment to Christ and faithful Christian discipleship. Camp Calvin will also seek to provide a setting for wholesome interaction and recreation among Christian young people under the leadership and supervision of mature older youth and adults.
- C. Administration: A Board of Directors (the articles of incorporation stipulate not less than 3 and no more than 10).
- D. Nomination of Directors: The articles of incorporation stipulate that candidates for the Camp Calvin Board of Directors must be members of either the CRC or the OPC and must be “nominated by members of those churches affiliated with the CRCNA or the OPC.” The Camp Calvin Board will consult Classis when nominations for Directors are needed for the Board or for the Camp.
- E. Election of Directors: The articles of incorporation state that the Board of Directors shall be elected by a majority vote of the directors then in office from the list of candidates it has compiled from nominations submitted by members of the CRCNA or the OPC.

- F. Duties of the Board of Directors: Select the date and place of Camp, approve themes and spiritual leaders recommended by the Camp Director, set registration fees and oversee finances, appoint the Camp director, elect Board officers (president, vice-president, secretary, treasure), elect replacement directors, ensure that the Board is meeting the legal requirements pertaining to its 503 (c)(3) incorporation; ensure that a legally sound Child Protection Policy is in place, regularly reviewed, and carefully followed.
- G. Duties of the Camp Director: Recruit spiritual leaders and group leaders, process volunteer applications and ensure that volunteers are properly screened and have any required letters of reference and signed forms on file, orient the spiritual leaders and volunteer staff, provide supervision during the week of Camp, participate in Board meeting(s) at which the Camp is planned, provide a written report to the Board at the conclusion of Camp to help the Board with their governance duties.
- H. Finances: The major portion of Camp Calvin expense will be paid through the assessment of a registration fee. This fee will be set by the Camp Calvin Board at its annual meeting (or via an email vote) once the anticipated expenses for the coming year are known. The Board may seek to supplement the yearly budget – in the interest of maintaining a reasonable registration fee – by soliciting church offerings, Classical grants, or personal gifts.
- I. Board Meetings: An annual meeting of the Board shall normally be held the second Wednesday of every January. Additional meetings may be held as needed at the discretion of the Board. The articles of incorporation regulate how and when these meetings are announced and held.
- J. Board Member Expenses: Lunch expenses for the January meeting will be paid out of the general fund of Camp Calvin. Mileage reimbursement – if desired – to attend Board meetings will be provided to Board members belonging to a congregation of Classis Wisconsin from the Classical fund of Classis Wisconsin.