GUIDELINES AND RESPONSIBILITIES
FOR CLASSIS ALBERTA NORTH CLASSICAL PREACHING APPOINTMENTS
(September 2018 – December 2018)

This season we have four churches eligible for classical preaching appointments and 22 churches that serve as Sending Churches. Each Receiving Church will receive two appointments per month except for Fairview – Faith Fellowship which, because of distance, will continue to receive one appointment per month.

CRITERIA FOR RECEIVING AND SENDING CONGREGATIONS: Ordinarily, congregations with pastoral vacancies may request two full Sundays of Classical Preaching Appointments per month (Sep - Jun). All organized congregations with ordained preaching Pastors (except when the sole preaching Pastor is on sabbatical or leave) are expected to take their turns as Sending Congregations.

TRAVEL EXPENSE REIMBURSEMENT: At the October 2016 meeting, Classis adopted the following policy which applies to all Receiving Churches: ***"Churches receiving appointments shall reimburse assigned preachers for their travelling expenses and their churches for a per service cost at the rates set forth by Classis"***

1. The Classis Interim Committee has set the mileage reimbursement rate at $0.50 per kilometre.
2. The Classis Interim Committee has set the reimbursement rate to be sent to the Sending Church at $200 per service.
3. **EXCEPTION**: Classis will cover travel expenses for assignments to Faith Fellowship CRC of Fairview. Reasonable accommodation and meal expenses **for the appointee only** for appointments to Faith Fellowship Church are eligible for reimbursement against receipts. Requests for reimbursement should be made using the Classis expense reimbursement form that can be downloaded from the Classis website: www.classisalbertanorth.ca Questions regarding expense reimbursement can be directed to our Classis Treasurer, Mike Vos (classistreasurer@gmail.com).

PLEASE NOTE THE FOLLOWING EXPECTATIONS approved by the Classis Interim Committee at its January 4, 2017 meeting:

1. Classical preaching appointments are for the day. If the Receiving church has 2 services, then the classical preaching appointment is for two services.

2. The Receiving Church is to reimburse the Sending Church for each service the Sending Church is without its pastor to lead its own service.

3. The Receiving Church is to reimburse only the travel expenses to the person sent by the Sending Church.

The Schedule indicates the number of services each church has by way of a bracketed number behind each church name.

Please take notice: For visiting preachers who reside where there is access to **rental vehicles**, it is Classis policy that such rentals should be used for trips in excess of 250 kilometres. Indicate "Classis Alberta North" as the company on the rental contract and our classis insurance policy with Robertson Hall Insurance will cover the rental.

10 August 2018

CONTACT EACH OTHER: Persons responsible for "Pulpit Supply" in the Receiving Congregations and visiting preachers from Sending Congregations are responsible for contacting one another regarding worship times, preaching texts, liturgies, etc.

"TRADES" between Sending Congregations are allowed **but should be cleared with the Receiving Congregation** and any Pastors involved.

ALTERNATIVE ARRANGEMENTS: **If a Sending Congregation is unable to fulfill its appointment, it is the Sending Congregation's responsibility to make alternative arrangements promptly and directly with the Receiving Congregation.** Please take into account the planning needs of the Receiving Churches and confirm your ability to fulfill an appointment soon after you receive this schedule. **If a Receiving Church decides to cancel a classical appointment**, it must do so well in advance of the date so as to not encumber the Sending Church with the cost of its own pulpit supply. If a last minute cancellation cannot be avoided, then the Receiving Church ought to reimburse the Sending Church for pulpit supply already arranged by the Sending Church.

SUMMER MONTHS: No appointments will be scheduled for July or August. Congregations may apply with Calvin Theological Seminary if they wish to engage a summer student intern.

NO LONGER VACANT?: If a new Pastor arrives at a Receiving Congregation within the time frame of a published Classical Appointment schedule, **it is the Receiving Congregation's responsibility to promptly inform the Sending Congregation(s) that the scheduled Classical Preaching Appointments are no longer required.**

LIST OF ADDITIONAL ALBERTA NORTH PREACHERS: Congregations with pastoral vacancies and Sending Congregations are both welcome to make use of the published contact list of additional ordained Pastors and Ministry Associates in Classis Alberta North, as well as those licensed to exhort.

Respectfully,
Art Verboon (Neerlandia)