

# **CLASSIS GRANDVILLE HANDBOOK**

## **RULES OF ORDER**

**Adopted January 21, 2021**

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## WELCOME

Welcome to Classis Grandville. This handbook is intended to provide guidelines and summary information for pastors and councils about the procedures, policies, and rules of conduct set for Classis Grandville that allow us to work together in shared goals.

We are a group of churches who...

- Collaborate for God's mission
- Care with Christ-like compassion
- Celebrate in the Spirit's work

## CONVENING AND CONSTITUTION

### MEETING STRUCTURE:

- (1) The Classis shall be constituted as prescribed by the Church Order and such synodical rulings as govern classical meetings.
- (2) Classis shall convene on the third Thursday in September, January, and May.
- (3) Organizations that are supported by Classis Grandville grants will be encouraged to participate in an annual ministry fair (ordinarily occurring during the January meeting), at which time representatives can create displays to present their ministries and engage directly with delegates. Other reports from these organizations during classis sessions will be limited to once a year.
- (4) It shall be the duty of the stated clerk of classis to announce the next succeeding meeting in the official publications of the church at least six weeks before the date of meeting. Wherever classis convenes, that respective council shall provide all facilities needed for classical meetings, make arrangements for

the meals of the delegates, etc. Expenses thus incurred shall be paid by the classical treasurer from the General Fund of Classis.

(5) Councils (and/or members of one of the churches in classis) desiring to bring any matter, such as overtures, appeals, and protests, before classis, must provide written copies to the stated clerk at least six weeks before classis convenes. The stated clerk shall send an agenda of all matters coming before classis to the councils at least four weeks before classis convenes. A written report from the denominational agencies shall be sent with the agenda. Materials not appearing on the agenda can be taken up by special decision of classis.

(6) The Executive Team is instructed to review classical agendas and be deliberate in finding ways to stay within a reasonable timeframe. The concluding time for the classis meeting is to be announced before the meeting, and can be exceeded only by the majority vote of classis at its meeting.

(7) Examinations of candidates for Minister of the Word and commissioned pastor will be scheduled for separate, special classis meetings and not during regular meetings of classis. Special classis meetings for the examination of candidates shall ordinarily be hosted by the calling church.

(8) Those requesting permission to speak at classis must contact the stated clerk prior to the publishing of the classical agenda (approximately four weeks before the meeting). Any request subsequent to that deadline will be denied.

(9) Those who are granted permission to address classis shall be informed by the stated clerk that time limits will be strictly enforced by the chairperson. In addition, that speakers be instructed to bring their report in writing (to be distributed to delegates) and limit spoken comments to telling a story about lives impacted by their ministry. Speakers will be reminded to clarify what information they would like delegates to bring back to their congregation. See section on Guidelines of Presenters.

(10) The chairperson at Classis Grandville meetings shall be appointed by the Executive Team to serve in that role on an annual basis. The Executive Team shall solicit chair recommendations from Churches of Classis. The Executive Team will annually recommend a chairperson to Classis for their approval.

(11) The chairperson of the previous meeting shall officiate as chair pro tem until the subsequent meeting of classis has been duly constituted.

(12) The chairperson shall call classis to order on the appointed day and at the specified time as defined in the agenda. Provided that a quorum, i.e., two-thirds of the churches in classis are represented, he/she shall declare the Classical Assembly opened.

(13) The classical sessions are open to the public, unless by a majority vote classis decides to meet in executive session (office bearers in classis only) or strict executive session (official delegates only). The minutes of an executive session are to be recorded but not read in public, and are not to be included in any public copies.

## **OFFICERS OF CLASSIS AND THEIR DUTIES**

### **CHAIRPERSON:**

- (1) As presiding officer, the chairperson shall see to it that business is transacted in the proper order and expedited as much as possible and that members observe the rules of order and decorum.
- (2) The chairperson shall call the meeting to order at the appointed time and shall see to it that the meeting is properly opened and closed with prayer. The chairperson shall request the delegates who have not signed the Covenant of Officebearers to express their agreement with the three forms of unity by signing the form.
- (3) The chairperson shall welcome delegates or other guests of classis, respond to their greetings, or appoint members of classis for that purpose.
- (4) The chairperson shall place before classis every motion that is made and seconded according to the rules of order, and shall clearly state every question before a vote is taken, so that no member may be in doubt as to the matter before the assembly.
- (5) The chairperson shall remain impartial on any pending question, relinquish the chair to the vice-chair and not resume it until after the disposition of the question. The chairperson may speak while holding the chair to state matters of fact or to inform classis regarding points of order.
- (6) The chairperson shall recognize for debate only those who have properly sought recognition. In case more than one seeks recognition simultaneously, the chairperson shall give recognition according to his/her own judgment.
- (7) The chairperson shall have and duly exercise the prerogative of declaring a motion or a person out of order. In case the ruling is disputed, it shall be submitted to classis for decision by a majority vote.
- (8) As a member of classis the chairperson shall retain his/her right to vote when vote is taken by ballot. In case the vote is by acclamation, the chairperson does not avail him/herself of his/her right unless his/her vote is the decided one. In case the vote is tie and the chairperson abstains from voting, the motion is lost as though he/she voted against it. Should the chairperson vote affirmatively, the motion is carried.
- (9) The chairperson shall not preside in any matter that particularly concerns him/herself or his/her council.
- (10) In case of a point of order, the chairperson must make a ruling at once. This ruling may be reversed by a majority decision of classis if any member is dissatisfied with the ruling of the chair and appeals to the floor.
- (11) The chairperson shall appoint all auxiliary committees such as the committee for Article 41 and whatever other committees are left to his/her choosing by the delegates.
- (12) The chairperson shall convene the officers of classis immediately following adjournment to approve the concept minutes.

#### VICE CHAIRPERSON:

(1) The vice chairperson shall preside when the chairperson relinquishes the chair to him/her, or if the chairperson should be unable to preside.

#### THE STATED CLERK:

(1) Classis elects a stated clerk for the period of three years. An alternate is elected for a similar term and officiates when the stated clerk is incapacitated.

(2) It shall be the stated clerk's duty to serve as secretary at the meetings of classis.

#### **The Record Shall Contain:**

- a. Opening and closing of the sessions;
- b. All main motions whether carried or lost;
- c. All reports of committees and all decisions of classis;
- d. The names of non-members who addressed classis;
- e. Any document or part of debate or address that classis by majority vote has decided to insert into the minutes.

#### **The Record Shall Not Contain:**

- a. Any motion other than a main motion which was rejected;
- b. Any motion that was withdrawn.

(3) It shall be the stated clerk's duty to record these minutes after their adoption. The stated clerk shall be entrusted with compiling, printing and distribution of the agenda. The stated clerk shall send sufficient copies to each council of the minutes, overtures, appeals, protests and reports of special and advisory committees.

(4) The stated clerk shall carry on all correspondence of classis between sessions. The stated clerk shall also keep the files of classis complete and in order, and be the custodian of the archives.

(5) If the stated clerk is a delegate to classis, the stated clerk has all the rights of a delegate. Otherwise the stated clerk shall have the floor of classis only to read correspondence or to enlighten classis on matters of fact.

(6) The stated clerk shall be remunerated for services, adjusted annually according to the cost of living.

(7) The stated clerk shall serve as secretary for the classical Executive Team.

#### THE TREASURER:

(1) Classis elects a treasurer for the period of three years. An alternate is elected for a similar period of time to serve the the treasurer is incapacitated.

(2) The treasurer shall act as treasurer of all the monies of classis.

(3) The treasurer shall handle only monies for causes approved by the classis and/or synod.

(4) The treasurer shall keep proper record of amounts received and disbursed.

(5) The treasurer shall be placed under adequate surety bond according to the guidelines suggested by Synod. The premium shall be paid by classis.

(6) The treasurer shall at each meeting of classis present a report which is to be incorporated into the minutes.

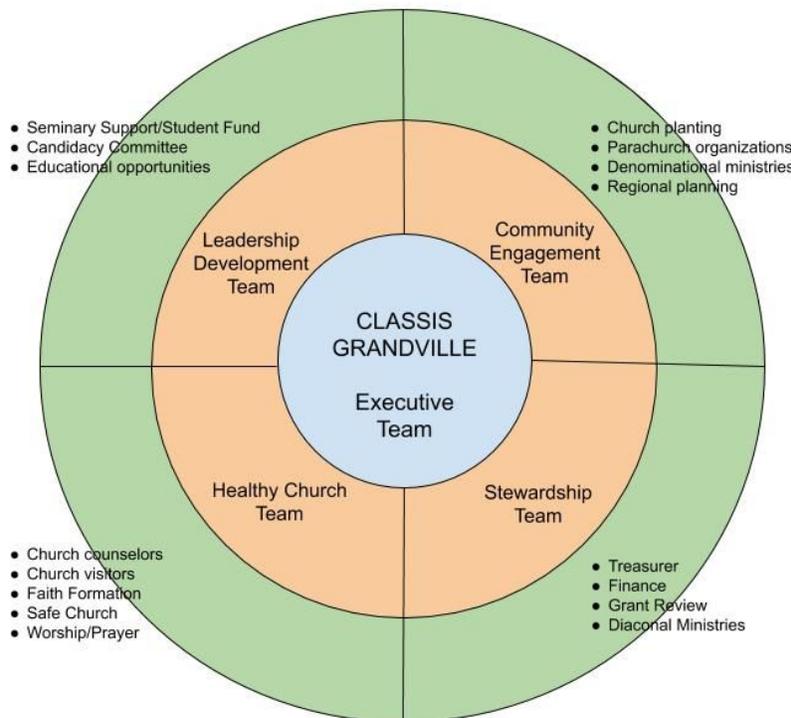
- (7) The treasurer shall inquire of the elder/deacon delegates to Synod whether or not remuneration is desired.
- (8) The treasurer shall be remunerated for his/her services, adjusted annually according to the cost of living.
- (9) The treasurer shall, upon request, provide information to the ministry teams of classis as to the status of the funds of classis.
- (10) The treasurer shall see that the books are audited yearly by a competent accounting firm.

## MINISTRY TEAMS

The principles of the ministry team structure:

- (1) The Councils of the churches of Classis Grandville retain original authority (*Church Order Article 27*)
- (2) Classis Grandville receives delegated authority from the Councils (*Church Order Article 27*)
- (3) All ministry teams report directly to Classis Grandville
- (4) Teams are responsible for carrying out their individual ministry mandates in line with the overall vision and mission of classis.
- (5) Executive Team provides overall leadership and accountability within the classical structure

Churches who **COLLABORATE** for God's mission, **CARE** with Christ-like compassion, **CELEBRATE** in the Spirit's work



## **Executive Team**

### MANDATE

The Executive Team will provide overall leadership to Classis Grandville by providing a forum that coordinates and directs classical ministries according to its Ministry Plan and implements all necessary requirements mandated by the Church Order of the CRC.

### MEMBERSHIP

The Executive Team shall be comprised of a representative (ordinarily the chairperson) from each of the classical ministry teams (Leadership Development, Community Engagement, Healthy Church, and Stewardship Teams), along with the Stated Clerk who serves as secretary. These representatives shall elect the chair of the Executive Team. If the assigned representative isn't available, classical teams are asked to send another team member to report at Executive Team meetings. Additionally, the chairperson of upcoming classis meetings shall serve as an ad-hoc member.

### MEETINGS

The Executive Team will meet at least six times a year in coordination with classis meetings. It will meet approximately six weeks before the next scheduled classis meeting, and it will meet approximately two weeks after a classis meeting, so that it usually meets early in the months of February, April, June, August, October and December. Other meetings can be scheduled on an as needed basis.

### RESPONSIBILITIES

The Executive Team will...

- (1) Review and coordinate the work of the ministry teams in light of the Classical Ministry Plan, including the coordination and appointment of ministry team membership.
- (2) Review and finalize the shape and flow of classical agendas before distribution in light of these expectations for classis meetings:
  - A place of discerning the Spirit in community
  - A network of support and accountability
  - Living into a collective calling
  - A connection into the wider church
- (3) Schedule and make arrangements for special classis meetings for the purpose of examinations of candidates for Minister of the Word and Commissioned Pastors.

- (4) Supervise the nomination and election of classical representatives at both the classical and denominational level.
- (5) Function as a classical interim committee in acting for classis when matters must be decided before the next plenary session.
- (6) Regularly review the Classical Ministry Plan. Make recommendations as needed to keep this plan fresh and relevant and responsive to changing circumstances. Implement a major review of the Classis Ministry Plan every five years.
- (7) Encourage diversity in classical representation in order to make full use of the spiritual gifts within Classis Grandville.
- (8) Be in regular communication with the Council of Delegates (COD) trustee as a bridge to the denomination. The COD delegate shall report and attend meetings as requested.

## **Community Engagement Team**

### MANDATE

The Community Engagement Team will administer the development of new mission and church planting opportunities among the churches of Classis and encourage participation in existing outreach ministries and community engagement opportunities by the denomination and parachurch organizations.

### MEMBERSHIP

The Community Engagement Team shall consist of six members including at least two church staff persons (at least one of whom shall be ordained). The team shall choose its own secretary. The team chair shall be appointed by the Executive Team. The chair shall serve for a three-year term, with the option of renewing for one additional three-year term.

### MEETINGS

The Community Engagement Team will generally meet quarterly in coordination with classis meetings. It will meet before to prepare and after to implement specific ministry items. Other meetings can be scheduled on an as needed basis.

### CHAIR RESPONSIBILITIES

The Community Engagement Team chair will...

- (1) Attend Executive Team meetings or assign a team representative to report if not able to attend.
- (2) Ensure team meetings are scheduled.
- (3) Work with the team secretary for agendas, communication, and records.
- (4) Recruit team members in consultation with the Executive Team.
- (5) Present team reports at classis meetings.
- (6) Ensure the team is fulfilling its mandate.

### TEAM RESPONSIBILITIES

The Community Engagement Team will...

- (1) Promote and resource existing effective evangelistic ministries (*Church Order Article 75a*).
  - Seek out opportunities to encourage and support local church outreach.
  - Communicate with the Stewardship Team (Diaconal Ministries) concerning ministries of mercy that are effectively accomplishing outreach.

- Work closely with the Healthy Church team (Prayer) to communicate the various ministries with the churches of Classis Grandville and coordinate prayer for the Holy Spirit's leading in them.
- Communicate with the Regional Planning Team on projects of mutual interest.

(2) Promote, resource and administer, with the direct assistance of a local church or churches, the establishment of new churches within the ministry area of Classis Grandville (*Church Order Article 75a*).

- Actively seek to understand the spiritual condition of the community and share that understanding with the churches of Classis Grandville
- Develop a long-term ministry plan that identifies the most effective forms of church plants within Classis Grandville
- Work closely with local church councils, in cooperation with neighboring classes and community organizations to move that plan forward
- Evaluate other possible new church opportunities within the scope of the long-term plan

(3) Provide or endorse any Classis-wide evangelism opportunity that is to be promoted within Classis.

## **Healthy Church Team**

### MANDATE

The Healthy Church Team will be responsible to promote, encourage and assist the congregations of Classis Grandville in their growth as healthy communities of faith.

### MEMBERSHIP

The Healthy Church Team shall consist of six members including the Safe Church Coordinator and at least two church staff persons (at least one of whom shall be ordained). The team shall choose its own secretary. The team chair shall be appointed by the Executive Team. The chair shall serve for a three-year term, with the option of renewing for one additional three-year term.

### MEETINGS

The Healthy Church Team will generally meet quarterly in coordination with classis meetings. It will meet before to prepare and after to implement specific ministry items. Other meetings can be scheduled on an as needed basis.

### CHAIR RESPONSIBILITIES

The Healthy Church Team chair will...

- (1) Attend Executive Team meetings or assign a team representative to report if not able to attend.
- (2) Ensure team meetings are scheduled.
- (3) Work with the team secretary for agendas, communication, and records.
- (4) Recruit team members in consultation with the Executive Team.
- (5) Present team reports at classis meetings.
- (6) Ensure the team is fulfilling its mandate.

### TEAM RESPONSIBILITIES

The Healthy Church Team will...

- (1) Select, train and advise church visitors in the process of promoting and encouraging church health (*Church Order, Article 42b*). This training will include but not be limited to...
  - An understanding of the Biblical purposes and standards of the Church
  - A self-evaluation/assessment tool to reveal current conditions
  - A process by which current successes can be affirmed and shortcomings can be productively challenged
- (2) Provide and encourage regular opportunities for connection and support among the churches of Classis Grandville. This will include but not limited to...

- Coordinate with the Prayer Team to call our congregations to fostering comprehensive and consistent prayer lives (i.e. sharing praises and needs, scheduling trainings, developing partnerships, encouraging focused days of prayer)
- Communicates successes and challenges in individual congregations through communication channels developed by Classis
- Coordinate a time for worship and prayer at classis meetings
- Design avenues where churches of Classis Grandville can network to share expertise, ideas and resources
- Design and encourage opportunities among pastors of Classis Grandville, such as Inter-Nos

(3) Provide assistance through church visitors or other approved tools and resources to churches requesting assistance in growing healthy churches (*Church Order, Article 42c*).

(4) Coordinate educational opportunities classis-wide that fit the purpose and plan of this team.

(5) Coordinate with existing and future denominational agencies and ministries that address the mandate of this team. (i.e. Safe Church, Faith Formation)

(6) Support church counselors.

## **Leadership Development Team**

### MANDATE

The Leadership Development Team will establish, organize, and oversee programs, ministries and resources for the purpose of identifying, encouraging, training, and supporting the leaders of the church for today and into the future.

### MEMBERSHIP

The Leadership Development Team shall consist of six members including at least two church staff persons (at least one of whom shall be ordained). The team shall choose its own secretary. The team chair shall be appointed by the Executive Team. The chair shall serve for a three-year term, with the option of renewing for one additional three-year term.

### MEETINGS

The Leadership Development Team will generally meet quarterly in coordination with classis meetings. It will meet before to prepare and after to implement specific ministry items. Other meetings can be scheduled on an as needed basis.

### CHAIR RESPONSIBILITIES

The Leadership Development Team chair will...

- (1) Attend Executive Team meetings or assign a team representative to report if not able to attend.
- (2) Ensure team meetings are scheduled.
- (3) Work with the team secretary for agendas, communication, and records.
- (4) Recruit team members in consultation with the Executive Team.
- (5) Present team reports at classis meetings.
- (6) Ensure the team is fulfilling its mandate.

### TEAM RESPONSIBILITIES

The Leadership Development Team will...

- (1) Focus on present leaders
  - Provide and encourage training and continuing education for those who are currently serving as leaders in the local church
  - Provide financial assistance for churches and their pastors to be used for sabbaticals or training seminars, conferences, or conventions

(2) Focus on leaders-in-training

- Provide financial assistance for those currently in courses of leadership preparation [Seminary Support Fund and Student Fund], in accordance with classically approved guidelines (*Church Order, Article 21*)
- Coordinate with denominational Candidacy Committee for support such as mentoring, interviews, accountability, etc.

(3) Focus on prospective leaders

- Prompt local congregations to identify persons who could be encouraged and trained for full-time ministry
- Provide a program of encouragement and training for those whom local churches have identified as having gifts in church leadership

(4) Support the work of the Regional Pastor

## **Stewardship Team**

### MANDATE

The Stewardship Team will oversee classical finances and cooperate with the churches of Classis Grandville to promote a vision of good stewardship in the classis.

### MEMBERSHIP

The Stewardship Team shall consist of six members, including two of whom shall have experience in the diaconate of a local congregation and two ordained pastors. In addition, the classical treasurer shall serve as an ex-officio member of the team. The team shall choose its own secretary. The team chair shall be appointed by the Executive Team. The chair shall serve for a three-year term, with the option of renewing for one additional three-year term.

### MEETINGS

The Stewardship Team will generally meet quarterly in coordination with classis meetings. It will meet before to prepare and after to implement specific ministry items. Other meetings can be scheduled on an as needed basis.

### CHAIR RESPONSIBILITIES:

The Stewardship Team chair will...

- (1) Attend Executive Team meetings or assign a team representative to report if not able to attend.
- (2) Ensure team meetings are scheduled.
- (3) Work with the team secretary for agendas, communication, and records.
- (4) Recruit team members in consultation with the Executive Team.
- (5) Present team reports at classis meetings.
- (6) Ensure the team is fulfilling its mandate.

### TEAM RESPONSIBILITIES

The Stewardship Team will...

- (1) Review requests for classical funding from the classical ministry teams so as to present a unified budget and classical ministry share proposal to classis for approval.
- (2) Oversee the work of the classical treasurer.
- (3) Provide general oversight of classical finances and ensure that regular reports are published for the churches.
- (4) Monitor the support of classical and denominational ministry shares and encourage support by the churches of this commitment.

- (5) Encourage churches to discuss stewardship issues, including healthy financial practices, ministry opportunities, and use of all kinds of resources.
- (6) Encourage congregations to identify ministry needs or gaps and ministry overlaps or redundancies in their communities.
- (7) Encourage churches to participate in ecumenical efforts to initiate, nurture, develop and support diaconal ministries within their communities.
- (8) Initiate the annual work of receiving, processing and reviewing requests for the financial assistance of classis in cooperation with other ministry teams.
- (9) Contribute to classical initiatives that communicate the work of the team to the churches of classis

## **DENOMINATIONAL DELEGATES**

### DELEGATES TO DENOMINATIONAL BOARDS:

- (1) Classis shall be represented by a classical delegate.
  - a. The Board of World Renew
  - b. The Council of Delegates
- (2) Classis shall be represented on the following boards and committees by (a) regional delegate(s) to:
  - a. The Board of Resonate Global Missions
  - b. The Board of Trustees of Calvin University
  - c. The Board of Trustees of Calvin Theological Seminary
  - d. The Board of Reframe Media
- (3) Delegates to these boards shall be elected for a term of three years to begin on July 1 and terminate on June 30 of the year of appointment or termination. Delegates may be elected to up to two three-year terms.

### SYNODICAL DEPUTIES:

Classis shall elect one of its ministers for a three-year term to function as synodical deputy according to the rules laid down by Synod. An alternate deputy shall also be elected to a three-year term, and shall serve in the place of the regular deputy whenever necessary.

### SYNODICAL DELEGATES:

- (1) On a rotating basis each church shall recommend a pastor to serve as a delegate to synod.
- (2) Elder and deacon delegates who have served at previous synods are encouraged to allow themselves to be nominated to serve at consecutive synods for the sake of continuity.

## **GENERAL RULES**

Matters legally before the classis include:

- (1) Reports by classical ministry teams or advisory committees and delegates to Boards.
- (2) Overtures by Councils
- (3) Appeals or protests by individual members who cannot yield to council decisions and who have given proper notice of such appeal or protest to the councils concerned.
- (4) All matters which classis by majority declares acceptable. [Note: All reports must be submitted in writing in advance of the Classis meeting. Only by way of exception will an item be allowed on the agenda if a written report has not been received in advance.]

## **CHURCH VISITORS**

There shall be three teams of church visitors, nominated by the Healthy Church Team and approved by the Executive Team for two-year terms, which shall be reported to Classis. The nominating committee shall include as an appointee for each of the church visitor teams an elder in office at the time of his/her appointment. Each team shall have two alternates, one minister and one elder.

Each team shall visit the churches of Classis Grandville assigned to them once a year.

Each team shall also function whenever churches call on them to help settle serious issues that arise.

Each team shall record a report of the churches they have visited in a record book which shall be kept in the custody of the Stated Clerk when it is not in the possession of the church visitors.

Church visitors shall render a written report of their work at the subsequent meeting of Classis Grandville.

## **EXAMINATION OF CANDIDATES**

Upon a candidate's acceptance of a call from one of our churches, the church shall, in not less than five weeks before the next meeting of the classis in which the church is located, submit the following to the classical committee.

- a. A call letter
- b. A copy of the letter of acceptance

The Executive Team, upon receipt of the documents described above, shall, not less than four weeks prior to the meeting of classis do the following:

- a. Assign a text upon which the candidate shall prepare a sermon.
- b. Supply the candidate with a copy of these rules.
- c. Appoint four classical delegates as the official examiners, two to function as sermon critics and to be present at the worship service in which the total sermon is being preached, and two to conduct the actual examination at the time classis meets.

The candidate shall submit copies of the sermon to the sermon critics not less than two weeks prior to preaching the sermon.

The time schedule above may be modified in the event that a candidate accepts a call later than five weeks before the meeting. The Executive Team shall judge

whether the time available allows for a reasonable scheduling of the examination for the forthcoming classical gathering.

Procedure for examination of Candidates will follow the Church Order and Acts of Synod.

After the result of balloting has been announced, classis shall ordinarily resume its open session; the candidate shall be called in, apprised of the decision of classis with a brief exhortation from the chairman, and given the classical diploma. A prayer of thanksgiving shall be offered, the doxology shall be sung, and those present shall be given an opportunity to congratulate the candidate.

### **STUDENT LOAN FUNDS**

In harmony with the provisions of Article 21 of the Church Order, Classis Grandville maintains a fund under the direction of the Leadership Development Team (LDT) of classis. The goal of this fund is to encourage the development of full-time, ordained ministers with the Christian Reformed Church. Therefore, financial assistance shall be given to persons who desire to prepare for full-time or bivocational ministry.

Eligibility Requirements:

- a. Recipients shall have been members in full communion of one of the churches of Classis Grandville for at least three years. Only by way of exception will we consider requests for aid from other classes in the CRC to support their Student Funds.
- b. Recipients shall be those seeking full-time ordained or bivocational ministry in the CRC. Only by way of exception will the LDT consider requests from those seeking full-time unordained ministry in a church or agency of the CRC, or part-time ministry within the CRC.
- c. Students shall attend Calvin Seminary or one of the colleges affiliated with the CRC. Only by way of exception will there be consideration given to those attending another seminary.
- d. We will not consider applications of those pursuing Th.M, Ph.D, or D.Min degrees.

Student Loan Fund availability will annually and properly be publicized at churches in the classis.

Application Requirements:

- a. Present a letter of testimony and evaluation from their church council.
- b. Present a statement verifying confessing membership at one of the Classis Grandville churches.
- c. Present a statement of their financial need.

- d. Present their most recent high school or college grade transcript.
- e. Meet with the LDT for an interview to discuss (1) motives for desiring to study for the ministry, (2) their appreciation of the CRC and reformed faith, (3) their personal testimony, and (4) whatever else the committee may consider necessary or appropriate.

Requirements for Continuing Eligibility:

- a. Students shall forward their grade transcripts to the LDT each semester.
- b. Students shall re-apply before the spring deadline if they wish to receive aid for the following year.

Approval:

- a. The LDT shall in each case determine the validity of each request and the amount to be loaned.
- b. The maximum support for part-time students shall not exceed the actual cost of tuition.
- c. The LDT shall present an approved list of eligible students and the recommended loan amounts to the spring meeting of classis for approval.
- d. A member of the LDT shall inform each applicant of the decision of classis.
- e. Each loan will be awarded based upon need and the availability of funds. See written loan agreement for borrowing and repayment details.

[Link to Student Fund Application](#)

## **GUIDELINES FOR PRESENTERS**

In gathering as Classis Grandville Churches we seek to prioritize sharing that is narrative: *telling the story of God at work in our lives* in this corner of His kingdom. As a body of believers, we seek to spend time *giving God glory* for his work in the organizations and agencies we work with and support!

### Preparations for Presenters

1. In coordination with Stated Clerk, decide if the nature of what you want to share is informational or narrative. If informational, please prepare a written document that can be handed out at a meeting for members to read, be informed, and bring back to their congregations. A sharing table is provided at every meeting.
2. If narrative, use the following outline to write out what you would like to share in person. Please include:
  - a. What your group does within our classis
  - b. What happened that you want to share. How is God at work?
  - c. What can we celebrate or pray for together
3. Practice aloud what you plan to say. Sharing should be 3-4 minutes.
4. Video testimonies are welcome. Connect with Stated Clerk to ensure technical capacity for sharing.

### Expectations for Presenting in Person

1. Please prepare. Do not “wing it.”
2. Know your audience. Be brief. Be specific. Be understanding of the attender's time and capacity to receive given a full evening agenda.
3. Share in ways that everyone will remember and want to bring your story back to their congregations.
4. Focus on God and God’s work through His people. This is not the place to share a “plug” for grant funding or promotion of organizations, agencies, groups, etc. If desired, please coordinate with Stated Clerk to meet with a sub-committee who handles that important work.