

Presbytery of Ottawa

Standing Orders

Revised June 2002; dates of amendments and additions are noted; consolidated to September 2024

1.0 Standing Committees and Responsibilities

There shall be 10 Standing Committees as follows:

1.1 Business Committee

(Comprised of the clerk as convener, the moderator, the past moderator, the treasurer and the conveners of committees #1.2, and #1.4 to 1.8 inclusive)

-with responsibility for:

1.1.1 Assigning remits and referrals from the General Assembly and its boards and committees concerned with matters dealt with in each remit or referral.

1.1.2 Arranging for regular and special meetings of presbytery.

1.1.3 Drawing up agenda for presbytery meetings.

1.1.4 Dealing with routine official correspondence (Synod, General Assembly and inter-presbytery).

1.1.5 Ensuring that reports from Standing Committees are presented to presbytery at appropriate times.

1.1.6 Arranging for congregational visitation and, when deemed necessary, referring matters arising to appropriate presbytery committees.

1.1.7 The clerk shall receive all correspondence and, when appropriate, shall refer such to presbytery committees involved and report action to the presbytery.

1.1.8 All calls received by and sent from the presbytery shall be received by the Business Committee prior to presentation to the court and the recommendation to receive and consider the call shall be brought to presbytery by the Business Committee.

1.2 Mission Committee

-with responsibility for:

1.2.1 Canadian and International Missions (education for mission, promotion of mission studies, mission weekends, support of Presbyterians Sharing and other missions appeals, etc.).

1.2.2 New extension programs (personnel, Life and Mission Agency - Canada Ministries grants, initiation of new work).

1.2.3 Preparation of grant applications for Synod Mission Committee and the Life and Mission Agency - Canada Ministries.

1.2.4 Presbyterian World Service and Development (support and promotion).

1.2.5 Refuge Ministry (support and promotion).

1.2.6 Life and Mission Agency - Evangelism and Church Growth.

1.2.7 Promotion of Church Growth in congregations and in new communities.

1.2.8 Promotion of Evangelism Training and Development of congregations in evangelism.

1.3 Fellowship Committee

-with responsibility for:

1.3.1 To plan fellowship events for members of presbytery.

1.3.2 To recognize members of presbytery who may be retiring from active service, relocating, or who have given outstanding service to the presbytery.

1.4 Finance and Maintenance Committee

-with responsibility for:

1.4.1. Stipends, funds and fund raising.

1.4.2 Presbyterians Sharing (allocation & reporting of congregational performance).

1.4.3 Church Extension (financing, architecture, property purchases and building finances).

The Church Extension Fund of the Presbytery of Ottawa shall be used for the purposes:

1.4.3.1 Purchasing property to be used as building sites for new extension congregations established by the Presbytery of Ottawa, within the bounds of the presbytery.

1.4.3.2 Making grants to the building funds of new extension congregations, equal to the purchase price of their building sites where the sites are purchased by such other bodies as the Life and Mission Agency - Canada Ministries.

1.4.3.3 Making small grants for initial extension work.

1.4.3.4 Making loans, or grants when extraordinary circumstances warrant, under such terms and conditions as are deemed appropriate, to new extension congregations, when they encounter financial difficulties, after consideration and recommendation by the Finance and Maintenance Committee.

1.4.3.5 Making loans, or grants when extraordinary circumstances warrant, to congregations, new or established, within the bounds of Presbytery of Ottawa, with adequate security and under such terms and conditions as may be deemed appropriate, to facilitate growth, where such congregations anticipate short-term financial difficulties. Such loans or grants are not intended to replace ordinary financing available from other sources and shall be made after consideration and recommendation by the Finance and Maintenance Committee.

1.4.3.6 Making investments as are appropriate to trustees in the Province of Ontario.

1.4.3.7 Liquidation of assets of the Church Extension Fund shall be made on the recommendation of the Finance and Maintenance Committee and shall be subject to approval of presbytery by a two-thirds majority of those present and voting.

1.4.4 Pensions

1.4.5 Property (sale, construction, preservation, etc. of church properties).

1.4.6 Presbytery allocations (Presbyterians Sharing and presbytery dues).

1.4.7 Presbytery finances including investment management.

1.4.8 Preparation of an annual budget and submission to presbytery for approval.

1.4.9 Review and recommendations of all proposals for extra-budgetary expenditures.

1.4.10 Administration of Bursary and Scholarship Funds. (Awarding of such shall be by the Ministry and Pastoral Care Committee).

1.4.11 Gracefield Christian Camp and Retreat Centre financial support.

1.5 Ministry and Pastoral Care Committee

-with responsibility for:

1.5.1 Continuing education and development of professional church workers.

1.5.2 Processing of study leave and courses taken by professional church workers per guidelines in the document "Continuing Education and the Session" (as approved March 19, 2019 and appended to the standing orders). (March 19, 2019, pp. 6494-6495)

1.5.3 Life and Mission Agency - Ministry and Church Vocations, Committee on Theological Education, colleges and students.

1.5.4 Awarding of Presbytery bursary and scholarship funds (in consultation with the Finance and Maintenance Committee with respect to the availability of funds).

1.5.5 Examination for certification for ordination, and for recommendations re: reception of Ministers from other churches.

1.5.6 Arranging hospital visiting and institutional pastoral care.

1.5.7 The steering committee for Spiritual Care in Secondary Schools (section 2.6) shall report through the Committee on Ministry and Pastoral Care. (March 21, 2023, p. 6956)

1.6 Policy and Planning Committee

-with responsibility for:

1.6.1 Matters affecting structure and administration of the Church and its courts, clerks and Assembly Council.

1.6.2 Church doctrine.

1.6.3 History.

1.6.4 Nominations for presbytery committees by the June meeting of presbytery.

1.6.4.1 Nominations for committees shall be submitted by the Policy and Planning Committee, and shall include ministers, elders, and members of the Order of Diaconal Ministries from the presbytery's constituent roll and appendix to the roll, along with the names of congregational representatives.

1.6.4.2 Congregations may also submit the name of a Young Adult Representative to presbytery and a youth representative to each of these committees.

1.6.4.3 The Policy and Planning Committee shall submit the names of seven people from the roll, appendix or bounds of the presbytery for the Pastoral Relations Committee. The committee shall remain constant unless there is a need to fill a vacancy.

1.6.4.4 The Vacancy Visitation Committee shall consist of the Clerk of the Presbytery (ex officio), plus others as the clerk has need of assistance. (revised September 16-17, 2003, p. 3836)

1.6.5 Establishing the presbytery roll by the June meeting of presbytery.

1.6.5.1 Annually at its meeting prior to the June stated meeting, the Policy and Planning Committee shall review the constituent roll and make recommendations to the June meeting to add equalizing elders and/or equalizing ministers. (March 24, 2020, p. 6614)

1.6.6 Nominations to General Assembly, Synod and ecumenical, inter-faith, and community representations. (revised January 17, 2017, p. 6204)

1.6.7 Ecumenical and inter-faith relations. (revised January 17, 2017, p. 6204)

1.6.8 Assistance to congregations in their policy and planning.

1.6.9 Regular evaluation of presbytery structures and functions.

1.7 Worship and Witness Committee

-with responsibility for:

1.7.1 The Committee on Worship and Witness, drawing on the collective resources within our presbytery, within our own denomination, and within the wider ecumenical community, will provide for our presbytery as a whole and to our individual congregations, opportunities that will enhance worship, stimulate growth in faith, and encourage effective social witness.

1.7.2 International Affairs and Justice Ministries

1.7.3 Gracefield Christian Camp and Retreat Centre (GCCRC)

1.7.3.1 The Worship and Witness Committee will collaborate with the Board of Directors and the Managing Director of GCCRC to support and promote the ministry of GCCRC in the Presbytery of Ottawa. The Convener of Worship and Witness will make all reasonable efforts to ensure at least one representative of GCCRC serves as a member of the Worship and Witness Committee. (May 18, 2021, p. 6757)

1.7.4 developing and maintaining a list of possible contacts for pulpit supply and pastoral care supply within the presbytery. (May 17, 2022, p. 6848)

1.8 Youth Working Group (June 16, 2012, pp. 5497-5498)

1.8.1 Preamble

Youth ministry has been identified as a ministry of high priority for the presbytery. Within Youth Ministry, there are three population groups to be served, each with its own needs: junior high youth, high school youth and young adults of college/university age.

Surveys and forums have identified a need for youth to explore, learn about and practice their belief in God, and their Christian faith; and to get involved in their home congregations and the wider church community, and to socialize with other Christian youth.

Congregations have expressed the need to connect with other congregations for support, networking, and communication of available opportunities for youth ministry beyond the congregation, and in order to share resources.

1.8.2 Vision

Fostering in the presbytery an environment that encourages co-operation between congregations so that all youth are given an opportunity to learn, grow and have fun as they engage God's world through worship, service, and fellowship.

1.8.3 Ministry

The Presbytery of Ottawa Youth Working Group will meet on a regular basis to plan youth events for all congregations that will encourage youth to grow in faith, get to know each other, enhance and promote congregational youth ministry and support youth leaders.

The group will plan two to three events for all congregations, maintain a contact list of youth leaders, and create a website to foster communication and sharing of resources.

1.8.4 Membership

1.8.4.1 The Youth Working Group will be comprised of representatives drawn from congregations and will include youth between the ages of 16 and 25, youth leaders (volunteer or paid), and adults who have an interest in Youth Ministry.

1.8.4.2 The Working Group will name its own convener who will call meetings.

1.8.4.3 All members of the Youth Working Group are expected to participate actively in the work of the committee and also at committee-sponsored events.

1.8.5 Operating parameters

1.8.5.1 The Youth Working Group will meet regularly to plan and oversee Youth Ministry programmes and activities, and to recommend related policies to the Worship and Witness Committee.

1.8.5.2 The Youth Working Group will report to presbytery, through the Worship and Witness Committee, at least twice per year.

1.8.5.3 The Youth Working Group will be responsible for making decisions on activities, meeting times, age limits for events, and budget expenditures. Within the scope of its mandate and without exceeding its approved budget, it will be given the flexibility to carry out its activities without having to seek presbytery approval for specific projects and activities.

1.8.5.4 The Youth Working Group will submit a budget request to the Worship and Witness Committee in September of each year for approval by the presbytery in its annual budget.

1.8.5.5 All Youth Working Group sponsored activities must be Leading with Care compliant.

1.9 Pastoral Relations Committee

-with responsibility for:

1.9.1 Responding to requests by any minister or session for consultation in emergent or strictly confidential matters.

1.9.1.1 Any minister or session may bring any problem in strict confidence to this standing committee. Ministers or sessions may consult any one of the members who may call the

committee to meet and who will be the convener for that meeting. The committee shall have power to take emergency action, if necessary i.e. visitations of congregations, meetings with ministers or sessions, granting ministerial leave of absence, requesting "pro re nata" meetings of presbytery, or other action deemed necessary by the committee - such action being subject to review at the next meeting of presbytery. It is understood that all members of the committee may be consulted on any matter, whether it be a crisis or of a routine nature.

1.9.1.2 Under exceptional circumstances, the members of the committee, who are members of presbytery, may be named a commission by presbytery, to function with the authority of presbytery, reporting only decisions to presbytery (i.e., in cases requiring immediate action; when a "fama" has come to the attention of the committee, thus requiring investigation; or when formal charges have been preferred; or when the committee deems that such action is likely).

1.9.1.3 Reports from the Pastoral Relations Committee shall be received in camera when such reports contain views on the character, personality or behaviour of a church member, elder or minister, and the presbytery shall then decide whether the matter should be dealt within open court. (June 19 and 27, 2007)

1.10 Vacancy Visitation Committee

-with responsibility for:

1.10.1 At the request of a minister or session, counselling the congregation or minister on receipt of notice of an impending vacancy or intermission of pastoral services.

1.10.1.1 The congregation shall be made aware of this service by the clerk of presbytery upon his becoming aware of the potential need.

2.0 Liaison with Community Organizations

Appointments shall be made or deleted annually by the presbytery as required.

The current list of such organizations is:

2.1 Camp Bitobi

2.2 Algonquin College Campus Ministry

2.3 Christian Council of the Capital Area

2.4 Queensway Carleton Hospital Spiritual Care Committee

2.5 Ottawa School of Theology and Spirituality

2.6 Spiritual Care in Secondary Schools (Ottawa-Carleton Board of Education)

2.7 Inter-faith Liaison Officer (s) (1 or 2 members to be appointed to report to the Business Committee) (March 20, 2012, p. 5465)

2.8 Interfaith Network for Pastoral Care

2.9 Open Table

3.0 Nominations, Elections, and Appointments

3.1 GENERAL

3.1.1 All members of Presbytery, including ministers on the appendix to the roll, active members of the Order of Diaconal Ministries and lay missionaries under appointment within the Presbytery shall be expected to serve on presbytery committees.

3.1.2 The clerk shall request sessions to submit to the convener of the Policy and Planning Committee, not later than May 1 each year, the following:

3.1.2.1 Names of Representative, Alternate and Parity Elders.

3.1.2.2 Names of Congregational Representatives and Youth Representatives to Standing Committees #1.2 to 1.7

3.1.2.3 Young Adult Representatives to Presbytery

3.1.3 Assessor elders, when required, may be drawn from elders in good standing whether actively serving on a session or not. (January 15, 2013, p. 5591)

3.2 DATE FOR ELECTIONS AND APPOINTMENTS

3.2.1 The election of the Moderator, the Clerk and the Treasurer and the appointment of the Auditors, Standing Committees and Representatives on Community and Inter-Faith Committees shall take place at the June meeting of the presbytery.

3.2.2 The period of appointment shall commence on September 1st.

3.3 TRUSTEES

3.3.1 The Trustees of Presbytery shall be "ex officio", the Moderator, the Clerk, and the Convener of the Finance and Maintenance Committee.

3.4 TERMS OF OFFICE

3.4.1. The Moderator shall normally be elected for a term of one year.

3.4.2 The Clerk and the Treasurer shall be elected annually and may be re-elected.

3.4.3 The Auditors shall be appointed annually and may be re-appointed.

3.4.4 The Conveners of Standing Committees shall normally serve for a period of three years.

3.5 ELECTION OF GENERAL ASSEMBLY COMMISSIONERS

3.5.1 NOMINATION OF MINISTER COMMISSIONERS

3.5.1.1 One Commissioner shall be nominated from the floor of the Presbytery and the remainder by established rotation.

3.5.1.2 The roster for the rotation of ministers shall be established and maintained by the clerk. Each minister attending the General Assembly shall be placed at the bottom of the roster on the first day of the Assembly meeting.

3.5.1.3 Newly inducted ministers shall be placed at the bottom of the roster on the day of induction or recognition.

3.5.1.4 Ministers declining nomination when their turn arises, except for valid reasons, shall be placed at the bottom of the roster immediately.

3.5.1.5 Ministers who are not due to be nominated according to the roster may decline a nomination without losing their place on the roster.

3.5.2 NOMINATION OF ELDER COMMISSIONERS

3.5.2.1 One elder commissioner may be nominated by the presbytery from among the elders of congregations within the bounds of the presbytery, and the remainder by established rotation of congregations.

3.5.2.2 Sessions, by rota, shall be given the opportunity of nominating one of their elders (preferably an elder who has been actively associated with the work of the Presbytery) as commissioner to the General Assembly.

3.5.2.3 The rotation shall begin from the Assembly of 1990, in order as outlined in the roll report to the General Assembly.

3.5.2.4 Session nominating or declining to nominate an elder commissioner when the opportunity is given, shall be placed immediately at the bottom of the congregational rotation.

3.5.3 ELECTIONS, EXPENSES AND BRIEFING

3.5.3.1 Commissioners to the General Assembly shall be elected at the November meeting of Presbytery.

3.5.3.2 Commissioners to the General Assembly, on submission of a signed voucher to the Presbytery Treasurer, shall be reimbursed for meal expenses.

3.5.3.3 Commissioners to the General Assembly shall meet with the clerk of presbytery for a "briefing session" prior to attending the General Assembly.

3.6 Other Appointments

3.6.1 Presbytery Webservant

3.6.2 Presbytery Co-ordinator for Hospital Visitation

Position Description - Presbytery Co-ordinator for Hospital Visitation

The Presbytery Co-ordinator for Hospital Visitation (hereafter The co-ordinator) is appointed by the Presbytery of Ottawa to co-ordinate pastoral visitation to patients at the Ottawa Hospital (at both the Civic and General Campii) and at the Queensway Carleton Hospital.

The co-ordinator shall enlist the support of sessions to recruit pastoral visitors.

The co-ordinator shall receive and circulate information relating to the training of lay hospital visitors for spiritual and pastoral care.

The co-ordinator shall arrange and circulate a schedule for visitation, designed to ensure that each week patients in the hospitals who identify their religious affiliation as being presbyterian are afforded an opportunity for a visit by a presbyterian pastoral care visitor. Should a patient request or consent to having the pastor of their home congregation notified, the co-ordinator shall ensure that such notification is effected.

The co-ordinator shall arrange a gathering of visitors at least twice a year to share in prayer, learning, and mutual support and encouragement.

The co-ordinator shall work with the respective hospitals and the incumbent ministers within the presbytery to ensure that a presbyterian minister is on call for each hospital, and that backup support is in place, and that contact information for all such is accessible to the spiritual care department of each hospital at all times.

The co-ordinator shall provide support for the registration of both clergy and lay visitors in each hospital, particularly for new members of the presbytery and for new lay visitors.

The co-ordinator shall report twice yearly to the Committee on Ministry and Pastoral Care, and through the committee to the presbytery.

(revised March 18, 2014, p. 5782)

4.0 Operations

4.1 MEETINGS

4.1.1 The regular meetings of the Presbytery shall be held on the third Tuesday of the months specified below. Should the regular date for a stated meeting fall on the third Tuesday in March and be within the spring school break for the Province of Ontario, the date for the stated meeting shall be the fourth Tuesday. (February 17, 2009)

(a) That stated meetings be held in September, November, January, March or April (whichever does not include Easter), May, and June.

(b) That for all meetings except those in September and June presbyters be invited to assemble at 7:00 p.m. for light refreshment and conversation, at 7:15 p.m. for worship, and that the court be constituted for business at 7:30 p.m., with the stated hour for adjournment being 10:00 p.m.

(c) That the September stated meeting commence at 5:00 p.m. with worship, including the celebration of the Lord's Supper, followed by the installation of the moderator, with a break for supper at 6:30 p.m., and business resuming at 8:00 p.m., with the stated hour for adjournment being 10:00 p.m.

(d) That the June stated meeting be preceded by an outdoor barbeque, to which all members of the court and all candidates for ministry within the bounds be invited, followed by worship at 7:15 p.m., and that the court be constituted for business at 7:30 p.m. as usual.

(revised September 19, 2006, and subsequently May 19, 2015, p. 5962)

4.1.2. The time for adjournment of regular meetings of the Presbytery shall be 10:00 p.m. and an approved motion shall be required to extend business beyond 10:00 p.m.

4.1.3 Standing Committee #1.9 and #1.10, Secondary Committees and Task Forces shall meet as required by the presbytery or at the call of the conveners.

4.1.4 The Business Committee shall normally meet at 3:30 p.m. on the day of the regular meeting of the Presbytery.

4.1.5 Where appropriate, the work of committees may be assigned to sub-committees.

4.1.6 Unless the court explicitly rules otherwise, ministers on the appendix to the roll shall be permitted to remain in the court whenever the court sits in camera. (January 18, 2005, p. 4063)

4.1.7 In view of changed and present circumstances, if needs be the moderator and clerk are granted, if circumstances require, power to arrange for the presbytery to meet electronically. (March 24, 2020, p. 6609)

4.1.8 (a) In the event that presbytery is unable to meet, the Business Committee be granted power to issue to make urgent decisions for presbytery; and (b) committees of presbytery be given permission to hold electronic meetings as needed.

4.1.9 The moderator (or designate) shall read the following land acknowledgement at the beginning of every regular meeting: "The Presbytery of Ottawa believes that all of nature has been given by the Creator to be nurtured and cared for with equity and justice. We recognize that the land on which we gather and worship has been traditionally occupied and honoured by the Anishinabe Algonquin peoples and their ancestors for time beyond memory and has been neither ceded nor surrendered. We acknowledge that justice obliges all of us, as humans of equal worth, to strive equally to protect this land." (June 20, 2023, pp. 6987-6988)

4.2 MINUTES AND RECORDS

4.2.1 Committees shall keep minutes and records of all business transacted for a minimum period of five years, and shall make such minutes and records available to the Business Committee when requested.

4.2.2 Except in special circumstances, all textual material shall be typed and reproduced on 8.5 x 11 size paper.

4.2.3 The clerk is authorized to cull the files of incoming correspondence older than seven years, retaining items of historical or enduring significance and shredding the remainder. (June 19, 2018, p. 6396)

4.3 REPORTS

4.3.1 All reports to presbytery shall be typed and filed with the clerk. Sufficient copies should be provided by committee conveners for distribution to members of presbytery to facilitate the work of the presbytery.

4.3.2 All standing committees are directed to submit reports intended for presentation to the presbytery to the clerk electronically at least five days prior to the meeting, with the understanding that in extenuating circumstances late reports will be entertained only with the consent of the court. (October 16, 2007)

4.3.3 Reports may be given at any meeting of the presbytery by arrangement with the clerk, but major reports should be confined to the days assigned on the regular agenda.

4.3.4 The treasurer and conveners of standing committees who are not members of presbytery have the right to speak to matters impacting on their areas of responsibility without a special motion to do so.

4.4 OFFERINGS

Offerings from presbytery worship services for ordinations, inductions and other such special services as the court may hold from time to time are designated as follows: one-third towards the PWSD initiative highlighted for that month, and two-thirds towards a mission initiative within the bounds of the presbytery, the designation to be made at the meeting prior to the special service.

4.5 LOGO

As an interim measure, the presbytery use as a logo the burning bush with the name presbyterian underneath.

5.0 Presbytery Roll

5.1 The annual roll of the presbytery shall be established at the June meeting of presbytery to become effective on September 1st.

5.2 Ministers and members of the Order of Diaconal Ministries on the appendix to the roll, lay missionaries under appointment within the presbytery may participate in the meetings of presbytery (without vote) and shall receive notices and minutes of meetings.

5.3 Ministers on the appendix to the roll in or anticipating active service applying for and holding licenses to solemnise marriages within the province in which they reside are reminded of the direction of section 247.1 of The Book of Forms, namely, "All ministers, whether they be on the constituent roll or the appendix to the roll, before agreeing to undertake pastoral services (i.e., baptisms, weddings, funerals) in a congregation other than the one where they are the current incumbent, are required to consult with and receive permission in writing from the session of the local congregation."

5.4 The clerk shall provide a copy of the Pulpit Supply List to members of presbytery once per year, at the same time as the presbytery directory is issued. (May 23, 2023, p. 6973)

6.0 Young Adults and Youth Representatives to Presbytery and Presbytery Committees

6.1 Congregations shall be invited to appoint to presbytery, Young Adult Representatives (as defined in the term Assembly Year - aged 18 to 25) who may be given permission by presbytery to speak in the court.

6.2 Congregations may also appoint Youth Representatives to the Standing Committees (#2-#7 only) in which they will be full participating members in debates and votes, etc.

7.0 Expenses

7.1 Presbytery operating costs, including Committee expenses and travel expenses (at the Synod Rate) shall be paid by the Treasurer on approval by the Business Committee.

[Note: On March 23, 2004 the court adopted (but without any notice of motion, and without any subsequent confirming action), the following: That the Presbytery of Ottawa establish as its mileage rate the rate set by the General Assembly.]

7.2 A congregation served by an interim moderator shall reimburse the interim moderator for any expenses incurred on behalf of work as such.

7.3 A fixed stipend for interim moderators is not required but an amount of 10% of the stipend of the outgoing minister (excluding any amount paid as housing allowance) may be used as a guideline for honoraria payable on a pro-rated basis.

8.0 Presbytery Visitation

8.1 Presbytery visitations shall take place throughout the whole year, with a visit to each congregation once every three years. The clerk shall draw up an appropriate roster of visiting

personnel. Congregations shall be notified well in advance of the time of the visitations and appropriate pulpit announcements shall be made.

8.2 During the visit, the Minister, Session, Board of Managers (or equivalent) and Congregation shall be interviewed. Visits shall be made to the Minister (s) alone, to the Minister (s) with the ruling elders of Session, and to the Board of Managers together with the Congregation. Visitation guidelines shall be provided and regularly revised and updated, by the Policy and Planning Committee.

8.3 During presbytery visitations the minister has the right to stay throughout the proceedings and at no time shall he/she be asked to leave the visitation team. If a complaint is made against a minister the committee will judge whether or not it is a sufficient weight to investigate. If the committee wishes to pursue the matter witnesses are to be heard in the presence of the accused.

9.0 Session records, Statistical returns and Financial Statements

9.1 The session records shall be submitted for examination at the June meeting of presbytery, half of the congregations annually, according to a schedule devised by the clerk. (rev. February 15, 2011, p. 5292)

9.2 Congregations shall submit their annual audited financial statements along with the General Assembly Statistical Returns to the Clerk. The Clerk, with the Convener of the Finance and Maintenance Committee, shall ensure that the Statistical Returns agrees with the Financial Statements with respect to investments and total indebtedness.

9.3 The clerk is authorized to shred session statistical returns and congregational financial statements and annual reports older than ten years, subject to offering sessions the opportunity to have their respective returns and reports returned. (June 19, 2018, p. 6396)

10.0 Presbytery Benevolent Fund

10.1 The Presbytery of Ottawa Ministerial Benevolent Fund shall be known in this text as the Fund.

10.2 The Fund shall be maintained at a level of five thousand dollars (\$5,000.).

10.2.1 When the Fund reaches a lower level, due to the granting of assistance from it, it may be brought up to the required level by congregational assessment on the same basis as regular Presbytery assessment.

10.3 The Fund shall be used for the assistance of professional church workers and dependents under the following circumstances:

10.3.1 Incapacitating illness of a professional church worker in a pastoral charge, where the assistance offered by the congregation and/or personal insurance is insufficient to meet the necessary needs of the professional church worker and/or dependents.

10.3.2 Incapacitating illness church worker without appointment, or a retired professional church worker, who has served within the Presbytery within the past three years, where there is a need to provide the necessities of life for the professional church worker and/or dependents.

10.3.3 Assistance as necessary to the survivor and/or dependents of a deceased professional church worker at the time of death, or

10.3.4 Other emergency situations.

10.4 Assistance from the Fund may be granted upon a decision of the moderator and clerk of presbytery, with no reference to Presbytery necessary.

10.5 The Clerk shall report annually in September to presbytery on the status of the Fund.

11.0 Employee Assistance Plan (p. 3588, Jan. 15, 2002)

The Presbytery of Ottawa has established and funds an Employee Assistance Plan on a cost-share basis, with the following understandings:

11.1 The EAP is available to active Professional Church Workers within the bounds, and to their spouses, and to their dependent children under the age of 21, on a confidential basis. The benefits of this EAP will begin only after the equivalent benefits available under the PCC Health Insurance have been exhausted. Students for ministry under the care of Presbytery are not beneficiaries of this plan, as they are usually able to take advantage of services provided through the colleges, universities, or seminaries where they are studying.

11.2 The cost will be on a shared fee, half-and-half basis. The funds will come from the Presbytery's Benevolent Fund. Each family will be limited to a total annual benefit from Presbytery of \$500, which will match up to the \$500 the family or individual provides. If someone cannot afford to pay their half, they may make confidential application through the Convener of the Ministry and Pastoral Care Committee for relief from the cost-sharing provisions, although the maximum available in a calendar year will remain a total of \$500.

11.3 The designated service providers will be supplied with an up-to-date list of the names of those covered by this scheme, and Ministry and Pastoral Care Committee will ensure the list is kept current. Those using this benefit will make appointments directly with the service provider, who will bill the Presbytery for the Presbytery's share, without naming the client. The service providers will also be given the financial terms of this plan.

11.4 One may seek a non-designated service provider of one's choice, but for Presbytery funding to occur, application must be made to the Convener with details regarding the service provider requested.

11.5 The EAP will be reviewed annually by Presbytery.

[Originally there were two designated service providers; presently there is only one: Christian Counselling Ottawa]

12.0 Amendments to Standing Orders of Presbytery

12.1 Amendments to the Standing Orders of Presbytery may be made only after Notice of Motion has been given at a regular meeting of Presbytery. Such motions shall be considered at the next or subsequent meeting of Presbytery.

Appendix A - Bursaries and Scholarships

1.0 The Presbytery of Ottawa Centennial Bursary

Terms of Reference

1.1 Title and History of the Fund

1.1.1 Title The Presbytery of Ottawa Centennial Bursary Fund.

1.1.2 Name of Bursary The Presbytery of Ottawa Centennial Bursary.

1.1.3 Date established March 23, 1976, by approval of the Presbytery of Ottawa.

1.1.4 Initial Capital three thousand dollars (3,000) as of May 1, 1976, expected to yield approximately \$300 annual interest.

1.1.5 First Awarded Presbytery Meeting, September, 1977.

1.2 Eligibility

1.2.1 Persons preparing for full time service with the Presbyterian Church in Canada, who are members of a congregation within the bounds of the Presbytery of Ottawa and who need additional financial support.

1.2.2 Persons who are in full time study, who are members or adherents of a congregation within the bounds of the Presbytery of Ottawa and who, in the discretion of the Presbytery are in unique need of financial support.

1.3 How To Apply

1.3.1 Persons to be eligible must apply to the Convener of the Ministry and Pastoral Care Committee of the Presbytery of Ottawa by August 1st.

1.3.2 The Convener of the Ministry and Pastoral Care Committee will undertake to inform persons being certified by the Presbytery of the terms and conditions of the Bursary.

1.4 Renewable Award - A person who has been awarded a Bursary may apply in subsequent years for renewal of the Bursary.

1.5 Return of Bursary - A person who has been awarded a Bursary but discontinues full-time study will not be required to refund the Bursary.

1.6 In Event of No Eligible Applicant(s) - In any year that no person applies or is found eligible to receive the Bursary, the funds will be allowed to accumulate and more than one bursary may be made in subsequent years.

1.7 Receipt of Gifts and Bequests - The Fund shall be open to receive capital gifts and bequests. The interest on these gifts and bequests is to be used to provide additional Centennial Bursaries in subsequent years.

1.8 Administration of Fund

1.8.1 The Finance and Maintenance Committee of the Presbytery of Ottawa shall administer all monies in connection with the Fund, and shall report at least annually to the Presbytery on the management of the Fund.

1.8.2 The Bursary shall be paid on a semi-annual basis.

1.9 Amendments - Proposed amendments to the Terms of Reference for the Fund shall be referred to the Policy and Planning Committee for study and report back to the Presbytery at its next meeting.

2.0 The Anthony E. King Memorial Scholarship

Terms of Reference

2.1 Title and History of the Fund

2.1.1 Title - The Anthony E. King Memorial Scholarship Fund.

2.1.2 Date established - March 1993 by approval of the presbytery, upon the request of the executors of the estate of the late Anthony King, and seeking to fulfill Mr. King's wishes.

2.1.3 Initial Capital - Four thousand (4,000) dollars, as of Mr. King's request, received in March 1993.

2.2 Purpose of the Fund - In the words of the founder of the Fund, the purpose is "to enable promising organ students, who are members of the Presbyterian Church in Canada, to continue organ studies." Specifically, this is related to a program of scholarships instituted by the Royal Canadian College of Organists. Each year the College holds auditions for high

school piano students who might be interested in a scholarship which would provide beginning organ lessons.

2.3 Eligibility - Young people of high school or university age who meet the criteria of the Ottawa branch of the Canadian College of Organists as suitable students for beginning organ lessons; and who are members or adherents of congregations with the bounds of the Presbytery of Ottawa.

2.4 How To Apply

2.4.1 The Ministry and Pastoral Care Committee will undertake to maintain a contact with the College of Organists regarding the times of their annual auditions and the Committee will then canvas the congregations of the Presbytery for suitable candidates.

2.4.2 Applications for this scholarship will be through the convener of Ministry and Pastoral Care Committee.

2.5 In Event of No Eligible Applicant(s) - In any year that no person applies or is found eligible to receive the Scholarship, the funds will be allowed to accumulate and more than one scholarship may be made in subsequent years.

2.6 Receipt of Gifts and Bequests - The Fund will be open to receive capital gifts and bequests. The interest on these gifts and bequests is to be used to provide additional or improved Anthony E. King Scholarships.

2.7. Administration of Fund

2.7.1 The Finance and Maintenance Committee of the Presbytery of Ottawa shall administer all monies in connection with the Anthony E. King Memorial Scholarship Fund, and shall report at least annually to the Presbytery on the management of the Fund.

2.8 Amendments - Proposed amendments to the Terms of Reference for this Fund shall be referred to the Policy and Planning Committee for study and report back to the Presbytery at its next meeting.

3.0 Lay Bursary Fund

Terms of reference

Description

This Lay Bursary Fund has been established to provide financial assistance for lay people within the Ottawa Presbytery to receive short-term training, instruction and enrichment for Christian service. Costs to be supported include: tuition/registration, travel, and accommodation.

This Lay Bursary Fund is administered by the Business Committee, which has the right to grant or refuse requests, according to the criteria stipulated below. It is not intended for

Ministers of Word and Sacrament, active members of the Diaconal Order, professional church workers, or students in preparation for full-time service.

Criteria

Grants will be provided to persons who enroll for a course/event which will equip them for some particular aspect of Christian service and which fulfills the following conditions:

- 1) The candidate is an active member/adherent of one of the Presbyterian churches within the Ottawa Presbytery.
- 2) The candidate will be able to utilize the new skill or knowledge in some specified manner in the congregation and/or presbytery.
- 3) The candidate belongs to some committee, organization, or other kind of support system which will be expected to receive the candidate's report of the course and utilize the candidate's new knowledge or skills,
- 4) The candidate will attend the course not as a casual observer, but as a full participant, seeking personal enrichment, prepared to make a personal contribution to the proceedings.
- 5) The candidate will be expected to report back in writing to the presbytery and seek to share his/her experience in their home congregation or in another Presbyterian church, as appropriate.
- 6) The course should be sponsored by an organization or group with a reputation and theological stance is in keeping with the Presbyterian Church in Canada
- 7) Applications will be made to the Business Committee of presbytery using the appropriate application form
- 8) Normally, the congregation will provide a third of the cost (which may be waived if the congregation is unable to do so), the candidate a third (the congregation may opt to pay for this third as well), and presbytery will pay a third. Other funds may be available from the national office of the Presbyterian Church in Canada.
- 9) The course/event must be supported by a recommendation of the session of the member/adherent. Inability of a congregation to provide financial support should not prevent endorsement of an application. (section 8 and 9 amended November 20, 2018, p. 6464)

Considerations in Making Grants

Applications will be approved on the basis of the information provided and resources available. Applications which indicate benefit for a significant number of people, or for a wider geographical area, will normally be given a higher priority. Applications will not necessarily be treated on a "first come first served" basis.

Applications for a candidate to attend a second or third course for which bursary grants have been made, will usually be given a lower priority, unless some strong benefit to the church is expected.

Applications are requested 3 months prior to the event, as a norm.

In exceptional cases, the process (application submission, approval and reimbursement) can occur after the event has taken place.

The amount of the Lay Bursary Fund shall be determined annually.

(September 21, 2004, p. 4021)

Appendix B - Calls and Appointments

1.0 Interim Moderators are required to consult the Ministry and Church Vocations office of the Life and Mission Agency regarding the files of candidates for calls or appointments (Book of Forms Section 215.2).

2.0 The name of any candidate to be considered for a call by this presbytery shall be communicated to presbyters at least seventy-two hours prior to the presbytery meeting at which the call will be considered. (June 19, 2004, p. 3990)

3.0 Guidelines for Vacant Charges (p. 4732, April 15, 2008)

The following guidelines for Vacant Charges be adopted:

1. When a congregation is unable to call a minister to full time service every effort should be made to seek out a qualified Presbyterian Minister or lay missionary. There may be times when this will prove not possible. In such situations ordained ministers of other denominations may be engaged for short term service. During this time sessions will be expected to explore other possibilities that will lead to more permanent arrangements being made (e.g. amalgamation or linking with another congregation nearby). In all situations such stated supply or Interim Ministry a covenant shall be prepared for consideration and approval of the presbytery. All such arrangements shall be for a stated period (not longer than one year in the case of stated supply and not longer than two years for Interim Ministry). Any renewals or extensions shall also be brought to the presbytery for approval.

2. When there is a change in the conditions of the appointment the presbytery shall be consulted again for its approval of the same.

3. When ministers are appointed from other denominations to provide ministerial leadership in vacant congregations it should be with the understanding that it is a short term appointment during which time the session will explore other alternatives.

4. When ministers are appointed who are not under the discipline of the presbytery it shall be with the understanding that they will not have authority to conduct communion or administer baptism. They may be invited to participate in such services together with the Interim Moderator but will not be given permission to do so on their own. This is in keeping with the historical practice of The Presbyterian Church in Canada.

5. When appointments are made to vacant congregations it is expected that the candidate will be personally introduced to the presbytery at a regularly held meeting.

Appendix C - Camps

1.0 Gracefield Christian Camp and Retreat Centre

Terms of reference for the Board of Directors for the Gracefield Christian Camp and Retreat Centre (pp. 5012ff, July 28, 2009; amended p. 5089, September 15, 2009; amended pp. 5976-5977, June 16, 2015; amended p. 6856, June 21, 2022)

PURPOSE AND ACCOUNTABILITY

Gracefield Christian Camp and Retreat Centre's Statement of Purpose is as follows:

Gracefield Christian Camp and Retreat Centre is dedicated to helping all people experience spiritual discovery, growth, and renewal. It is a community that nurtures a deeper love of Christ, provides comfort and support, builds leadership, develops meaningful relationships, and practices stewardship of the environment.

Gracefield Christian Camp and Retreat Centre is accountable to The Presbytery of Ottawa of Presbyterian Church in Canada.

ARTICLE 1 - Responsibilities

1.1 To administer the property at Gracefield by:

- a) Maintaining and developing the property and keeping the buildings, roads, fencing, and recreation facilities in good repair, insured and applicable taxes paid.
- b) Ensuring that the land is utilized in a way that is productive, as well as aesthetically pleasing, useful for recreation connected to our programs, and as a wildlife habitat.
- c) Ensuring, as far as possible, that the uses of the surrounding properties are not incompatible with programs and atmosphere of Gracefield Christian Camp and Retreat Centre.

1.2 To provide competent staff, relevant programs, adequate facilities and equipment to ensure that Gracefield is enabled to offer programs in the following areas:

- a) Experience of Christian community in a "setting apart".
- b) Encouragement of one's personal spiritual growth and renewal.
- c) Equipping for service within committees, congregations and global outreach.
- d) Development of leadership skills.
- e) Fostering of an appreciation for creation in praise of the Creator.
- f) Practices of good stewardship of the environment.

1.3. To support as much as possible the programs and policies of The Presbyterian Church in Canada by reflecting them in the programs and policies of Gracefield Christian Camp and Retreat Centre.

1.4. To study and develop ways and means by which Gracefield Christian Camp and Retreat Centre may be of service to The Presbyterian Church in Canada on a nation-wide basis as a camp and retreat centre.

1.5. To publicize the programs and facilities of Gracefield Christian Camp and Retreat Centre throughout The Presbyterian Church in Canada, other churches and organizations/groups.

1.6. To subsidize when possible, programming costs for deserving individuals or church groups where other funds are not available.

1.7. To subsidize travelling costs of participants in Gracefield Christian Camp and Retreat Centre programs when possible and when funds become available.

1.8. To provide facilities and hospitality for other church groups.

1.9. To provide facilities and hospitality for non-church groups in non-peak periods or when available.

1.10 To report twice annually to the Presbytery of Ottawa on the operation and programs of Gracefield Christian Camp and Retreat Centre and other related matters.

ARTICLE 2 - Board of Directors

2.1 Numbers and Qualification

The property and affairs of Gracefield shall be managed by the Board of Directors which shall be composed of a minimum of twelve (12) and a maximum of fourteen (14) Directors. The Directors then in office shall fix the number of Directors from time to time. Directors shall be individuals, at least eighteen (18) years of age and have

the power under law to contract. A minimum of two-thirds of the voting members of the Board of Directors shall be members or adherents of The Presbyterian Church in Canada.

2.2 Term of Directors

Appointment of individuals to the Board of Directors of the Gracefield Christian Camp and Retreat Centre will be initiated by a Nominating Committee of the Board that is comprised by two representatives of the Board of Directors and one representative from the Presbytery of Ottawa. The Nominating Committee will seek nominations from the three presbyteries in Eastern Ontario, at a minimum, but not be bound to accept those nominations. A comprehensive slate of nominations will be provided by the Nominating Committee to the Board of Directors for discussion and approval. Once the Board of Directors has approved the slate of candidates, the slate shall be presented to the Presbytery of Ottawa for their approval at the June meeting of the Presbytery each year. As per Recommendation #9 included in A Governance Framework for Gracefield Camp and Conference Centre and approved by both the Presbytery of Ottawa and the Synod of Quebec and Eastern Ontario, it is recognized "That a slate of candidates for the Board of Directors, including rationale for their appointment, be put forward annually to the Presbytery of Ottawa in advance of its June stated meeting for appointment with the understanding that the Presbytery will either appoint the entire slate or refer it back to the Board of Directors for reconsideration."

Each director shall be eligible for re-election for one (1) further term of three (3) years. No Director may serve for more than six (6) consecutive years. A Director who has served on the Board of Directors for six (6) consecutive years shall be eligible for re-election after a minimum of one (1) year off the Board of Directors.

2.3 Vacation of Office of Director

The office of a Director shall be automatically vacated:

- a) if the Director resigns his or her office by delivering a written resignation to the head office of Gracefield and depositing same with the Secretary of Gracefield;
- b) if the Director is found by a court to be of unsound mind;
- c) if at a meeting of the Board of Directors, a resolution is passed by at least sixty-six and two-thirds percent (66 2/3%) of the members of the Board present at such meeting and entitled to vote there that the Director be removed from office; or
- d) on death of the Director.

If any vacancy shall occur for any reason contained in this paragraph, the Board of Directors by majority vote may fill the vacancy. Replacement members are eligible for reappointment for up to a six-year term. The Board of Directors shall have the authority to appoint individuals to fill any vacancies which may occur during the year. These actions are to be reported in writing to Clerk of the Presbytery of Ottawa immediately for report at the next regular meeting of the Presbytery. Should a vacancy in the office of Chair occur, the board shall propose a nominee to the Presbytery for the Presbytery to appoint. These appointments are to be conducted on an interim basis until the next slate of nominations is put forward to Presbytery for approval.

If a meeting of the Board of Directors fails to elect the number or minimum number of the Directors required by the Terms of Reference of Gracefield board and any other applicable laws or if a vacancy occurs as a result of any of the foregoing reasons which is not filled by the Board of Directors, the Directors remaining in office may exercise all the powers of the Board of Directors provided that a quorum of Directors is elected or remains in office as the case may be.

2.4 Resignation

A retiring Director whose resignation stipulates that it is not to be effective until a certain meeting of the Board of Directors or the Members, shall remain in office until the dissolution or adjournment of the meeting at which his or her resignation is to be effective.

2.5 Remuneration

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from his or her position as such, provided that a Director may be paid reasonable expenses incurred by him or her in the performance of his or her duties. Nothing contained herein shall be construed to preclude any Director from serving Gracefield as an officer or in any other capacity and receiving compensation therefore.

ARTICLE 3 - Powers of the Board of Directors

3.1 Affairs of Gracefield

The Board of Directors of Gracefield shall administer the affairs of Gracefield in all things and make or cause to be made for Gracefield, in its name, any kind of contract which Gracefield may lawfully enter into and, except as otherwise specifically provided herein, shall exercise all such other powers and do all such other acts and things as Gracefield is permitted or otherwise authorized to exercise and do. Without restricting the generality of the foregoing, the Board of Directors shall have power to authorize expenditures on behalf of Gracefield from time to time.

3.2 Finances

The Board of Directors shall take such steps as they may deem requisite to enable Gracefield to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments, payments and donations of any kind whatsoever for the purpose of furthering the objects of Gracefield. The Board of Directors shall have the power to enter into a trust arrangement with an incorporated financial institution for the purpose of creating a trust fund in which the capital and interest may be made available for the benefit of promoting the interest of Gracefield in accordance with such terms as the Board of Directors may determine.

3.3 Employees

The Board of Directors may appoint such agents and hire such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as determined by the Board of Directors. The Board of Directors may delegate by resolution to an Officer or Officers the right to hire and pay salaries to employees.

3.4 Borrowing

Subject to the laws of The Presbyterian Church in Canada, the Board of Directors may from time to time:

- a) borrow money upon the credit of Gracefield;
 - b) limit or increase the amount to be borrowed;
 - c) issue debentures or other securities of Gracefield;
 - d) pledge or sell such debentures or other securities for such sums and at such prices as may be deemed expedient; and
 - e) secure any such debentures, or other securities, or any other present or future borrowing or liability of Gracefield, by mortgage, hypothec, charge or pledge of all or any currently owned or subsequently acquired real and personal, movable and immovable, property of Gracefield, and the undertaking and rights of Gracefield.
- The Board of Directors may delegate such powers to the Officers or the Directors to such extent and in such manner as the Board of Directors may, by resolution, determine. Nothing herein limits or restricts the borrowing of money by Gracefield on bills of exchange or promissory notes made, drawn, accepted, or endorsed by or on behalf of Gracefield. It is recognized that any activities that would require borrowing against the property would require the involvement and permission of the Presbytery of Ottawa as the holder of the Title.

ARTICLE 4 - Officers

4.1 Officers

The officers of Gracefield shall be a chair (the "Chair"), a vice-chair (the "Vice-Chair"), a secretary (the "Secretary"), a treasurer (the "Treasurer") and any such other officers as the Board of Directors may by resolution determine (herein referred to, individually, as an "Officer" and, collectively, as the "Officers"). Any Officer except the Chair may hold more than one office.

4.2 Appointment

The Chair shall be elected by the Board of Directors and submitted to the Presbytery of Ottawa together with all the other board members. The remaining positions shall be appointed by resolution of the Board of Directors at the first meeting of Board.

4.3 Term

The Officers shall hold office for a term of three (3) years from the date of appointment or until their successors are appointed. All Officers other than the Chair may be removed by resolution of the Board of Directors at any time. The Chair may be removed by resolution of the Members passed at a meeting of Members called for that purpose, by a vote of not less than sixty-six and two-thirds percent (66 2/3%) of the Members of the Board.

ARTICLE 5 - Duties of Officers

5.1 Chair

The Chair shall preside at all meetings of the Board of Directors. The Chair shall have the general and active management of the affairs of Gracefield. He or she shall see that all orders and resolutions of the Board of Directors are carried into effect and shall perform such other duties as may be determined by the Board of Directors from time to time.

5.2 Vice-Chair

The Vice-Chair shall, in the absence or disability of the Chair, perform the duties and exercise the powers of the Chair and shall perform such other duties as may be determined by the Board of Directors from time to time.

5.3 Treasurer

The Treasurer shall have the custody of the funds and securities of Gracefield and shall keep or cause to be kept full and accurate accounts of all assets, liabilities, receipts and disbursements of Gracefield in the books belonging to Gracefield and shall deposit or cause to be deposited all monies, securities and other valuable effects in the name and to the credit of the Gracefield in such chartered bank or financial institutions covered by C.D.I.C. or in the case of securities, in such registered dealer in securities, as may be determined by the Board of Directors from time to time. He or she shall disburse or cause to be disbursed the funds of Gracefield as may be directed by proper authority taking or causing to be taken proper vouchers for such disbursements, and shall render or cause to be rendered to the Chair and Board of Directors at regular meetings of the Board of Directors, or whenever they may require it, an accounting of all the transactions and a statement of the financial position of Gracefield.

5.4 Secretary

The Secretary shall carry on the affairs of Gracefield generally under the supervision of the Officers and shall attend all meetings of the Board of Directors and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. The Secretary, or such other officer or director as designated by the Board of Directors, shall have custody of the corporate seal of Gracefield. The Secretary, or his or her designate, shall deliver the corporate seal only when authorized by a resolution of the Board of Directors to do so and to such person or persons as may be named in such resolution. He or she shall give or cause to be given notice of all meetings of the Members and of the Board of Directors, and shall perform such other duties as may be specified by the Board of Directors or Chair, under whose joint supervision he or she shall be. He or she shall perform such other duties as may be determined by the Board of Directors from time to time.

5.5 Other Officers

The duties of all other Officers shall be such as the terms of their appointment require or as may be determined by the Board of Directors.

ARTICLE 6 - Executive Committee

6.1 Executive Committee

There shall be an executive committee (the “Executive Committee”) comprised of the Chair and four (4) additional members of the Board of Directors. Subject to any applicable laws and subject to the power of the Board of Directors to restrict the powers of the Executive Committee from time to time as the Board of Directors may determine, the Executive Committee shall possess and may exercise, during intervals between meetings of the Board of Directors, all of the powers of the Board of Directors in the administration of the affairs of the Gracefield other than the power to repeal, vary, add to or amend the Terms of Reference of Gracefield. Executive Committee members shall receive no remuneration for serving as such, but shall be entitled to reasonable expenses incurred in the exercise of their duties. The members of the Executive Committee shall be subject to removal by resolution of the Board of Directors at any time.

6.2 Meetings

Meetings of the Executive Committee may be held at any time and place to be determined by the members of the Executive Committee, provided that, forty-eight (48) hours written notice of such meeting shall be given, other than by mail, to each member thereof. Provided further that, if notice of any such meeting is given by mail, such notice by mail shall be sent at least fourteen (14) days prior to the meeting. Three (3) members of the Executive Committee shall constitute a quorum. No error or omission in giving notice of any meeting of the Executive Committee or any adjourned meeting of the Executive Committee shall invalidate such meeting or make void any proceedings taken there at and any member thereof may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. Articles 8.3 and 8.4 apply, mutatis mutandis, to meetings of the Executive Committee.

ARTICLE 7 - Committees

7.1 Committees

The Board of Directors may establish, by resolution, committees on such terms and conditions as the Board of Directors deems appropriate, whose members will hold their offices at the discretion of the Board of Directors or as otherwise determined by the Board of Directors.

ARTICLE 8 - Meetings of the Board of Directors

8.1 Meetings - Number and Notice

The meetings of the Board of Directors shall be held at Gracefield or at any place and on such date as the Board of Directors may determine provided that, forty-eight (48) hours written notice of such meeting shall be given, other than by mail, to each Director. Provided further that, if notice is given by mail such notice shall be mailed at least fourteen (14) days prior to the meeting. No notice of a meeting of the Board of Directors shall be required if all Directors are present and waive notice, or if those absent have signified their consent to the meeting being held in their absence. No error or omission in giving notice of any meeting of the Board of Directors or any adjourned meeting of the Board of Directors shall invalidate such meeting or make void any proceedings taken there at and any Director may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. The statutory declaration of the Chair or the Secretary that notice has been given shall be sufficient and conclusive evidence of the giving of such notice. The Chair may, and the Secretary shall upon written requisition of not less than a majority of the Directors, call a meeting of the Board of Directors. There shall be at least four (4) meetings per year of the Board of Directors. A minimum of one meeting per year will be at Gracefield Christian Camp and Retreat Centre.

8.2 Quorum

Six (6) members of the Board of Directors constitute a quorum at any meeting of the Board of Directors.

8.3 Consensus Procedures Governing Voting

Each Director shall be entitled to exercise one (1) vote at each meeting of the Board of Directors. Except as expressly provided herein and unless otherwise expressly provided by the Act, at all meetings of the Board of Directors, every question shall be determined by a majority of votes cast at the meeting. In the event of a tie, the Chair of the meeting shall have a second or casting vote. A declaration by the Chair of the meeting that a

resolution has been carried and an entry to that effect in the minutes shall be prima facie proof of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.

8.4 Participation by Telephone or other Electronic Means

If all members of the Board of Directors consent thereto in advance, generally or in respect of a particular meeting, and all Directors have equal access, a Director may participate in a meeting of the Board of Directors by means of such conference telephone or other communications facilities as permit all persons participating in the meeting to communicate with one another, and a Director participating in such a meeting by such means is deemed to be present at the meeting. The Secretary shall ensure each particular meeting is handled in a secure fashion. Quorum shall be established by the Secretary at the beginning of each particular meeting by verbal roll call, where appropriate, or by such other reasonable measures as determined by the Secretary to accurately confirm attendance of the Directors at the meeting. The Secretary shall record each vote cast by a Director participating by telephone or other electronic means in the minutes.

8.5 Voting by Ballot

Where a Director is unable to participate in a meeting of the Board of Directors of Gracefield either in person, by conference telephone or other electronic means, then, subject to this By-Law, the Director may have his or her vote recorded for the purposes of the meeting by means of a detailed voting ballot. The Secretary of Gracefield shall provide the detailed voting ballot to any Director who indicates his or her inability to attend a meeting of Directors in person, by conference telephone or by other electronic means. The completed and signed voting ballot must be returned by the absent Director to the Secretary of Gracefield prior to the commencement of the meeting at which the absent Director's vote is to be counted. The voting ballot must contain sufficient detail concerning matters to be raised at the meeting to allow a Director who is unable to attend the meeting the opportunity to make a reasoned judgment on the matters contained therein. A Director's vote by ballot will only be counted if the motion on the floor of the meeting is identical to that contained in the ballot. The deposit of a ballot with the Secretary of Gracefield will not constitute that Director present for the purposes of establishing quorum at any meeting of Directors.

ARTICLE 9 - Minutes of Board of Directors and Executive Committees

9.1 Minutes of Board of Directors and Executive Committee

The minutes of the Board of Directors or the minutes of the Executive Committee shall be available only to the Board of Directors, each of who shall receive a copy of such minutes, and to the Presbytery of Ottawa when called for review.

ARTICLE 10 - Notice

10.1 Address for Notice

For the purpose of sending notice to a member of the Board of Directors, a Director or an Officer for any meeting or otherwise, the address of the Member, Director or Officer shall be his or her last address recorded on the books of Gracefield.

ARTICLE 11 - Indemnity and Insurance

11.1 Indemnity

Gracefield shall indemnify and save harmless the Directors and Officers of Gracefield and their heirs, executors and administrators from and against all costs, charges and expenses including any amount paid to settle an action or to satisfy a judgment, reasonably incurred by Directors or Officers in respect of:

- a) any civil, criminal or administrative action or proceeding to which the Director or Officer is made a party by reason of being or having been a Director or Officer of Gracefield;
- b) any action by or on behalf of Gracefield to procure a judgment in its favour to which the Director or Officer is made a party by reason of being or having been a Director or Officer of Gracefield, if Gracefield obtains any approval required under the Act in respect of such indemnification; and

c) the defense of any civil, criminal or administrative action or proceeding to which the Director or Officer is made a party by reason of being or having been a Director or Officer of Gracefield if the Director or Officer was substantially successful on the merits in his or her defense of the action or proceeding, if the Director or Officer has acted honestly and in good faith with a view to the best interests of Gracefield and in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, the Director or Officer had reasonable grounds for believing that his or her conduct was lawful.

11.2 Directors and Officers Liability Insurance

Gracefield shall, at all times, maintain in force such directors and officers liability insurance as may be approved by the Board of Directors.

ARTICLE 12 - Execution of Documents

12.1 Execution of Documents

Contracts, documents or any other instrument in writing requiring the signature of Gracefield shall be signed by any two Officers and all contracts, documents and instruments in writing so signed shall be binding upon Gracefield without any further authorization or formality. The Board of Directors shall have power from time to time by resolution to appoint any individual who shall be empowered on behalf of Gracefield to sign specific contracts, documents and instruments in writing. The Board of Directors may give Gracefield's power of attorney to any registered dealer in securities for the purposes of the transferring of and dealing with any securities owned by Gracefield. The seal of Gracefield when required maybe affixed to contracts, documents and instruments in writing signed as aforesaid or by any Officer or Officers appointed by resolution of the Board of Directors.

ARTICLE 13 - Corporate Seal

13.1 Corporate Seal

The seal, an impression whereof is made in the margin hereof, shall be the seal of Gracefield.

ARTICLE 14 - Financial Year

14.1 Financial Year

Unless otherwise ordered by the Board of Directors, the fiscal Year-end of Gracefield shall be the 31st day of December in each year.

ARTICLE 15 - Amendment of Terms of Reference

15.1 Amendment to Terms of Reference

The Terms of Reference for the Board of Directors may be repealed or amended by the Presbytery of Ottawa, upon its own initiative or upon recommendation of the Board of Directors.

ARTICLE 16 - Auditors

16.1 Auditors

The members of the Board of Directors shall annually appoint an auditor to audit or review the accounts of Gracefield and provide a report to the Treasurer who will present the findings at the next meeting of the Board. The auditor shall hold office until the Board of Directors reaffirms that position on an annual basis or appoints a new auditor. The Board of Directors shall fix the remuneration of the auditor.

ARTICLE 17 - Books and Records

17.1 Books and Records

The Board of Directors shall ensure that all necessary books and records of Gracefield required by the Terms of Reference of Gracefield or by applicable law are regularly and properly kept and microfilmed.

ARTICLE 18 - Rules and Regulations

18.1 Rules and Regulations

The Board of Directors may prescribe such rules and regulations not inconsistent with these Terms of Reference relating to the management and operation of Gracefield as they deem appropriate.

ARTICLE 19 - Repeal of Terms of Reference

19.1 Repeal of Terms of Reference

Upon these Terms of Reference coming into force, all previous by-laws or Terms of Reference of Gracefield are repealed, provided that such repeal shall not affect the previous operation of such by-law or Terms of Reference so repealed or affect the validity of any act done or right, privilege, obligation or liability acquired or incurred under the validity of any contract or agreement made pursuant to any such by-law or Terms of Reference prior to its repeal.

Appendix D - Continuing Education and the Session (added March 19, 2019, p. 6495)

Continuing Education and the Session Presbytery of Ottawa

The Presbyterian Church in Canada takes seriously the ongoing development of those in ordained teaching ministry within the church. The church provides for continuing education (study leave) for clergy and encourages all to make full use of this provision. The Presbytery is responsible for oversight in this area but recognizes the important role the Sessions play in the use of study leave. With this in mind, the Presbytery of Ottawa would like to offer some guidance for Sessions in regards to providing for study leave for your minister.

Time

The PCC stipulates the provision of two weeks per year for study leave. This is cumulative to five years so in theory a minister could take ten weeks of study leave every five years. If a minister desires to accumulate study leave time this should be done in negotiation with the Session so there are no surprises when the time is requested. After five years the two weeks of the earliest year are lost. Sessions should encourage their minister to make regular use of their study leave time.

Funds

The PCC stipulates the minimum provision of \$600 per year for study leave. This is also cumulative to five years so a minister who saves study leave for a five-year period would have ten weeks and \$3,000 available. When study leave funds are not used in any given year they should be allotted to a continuing education reserve fund so that when called upon the funds are available with no undue stress to a church budget. If a minister desires to accumulate study leave funds this should be done in negotiation with the Session so there are no surprises when the funds are requested.

Use of Study Leave

- Up to 50% of the funds can be used for the purchase of books. This is particularly important if there is no book allowance in the budget.

- Week-long (two-week long) courses at a theological college or other appropriate educational institution.
- Self-directed study.
- Substantial conference. A one-day conference should not be seen as appropriate use of a week of study leave unless there is other studying planned for the week.
- Another learning experience where the minister and Session are convinced of the value of the experience. This could include: a mission trip, participation in the life of a religious community or substantial study for the preparation for a series of sermons for the congregation.

Areas of Study

- Biblical/Doctrinal/Historical Theology
- Pastoral Theology
- Skills for Ministry
- Issues in Church and Society
- Personal and Spiritual Growth
- Career Assessment and Development

Responsibilities - Minister

- The minister is responsible for making good and regular use of his/her study leave.
- To consider his/her personal professional educational needs as well as the specific needs of the congregation in terms of what to study.
- To discuss with the Session the timing of study leave and inform the Session of what is planned for the study leave.
- To arrange for pulpit supply and emergency pastoral care during study leave.
- Report to the Session and Presbytery following the study leave on what was gained through the experience.

Responsibilities - Session

- The Session is responsible to encourage their minister to use his/her study leave time.
- To communicate with the minister regarding known needs where particular training would be a blessing to the congregation.
- Approve the time for the minister to take study leave.
- Pay for pulpit supply during the absence of the minister on study leave.
- Report to the Presbytery when study leave is approved for their minister.

Responsibilities – Presbytery

- The Presbytery has overall responsibility for the use of study leave but sees the Sessions playing an important role in encouraging ministers to make use of their study leave and to make study suggestions where there is a perceived congregational or ministerial need.
- If there is disagreement between a minister and session regarding study leave, the Presbytery, through the Ministry and Pastoral Care Committee, will act to resolve the matter.

If the Session has any questions regarding the use and granting of study leave, please contact the Presbytery's Ministry and Pastoral Care Committee.