

Rules of Procedure

Classis Illiana

of the

Christian Reformed Church

September 2023
(Revised)

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Classis Illiana of the Christian Reformed Church in North America

I. Membership of Classis

- A. Classis Illiana is a broader assembly of congregations of the Christian Reformed Church residing in Illinois and Indiana as designated in the current Yearbook of the Christian Reformed Church or as assigned by Synod and accepted by Classis. As an assembly of the Christian Reformed Church, Classis Illiana shall be governed in all its deliberations and decisions by the Scriptures as interpreted by the confessional standards of the Christian Reformed Church and by the Church Order.
- B. Classis Illiana functions through delegates from the churches meeting from time to time as hereinafter specified. Since this body constitutes Classis Illiana, it will hereinafter be referred to as “Classis” or “the Classis.”
- C. Delegation to Classis shall be as specified in the Church Order of the Christian Reformed Church, Article 40a: “The council of each church shall delegate a minister, an elder, and a deacon to the classis. If a church is without a minister, or the minister is prevented from attending, another elder shall be delegated in place of the pastor. Office-bearers who are not delegated may also attend Classis and may be given an advisory voice. Synod 2007 decided that a classis may invite emerging churches to delegate three officebearers with vote to meetings of classis. (cf. Church Order Supplement, Article 40-a, section c).
- D. Classis shall seat as delegates at all of its meetings only male office bearers in the Christian Reformed Church.
- E. Classis shall receive as synodical deputies only male office bearers in the Christian Reformed Church.
- F. Churches not properly or fully represented at Classis shall be asked to present to Classis an acceptable explanation.

II. Convening and Constituting of Classis:

A. Date and time of meetings:

Regular meetings shall normally be convened at 9 A.M. on the first Tuesday of March and at 8:30 A.M. when meeting at Trinity Christian College in September.

Special meetings may be held under one or more under the following conditions:

- a. Classis may decide beforehand
- b. As called, for adequate reasons, by the Classical Interim Committee
The reason for such action shall ordinarily be indicated in the call to the churches.
- c. When three or more councils request a special meeting of Classis. The reason for such action shall ordinarily be indicated in the call to the churches.

B. Classis shall be constituted as prescribed:

- a. By the Church Order of the Christian Reformed Church
- b. By such other rulings of Synod which govern meetings of a Classis;

Note: Synod of 2000 declared “. . . that any classical decision requiring the concurrence of the synodical deputies be made in the presence of delegates from all the churches which are members of the Classis in which the action is being taken. A *classis contacta* can be held when necessary in consultation with the synodical deputies. A quorum for a *classis contracta* shall be half the churches plus one.

- c. By such rules as Classis itself may adopt, all in keeping with the Church Order and in harmony with the Scriptures as interpreted by the Three Forms of Unity.

B. Preparations for classical gatherings:

- a. Each Classis shall decide the place of the next meeting.
- b. The agenda shall be prepared by the Stated Clerk and sent out to the councils at least four weeks prior to the meeting. Reports, overtures, and other matters on which Classis is expected to act must be in the hands of the Stated Clerk at least six weeks prior to the meeting so that copies may be sent with the agenda. Matters not appearing on the agenda can be considered by a special action of Classis.
- c. The council of the host church shall provide the facilities for the classical meetings, make arrangements for the meals of the delegates, etc. Expenses shall be paid by the classical treasurer out of classical funds according to classical decision.

C. Steps in the constituting of Classis:

- a. At the appointed hour the president of the day or, in the case of his absence, the vice president shall call the assembly to order
- b. He shall arrange for the appropriate devotions (cf. III-D, below).
- c. He shall call for the credentials of the delegates.
- d. He shall require all delegates to signify publicly their full agreement with the Covenant for Officebearers of the Christian Reformed Church by signing it. Delegates whose signature is on record shall not be required to sign the Covenant for Officebearers again.
- e. Classis shall be declared constituted when a quorum (at least 2/3 of the number of regular delegates) is present.
- f. After Classis has been declared to be duly constituted, delegates are expected to remain until the meeting is adjourned. Delegates who for valid and urgent reasons must leave shall ordinarily be replaced by their alternates. The president shall be notified of this action and he shall announce it to the assembly.

III. Sessions of Classis:

- A. The time schedule for the sessions of Classis shall normally be 8:30 am (fall at Trinity) or 9 am (spring) to 12 noon, and 1pm until the agenda is complete. Each Classis shall determine its own time schedule for any necessary evening meetings.
- B. The order of business shall ordinarily include the following items in the general order given:
 - a. Reading of instructions and overtures by councils for the purpose of determining the disposition or assignment to be made.
 - b. Report all correspondence received by the Stated Clerk and disposition or assignment of the matters presented.
 - c. Appointment of committees:
 - (1) A committee to inspect the credentials with regard to the items specified in Article 41 of the Christian Reformed Church Order.
 - (2) Advisory committees as required.
 - d. Consideration of matters of discipline presented by the churches
 - e. Reports of classical functionaries and standing committees:
 - (1) The stated clerk of Classis.
 - (2) The classical treasurer.
 - (3) The classical interim committee.
 - (4) The classical home missions committee.

- (5) Classical missionaries.
 - (6) The student fund committee.
 - (7) Church visitation teams
 - (8) Counselors of vacant churches
 - (9) The Regional Pastor
 - (10) The Classical Ministry Leadership Team
 - f. Reports of synodical functionaries:
 - (1) Calvin Theological Seminary
 - (2) Calvin University
 - (3) Council of Delegates
 - (4) World Renew
 - h. The delegates to Synod. (September meeting)
 - i. Classical Related and Funded Agencies
 - (1) Roseland Christian Ministries
 - (2) Self-Help Jobs program
 - (3) New Leaf Resources
 - (4) Trinity College
 - (5) Christian Counseling Center
 - (6) Providence Life Services
 - j. Reports of advisory committees:
 - (1) Reports of study and action committees.
 - (2) Report of the committee on Church Order, article 41 (cf. III-B-4-b, above).
 - k. Other matters presented by the churches, properly requiring the attention of Classis.
 - l. Designation of the place of the next meeting.
 - m. Concluding remarks, acknowledgments, and prayer.
- C. Reports and communications to Classis
- 1. Ministry Report to Classes and Councils (From General Secretary of CRC)
- Global Missions
- a. Raise Up Global Ministries b. Reframe Ministries c. Resonate Global Mission
- Servant Leadership
- a. Candidacy b. Chaplaincy and Care Ministry c. Pastor-Church Resources
- Gospel Proclamation and Worship
- a. Calvin Theological Seminary b. Worship Ministries c. Reformed Worship
- Faith Formation
- a. Calvin University b. Faith Alive Christian Resources c. Faith Formation Ministries
- Mercy and Justice
- a. Disability Concerns b. Office of Social Justice c. Race Relations d. Safe Church,
 - e. World Renew
- 2. Reports from Classical missionaries of emerging churches.
- All reports and communications shall be duplicated and sent to the councils with the agenda.
- Opportunity shall be given for agency representatives and pastors of emerging churches to address classis and receive questions of delegates.
- All reports and communications properly before Classis are received as information.

- D. Devotional exercises during the day shall be conducted as follows:
1. The opening devotions will be led by the President.
 2. The person appointed by the president of the day will close the morning session with prayer and offer a blessing on the noon meal.
 3. The afternoon session will be opened with prayer by the person appointed by the President for the day.
 4. Closing prayer led by the vice president of the day at the end of the session.
- E. The sessions of Classis are open to the public except when Classis decides to meet in executive session. An executive session shall ordinarily be open to the delegates to Classis and any Christian Reformed ministers and elders who may be present. The extent to which the minutes of the executive sessions are to be made public shall be decided in each case by the Classis.
- F. The approval and dissemination of the minutes shall be processed in the following manner:
- a. The President will review the concept minutes and approve them.
 - b. The minutes will be distributed to the appropriate parties.
 - c. Classis will be presented with the decision of the President at the next meeting of Classis for final approval.
- G. Matters Legally Before Classis shall be:
- a. Only such matters as do not conflict with the requirement of the Christian Reformed Church Order, article 28: *“a. These assemblies shall transact ecclesiastical matters only, and shall deal with them in ecclesiastical manner. b. A major assembly shall deal only with those matters which concern its churches in common or which could not be finished in the minor assemblies. c. Matters referred by minor assemblies to major assemblies shall be presented in harmony with the rules for classical and synodical procedure.”*
 - b. Instructions and overtures from councils, provided that such communications are submitted in conformity with the rules and regulations which Classis has adopted (cf. II-C-3, above).
 - c. Answers of councils to questions prescribed in the Church Order, article 41, and appearing on the properly identified and certified credentials.
 - d. Reports by:
 1. Standing committees and advisory committees of Classis.
 2. The duly appointed functionaries of Classis.
 3. Delegates of Classis to Synod.
 4. Reports of Denominational committees and boards.
 - e. Examination of candidates for the ministry of the Word, candidates for the office of Commissioned Pastor and of those seeking licensure to conduct worship in accord with the rules and regulations adopted for this purpose by Synod (cf. *Church Order*, Article 43).
 - f. Appeals and protests by councils or individual members who are not in agreement with classical or consistorial decisions and actions, provided that the appellants or protestants have given notice and a copy of such appeal or protest to the body or person concerned sixty days before the meeting of Classis. Copies of such protests or appeals shall be sent to the councils only by decision of the classical interim committee
 - g. Any other matters not in conflict with the Church Order, which Classis by a majority vote

shall declare to be acceptable for consideration. Ordinarily no matters of importance shall be submitted to Classis that have not appeared on the agenda sent to the councils.

- h. All persons wishing to address Classis must receive permission from the stated clerk and are ordinarily limited to five (5) minutes.

IV. Officers of Classis and their Duties:

- A. General regulations: the Stated Clerk, the treasurer and all members of standing committees, delegates to denominational board and similar functionaries shall be elected to three year terms. In line with synodical rules delegates to denominational boards shall be limited to two three-year terms “a maximum of six years, whereupon retirement for at least one year shall be mandatory.” (Acts of Synod 1950, article 160, pg. 97).

- B. President of the day:

The ministers delegated by the councils shall preside at the meeting of Classis in rotation according to the alphabetical listing of the churches they serve. No minister shall preside, however, unless he shall have attended as a delegate at least one previous meeting of Classis.

Duties and powers of the president of the day:

- a. He shall require the delegates present for the first time to sign the Covenant for Officebearers (cf. II-D-4, above).
- b. He shall call the sessions to order at the appointed time and shall see that each session is properly opened and closed (cf. III-D-1, above).
- c. He shall welcome visiting members from other classes and other guests of Classis, responding to greetings received or appointing other members of Classis to make such response.
- d. He shall see that business is transacted in the proper manner, and that it is expedited as quickly as possible, and that members observe the rules of order and Christian decorum (cf. IX-K, below).
- e. He shall place before Classis every motion that is made and seconded according to the rules of order. However, if he feels constrained to debate a pending question he shall relinquish the chair to the vice president, assuming it again only when final disposition of the question has been made.
- f. He may speak while retaining the chair to state matters of fact or to inform Classis regarding points of order.
- g. He shall duly exercise the prerogative of declaring a motion or person out of order. If his ruling is challenged the vice president shall preside and Classis shall either sustain or reject the ruling by majority vote.
- h. As a member of Classis he shall retain the right to vote when voting is by ballot and when there is a tie vote.
- i. He shall not preside in any matter that concerns himself, or in a special way, his own congregation or council.
- j. He shall rule on all points of order. His ruling may be reversed when challenged by a member of Classis and sustained by a majority vote.

- C. Vice president:

The minister who is scheduled to be president of the next meeting of Classis shall be the vice president of the current meeting.

The duties of the vice president:

- a. The vice president shall take the place of the president in case of the latter's absence.

- b. He shall preside whenever the president chooses to participate in the debate on a pending question.
- c. He shall assist the president as he may request.

D. Stated clerk:

The stated clerk of Classis shall be elected for a term of three years. An alternate shall be elected for a concurrent term and shall assume the duties of the office whenever the stated clerk is unable to serve.

The duties of the stated clerk:

- a. The stated clerk shall compile and prepare the agenda for each meeting of Classis and shall distribute copies to the councils. Sufficient copies of the agenda and all related materials shall be sent to the councils at least four weeks in advance of the meeting of Classis. (cf. II- C-3, above).
- b. Ordinarily the Stated Clerk shall distribute with the classical agenda and minutes, and in other mailings to the churches, only those materials that pertain to the official business of Classis and its constituent churches.
- c. He shall keep an accurate record of the proceedings of Classis and of all business transacted by it.
 - (1) The minutes recorded by him shall contain a record of:
 - a) The opening and the closing of sessions.
 - b) The roll call, giving names of congregations and delegates.
 - c) All main motions, whether adopted or rejected; all decisions on points of order and appeals, whether sustained or not.
 - d) All reports by committees appointed by (and responsible to) Classis, the reports to be kept in the permanent files of Classis if not fully transcribed in the minutes, and all decisions on these reports.
 - e) The names of non-members of Classis, if any, who have addressed Classis.
 - f) Any document or part of debate or address that Classis by a majority vote has decided to insert in the minutes.
 - (2) The minutes recorded by him shall not contain:
 - a) Any rejected motion, unless it is a main motion.
 - b) Any motion that is withdrawn.
 - (3) He shall record the minutes of classis and after they have been approved by the President, shall send copies to the churches and functionaries, General Secretary, Director of Synodical Services and the manager of the classis website.
- d. He shall handle all correspondence of Classis and shall give proper notification to all persons assigned any task by Classis.
- e. He shall keep the archives of Classis complete and in good order, and in a safe place
- f. He shall be responsible for informing Classis or its committees of all usual appointments required (board delegates, committee members, auditors, etc.).
Furthermore, he shall include with the agenda for *the March meeting* complete list of current committee members, board delegates, etc., their term of office, etc.)
- g. He shall submit to the Synodical Office and General Secretary of the CRC all matters as required by Classis.
- h. In regard to matters of discipline, he shall not include the names of the congregations or persons concerned, nor the step of censure involved, in his reports to the official

denominational papers, unless Classis decides that he shall do so.

- i. The stated clerk shall send to the Synodical Office of the CRC duplicate copies of any advice given Classis at any time by synodical deputies.
- j. The stated clerk shall serve as an *ex officio* member of the Classical Interim Committee of Classis.

The stipend of the stated clerk shall be determined by Classis from time to time. The stipend shall be in addition to reimbursement for all expenses incurred in behalf of classis in performance of his duties.

E. Assistant clerk:

If the stated clerk is not present, the assistant clerk shall keep an accurate record of the proceedings of Classis and of all business transacted by it.

F. Classical Treasurer

The classical treasurer shall be elected at a September session of Classis for a term of three years. His term of office shall begin the following January 1. An alternate shall be elected for a concurrent term. He shall succeed to the office when it is vacated, and when authorized by the Classis or the classical interim committee after the financial records have been duly audited and the accounts verified.

The treasurer shall be placed under a surety bond, the amount to be determined by Classis and the fee to be paid by Classis.

The duties of the classical treasurer

- a. He shall keep a proper record of all moneys received and disbursed.
- b. At every meeting of Classis he shall give a financial report. He shall also furnish an annual report of the finances of Classis for all the elders and deacons of all the churches of Classis
- c. In case the treasurer is not a delegate to Classis he shall have the privilege of the floor *ex officio* in matters pertaining to the finances of Classis.
- d. The treasurer's books shall be reviewed annually. The Classis shall hire a commercial auditing firm to check the financial records and make an official statement to Classis regarding their findings.
- e. The treasurer shall inform the councils regarding all ministry shares and the collections agreed upon by the Classis.
- f. He shall inform the Classis at least once each year as to the bank or banks in which funds entrusted to him by Classis are deposited, such information to be recorded in the minutes of Classis.
- g. The treasurer shall receive a stipend, the amount of which shall be determined by Classis from time to time, in addition to reimbursement for all expenses incurred in behalf of Classis in the performance of his duties.

V. Committees of Classis:

A Advisory committees:

General Regulations

- a. Classis may appoint committees to serve with advice during the time Classis is in session, or to carry out a mandate of Classis after the meeting of Classis has been adjourned.
- b. The membership of such committees shall ordinarily be appointed by the president of Classis.
- c. Ordinarily the individual named first shall be the chairman of the committee, and the

individual named second shall be the secretary and reporter.

- (1). The chairman shall serve as convener, and preside at the meetings of the committee.
- (2) *(Those committees appointed prior to the meeting of Classis shall be appointed by the president of the next classis meeting in consultation with the Classical Interim Committee.[Article 12 B 1 September 27, 2007.])*

d. Any member of Classis may appear before any committee for the purpose of speaking to the committee about any matter referred to it.

(Should the president appoint an advisory committee prior to the day of Classis, the Stated Clerk shall notify all the committee members as soon as possible after the appointments have been made [Article 12 B.2 September 27, 2007].

- e. Committee reports shall be signed by the members. In the event that a majority and a minority report are submitted by the committee each report must be signed by those members who support it. Recommendations by committees shall usually be recognized by the president as main motions (For special cases of overture cf. IX-I-4 below).
- f. The privilege of defending such recommendations shall be granted to the chairman and reporter of the committee, who shall have precedence over every other speaker and shall not be limited as to the number and length of their speeches. Other committee members and delegates shall be subject to the accepted rules of debate.
- g. The report of the majority shall be considered the report of the committee. After the committee's report has been read and the motion to adopt has been made and seconded, the minority report shall be read and considered as a substitute motion.

B. Standing Committees:

1. Organization:

- a. Members are elected to a term of three years; they may be re-elected to a second term of three years, but no delegate shall be eligible for re-election who, at the expiration of his term of office, has served six or more consecutive years.
- b. Standing committees will be governed by the same rules that apply to advisory committees (cf. VI-A-{1-7}, above).
- c. All standing committees of Classis requiring classical ministry shares must submit their budgets and ministry share requests to the stated clerk of Classis in time for inclusion in the agenda of the September meeting of Classis.

2. Regulations governing the following committees:

a. Classical Interim Committee:

- (1) This committee shall consist of three persons (at least two of which shall be ministers) who are chosen for a term of three years; to preserve continuity the terms of office shall be so arranged that the term of only one member expires each year. Additionally, the Stated Clerk and Classical Treasurer shall serve as *ex officio* members. (*ex officio* means that they serve as full voting members by virtue of the offices they hold)
- (2) This committee acts on behalf of the churches of Classis between meetings on matters which require immediate consideration and which have not been referred to other committees. Duties of the committee shall include the following:
 - (a) Arrange for the examination of candidates for ordination to the ministry of the Word, those called to serve as Commissioned Pastors, and those applying for licensure to exhort in Classis Illiana as requested by one of the churches of Classis.

- (b) Appoint counselors for churches without ministers upon the request of the councils (cf. VI-B-2-f below), and provide for classical appointments on request. Churches receiving Classical Pulpit Supply will reimburse the pastor the rate of at least \$100 per worship service, and will reimburse the Pastor for his mileage at the going IRS rate (if not within a 20-mile radius of the church he is supplying).
 - (c) Process the credentials of ministers entering or leaving Classis.
 - (d) Present to Classis nominations for the various vacancies as they occur. They may secure suggestions for nominees from the councils, and should confirm the willingness of the nominees to serve before presenting their names to Classis. Delegates to Classis have the right to add to the nominations presented by the committee.
 - (e) Call special meetings of Classis when necessary.
 - (f) Report fully to Classis and ask approval of Classis on all work done by the committee.
 - (g) Provide encouragement and guidance for Church Visiting within Classis
 - (h) Examine all materials presented from organizations requesting financial aid from the churches of Classis, and supply Classis with its evaluation of the worthiness of these causes
 - (i) Work in partnership with the Classical Home Missions Committee and the Student Fund Committee to guide, encourage and support candidates in their preparation for Church Planting, Minister of the Word and Commissioned Pastor positions in the CRC
- b. Classical Home Missions Committee:
- (1) Purpose: to implement the work of home missions within the boundaries of Classis as delegated by Classis.
 - (2) Organization:
 - (a) The committee shall consist of at least six members. At least 3 of them shall be ministers.
 - (b) The committee shall elect its own chairman and secretary.
 - (3) Duties:
 - (a) To work in conjunction with Resonate Global Missions and in accordance with its synodically adopted order with particular regard to Synod's desire for decentralization.
 - (b) To supervise the work of classical missionaries and to exercise joint supervision with Resonate Global Missions on mission work within Classis.
 - (c) To alert the churches of Classis to: 1) ministries currently being supported by Classis Illiana, 2) outreach ministry opportunities and outreach training opportunities available to Classis Illiana, 3) highlight successful outreach ministries of our Classis Illiana churches and 4) encourage Classis Illiana churches in their outreach ministries.

c. Classis Illiana Student Fund Committee Constitution

Article I. The Student Fund Committee is established in accordance with Article 21 of the Church Order: “The churches shall encourage qualified individuals to seek to become ministers of the Word and shall grant financial aid to those who are in need of it. Every classis shall maintain a student fund.”

Article II. The purpose of the student fund is to support with interest-free grants financially needy students who desire to study for full-time service in the ordained or staff (unordained) positions in the Christian Reformed Church, and who are pursuing a course of study at one of the following schools:
Calvin College, Dordt College, King’s College, Redeemer College, Kuyper College, Trinity Christian College, Calvin Theological Seminary, Mid-America Reformed Seminary, Reformed Theological Seminary, Westminster Theological Seminary (Escondido, CA or Philadelphia, PA), Those persons who are attending one of these schools, having completed the sophomore year of college, and who intend to enter full-time service in ordained or staff (un-ordained) positions in the Christian Reformed Church shall be eligible for assistance from the student fund. In disbursing the student funds, however, Classis shall give priority to the ministry of the Word and sacraments. Those attending other schools may apply to the Student Fund Committee for assistance, and those requests shall be considered by Classis on a case-by-case basis.

Article III. The Student Fund Committee shall consist of three members, one of whom is the classical treasurer. The remaining two shall be chosen from those who live in close proximity to the treasurer, for the convenience of the committee meetings. To preserve continuity, the terms of office shall be arranged so that the term of one member expires each year. The committee shall elect a chairman and a secretary from its own number.

Article IV. The Student Fund Committee shall place a call for needy students in the bulletins of the churches of Classis.

Article V. The Student Fund Committee requires each applicant to submit the following:

1. A brief written resume of his life and his reasons for wanting to study for full-time ministry in the Christian Reformed Church.
2. An official transcript of past grades.
3. A statement of good health from a medical doctor.
4. A letter from his council attesting that he is a member in full communion and that he possesses the spiritual qualifications required of church leaders.
5. A list with the amounts of grants, loans, and scholarships applied for and received.
6. A estimated budget for the coming year.

Article VI. The amount of aid for each student shall be determined by the Committee, subject to the approval of Classis.

Article VII. The Student Fund Committee determines eligibility for aid. The following guidelines shall be used.

1. The Student Fund Committee shall normally grant aid only after two years of college have been completed.
2. The Student Fund Committee shall urge every student to apply for financial aid from additional sources, especially government grants.
3. In the event there are limited funds available in the student fund, students at Calvin Theological Seminary shall be given preference over college students.
4. The applicant must be planning to serve in the Christian Reformed Church.

Article VIII. The Student Fund Committee shall be responsible for collecting funds from the students who do not complete their studies at approved institutions or who fail to serve in the

ministry of the Christian Reformed Church for at least five years. The Student Fund Committee shall use the following guidelines in collecting such funds:

1. Every effort shall be made by the Student Fund Committee to remain in contact with the former student and to encourage him to make as large a systematic contribution as possible.
2. In unusual circumstances a former student may request the waiver of a portion of the debt. The Student Fund Committee, with the approval of Classis, shall be allowed to waive up to two-thirds of the amount outstanding.
3. In the event of death of the former student, the entire debt shall be canceled.
4. If the former student fails to serve at least five years, repayment will be prorated according to the number of years served.
5. The Student Fund Committee shall only use pastoral means to collect any monies. All outstanding debts shall be considered owed to the student fund of Classis Illiana.

c. Church Visitors – Church Order Article 42

In 2012 Classis Illiana adopted more of a “relational” model for church visiting. Each pastor is assigned a neighboring church as a permanent assignment so that a relationship will develop between the visiting pastor and the church being visited. It is our hope that as the relationship of trust grows, there will be greater accountability as well as more encouragement communicated to the churches. Each visiting pastor will choose an elder from his own church to accompany him on the church visit. Visitors are encouraged to keep their reports brief and constructive, and to focus their report on the following topic: Name one or two ministry ideas that have proved to be a rich blessing in your church, and that other churches in our classis might be interested in pursuing. Several of our churches and church visitors have made use of and benefited from the executive healthy church survey in preparation for the church visit. The survey can be obtained from CRC Pastor-Church Resources.

e. Counselors:

1. A counselor (or moderator) shall be appointed for a congregation:
 - a. When a congregation is without a pastor.
 - b. When a vacant congregation intends to extend a call with the intent of obtaining a pastor.
2. The appointment of a counselor shall be made by the president of Classis while Classis is in session, or by the classical interim committee, if required, between meetings of Classis.
3. The council in need of the services of a counselor shall have the opportunity to express its preference in the choice of a counselor and, unless compelling reasons make it inadvisable, this preference shall be given due consideration.

4. A counselor is appointed by Classis and functions on behalf of Classis. A counselor is therefore accountable to Classis and must report at every meeting of Classis until his duties have been fulfilled and he is discharged.

- a. He shall serve until a pastor is installed in the congregation.
- b. He shall review all nominations for the pastoral call, either approving or disapproving and being ready to account for the advice given.
- c. He shall affix his signature to the "Letter of Call".
- d. He shall determine whether the necessary requirements for the ordination (or the installation) of a pastor have been met.
- e. He shall serve the council with advice in his capacity as counselor and the council shall give due consideration to such counsel.
- f. He shall give assistance, when requested to do so by the council, in pastoral labors, if factors of time, distance and health allow and if agreeable to the council which the counselor serves as pastor.
- g. The counselor shall be reimbursed for valid expenses made on behalf of the congregation which he serves as counselor, also for his additional labors at a mutually satisfactory figure.

f. Classical Ministry Leadership Team

1. Purpose: The Classical Ministerial Leadership Team shall serve the churches, classis, and the Christian Reformed denomination in guiding, encouraging and supporting candidates in their preparation for ministry and ministry associate in the CRC.
2. Organization: The Team shall consist of three members: one from the classical interim committee, one from the student fund committee, and one from the classical home missions committee.
3. Duties:
 - a. The Team shall work in conjunction with the Classical Home Missions Committee to guide and prepare candidates for ordination in ministry and as commissioned pastors within the area of our classis.
 - b. The Team shall work in partnership with the denominational Candidacy Committee to nominate, prepare and encourage those preparing for the work of ministry within our churches and classis.
 - c. The Team shall work in partnership with the Student Fund Committee of classis to assure that the financial support will be provided for in preparation for the ministry.

VI. Denominational Functionaries

a. Synodical delegates:

General Regulations

- (1) These shall be elected at the March meeting of Classis; ordinarily one pastor, one elder, one deacon, and one other delegate and four alternates. No more than two individuals from the same office may serve as delegates.
- (2) All ministers who may be delegated to Classis according to Article 40 of the Church Order shall be eligible to serve as delegates to Synod.
- (3) All elders and deacons who may be delegated to Classis according to Article 40 of the Church Order shall be eligible to serve as delegates to Synod. Councils shall be asked to present names of elders and deacons for nomination from which Classis may elect delegates. Names, addresses, email and telephone information for elder and deacon

nominees must be on the classical credentials or presented to the stated clerk for inclusion on the synodical credentials.

- (4) The ministerial delegate shall offer a written report to the September meeting of Classis dealing especially with all matters that have been submitted by, or directly affect, our classis.
- (5) Elder and deacon delegates who suffer loss of wages or other income may apply for reimbursement
- (6) The names of delegates of the two previous assemblies of Synod shall be noted before the voting takes place.

b. Synodical Deputies confirmed by Synod:

- (1). Regular synodical deputy and alternate chosen for three year terms. (Terms to coincide.)
- (2). When alternate replaces a deputy, or when a new deputy is elected by Classis, the term of office shall begin in the year a deputy assumes the office and shall terminate on July 1 three years later.
- (3) The stated clerk of Classis shall notify the Director of Synodical Services of the Christian Reformed Church when an alternate deputy assumes the position of the regular deputy.
- (4) These shall be elected at the March meeting of Classis and are confirmed by Synod.
- (5) The synodical deputies are eligible for a second three-year term.

c. Regional Boards

(Classis has opportunity to provide nominees for vacant positions in September and in March the final vote is taken. Ballot includes nominees from other classes.)

Delegates from Regional Boards

- (a) Board of Calvin University.

Region 5 includes Classes Central Plains, Chicago South, Heartland, Iakota, Illiana, Lake Superior (U.S.), Minnkota, Northcentral Iowa, Northern Illinois, Wisconsin, and Yellowstone-Montana.

- (b) Board of Calvin Theological Seminary.

Region 9 includes Classes Chicago South, Illiana, Northern Illinois, and Wisconsin

d. Delegates from Classis Illiana only

- (a) Council of Delegates
- (b) World Renew

VII. Special Functions of Classis:

a. Examination of candidates to the Office of Minister of the Word:

General Regulations

- (1) The classical interim committee shall make all necessary arrangements in conjunction with the stated clerk of Classis and the calling council. They will verify the letters of call and acceptance and shall make a report before the examination can proceed.
- (2) The examination of the candidate shall be according to the procedure set forth by Synod (cf. *Supplement to Church Order*, Article 10).

- (3) If the motion for admittance is approved the president of Classis shall inform the candidate of his admittance into the ministry in the Christian Reformed Church. The candidate shall sign the Covenant for Officebearers. The president, with appropriate remarks, shall present the classical diploma.
 - (4) Classis shall authorize the counselor to proceed to the ordination of the candidate as minister of the Word in the Christian Reformed Church. Counselors and councils shall follow the rules set forth by the Synod in determining the date of ordination cf. *Supplement to Church Order*, Article 10).
- b. Examination for Office of Commissioned Pastor
- General Regulations
- (1) Before examining a person for the office of commissioned pastor or granting permission to install a previously ordained commissioned pastor in a new position, the classis, with the concurring advice of the synodical deputies, will determine whether or not the position to which the person is being called fits the guidelines adopted by Synod.
 - (2) The candidate for the office of commissioned pastor must have proven ability to function in the ministry to which they are being called.
 - (3) The examination of the candidate shall be according to the procedure set forth by Synod (*Supplement to Church Order*, Article 23-a)
 - (4) The classis shall ensure that commissioned pastor, especially those working at some distance from their calling congregations, will have proper supervision and support for their ministry.
 - (5) When the commissioned pastor accepts another call, good ecclesiastical testimonies of doctrine and life are to be presented to the new classis by the commissioned pastor from his former classis.
- c. Ministers Transferring from Another Denomination for Service in the Christian Reformed Church
- (1). The Classical Ministerial Leadership Team (CMLT) along with the Candidacy Committee (CC) are contacted by the calling Council
 - (2) The Position Description as prepared by the church is approved by the Candidacy Committee.
 - (3) The CMLT along with the Candidacy Committee arrange a process of introduction to the Christian Reformed Church
 - (4) The credentials committee shall examine, and report, concerning the following documents:
 - (a) Letter of dismissal from pastorate or position previously held, both from congregation and Classis (or comparable ecclesiastical body).
 - (b) A statement of good health furnished by a medical doctor
 - (c) Evidence of ordination
 - (5) The candidate undergoes a theological conversation at a classis meeting. (Requested by the calling church)
 - (a) The arrangements shall be made by the classical interim committee in accordance with synodical regulations, including the appointment of a minister of Classis to serve as interviewer, and a credentials committee.
 - (b) The interviewer shall be appointed in advance of the meeting of Classis at which

the interview is to take place.

- (c) The interview shall concern matters of doctrine, to ascertain agreement with the creeds and Church Order of the Christian Reformed Church, taking particular note of such doctrinal matters as Synod deems important for a theological conversation. Councils shall notify the minister of these doctrinal matters at the time a call is extended.
- (6) Procedure for declaring an interview satisfactory:
 - (a) A motion shall be entertained to admit the applicant to the ministry of the Word in the Christian Reformed Church
 - 1) This motion shall be discussed and acted upon in executive session.
 - 2) The advice of the synodical examiners shall be presented.
 - 3) After appropriate prayer the motion shall be decided by ballot.
 - a). If the motion for admission is approved, the president shall inform the applicant of his acceptance into the ministry of the Christian Reformed Church.
 - b) The minister shall sign the Covenant for Officebearers, after which the president shall give appropriate remarks.
 - c) Finally, the Classis shall authorize the counselor to proceed with the installation of the minister. The date for such installation shall be determined after the interview has been satisfactorily sustained.
- d. Licensure to exhort:

Classis has the right to grant licensure to exhort to the following:

 - (a) Seminary students not studying at Calvin Seminary, provided:
 - (1) They intend to enter the ministry of the Christian Reformed Church
 - (2) They are communicant members of the Christian Reformed Church.
 - (3) They have successfully completed one year of seminary work, including courses in Hebrew and Greek.
 - (4) Members of the Christian Reformed Church not formally preparing for the ministry, provided that at least one of the following conditions for granting licensure is established:
 - a) The intention of entering the ministry of the Christian Reformed Church, preparation for which has been temporarily interrupted at some point after the successful completion of at least one year of seminary work.
 - b) Occupation of a strategic position, which licensure would be of special advantage to the Christian Reformed Church.
 - c) An acknowledged need for such service by the churches.
 - (b) Applicants shall present the following documents
 - (1) Consistorial recommendation.
 - (2) Statement of reasons why licensure is sought.
 - (3) Recommendation of the seminary faculty and transcript of seminary credits (where applicable).
 - (c) Applicants shall submit to an examination by Classis:
 - (1) Each applicant shall address Classis for at least ten minutes on a Scripture text.
 - (2) Arrangements for interrogation in the following areas shall be made by the classical interim committee:
 - a) Knowledge of the Scriptures.
 - b) Knowledge of Reformed Doctrine.

- c) Knowledge of Christian ethics.
- d) Practical spiritual qualification and Christian walk.
- (d) Procedure for granting licensure to exhort:
 - (1) The president shall entertain a motion that licensure be granted. The motion shall be discussed and acted upon in executive session.
 - (2) If the motion is approved the president shall so inform the applicant in open session.
 - (3) Classis shall grant initial licensure for one year, after which application for extension of licensure may be extended for 2 years.

APPENDIX I: Process for Electing Board Members

Calvin University, Calvin Theological Seminary

1. Terms of board members begin on July 1, after approval by Synod, and are for three years. The **CRCNA Council of Delegates. The Calvin University Board of Trustees, and the Calvin Theological Seminary Board of Trustees** ordinarily meet in October, February, and May. y.
2. In July each board informs the **Synodical Services** office which regions/sub regions need to elect trustees to begin the following July. The **Director of Synodical Services** then informs the classes that they need to nominate a person for that vacancy.
3. The classes within a region or subgroup prepare nominations at their fall meetings and return them by November 1 to the **Director of Synodical Services** with information on the nominees.
4. The **Director of Synodical Services** passes this information on the respective boards. The board development committees of the boards prepare a slate from the nominees, keeping in mind rotation between classes, expertise, clergy/lay/gender/minority balance, etc. The slates of nominees are forwarded to the **Synodical Services** office.
5. The **Director of Synodical Services** prepares ballots for the respective classes. Note: The Council of Delegates presents a recommendation to Synod for appointment of the membership on the COD.
6. The classes vote at their spring meetings. They submit the number of votes for each nominee to the **Director of Synodical Services** and the votes from all the classes involved are totaled. He submits the totals to Synod for approval. Tie votes are resolved at Synod by the synodical delegates from the region.
7. Synod of 1998 adopted a new procedure for election to a second term on the boards. The names of an incumbent and an incumbent alternate are submitted as a package to the Classis for review. If the Classis has no serious reservations about the nominees, the names are returned to the **Director of Synodical Services** and eventually that slate of nominees will be submitted to Synod for ratification. In all cases the incumbent will remain as the board member and the alternate will remain as the alternate.

APPENDIX II: Site Purchase Policy (adopted by Classis 3/4/03)

The purpose of the Site-purchase Fund is to enable new/emerging congregations within Classis Illiana to purchase property for the express purpose of constructing or renovating a facility for worship and church programs. This fund is not intended for investment through land purchase but rather for a specific church development plan. The congregation must be new or emerging and approved by Classis. And the site should be suitable for existing needs and future growth.

APPENDIX III: Guidelines for the Contingency Fund of Classis

(Minutes 9/17/02 Article 14-E-ii, Minutes 3/4/03 Article 11-A)

Purpose: The Contingency Fund is established to provide financial resources for the emergency needs of the Classis. It is part of the Classical Expense Fund and will be available as a resource to meet the need for funds in matters that are beyond the regular budgeted ministries and that are essential to the ministry tasks of the Classis.

Income: The Classis shall budget funds in the ministry shares of Classis to accumulate resources in the Contingency Fund. The Classical Treasurer will provide an accounting of the Contingency Fund as a separate line item in the budget of the Classical Expense Fund. The Classical Treasurer shall report on the income and expenditures of the Contingency Fund in his regular financial statements. The ministry share budget for this fund shall be reviewed annually with the other general budget recommendations.

Funding Target: Funds will be collected for the Contingency Fund through the ministry share offerings until the fund reaches a balance of \$ 12,000.

Authorization of Expenses: Generally expenditures from the Contingency Fund shall require the approval of the Classis. In case of emergency, the Classical Interim Committee shall approve the expending of funds in consultation with the Classical Treasurer.

APPENDIX IV: Guidelines for Implementing Church Order Article 55:

Administration of the sacraments “in case of need, by an ordained person who has received the approval of Classis.” *(Minutes 3/4/03 Article 22)*

1. The council of the church without a minister of the Word petitions its counselor to bring a request to the next meeting of classis to authorize an office bearer to administer the sacraments. The request from the council must demonstrate that the need has not been able to be met through the ordinary resources available to vacant churches, as mentioned above.
2. The church making the request to classis must provide the counselor with a) the name of the requested ordained person for whom approval is sought, b) the office that person holds, c) some brief biographical information about the office bearer, and d) a testimony to that person's service in that office by the council.
3. The counselor of the vacant church then makes the request to classis on behalf of the church by presenting a) the need as in step 1 and b) the information about the office bearer from step 2. Classis votes to approve or to disapprove based on whether it agrees that the need exists and if there are no valid objections to the person proposed.
4. Such person receiving the approval of classis shall be authorized to administer the sacraments in said church for a period of one year. A subsequent request for an extension must be made following the same procedure above.

APPENDIX V RULES OF ORDER

RULES OF ORDER

(Confer the chart in *Appendix VII*)

- A. A main motion: this is a motion that presents a certain proposal to Classis for its consideration, decision, and action.
1. A main motion is acceptable under the following conditions:
 - a. The mover has been duly recognized by the president.
 - b. The motion has been recognized by the president as acceptable
 - c. The motion has been duly supported.
 - d. The motion, if the president so requests, 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 by our forms of unity.
 - a. If another motion is before Classis, or if it conflicts with any decision already made by Classis.
 - b. If it is verbally or substantially the same as a motion already rejected by Classis, or interferes with the freedom of action by Classis in a matter that way previously introduces, but of which no disposal was made.
 3. Recommendations offered by committees are considered as main motions [Usually cf. VI-A.5 above]/ All rules applicable to main motions are also applicable to such recommendations.
 4. In case when an overture is assigned to an Advisory Committee, the overture shall be read and seconded, the Report of the Advisory Committee shall be read and received for information. If in the judgment of a delegate of the Council of the originating church feels there is significant variation, precedent may be claimed for consideration of the original overture without amendment.. If not adopted, Classis may proceed with the Advisory Report.
- B. A motion to amend: this is a proposal to alter a main motion in language or in meaning before final action on the motion is taken.
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 a proper amendment if it nullifies the main motion or is not germane to it.
 3. A motion to amend an amendment is permissible, and is known as a secondary motion.
 4. A minority report bears the character of a substitute motion, and therefore must be considered and dealt with before the majority report (cf. VI-A-7, above).
- C. A motion to defer action: Classis may table a motion temporarily. Such motion shall specify when Classis shall resume consideration.
- D. A motion to withhold action: when Classis prefers not to take action regarding a matter it may recognize and adopt a motion to withhold action.
- E. Objection to the consideration of a question: if any delegate is not satisfied with the ruling of the president the matter is referred to Classis for decision.
1. This appeal from the ruling of the president must be made at once. It is in order even though another delegate has the floor.

2. When a delegate rises to make such objection the president shall ask him to state his objection.
 3. The president, having heard the objection, either sustains it or overrules it, and shall state his reason for so doing.
 4. If the objector is not satisfied with the ruling of the president he may appeal to Classis: the objection becomes debatable and requires a simple majority vote to be sustained.
- F. Right of protest: It is the right of any delegate to protest any decision of Classis. Protests should be registered during session in which the matter was acted upon. Protests must be registered individually. Delegates dissatisfied with the decision of Classis on a given motion may, upon request, have their negative vote recorded.
- G. Call for a division of the question: at the request of one or more delegates a motion consisting of more than one part must be divided and each part voted on separately.
- H. Motion to bring matters once decided back to the floor: if for weighty reasons, any delegate of Classis desires reconsideration of a matter once decided, the following may be pursued:
1. A motion may be offered to reconsider a previous decision, its purpose being to propose a new discussion and a new vote.
 2. A motion may be made to rescind a previous decision, its purpose being to propose annulment or reversal of the previous decision. (Rescinding applies to decisions taken by the Classis in session; it does not apply to decisions taken by previous classes. A succeeding Classis may alter the stand of a previous Classis, or it may reach a conclusion which is at variance with a conclusion reached by an earlier Classis. In such instances the most recent decision takes precedence over all previous decisions on that matter).
- I. Discussion and debate:
1. To obtain the floor a speaker must be recognized by the president. (cf. V-B-2-e&f above, "If [the president] feels constrained to debate a pending question he shall relinquish the chair to the vice president, assuming it again only when final disposition of the question has been made. He may speak while retaining the chair to state matters of fact or to inform Classis regarding points of order.")
 2. If a delegate 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 pointedness and brevity.
 3. Ordinarily delegates to Classis shall not speak more than twice on a given issue. The president shall give priority to other delegates who have not yet spoken on the matter.
 4. The task of defending the recommendation of a committee during its debate shall rest primarily on 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 (cf. VI-A-6, above).
 5. When the president judges that a motion has been sufficiently debated he may propose closing debate. If a majority of Classis sustains this proposal discussion shall cease and the question be put to a vote.
 6. When any delegate of Classis judges a matter to have been sufficiently debated he may move to close debate by calling for the question. Should the majority of Classis sustain this motion, debate shall cease and the question be put to a vote.

J. Voting:

1. Ordinarily voting shall be by acclamation.
 - 2.. Whenever the president is unable to determine which opinion prevails, or if the president's judgment is questioned by a delegate, the president shall call for a vote by the showing of hands.
 3. In cases of discipline and similar critical matters Classis may decide to vote by ballot.
 4. If a delegate requests a ballot on a substantive motion the request shall be honored.
- K. Decorum and discipline: the president shall insist that the conduct of all delegates shall at all times exemplify a spirit of Christian cooperation and courtesy. (cf. V-B-2-d, above).
- L. Privileged motions:
1. A motion to adjourn: this motion cannot be entertained by the president until all matters legally before the Classis have been acted upon. A motion to adjourn is not debatable.
 2. A motion to recess: a recess is any pause Classis may choose to take during the course of its business. As soon as it is properly constituted Classis shall decide as to the time, duration, and frequency of recesses (cf. III-A, above). However, circumstances may arise which make recesses desirable on other than the specified occasions. Then a motion to recess is in order.
 - a. A motion to recess takes precedence over all other motions except a motion to adjourn.
 - b. A motion to recess is debatable and amendable only insofar as the time and duration of the recess is concerned.
 3. Calls for the order of the day: when any member of Classis believes that the regular business of Classis is being obstructed or interrupted by irrelevant or unimportant material he has the right to rise and call for the order of the day. This means that he desires Classis to return to the regular course of business.
 - a. A call for the order of the day may be made without recognition, and while another delegate is speaking.
 - b. A call for the order of the day is not debatable, needs no seconding, and must be put to a vote.
 - c. A call for the order of the day has precedence over every other motion except a motion to adjourn or to take a recess.
 4. Points of Order: The president shall apply the rules of order and prevent infractions thereof. Should a delegate of Classis believe that the rules have been misinterpreted or misapplied, he may rise and state that he wishes to make a point of order.
 - a. A point of order may be raised at any time and must be recognized by the president.
 - b. A point of order needs no seconding and is not debatable.
 - c. In case the delegate who makes the point of order is dissatisfied with the decision of the president he may appeal to the floor. When this is done the point of order becomes debatable and a simple majority is sufficient to sustain or overrule the president's decision.
- M. Changes in rules: these rules of procedure may be amended, suspended, revised or abrogated by a two-thirds majority vote of Classis.

Summary Table for Rules of Order	S	A	D	M	I
	U	M	E	A	N
	P	E	B	J	T
	P	N	A	O	E
	O	D	T	R	R
	R	A	E	I	P
	T	B	B	T	T
		L	L	Y	P
		E	E		T
1. Privileged Motions					
a. Fix time of next meeting.....	yes	yes	no	maj.	No
b. Adjourn.....	yes	yes	no	maj.	No
c. Recess.....	yes	yes	no	maj.	No
d. Call for order of the day.....	no	no	no	maj.	Yes
2. Subsidiary Motions					
a. Lay on the table.....	yes	no	no	maj.	No
b. Call for the question.....	yes	no	no	2/3	No
c. Limit debate.....	yes	yes	no	2/3	No
d. Postpone to certain time.....	yes	yes	yes	maj.	No
e. Refer to committee.....	yes	yes	yes	maj.	No
f. Amend.....	yes	yes	**	maj.	No
g. Postpone indefinitely*.....	yes	no	yes	Maj	No
3. Main Motions (no order of precedence)					
a. Main motion for general business	yes	yes	yes	maj.	no
b. Take from table.....	yes	no	no	maj.	no
c. Reconsider.....	yes	no	**	maj.	yes
d. Rescind.....	yes	yes	yes	maj.	no
e. Special order of business.....	yes	yes	yes	2/3	no
4. Incidental Motions (no order of precedence)					
a. Point of order.....	no	no	no	Chm	yes
b. Appeal of chair's decision.....	yes	no	yes	maj.	yes
c. Suspend.....	yes	no	no	maj.	no
d. Object to consideration.....	no	no	no	2/3	yes
e. Parliamentary inquiry.....	no	no	no	chm	yes
f. Request for information.....	no	no	no	chm	yes
g. Withdraw motion.....	no	no	no	maj.	no
* Same as withholding action					
** Only debatable when the motion addressed is debatable.					
2/3 Indicates a two-thirds majority of those voting.					