

**GLCC Policy and Procedure Manual**

**Preface**

The Bylaws of the Great Lakes City Classis (GLCC) specify that the classis “shall be guided in its transaction of business by those rules set forth in these bylaws and the most recent edition of *Robert’s Rules of Order* except as is otherwise specified in the GLCC Policy and Procedure Manual and the RCA *Book of Church Order* (*BCO*).”

The classis is required to have a legal document specifying how the classis is organized. The Articles of Incorporation and the Bylaws adopted by the classis fulfill that requirement. In addition, the classis is required to comply with all the rules and regulations in the RCA Constitution, which includes the RCA *Book of Church Order* (*BCO*). Since the classis bylaws should be brief and not require frequent amendment, the classis decided to create this *Policy and Procedure Manual* to provide a place for the policies and procedures adopted by the Executive Board. This *Policy and Procedure Manual* may be amended at any meeting of the Executive Board, with or without notice.

The Classis Bylaws require that *Policy and Procedure Manual* contains the following:

1. The duties of the officers: president, vice-president, past-president and stated clerk.
2. The composition of the Executive Board, which includes the president, past president, vice-president, classis leader, stated clerk and at least three other members as specified in the GLCC *Policy and Procedure Manual*.
3. The responsibilities of the Executive Board
4. A list of the Classis teams of Great Lakes City Classis, along with their composition and responsibilities
5. Any exceptions to the rule that members of standing or temporary classis teams, committees, or boards shall be limited to the enrolled ministers and commissioned pastors of classis, and confessing members of the churches within the classis.

Other helpful documents that guide the work of the classis can be found on the classis website [www.glcclassis.org](http://www.glcclassis.org). Pulpit Supply List, Candidates for Ministry, Commissioned Pastors, Contracts & Calls, Administrative Support, Specialized Minister Policy, Church Plants, Church Supervisors, Pastor Leaving, Closing a Church, etc.

This document version was approved by the Executive Team on 9/10/24 and presented to the Classes on 10/15/24.

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**VISION FRAME OF THE GREAT LAKES CITY CLASSIS**

**Missional Mandate – MISSION**

What are we doing? The missional mandate is a clear and concise statement that describes what the classis is ultimately supposed to be doing.

***Developing leaders to guide churches that transform lives and communities.***

**Missional Motives – VALUES**

Why are we doing it? The missional motives are shared convictions that guide the actions and reveal the strengths of the classis.

1. We value equipped, reproducing and passionate leaders as the most effective way to strengthen and start churches.

Demonstrated by: inductive learning (equipping in the context of doing ministry together); intentionally identifying and raising up next generation leaders; networks, learning communities, coaching, seminars and webinars for pastors, church staff, elders & deacons, and other ministry leaders; tending to spiritual health and discipleship of leaders

1. We value starting new churches as the most effective way to restore people with God.

Demonstrated by: assessing, equipping, coaching & networking planters; developing parent churches; evaluating strategic new locations to plant; providing internships and residency opportunities for potential planters

1. We value being God’s agents to make our neighborhoods & communities better and less evil.

Demonstrated by: substantial amounts of ministry taking place off-campus; equipping members to integrate their faith into their careers and relationships; getting involved in justice and mercy ministries that combine word & deed; listening to and loving non-Christians

1. We value good stewardship of ministry and resources by being effective and efficient.

Demonstrated by: setting S.M.A.R.T. goals and evaluating progress; changing structures and systems as necessary to increase effectiveness; taking calculated risks by experimenting with new models; investing financial and human resources for greatest dividends; churches who are closing are leaving a legacy by resourcing the next generation of churches.

1. We value the Christ-centered, passionate pursuit of lost people in order to reconcile them to God.

Demonstrated by: considering first the impact on non-believers when making decisions related to budgets, schedules, buildings, staffing; encouraging every leader to have meaningful relationships with non-Christians; simplifying and streamlining our programming to allow members to spend time with non-believers; designing our worship with non-Christians in mind; preparing people to have conversations with lost people

1. We value how ethnic and cultural diversity expands our understanding of God, especially evident in cities.

Demonstrated by: increasing our cross-cultural understanding; planting churches in cities and among non-Anglo people groups; empowering ethnically diverse people with influence and power; partnering with other churches and city movements

1. We value our unity and interdependence – we are better together.

Demonstrated by: collaborative ministry (e.g. planting churches in partnership, sharing resources & expertise, combined mission efforts); supportive relationships built on mutual trust and respect; cross-cultural partnerships

**Missional Map – STRATEGY**

How are we doing it? The missional map is the process the classis will follow to accomplish its mandate on the broadest level.

* **Developing leaders.**
  + *Emerging Leaders Team*:
  + *Commissioned Pastors Team*:
  + *Calls and Contracts Team (CCAT):*
* **Revitalizing churches.** 
  + - * *Strengthening Churches Team*
* **Starting churches**.
  + *Church Multiplication Team*
* **Expanding diversity.**
  + Through staff and all teams
* **Praying Missionally.**

* **Operations.**
  + *Executive Board*
  + Staff
    - Classis Leader
    - Classis Stated Clerk
    - Treasurer

The Executive Team shall evaluate the need for additional staffing or adjustment to existing staffing and present their recommendations to the Classis for budgeting and hiring approval whenever possible. In cases where an interim action seems warranted, a comprehensive report and rationale for action will be presented to the full Classis at the next regular session.

**Missional Marks – MEASURES**

When are we successful? The missional marks are a set of attributes that define or reflect accomplishment of the church’s mandate.

1. New churches are being planted:
   * with parent churches
   * in different cities and cultures across the geography of the classis
   * and becoming organized
2. Communities are being transformed through churches who are actively and strategically engaged.
   * Ministry is happening in locations other than the church property
   * Partnerships are forming with other churches
   * Civic leaders and neighbors have an increasingly positive awareness and respect for our churches
3. Leaders are being called, trained and deployed into fruit-bearing ministry.
   * Young leaders and ethnic leaders are increasing in number and serving in influential roles.
   * More ministry is being led by the laity
   * The number of commissioned and ordained pastors is increasing
4. Churches are growing by baptisms, professions of faith, and reaffirmations of faith.
5. Our membership is getting younger and more ethnically and geographically diverse.
6. Funding is perpetual, innovative and generous

**Revitalization Partnership**

**The Five Environments That Lead Toward Revitalization**

1. **Clear & Inspiring Vision-** Existing churches in need of revitalization require a new vision that is inspiring, contextual, strategic, and moves the congregation toward faith and prayer.
2. **Entrepreneurial & Empowering Leadership-** The revitalized church is served by leaders called by God who understand its vision, communicate the vision clearly to the congregation, and organize the members to make the vision a reality.
3. **Measurement & Metrics for Growth-** The revitalized church will measure the things that matter most in the Kingdom of God on a regular basis.
4. **Unified & Aligned Governance-** The revitalized church needs to organize its governing structures to protect and ensure the church stays focused on the new vision.
5. **Training and Coaching-** The revitalized church will need training and coaching toward best and biblical practices in worship, evangelism, discipleship, and leadership.

**Composition and Duties of GLCC Officers**

**Section A. Officers**

The officers of classis shall be president, vice-president, classis leader and stated clerk. Election of officers shall occur at the spring session of the classis, with the exception of the classis leader and stated clerk, who are employed by the classis. The president and vice-president shall assume the duties of their offices at the close of the spring session of the classis and serve to the close of the next spring session.

**Section B. President**

*Part 1*. The president shall be elected for a one-year term of office. The current vice-president shall be the sole nominee. If the candidate receives a majority vote of the delegates present at the meeting, the current vice-president shall be declared elected.

*Part 2*. The duties of president shall be:

1. To preside at all sessions of the classis, unless otherwise provided, and conduct them according to the rules in the most recent edition of *Robert’s Rules of Order*.
2. To state and explain the business to be transacted at each session.
3. To decide questions on order, subject to appeal to the house.
4. To lead the Executive Team.
5. To cast the deciding vote on issues in which the vote of classis ends in a tie.
6. To perform other duties appropriate to the president’s office, as assigned by classis.
7. To maintain the decorum and dignity belonging to the church of Jesus Christ.

**Section C. Vice-President**

*Part 1*. The vice-president shall be elected from a single slate of candidates presented by the Executive Board for a one-year term of office. Members of Classis will be asked to give recommendations for candidates before December 1. The vice-president should be an elder if the president is a minister, and vice-versa.

*Part 2*. In the absence of the president, the vice-president shall perform the duties of the office of the president.

*Part 3*. In the absence of the president and vice president, the past president shall preside during classis meetings, unless otherwise approved by the Executive Board.

**Section D. Classis Leader**

*Part 1*. The Executive Board of the Classis shall either appoint or serve as a search team in the hiring of a Classis Leader, depending on the circumstances at the time of any vacancy. After a recommendation for a single candidate for the classis leader, the delegates of the previous session of classis will be given five days to share any concerns or affirmations regarding the candidate with the Executive Board before the classis leader is hired.

*Part 2*. The duties of the classis leader are described in the job description approved by the Executive Board.

**Section E. Classis Stated Clerk**

Part 1. The classis clerk shall be hired by the Executive Board following the recommendation of the classis leader.

Part 2. The duties of the classis clerk are described in the job description approved by the Executive Board.

**Section F. Treasurer**

*Part 1*. The treasurer shall be employed by the Executive Board. This person or organization shall be properly bonded and shall submit the classis financial records for an annual review by the Executive Board.

*Part 2*. The duties of the treasurer shall be:

1. To notify the churches of all askings and assessments approved by the classis.
2. To receive all askings and assessments of the classis on a quarterly basis.
3. To pay all properly submitted bills and expenses.
4. To present to classis a yearly financial report.
5. To assist the Executive Board in the annual budget planning.

**Composition and Duties of the Executive Board**

**Section A. Composition of the Executive Board (Team)**

The Executive Board of Great Lakes City Classis shall be comprised of the President, Vice President, Past President, Classis Leader, Stated Clerk (ex officio), and at least three other members of classis to represent our rich diversity. The additional members must be approved by the Executive Board. The *Executive Board* may also be called the *Executive Team* in the documents and correspondence of the classis. Both terms describe the same group. The Executive Board members serve as the directors of the corporation for legal purposes.

At-large members shall serve a three-year term. This term can be renewed for an additional three-year term at the discretion of the Executive Board and the member. The Executive Board shall ensure that no more than one half of board members shall not have their term end at the same time.

**Section B. Duties of the Executive Board (Team)**

The Executive Board shall report at each regular session of classis and at special sessions when necessary.

The duties of the Executive Board shall be to:

1. Act in the name of the classis between stated sessions.
2. Prepare and recommend the agenda for each session of classis.
3. Appoint special teams or sub-committees as needed, and make other nominations and appointments as directed by the classis.
4. Carry out the classis responsibility for general superintendence over its enrolled ministers and over the interests and concerns of the member churches of the classis.
5. Receive and consider requests from representatives of boards, assemblies, and other groups for time on the agenda.
6. Present and receive the annual constitutional inquiry of the churches and forward the responses to the appropriate assemblies or teams.
7. Assign responsibility for the composition of resolutions.
8. Generally oversee the work of classis so that all things are done decently and in order.
9. Review and approve the classis minutes and make recommendations for additions or deletions before distribution to classis.
10. Review all requests for a leave of absence and correspond with those delegates absent without excuse.
11. Develop the annual budget in consultation with the treasurer, classis leader, and stated clerk.
12. Evaluate all requests for funds of the classis.
13. Supervise the work of overtures and judicial business of the classis.
14. Review annually the classis insurance coverage.
15. Approve requests for ordination from candidates for ministry and the commissioning of candidates for the role of commissioned pastor.
16. Recommend compensation guidelines for ministers to the classis for its approval in the fall session each year.
17. Regularly review the GLCC Policy and Procedures Manual and adjust, adapt, and publish current versions for transparency and good order.

**Composition and Duties of Classis Teams**

Great Lakes City Classis may have the following standing teams.

* Church Multiplication Team (CMT)
* Emerging Leaders Team (ELT)
* Commissioned Pastors Team (CPT)
* Strengthening Churches Team
* Calls and Contracts Team (CCAT)

Team Composition:

* Each team shall be led by a chair and represent the broad diversity of Great Lakes City Classis. (Diversity = ethnic, economic, gender, generational, elder/pastor)
* Members wanting to serve on a team must complete the GLCC Profile Form.
* Members are recruited by the chair of each team on the basis of their gifts and willingness to serve.
* All chairs of the classis teams must be approved by the Executive Team.
* All members of the teams must be an elder or pastor from a church that is affiliated with the GLCC.
* Terms of office shall be three years. Members are eligible to serve an additional term, if appointed. They shall be ineligible for two years after they have served two consecutive terms.
* Members are encouraged to serve on only one permanent team at the same time and when possible, be from different churches.

Emerging Leaders Team (EMT):

* + - Help churches identify those gifted for vocational ministry and guide these leaders in discerning a call.
    - Walk alongside seminary students through the stages of preparation for vocational ministry as described in the Book of Church Order.
    - Coordinate with the Classis Clerk the Student Exams.

Commissioned Pastors Team (CPT):

* + - Help churches identify those gifted for vocational ministry and guide them in discerning a call.
    - Walk alongside commissioned pastors through their individualized training plan following the requirements in the Book of Church Order.
    - Annually assure that every commissioned pastor’s ministry and personal development is assessed.
    - Coordinate with the Classis Clerk the candidate exams.

Calls and Contracts Team (CCAT):

* + - Provide pastoral care by ensuring salary and compensations are uniformly met.
    - Recommend approval or denial of all calls and contracts with classis members */* churches to the Executive Team.

Church Multiplication Team (CMT):

* Engage by recruiting and assessing potential planters, locations and parent congregations.
* Equip planters and parent congregations to sow healthy, growing, reproducing churches.
* Empower parent churches and planters through coaching and networks.

Strengthening Churches Team:

* Equip and partner with churches in strategies for the strengthening of the church.
* Analyze annual consistorial reports.

***Team Meetings*:**

* Teams shall meet at least quarterly. A simple majority shall constitute a quorum at team meetings.
* Minutes must be taken at each meeting with a copy going to the Classis Clerk.
* Each team shall submit a report to the Classis Clerk for the fall and spring Classis Meetings.
* Members of the Classis Teams may participate and act at any meeting through the use of a conference call by means of which all persons participating in the meeting can hear and be heard by the other participants at the same time.  Such participation in a meeting shall constitute presence of person at such meeting.
* Any action required or permitted to be taken at a meeting of a Classis Team may be taken without a meeting provided that all of the responding members consent thereto in writing or by electronic transmission and the written consents are filed with the team minutes. If one member objects to taking the action by this method, a face-to-face or electronic meeting will be required.

**Staff Job Descriptions**

**Classis Leader**

Purpose:

The Classis Leader will serve in an executive leadership role in Great Lakes City Classis (GLCC), to develop and empower churches and leaders to live out our shared 3-fold mission: Leadership Pipeline, Church Multiplication, Church Revitalization.

Relationship:

The Classis Leader will work in partnership with the Executive Team and the staff of the GLCC.

Qualifications:

* Be in alignment with the Assurance and Affinity document of the GLCC.
* Demonstrate and exhibit a personal lifestyle and confession that Jesus is Lord of his/her life.
* Demonstrate visionary leadership and skills for planning, developing, organizing and implementing processes and methods to fulfill mission and vision. Possess the ability to motivate, encourage and equip people to execute the mission and vision of GLCC.
* Must be a team player, willing to work effectively within the organizational structure of the GLCC.
* Familiar with and supportive of RCA doctrine and GLCC organizational structure.

Responsibilities:

* Motivate and empower staff and team leaders to understand, embrace and live out the mission of GLCC.
  + Provide leadership and accountability for the Classis staff.
  + Work in partnership with the Classis President to provide leadership to the Executive Team and Classis.
  + Work with the Executive Team to manage the inner workings of classis activities.
  + Motivate and empower pastors to understand, embrace and live out the mission of GLCC.
  + Aspire for all pastors to be in a cohort where learning and training, encouragement and support is provided.
  + Work to develop a familiar relationship with pastors and church leaders.
* Motivate and empower churches to understand, embrace and live out the mission of GLCC.
  + Oversee churches in times of vacancy, matching supervisors and/or interim pastors as necessary.
  + Provide training and resources for classis churches that will help them accomplish our shared mission within the GLCC.
  + Promote church planting by resourcing parent churches and planters.
  + Be available to assess conflict situations and make necessary referrals for mediation and conflict management.
* Aspire to have encouraging, inspiring, prayer filled and equipping Classis meetings that move us forward in our shared mission.
* Work with the Regional and General Synods to ensure that GLCC is a valuable partner.

Accountability:

* The Classis Leader is accountable to the Executive Team. An annual evaluation by the Executive Team will be performed.  Additionally, a review is to be offered to pastors and colleagues of the GLCC every 3 years.

Compensation:

* Based on the SGL Ministerial Salary Guidelines

**Classis Stated Clerk**

Purpose

To serve as the Stated Clerk using his/her administrative gifts to ensure the Classis fulfills its Book of Church Order responsibilities and supports the Congregations and Members in doing the same.

Qualifications:

* Demonstrate and exhibit a personal lifestyle and confession that Jesus is Lord of his/her life.
* Demonstrate the heart of a servant leader.
* Demonstrate a commitment to the Mission and Vision of Great Lakes City Classis.
* Work effectively within the organizational structure of Great Lakes City Classis.
* Education:
* Bachelor’s degree required.
* Business administrative training and skills.
* Working knowledge in computer software / programs in current use.

* Specific Skills:
  + Treat all work done or communicated, in confidence.
  + Demonstrate ability to be accurate.
  + Organizational skills: able to realize daily, weekly, monthly, and quarterly tasks and complete them in an orderly manner.
  + People skills: good listening, sensitivity, and professional interaction with people.
  + Be familiar with the total operations of the classis.
  + Be adequately versed in RCA policy and polity.
  + Be able to represent the classis responsibly in the public arena.

Responsibilities

* Classis Meetings: (Semi-Annual, Special):
  + Send notice, prepare the script, establish quorum, record roll call, take and distribute minutes.
  + Hospitality (food, location, technology, transportation).
  + Organize services of ordination, installation, church organization and student examination. Assist with assigning delegates to attend.
* Team Meetings: Attend as an ex-officio member (can vote) and give updates.
  + Executive Team monthly meeting – take and distribute minutes
  + Emerging Leaders Team quarterly
  + Commissioned Pastor Team quarterly
* Annual Reporting: Ensure the following reports are distributed, completed, and submitted – Consistorial Report Form, Constitutional Inquiry, Consistory & Elder Minutes, Specialized, Commissioned Pastors and Without Charge members. Read over the documents and prepare a summary for the Classis Leader.
* Maintain Membership Records: Ministers of Word & Sacrament, Licensed Candidates and Commissioned Pastors:
  + Prepare and distribute forms to the denomination to reflect changes.
  + Maintain an up-to-date classis directory and classis database
  + Maintain the list of members who are eligible to serve as delegates for Regional and General Synod. Select delegates to attend based on the rotation schedule.
  + Maintain the permanent “Journal” which includes all the signed declarations.
* Maintain files and coordination of archives.
* Serve on the Board of Trustees for churches closing and coordinate the closing of churches.
* Work with the Classis Treasurer regarding insurance, bills, etc. for Classis owned properties.
* Chair the Transition Team for churches transferring to other denominations.
* Serve as administrative support to the Classis Leader.
* Submit and maintain legal documents in accordance with Michigan and Ohio non-profit corporation law.
* Distribute all documents and records to the various RCA judicatories, classis consistories and classis members as required.
* Maintain the Classis Website.
* Assist in the preparation of the Monthly Classis Newsletter.
* Review all Minister Calls and Contracts in collaboration with CCAT.
* Work with the Classis Lawyer in closing and transferring churches, acting as the authorized agent to sign legal documents, preparing Memo of Agreement, lease agreements, etc.
* Process and handle confidential information and correspondence

Accountability

The Stated Clerk is accountable to the Classis Leader who will conduct an annual performance review in August.

Hours

This position is based on an average of 20 hours per week.

**Authority to Act on Behalf of the Classis**

* The Executive Board of the Great Lakes City Classis may act in the name of the classis between stated sessions of the classis unless the RCA *Book of Church Order* requires that the action must be taken during a regular or special session of the classis. All actions of the Executive Board are open to review by the classis.
* Following the provisions in Robert’s Rules of Order (RONR, 11th ed., pp. 97-99) the use of electronic meetings is approved for the Executive Board, the standing teams of classis, and all other teams, committees, and ad-hoc groups appointed by the classis, provided all members of the group are given adequate notice and provided the opportunity to participate. Any matter requiring discussion or debate requires at least an audio or video conference accessible simultaneously to all group members. Routine actions that do not require debate may be approved by these groups by the use of electronic voting, provided the software used is approved by the Executive Board of the classis and all members of the group agree that the action does not require discussion and that electronic voting is appropriate. The use of electronic meetings for the regular and special sessions of classis may be approved by the Classis Executive Team.
* Minutes of special sessions of classis for the ordination and/or installation of ministers, the commissioning of commissioned pastors, and the organization of local churches may be approved by the presiding officer and the clerk and shared for information with the Executive Board and the classis. Minutes of other special and regular sessions of the classis are approved by the Executive Board before distribution to the members of classis.

**GLCC Policies & Procedures**

Calls & Contracts

* All calls and contracts (full-time and part-time) with ministers ordained in the RCA, non-RCA ordained ministers, commissioned pastors, retired ministers, seminary students, or licensed candidates seeking ordination must be approved by the classis, before they can be in effect. They should be submitted to the Classis Clerk.
* All contracts need approval before the expiration date.
* The Calls and Contract Approval Team (CCAT) will consider Calls and Contracts as approved, amended or disapproved.
* Approved Calls must then be approved by the Executive Board. Part of this process is the pastor will be interviewed by the Executive Board.
* Approved contracts will be reported to the Executive Board as completed actions.
* Any decision by the CCAT not to approve a contract may be appealed to the Executive Board.
* All requests for a waiver from the compensation guidelines must be approved by the Executive Board of the classis.
* See forms and articles on the [GLCC website](http://www.glcclassis.org/).

Annual Reports

* All Churches, both organized and plants are required to complete the Consistorial Report Form and the Constitutional Inquiry. These are due in mid-February.
* All Churches are required to submit the minutes from their Consistory, Elder and Congregational Meetings. These are due by April 15.
* All Specialized Ministers, Commissioned Pastors, and Ministers Without Charge are required to complete an Annual Report which is emailed out by the Stated Clerk in early Spring. These are due by June 15.

Leasing your Church Facility

* If a lease is for more than 12 months, you will need approval from the Executive Team. Contact the Stated Clerk.
* Rental organizations must provide a Certificate of Insurance to the church, naming the church as an additional insured by endorsement.

Church Record Keeping

* All financial records must be kept for 7 years (on-line or paper).
* Documents kept forever: insurance carrier, background checks, minutes of consistory, elders and congregational meetings, membership and personnel records, and any files regarding discipline of church members.
* If you have documents in electronic format, you do not need to save hard copies
* Save bulletins/newsletters of special events or 2 from each year.

Student Exams - Special Classis Meeting

* A quorum of 3 pastors and 3 elders are required.
* Students Under Care (Seminary) are required to take their Senior exams in person. The special Classis Meeting will be in person and available over Zoom.
* Students taking the Commissioned Pastor exams are required to be taken in person. The special Classis Meeting will be in person and available over Zoom.

Transfer of Ministers or Licensed Candidates from the GLCC

Transfer of ministers or licensed candidates to another classis or denomination may be approved by the classis clerk and do not need Executive Board approval but will be reported to the Board as completed actions.

Reception of Ministers and Licensed Candidates from another RCAClassis

* Require the approval of the Executive Board.
* After their reception is approved, all ministers must sign the formulary Declaration for Ministers of Word and Sacrament.
* Serving under a call, ministers are received as part of the process of the approval of the call and the installation service.
* Joining the classis without receiving a call must read and sign the formulary during a classis meeting.

Retirement

* Notify the Classis Clerk at least 3 months before your retirement date.
  + Complete *The Application for the Dissolution of a Pastoral Relationship, the Covenant of Separation and Dissolution of a Call*.
  + Contact BOBS of the RCA
  + Ministers of Word and Sacrament serving in one of our Classis Churches completes the *Resolution Informational Form* and chooses someone to prepare their resolution which will be included in the spring/fall classis meeting packet.
  + Attend the spring or fall classis meeting and share your reflections verbally.

GLCC Membership

Pastors serving are designated in one of the following groups:

Organized churches

Not yet Organized

New Church Plants

Specialized Ministry – Active or Associate\*

Retired - if active in Classis, they may vote

Without Charge\*

Inactive or Suspended\*

Students Under Care\*

Commissioned Pastor Candidates\*

\*Have no voting rights

* Be in alignment with the Assurance and Affinity document of the GLCC
* Required to attend at least one of the semi-annual Classis Meetings per year. (March/October) If unable to attend you must notify the Classis Clerk before the meeting.
* Highly encouraged to attend at least one of the Special Classis Meetings per year (student exams, installations, ordinations).
* Encouraged to serve on a GLCC or RCA Team or attend General Synod as a delegate.

Funding for Leadership Development

* Requests must be submitted to the Classis Clerk who will bring it to the Exec. Team.
* A percentage must be given from the person, a % given from the church and a % given from the GLCC leadership development fund.

Severe Weather Policy

If a tornado watch or warning is in effect one hour before any stated or special classis session for the county in which the meeting will be held, that meeting is automatically canceled. If a severe thunderstorm warning is issued one half hour before any stated or special session of classis, that meeting is automatically canceled. In the case of snow, every delegate is advised to use his/her own judgment about the safety of travel. In extreme cases, the president or presiding officer may cancel a meeting.