

Handbook

Classis



Lake Erie

of the



CHRISTIAN
REFORMED
CHURCH

Containing information concerning Classis and Rules
of Procedure to be followed at its meetings.

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I. CONVENING AND CONSTITUTING CLASSIS MEETINGS

A. Convening Classis Meetings.

1. Classis meets on the first Saturday of March and October unless other arrangements are made. Meetings will ordinarily be held at the Ann Arbor Christian Reformed Church. All meetings begin at 9:30 a.m. with 9:00 a.m. orientation unless otherwise announced.
2. Each council shall delegate a minister, an elder, and a deacon to the classis. If the minister cannot attend, two elders shall be delegated. Office bearers who are not delegated may also attend classis and may be given an advisory vote.
3. Extraordinary meetings may be held:
 - a. upon decision by classis.
 - b. upon request by five churches of classis sent to Executive Committee for action.
 - c. upon request from a church that desires *colloquium doctum*, an examination for its minister-elect or evangelist-elect.
 - d. upon decision by Executive Committee for a "Classis Contracta," i.e. classis meeting with delegates from at least half the churches in classis.
4. Materials for the classis meeting must be received by the Stated Clerk six weeks prior to the classis meeting.

B. Constituting Classis Meetings.

1. The President shall call the meeting to order.
2. Opening worship shall be conducted.
3. The credentials of the delegates shall be received by the Stated Clerk.
4. New delegates sign the Form of Subscription.

5. Classis is declared constituted if delegates from two thirds of the churches are present.
6. All meetings of classis are open to the public unless classis deems it necessary to go into executive session.

C. Executive Sessions.

1. An executive session is a session of classis at which only the delegates and other office bearers are present.
2. Strict executive session is held when classis judges it is dictated by due regard for personal honor or the welfare of the church in very unusual situations. Then only the delegates shall be present.
3. Minutes of executive sessions shall be recorded but not read in open session unless classis permits. They shall not be published without specific instructions from classis.

D. Delegates and Visitors.

1. Delegates whose credentials are absent or incomplete shall be seated by majority vote.
2. First time delegates to classis shall sign the Form of Subscription.
3. Chaplains, campus pastors, and new church developers of the classis shall have the privilege of the floor.

II. DUTIES OF THE OFFICERS

The officers of classis are: the President, the Vice President, the Stated Clerk, and the Treasurer.

A. The President:

1. Serves for a period of one year.
2. As presiding officer, shall see to it that business is transacted in proper order and expedited as much as possible and that members observe the rules of order and decorum.

3. Shall call the meeting to order at the appointed time and shall see that each session is properly opened and closed.
 4. Shall invite those delegated for the first time to sign the Form of Subscription.
 5. Shall welcome fraternal delegates and others guests of classis and shall respond to greetings received or appoint members of classis for this purpose.
 6. Shall place before classis every motion that is made and seconded according to the rules of order. She/he shall clearly state every question before a vote is taken so that all members know on what they are voting.
 7. Shall remain impartial on any pending question. In case she/he wishes to express him/herself on a question which is pending, she/he shall relinquish the chair to the Vice President and not resume it until the vote has been taken on that question. While holding the chair, s/he may speak to state matters of fact or inform classis regarding points of order.
 8. Shall recognize for debate only those who raise their hands. In case several raise their hands simultaneously, she/he shall give recognition according to his/her own judgment.
 9. Shall have, and duly exercise, the prerogative of declaring a motion or person out of order. In case his/her ruling is disputed, it shall be submitted to classis for decision by majority vote.
 10. Retains the right to vote if a delegate member of classis, but exercises it in keeping with his/her function. On ballot votes, the President votes as any other delegate. On voice votes, the President votes only if his/her vote would be decisive, that is, if it would either break or make a tie. On a tie vote not broken by the president, the motion is lost.
 11. Shall not preside in any matter that concerns him/herself or his/her church or ministry.
 12. Must make a ruling at once in case of a point of order. This ruling may be reversed by a majority of classis if any member is dissatisfied with the ruling of the chair and appeals to the floor.
 13. Shall close the classical assembly with appropriate remarks, if s/he sees fit, and with prayer.
 14. Shall appoint incidental committees.
 15. Serves on the Executive Committee of Classis.
- B. Vice President:
1. Is elected for a period of one year.
 2. Shall take over the leadership when the President is not able to function.
 3. Shall become the President the following year.
 4. Shall serve on the Executive Committee of Classis.
- C. Stated Clerk:
1. Is chosen for a term of three years. An alternate is chosen for a similar term and officiates when the stated clerk is incapacitated.
 2. Shall serve on the Executive Committee of Classis.
 3. Shall announce the next succeeding classical meeting in the official publications of the church at least six weeks before the date of meeting.
 4. Shall be entrusted with the task of arranging and compiling the agenda. She/he shall send a copy of the agenda by electronic distribution to each church for distribution to each delegate/council member at least six weeks before classis convenes.
 5. Shall keep an exact record of the proceedings and decisions of classis.

6. Shall send a copy of the minutes of classis by electronic distribution to each council for distribution to all its members.
7. Shall conduct all correspondence of classis between sessions.
8. Shall keep the files of classis complete and in order.
9. Shall assist the President by checking the frequency with which members have spoken on pending questions, etc. during the classis meeting.
10. Shall prepare a report of the happenings of classis to be published in the official church publications.
11. Shall arrange the classical supply assignments schedule.
12. Shall keep the roll of ministers and committee members up-to-date.

D. Treasurer:

1. Is chosen by classis for a term of three years to administer its finances. An alternate shall be chosen for the same length of time.
2. Shall be duly bonded.
3. Shall receive for record only such monies as synod and classis have approved.
4. Shall submit to the October classis a list of the ministry shares amounts to be collected for the next year.
5. Shall remind the consistories that the monies for the current year shall be forwarded to the appropriate agencies no later than January 20 for credits to the previous year. The Treasurer will close the books no sooner than the twentieth of January for the preceding year.
6. Shall send the annual report to all churches as soon as possible so it is available for the March meeting. The Treasurer shall formally submit the report at that meeting.

III. AGENDA OF CLASSIS/MATTERS LEGALLY BEFORE CLASSIS
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- A. Reports by classical committees and officers (cf. also rule III H).
- B. Overtures and study reports which conform to rule III H.
- C. Church visitation -- March meeting. Using a protocol devised by the Executive Committee, in small groups Classis will discuss a series of questions previously distributed to all churches.
- D. Temporary Advisory Committee.

Article 41 Credentials. This committee shall read the written answers to Article 41 found on the credentials to determine whether the consistories are faithful in the performance of their tasks.

- E. Appeals or protests by councils or individual members who have given notice of such appeals or protests to the council concerned.
- F. Examination of candidates for ecclesiastical office, at the request of the calling church.
- G. *Colloquium dictum* of ministers-elect, at the request of the calling church.
- H. The agenda shall be sent by electronic distribution to each church for distribution to each council member at least one month before classis meets. It shall include overtures, appeals, reports from standing and special committees, reports from delegates to denominational boards and reports from all whose tasks require them to make official reports to classis. *Items not included in the printed agenda shall be dealt with only upon special decision by classis.*
- I. Denominational and Classical Elections.
 1. Two months before elections, the Stated Clerk shall notify all churches and ministers of classis of all positions to be filled and shall give a brief description of those positions.
 2. Persons interested in being nominated for any denominational position shall give to their church council a brief biographical

sketch and a brief list of reasons why they wish to be nominated. Their council shall add its comments and send this information to the secretary of the nominating committee (the Stated Clerk) by the deadline set by him.

3. Churches are urged to keep in mind the need for an equitable distribution of lay and clergy, as well as the necessary qualifications for the tasks and functions of the committees.
4. At the March classis meeting the Leadership Development Committee in conjunction with the Executive Committee shall present nominees for all open denominational positions. Additional nominees may be added from the floor.
5. If a vacancy needs to be filled at an October meeting, the same procedure shall be followed.
6. Procedural notes:
 - a. An alternate properly takes the place of the member who for any reason can no longer serve and an election will be held for the alternate position.
 - b. In the event of a vacancy, the newly elected member's tenure expires at the time when the original tenure of office would have expired.
- J. All standing committees and representatives to denominational boards shall submit a written report to classis at least once a year (cf. III H).
- K. Reports from home missionaries, campus ministers, and chaplains (cf. III H).
- L. All other matters which classis by a majority vote declares acceptable.

IV. **STANDING COMMITTEES**

The term of office for the members of the standing committees of classis will ordinarily be three years. Committee members are eligible for reelection for a second term. Maximum consecutive service on a committee will be six years. Each committee will appoint a chair who will call a minimum of three meetings a year.

A. The Executive Committee of Classis.

1. Membership:

- a. Six members of the classis, elected by classis from nominations by the regions so that each region is represented on the committee.
- b. The President and Vice President of Classis as well as the Stated Clerk and Treasurer are members of the Executive Committee.

2. Duties:

- a. To insure that the provisions of the strategic plan will be carried out by monitoring and maintaining the work of the committees. Any of the items listed under the Ministry Priorities which are not specifically assigned to a committee below are assigned to the Executive Committee, which may assign them to the most appropriate ministry committee.
- b. To oversee long range planning for the classis, including periodic evaluations and updates of the classical strategic plan.
- c. To act for classis when matters must be decided before the next classis meeting.
- d. To receive reports, budget proposals, and ministry plans from the ministry committees, to insure that these reports are clear, concise, and complete, and to present these to classis so that classis can efficiently, accurately, and

comprehensively decide the issues presented by the committees.

- e. To coordinate the ministries of classis. For this purpose the Executive Committee will call together a Ministries Coordinating Council twice a year before the meetings of classis so that a comprehensive and coordinated ministry report can be formulated and included in the classical agenda. These meetings will be chaired by the Chair of the Executive Committee. Each ministry committee will be represented by two delegates, the chair of the committee and one other person.
- f. The Executive Committee of classis shall nominate to classis chairpersons gifted in administration to conduct classical meetings. A President and Vice President will be elected (from nominations not less than double the number of open positions) with the Vice President succeeding the President as chair of classis for one year. Both officers will serve ex officio on the Executive Committee of Classis. An attempt will be made to alternate clergy and lay leadership.
- g. To prepare the agenda for meetings of classis.
- h. To supervise the work of the Stated Clerk and Treasurer.
- i. To supervise and maintain the judicatory functions of classis, including, when necessary, appointing and assigning tasks to temporary committees before classis meetings. The Executive Committee will make all necessary assignments and appointments for the examination of candidates for ecclesiastical office following the procedures of Church Order Article 10.
- j. To supervise nominations and elections following the policies of classis.

k. Staff: The Stated Clerk and Treasurer.

- l. Officers: A chair and vice-chair elected by the committee. The Stated Clerk will function as secretary of the committee.

See the strategic plan for a fuller description of the committee's duties.

The following five committees are focused directly on the central mission of the classis. Each of these committees will have the same fundamental structure. They will consist of five persons appointed by the classis from nominations secured through member congregations. Each committee will be responsible for presenting a ministry plan through the Executive Committee to classis. The Ministry Plan will be based on the Classis Lake Erie Strategic Plan and will present specific objectives for the committee. Each committee will report to the classis through the Executive Committee.

Full descriptions of these committees' duties are contained in the strategic plan. The following are short summaries of the committees' responsibilities.

B. The Congregational Life Committee.

The Congregational Life Committee is responsible for fostering growth and vitality in the congregations of Classis Lake Erie and is accountable for classical home missions. This committee furnishes financial assistance to individual churches through direct classical aid for the development of ministry plans.

C. The New Church Development Committee.

The New Church Development Committee is responsible for fostering the development of new congregations within the boundaries of the classis and is also accountable for classical home missions.

D. The Specialized Ministries Committee.

The Specialized Ministries Committee is responsible for the nurture, encouragement, and support of specialized ministries both within and outside the congregations of Classis Lake Erie. This committee processes funding requests and

is accountable for classical home missions. The Specialized Ministries Committee serves as the supervisory committee for Campus Chapel. This committee processes funding requests for specialized ministries within the classis.

E. The Diaconal Ministries Committee.

The Diaconal Ministries Committee is responsible for facilitating the work of the deacons of Classis Lake Erie and is accountable for diaconal ministries.

F. The Leadership Development Committee.

The Leadership Development Committee is responsible for fostering leadership development at all levels with and among the congregations and ministries of the classis. The committee provides: grants to churches for leadership development; financial assistance to those preparing for the office of evangelist and minister of the word; and financial assistance to congregations and their pastors for sabbatical study.

G. Study Committees.

These are appointed by the Executive Committee of classis to consider some special problem that has arisen and which defies immediate solution. The first named shall chair the committee and the second named shall serve as reporter. A written report shall be sent by electronic distribution with the agenda of the next classical meeting.

V. VARIA

A. The Executive Committee of Classis shall submit to classis for official approval the names of ministers and elders who will comprise the two church visitor teams. The church visitors are appointed for a period of three years and may be reappointed. Church visitor teams are called upon by churches who need outside counsel.

B. Finances. All travel done for classis is to be paid at the rate set by synod. Turnpike fees and all necessary meals and lodging will also be paid. The host church is to be paid for all food plus a gratuity.

C. The Examination of Candidates. According to Church Order Article 10, the rules of procedure for the examination of candidates for the ministry involve the following:

1. A request by the calling church directed to the Stated Clerk for the conducting of such an examination.

2. The Stated Clerk shall, by letter, arrange for the presence of three synodical deputies at the classis meeting.

3. The candidate shall preach a sermon on a text assigned by classis in an official worship service in the church to which she/he has been called, preferably on the Sunday two weeks preceding the meeting of classis. A copy of this sermon shall be provided by classis to the synodical deputies and to the delegates to classis.

4. The Executive Committee shall appoint two classical delegates to function as sermon evaluators, to be present at the worship service in which the total sermon is being preached, and two delegates to conduct the actual examination at the time classis meets.

5. In addition to the required sermon on an assigned text, the candidate shall submit to each of the sermon critics copies of two other sermons which she/he has preached as a student, one based on a Scripture text and the other on a Lord's Day of the Heidelberg Catechism. The combination of Scripture texts should include both the Old Testament and the New Testament. These sermons shall not include those which have been used in practice preaching or for academic evaluation in the seminary.

6. Classis Lake Erie has developed guidelines for sermon evaluators of candidate sermons (see Appendix II) and a list of sermon texts kept by the Stated Clerk.

7. At classis, the following schedule shall be followed:
 - a. Introduction: a classical examiner shall introduce the candidate to the classis.
 - b. The examination proper shall consist of inquiry into three main areas, as follows:
 - (1) Practica (no time limit)
 - (a) The classical examiner shall inquire into the candidate's relationship to God and his/her commitment to the ministry, his/her understanding of the meaning and relevance of the ministry for our times, his/her loyalty to the church, and related matters.
 - (b) The synodical deputies and delegates shall have opportunity to ask additional questions.
 - (c) Before proceeding to the next area of inquiry, a motion to proceed shall carry.
 - (2) Sermon Evaluation
 - (a) In the presence of the candidate, the written sermon shall be evaluated, and attention shall be given to his/her manner of conducting a worship service.
 - (b) Additional questions with reference to the sermon and its delivery shall be allowed.
 - (c) Before proceeding to the next area, a motion to proceed shall carry with the concurrence of the synodical deputies.
 - (3) Biblical and Theological Position (minimum thirty minutes per candidate)
 - (a) The examiner shall inquire into the candidate's biblical and theological judgment, competence, and soundness.
 - (b) Opportunity shall be provided for additional questions. (No specific time limit.)
 - (c) Procedure for admitting to the ministry:
 - i) A motion to admit shall be received and given preliminary consideration in executive session.
 - ii) Prayer for the guidance of the Holy Spirit shall be offered.
 - iii) The synodical deputies shall leave the floor to prepare their recommendation.
 - iv) The classis shall vote by ballot.
 - v) The synodical deputies shall offer their written statement, from which it will become evident whether or not they can concur in the decision of classis.
 - vi) In the event they do not concur, the classis and the synodical deputies may try to reach a unified decision.
 - vii) In the event that agreement cannot be reached between them, the matter is automatically referred to the synod for final adjudication.

viii) If classis votes to admit the candidate to the ministry and the synodical deputies concur, a song of praise shall be sung and the candidate shall receive his/her diploma as well as the congratulations of those present.

D. *Colloquium Dictum.*

This is an interview held with any minister from another denomination called by one of our congregations. This interview must be satisfactory if permission for installation is to be granted. Arrangements shall be made by the Executive Committee of Classis. An examiner and a committee on credentials must be appointed. Three synodical deputies must be present. The minister involved must present the following documents: proof of his/her ministerial status, letters of dismissal from his/her former church and classis (or its equivalent), letters of call and acceptance.

The examination shall concern itself primarily with matters of doctrine and Christian Reformed Church History, and shall last approximately one hour.

E. Licensure.

The following regulations shall be observed in the case of those who desire licensure to conduct services in the churches of classis:

1. A request for licensure shall be made to classis through the Executive Committee of Classis. This request shall include a statement of the reason for desiring licensure and the endorsement of the consistory of the church where the person desiring licensure is a member.
2. The Executive Committee of Classis shall arrange the following schedule:
 - a. Preparation of a sermon on an assigned text. This sermon shall be preached in an official worship service in the presence of two sermon critics appointed by Classis. The sermon shall

be preached in the church recommending licensure, preferably on the Sunday two weeks preceding the meeting of classis. A copy of the sermon shall be provided to the sermon critics and to the delegates of classis.

b. An examination in knowledge of the scriptures and doctrine not to exceed fifteen minutes.

c. An examination of Practica.

3. Licensure shall be granted for one year and may be renewed upon written request.

F. Home Missionaries, Campus Pastors and Chaplains.

Ordained home missionaries, campus pastors, and chaplains serving in classis are expected to attend classical meetings though they are not delegated by a consistory and therefore may not vote. They have the privilege of the floor and share in all the activities and appointments of classis. Short written reports on their activities are expected before the March meeting of classis.

G. Schedule of Reporting.

Classical committees and representatives to denominational agencies shall give written reports and serve classis with advice according to the following schedule:

1. Written report twice a year:

- a. Executive Committee
- b. Congregational Life Committee
- c. New Church Development Committee
- d. Specialized Ministries Committee
- e. Diaconal Ministries Committee
- f. Leadership Development Committee

2. Written report once a year:

- a. Ann Arbor Chapel - October
- b. Back to God Hour - March

- c. Calvin College - March
- d. Calvin Seminary - March
- e. CRCNA Board of Trustees - October
- f. CRC Publications - October
- g. Home Missions - October
- h. World Missions - October
- i. World Relief - March

3. To report in October:

Leadership Development Committee on Student Fund. Interim reports may be given if necessary.

H. Synodical Matters.

- 1. At the March meeting, any matters which classis may decide to forward to synod must be discussed before the synodical delegates are elected.
- 2. Also at the March meeting, if any reports are discussed, they must happen before the synodical delegates are elected.
- 3. As soon as possible after the meeting of synod, the delegates shall send a brief report of that meeting to each council of classis. Since the decisions of synod are reported in the church publications and published in the Acts, this report may be limited to the way the delegates saw the action of synod on items presented by our own classis and on key issues of interest to the entire denomination.

I. Classical Supplies.

Classical supplies shall be remunerated for their services and expenses such as meals and lodging unless the church has previously applied to classis for exemption. Mileage shall be paid at the rate established by synod.

J. Guidelines for Churches Hosting Classis.

- 1. Please submit clear directions to the church to the stated clerk for mailing with the

agenda. A map will usually be helpful indicating how delegates from various directions can get to the host church.

- 2. Classis will pay for all food plus a gratuity for serving. The host church is encouraged to keep the costs as reasonable as possible

VI. RULES OF ORDER

A. A Main Motion. This is a motion that presents a certain subject to classis for consideration or action.

- 1. A main motion is acceptable under the following conditions:

- a. If the mover has been recognized by the chair.
- b. If the motion has been recognized as acceptable by the chair.
- c. If, at the request of the president, the motion has been presented in written form.

- 2. A main 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 if it conflicts with any 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 by that meeting of classis in a matter that was previously introduced but of which no disposal was made.

B. 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 to substitute certain words, phrases, sentences or paragraphs.

2. A motion to amend is not proper if it nullifies the main motion or is not germane to it.
 3. A motion to amend an amendment is permissible and is called a secondary motion.
- C. Motion to Defer Action.
1. When classis deems it advisable, it may decide to table a motion temporarily. Tabling a motion implies that the assembly will resume consideration on the motion at a later hour and date.
 2. If a matter has been deferred to a definite time and classis is at that time busy with an undecided question, it need not be disturbed or interrupted in its work by the consideration of postponed matters if these can wait until the question then before classis has been disposed of.
 3. If classis prefers not to take action regarding a matter, it may adopt a motion to withhold action.
- D. Objection to the Consideration of a Question. If any member is not satisfied with the ruling of the chair, the matter is referred to classis for decision.
- E. 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 ask to have their negative vote recorded. Such requests must be made immediately after the vote is taken.
- F. 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 that this is not necessary.
- G. Procedural Inquiry. Members of classis may request advice of the president as to how to accomplish a purpose for which they do not know the proper means.
- H. Motions 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:
1. A motion may be offered to reconsider the matter. The purpose of this motion is to propose a new discussion and a new vote. (The motion must be made by one who voted with the prevailing side.)
 2. A motion may be made to rescind a previous motion. The purpose of this motion is to annul or reverse such a previous decision. (Rescinding applies to decisions taken by the classis in session; it does not apply to decisions taken by 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.)
- I. Discussion.
1. To obtain the floor, a speaker must be recognized by the chair.
 2. If a speaker fails to adhere to the point under discussion or becomes unnecessarily lengthy, the president shall insist on pointedness 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 chair.
 4. When the president believes that a motion under consideration has been debated sufficiently s/he may propose cessation of debate. If a majority of classis sustains this proposal, discussion shall cease, and the vote shall be taken.

5. Any member of classis, who 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 only after those who have requested the floor shall have been recognized.

J. Voting. The various methods of voting are:

1. By voice. This is the ordinary method of voting.
2. By rising or raising of the right hand. Whenever the chair is unable to determine from the voice vote which opinion has prevailed or if the president's judgment is questioned by a member of classis, the president shall ask the members to vote by rising or by raising of hands.
3. By ballot. In delicate cases of discipline and other matters of critical nature and of great importance, it is advisable that classis decide to vote by ballot. Voting for persons shall always be by ballot.

K. Revision of Rules. These rules for classical procedure may be suspended, amended, revised, or abrogated by a majority vote of classis.

APPENDIX I

APPLICATION PROCEDURES

I. DIRECT AID TO CLASSICAL HOME MISSIONS PROJECTS

The New Church Development Committee proposes an annual budget by which home missions efforts within classis are supported. No forms are required to request such support, but requests must be received by the New Church Development Committee secretary by August 1 and must include at least the following information.

- A. A complete budget statement of the ministry for the previous fiscal year.
- B. A clear identification of the other funding sources contributing to the ministry.
- C. A statement of the specific use anticipated for these funds.
- D. An indication of whether the request will be renewed annually, and is likely to increase or to be phased out.
- E. The implications for ministry if the amount requested was reduced.
- F. A concept of ministry statement.

II. CHURCH DEVELOPMENT FUND

This fund can be used for "short-term emergency capital or operating loans (6-12 months), church planting grants (minister, promotional, consulting, survey, etc.) or special grant support for church ministry projects."

Executive Committee processes the applications for requests from this fund for approval by classis at its October meeting. Applications are available from the Executive Committee and must be received by August 1.

THIS FUND DOES NOT REPLACE NEW CHURCH DEVELOPMENT, CONGREGATIONAL LIFE, SPECIALIZED MINISTRY OR ANY OTHER CURRENT SOURCE OR SUPPORT.

III. BOARD OF HOME MISSIONS GRANT-IN-AID (GIA)

Application forms for the GIA are available from the denominational Board of Home Missions. Completed forms should be sent to the Specialized Ministries Committee by August 1.

IV. FUND FOR SMALLER CHURCHES (FSC)

Congregational Life Committee accepts applications for Heritage Churches and emerging churches through August 1. Applications are available from the Board of Home Missions.

IV. STUDENT LOANS

Applications for student loans are available from and processed through the Leadership Development Committee.

APPENDIX II

GUIDELINES FOR SERMON EVALUATORS

1. Receive via email a manuscript of the candidate's classical sermon, along with manuscripts of two other sermons, no later than 10 days prior to the candidate's delivering of the classical sermon.
2. As sermon evaluators, the first task is to make some judgments regarding the content of the sermons. Some questions to consider.
 - a. How do the sermons use the selection from the Scriptures or the catechism? What evidence is there of hermeneutical and theological soundness? Put another way, how does the candidate make wise and appropriate use of the Bible or catechism?
 - b. How do the sermons proclaim Jesus Christ?
 - c. Are the sermons easy to follow? Does each sermon have a clear theme or tell a coherent story?
 - d. Do the sermons contain helpful illustrations and examples?
 - e. How are the sermons relevant to God's people today?
 - f. Does the candidate demonstrate competence in moving from Scripture or catechism to sermon?
3. A second task involves making some evaluation of the candidate's sermon delivery. This, of course, applies to the classical sermon as presented in a worship service. Some questions to consider:
 - a. Were Scripture passages read clearly and with fitting expression?
 - b. Did the candidate make use of varied rhythms and dynamics in delivering the sermon?
 - c. Did the candidate's posture, gestures, and facial expressions enhance or weaken the sermon?
 - d. Did the candidate maintain good eye contact with the congregation?
4. A third task involves an evaluation of the candidate's leading of worship. Some questions to consider:
 - a. Does the candidate demonstrate competence, confidence and sensitivity?
 - b. Was the liturgy conducted in such a way as to appear like a seamless garment?
 - c. Did the prayers effectively take the congregation into the presence of God?
 - d. If musical selections were of the candidate's choosing, did they cohere thematically with the service as a whole?
5. The report should include some comments about particular strengths the candidate has both in composing sermons and in leading worship. Also note any area of potential weakness that ought to be given notice.
6. A copy of the evaluation may be supplied to the candidate in advance so that the candidate may respond to it. The report may be amended or the candidate's response may be noted in the report.
7. At the conclusion of the report, be sure to include the recommendation as to whether the exam ought to proceed beyond sermon evaluation to the next step.