

# Minutes of Classis Huron

Meeting at Bethel CRC, Listowel  
January 10, 2007

## Officers:

1. Chair: Rev. Vicki Cok,
2. Vice chair: Rev. Ray Vander Kooij,
3. Stated Clerk: Rev. Ed Den Haan

## Constituting of Classis

1. Call to Order and welcome by the host church 9:00 am. Jack De Vries officiating
2. Devotions: Pastor Jack led us. Among other hymns we sang the CRC denominational anniversary hymn. Psalm 57: was read followed by a meditation on the verse: "May God be gracious to us and shine his face upon us". We were reminded that it is by God's grace we work and in which we are blessed...

## Credentials Committee Report on attendance

1. Absent by choice in conscientious objection – Stratford and Clinton. Both Congregations statements on their absence were read as information.
2. The following delegations were present:

| Congregation      | Ministers          | Elders              | Deacons                   |
|-------------------|--------------------|---------------------|---------------------------|
| Acton             | Ray Vander Kooij   | Richard Vander Wall | Jake Adema as elder       |
| Blyth             | John Kuperus       | Eric Nonce's        | Brian Wiersma as elder    |
| Cambridge         | John Vanderstoep   | Steven Witteveen    | Rynie Bakelaar            |
| Clinton           | Absent with notice |                     |                           |
| Collingwood       | Chris Pool         | Hans Vera           | Renee Veenstra            |
| Drayton           | Larry Brouwer      | Harry Thalen        | Alfred Rump               |
| Exeter            | Harry Freilink     | Ken Boersma         |                           |
| Goderich          | Stephen Tamming    | Peter Bos           | Nick Heykoop              |
| Guelph New Life   | Dirk Kroon         | Judy Vander Zwaag   | Jaime Vandenberg as elder |
| Guelph First      | Jack Vande Hoef    | Ed Kuipery          |                           |
| Guelph Campus     | Jamie Vandenberg   |                     |                           |
| Kincardine        | Elzo Tenyenhuis    | Allard Eisen        |                           |
| Kitchener         | Darren Roorda      | Andrew Van Muyen    |                           |
| Listowel          | Jack De Vries      | Cor Reinink         | Alfred De Vries           |
| Lucknow           | Ken de Boer        | Dick Askes          | Eric Exel                 |
| Maitland River CC | Peter Janssens     | Cathy Ritsema       | Gary Gehiere              |

|                 |                    |                   |               |
|-----------------|--------------------|-------------------|---------------|
| Orangeville     | Roger Gelwicks     | Archie Duiker     | David Bayne   |
| Owen Sound      | George Holthof     | Fred Veenstra     | Jane De Jong  |
| Palmerston      | Chris Schievink    | Eric Stam         |               |
| Stratford       | Absent with notice |                   |               |
| Vanastra        | Siemen Speelman    | Alfred Dykstra    | Eric Lubbers  |
| Waterloo        | Vicki Cok          | Rick Strooboscher | Dennis Joose  |
| Waterloo Campus | Graham Morbey      |                   |               |
| The Journey     | Adrian Van Giessen |                   |               |
| River City      | Darrell Bierman    |                   |               |
|                 |                    | Hilda Van Gyssel  | Diaconate rep |

3. Acton requests that their alternate elder be seated as deacon a motion was so made and seconded. Adopted
4. Guelph New Life requested similar permission to seat an elder as deacon. Adopted
5. First time attendees who signed the form of Subscription were:  
David Bayne, Steven Witteveen, Harry Blaak, Dirk Kroon, Brian Wiersma, Darryl Bierman, Cathy Ritsma, Gary Gahiere, Nick Haykoep, Alfred Rumph, Jean Dejong, Dennis Joose, Rynie Bakelaar, Eric Lubbers, Fred Veenstra, Rienie Feenstra
6. Classis is declared constituted by Rev. Jack De Vries

## Opening of Classis

1. Officers of Classis took their positions  
Rev. Vicky Cok offers opening words and expresses she feels the weight of her female presence's impact on Classis.
2. The Chairperson, Vicky Cok, welcomed new members and guests as follows:
  - 2.1. Campus Ministers Graham Morbey and Jamie Vander Berg
  - 2.2. Church Plant Ministers or reps Adrian Dieleman and Darrell Bierman
  - 2.3. Tim Wolfert, Redeemer College
  - 2.4. Ida Mutoigo, CRWRC Rep
  - 2.5. Pat Zandstra from Calvin Seminary, here to lead our development session
  - 2.6. Bert Fluit as treasurer of Classis, here for the last time as treasurer of Classis.

## Devotion Assignments for the Day

Were appointed as follows:

1. Start – Listowel
2. Pre-lunch Drayton
3. Post-lunch Cambridge
4. Pre-supper – Clinton
5. Post-supper – Exeter
6. End of Day – Goderich or chair

All assignments were completed, except for Clinton's which was done by the vice-chair of the day. Prayer was also regularly offered during the day for the various programs and ministries as they reported.

## **Committee Appointments for the Day**

Were appointed as follows:

1. Credentials Committee – Owen Sound and Palmerston
2. Balloting Committee – Listowel and Guests
3. Overtures Pre-advice Committee First Guelph CRC and Kitchener

## **Development Session with Patricia Zandstra, Calvin Theological Seminary**

1. Jack Tacoma introduces Pat Zandstra ; she led us in visioning
2. Pat's development session developed visioning and she gave out material to be discussed in small groups by our delegates. Her focus on visioning developed deeper relationships with God and neighbour.
3. Pastor Jack De Vries thanked Pat for her work with us and wished her safe travel home.

## **Celebration of Bert Fluit's life and work as treasurer of Classis Huron.**

1. Tim Wolfert spoke appreciative words to Bert on behalf of Classis, thanking him for his diligent work over the years as treasurer.
2. Classis recessed to personally congratulate Bert and share refreshments to celebrate his work among us.
3. Bert was presented a gift in appreciation for his person and work among us.

## **Reports:**

### **1. Stated Clerk**

Reported as per page 13 of the agenda adding a sheet on communications. His report was accepted and approved

### **2. Classical Interim Committee**

Reported by Rev. Jack Vande Hoef as per page 16 of the agenda. The report was approved and accepted

- 2.1. A Risk Assessment Committee report that had not been included in the agenda was introduced. This Risk Assessment Committee serves under CIC to assess the security of Classis. The Committee reported that Classis was at great risk, lacking any insurance. It proposed an immediate temporary correction and purchase of appropriate insurance...

- 2.1.1. In recognition of the risk, Classis accepted to discuss the matter although the report had not been presented properly in the agenda. The following motions were presented and adopted to limit our vulnerability at this time:

- 2.1.1.1. That Classis authorizes the Classical Interim Committee with input from the Risk Management Committee to immediately contract for mainly Liability Insurances. Grounds: It is irresponsible toward the Officers and Volunteers of Classis Huron to operate without Insurance especially when you consider the minimal cost involved- see below.

Adopted

- 2.1.1.2. That Classis Huron encourages CRCNA Burlington to recommend to Canadian Classes and Churches an Insurance Broker. Also that they negotiate a reduced Insurance Broker's Commission because of the volume the Broker would receive. Grounds: It does not make sense for each Church or Classis to "reinvent the wheel". Most people involved in Church and Classis

Are not insurance savvy and a Broker who is familiar with us would be beneficial and helpful in this regard. Costs would most likely be lower.

### **3. Treasurer's Report:**

Bert offered no financial statement at this time awaiting the closure of the 2006 books,. Bert informed us that he is ready and willing to help with the transition to the new treasurer. Bert thanked Classis for its support to him as treasurer during his time in that office.

### **4. Credentials Committee final report, Rev. George Holthof reporting.**

- 4.1. Nominations of ministers and elders mentioned on the credentials were placed on the ballots for the day.
- 4.2. Re. the absence of Stratford and Clinton  
A clear statement on our position regarding women delegation to the meetings of Classis is needed. CIC is asked to help with this. So ruled.
- 4.3. Maitland Community CRC notifies Classis that its ministry share will be at 50%.  
This was noted by our treasurer. Received as information
- 4.4. Goderich requests clarity re privacy as related to its members who move to another location. The clerk is asked to once more provide all congregations with our denominational statement on the matter. **(See attached documents with these minutes)**. Extra advice offered was as follows:
  - 4.4.1. The rules as provided do not apply to volunteer organizations.
  - 4.4.2. Credential questions may need to be altered by our denomination.
  - 4.4.3. We may need to seek legal advice on this from our denominational lawyer
  - 4.4.4. We can ask folks for permission to pass on their name.
  - 4.4.5. For students, the Waterloo Campus Ministry Clearing House may be used.  
Received as information.
- 4.5. Vanastra expressed concern re Rev. Peter Borgdorff's service to congregations for calling and placing CRC ministers. Vanastra wants assurance that this service will abide by the appropriate confidentiality and denominational boundaries and does not duplicate existing services by CRCNA. Received as information.
- 4.6. Lucknow Community CRC announced it has engaged Rev. Jack Westerhof as Interim Pastor for six months. Lucknow requests continued pulpit supply from Classis. Rev. Jack Westerhof can be reached at: 5195426658 or [jackw@rivernet.net](mailto:jackw@rivernet.net). Received as information
- 4.7. The Blyth CRC would like Classis to offer skill development for family visiting. This was referred to CMC for a possible future development session. So ruled.

- 4.8. Guelph First asked Classis to help develop evangelism skills. This was referred to the Classis Ministry Committee for a possible future development topic. So ruled
- 4.9. Christian Education support appeared to be difficult for several congregations. This was also referred to CMC for possible future development. So ruled.

**5. Guelph Campus Ministry –**

- 5.1. Ray Vander Kooij reported on behalf of the Ministry Board., notice was given of third stream funding needs to be developed...
- 5.2. Jamie Vanderberg reported on behalf of the Guelph Ministry program Received as information with thanks and appreciation for the ministry.

**6. Classical Ministry Committee report**

–By Fred Vander Sterre as per page 11 of the agenda – received as information.

**7. Home Missions Committee report**

- 7.1. –Elzo Tenyenhuis reporting as per page 9 of the agenda was received as information with special emphasis given to the following notice:
- 7.2. **The Classis Home Missions Committee, in compliance with the Classical 5 Year Ministry plan strongly recommends that ALL churches in Classis Huron engage in the NCD process.**

**Ground and explanation**

In **Classis Huron** just about half of the churches have started the NCD process. Some think that NCD is a “survey” or “evaluation”, but much more than either of these, NCD is a “process”. The image below shows how it works: **1.** the church prepares for a survey/ evaluation. **2.** The church takes the survey/evaluation. **3.** The survey is analyzed it. **4.** An action plan is developed; **5.** The action plan is implemented; **6.** Progress is reviewed and a new cycle of evaluation is undertaken. Usually the entire process takes about 2 years.

- 7.3. Darrell Bierman reported on River City Church in Cambridge, a church plant rooted in God’s grace and so blessed.
- 7.4. Marguerite Ridder spoke on natural church development, recommending it to our churches to assess their health.

**8. Nominating Committee reported with nominations.**

8.1. Classis elected the persons to offices as follows:

|                     |                      |
|---------------------|----------------------|
| Ralph Bakker        | Auditor              |
| John Kerssies       | Synodical Deputy     |
| Jack Vande Hoef     | Syn.. Dep. Alternate |
| Mary Both           | CRWRC Aboard Alt     |
| Church visitor East | Paul Stadt           |
| West                | Still vacant         |
| North               | John Kerssies        |
| Ministry Com.       | Len Bakelaar         |
| “                   | Jack Tacoma          |
| ‘                   | Fred Vander Sterre   |
| “                   | Atie Ott             |

|                    |                 |
|--------------------|-----------------|
| Nominating Com.    | Still vacant    |
| Youth Ministry Com | George Holthof  |
| Student Fund       | Still vacant    |
| Finance Committee  | Clarence Louter |
|                    | Vacant          |
|                    | Vacant          |
| Treasurer          | Cindy Tamming   |
| Alt Treasurer      | Harry Den Haan  |

8.2. The nominating Committee asked Classis to offer suggested names to possibly fill the yet vacant positions. None were offered.

8.2.1. The nominating Committee moved that:

The Nominations Committee with the concurrence of the Classical Interim Committee is hereby empowered to appoint appropriate people to the remaining vacancies.

Grounds:

- Significant necessary action on behalf of Classis awaits such appointments
- The nominations Committee needs such authorisation to be able to act in that manner.

Adopted

10.5 In preparation for **Bank requirements** regarding our change in treasurer Classis acted as follows:

10.5.1 That Classis Huron of the CRCNA at its January 10, 2007 meeting in Bethel CRC Listowel chaired by Rev. Vicky Cok appoints Cindy Tamming as its Treasurer and Harry Den Haan as Alternate Treasurer.

Adopted

10.5.2. That the Treasurer and Alternate treasurer be assigned payment signing authority for Classis Huron.

Adopted

## **9. Trillium League and Youth Ministry Committee reporting**

was moved to the May meeting of Classis to allow end of the activity year reporting.

## **10. Church Counsellors.**

10.1. It was reported that Rev. Ron Luchies is coming to Clinton in April.

10.2. George Holthof reported the Lucknow congregation is moving forward.

10.3. Rev. Jack De Vries reported the Maitland River Community Church was properly organized and exciting ministry is developing.

## **11. Safe Church**

11.1. Atie Ott reported this committee serves to keep our churches safe for everyone, children and grand Children. Several of our congregations currently have no member on this important committee. All were encouraged to appoint members

to the committee as soon as possible. The Committee has a threefold mandate as follows:

- act as appeal panel for abuse charges
- educate our congregations and members in safe church development
- support to victims and offenders for justice and healing

13.2 The annual workshop by the Safe Church Committee will be held at the Waterloo CRC on March 3, 2007. All is encouraged to attend this training event.

## 12. Deaconate

12.1. Hilda Van Gyssel was nominated by the deaconate and approved by Classis as chairperson of the deaconate.

12.1.1. Hilda reports on the approval of a deaconate Operation Manna grant

12.1.2. To the Journey for cross cultural ministry.

12.1.3. to Home with a heart

12.1.4. To Sarah's place a home for unwed mothers

12.2.10 congregations were not represented at this January 10, 2007 meeting, possibly because of work commitment conflicts.

## Speakers:

1. **Tim Wolfert Redeemer** reported on Student life at Redeemer and our support as Classis, encouraging us to keep up the financial support.
2. **Ida Mutaigo CRWRC Canada** was introduced by Jack De Vries on behalf of the Classical Ministries Committee. Ida spoke on "Huron in Uganda".
  - 2.1. Relational ministry requires us to meet the other person in their felt need.
  - 2.2. African people first ask who you are, what family and community do you come from, wanting a more personal relationship.
  - 2.3. We're on the road to mutual transformation, to enrich each other in the Lord. We have developed theology in the west while others have population growth.
  - 2.4. Ida Challenged Classis to become a partner in this Uganda venture.
3. **John Kuperus on marriage enrichment** promoted a 5 day event, starting on November 11 at the Clinton CRC. The main speaker will be John Regier, counsellor. Several other counsellors will attend as well in to offer further support when desired.

## Voting for Synodical Delegates

1. Elected were:

|           | Primary                  | Alternates      |
|-----------|--------------------------|-----------------|
| Ministers | Ray Vander Kooij - first | Jack De Vries   |
|           | Darrell Bierman          | Stephen Tamming |
| Elders    | Ralph Van Dalen - first  | Ray Heeres      |
|           | Fred Veenstra            | Hans Vera       |

## Seating of Alternate delegate

The Waterloo alternate delegate was seated as Rick Strooboscher left and Dennis Joosse took his place.

## **Overtures**

### **1. Proposal (Overture) to Discontinue Classical Pulpit Supply by Cambridge Maranatha**

Moved that: Classis Huron discontinue the practice of Classical Pulpit Supply

#### **Grounds:**

1. In light of the availability of other ordained pastors, it is no longer necessary.
2. The loss of the sending church far outweighs any perceived gains of the receiving church.
3. This may lead to more proactive and fruitful ministry for the 'vacant' churches.

This overture was referred back to the Cambridge congregation for development and possible reoffering to Classis. Classis suggested to Cambridge that it seek the help of other congregations in development of this matter.

### **Overture of the Blyth CRC to Classis Huron**

**Motion:** That Classis Huron overture Synod to change the Church Order Article 40c:

Changing from: "The ministers shall preside in rotation, or a president may be elected from among the delegates; however, the same person shall not preside twice in succession"

Changing to: "The presiding officers of Classis shall be selected in rotation from delegated office bearers within Classis. The president shall not serve more than twice in a 12 month period."

#### **Grounds:**

- a) This will enable any of the church councils' delegates to serve as chair.
- b) This will enable a retired minister who may not be a delegate to serve as chair.

The **Preadvice Committee** of Classis recommended that the CIC motion be accepted instead as substitute motion. Blyth concurred with this advice. The motions then presented were as follows:

#### **Motions**

1. That the CIC, assisted by the Classical Nominations Committee, develop a pool of not less than four names of ministers and / or serving elders, who:

- a. Are currently actively serving one of the churches or ministries of Classis Huron, or, in case of retired ministers, those who have their Ministerial Credentials held by one of the churches of Classis Huron,
  - b. Have demonstrated to be gifted in leading meetings effectively and passionately,
  - c. Who have indicated to be willing to lead one session of Classis Huron every 12 to 24 months?
2. That the CIC, assisted by the Classical Nominations Committee, updates this pool of names when necessary.
  3. That effectively at the May 2007 session of Classis Huron, CIC selects the vice-chairs, for each of the session of Classis Huron by way of rotation from among the pool of names.
  4. That the vice-chair of Classis shall be the incumbent chair of the next session of Classis.
  5. That the chairperson meets prior to the session of classis with the CIC to become familiar with the items on the agenda of the classis meeting.

Adopted

## **WATERLOO OVERTURE TO CLASSIS HURON**

### **Preadvice**

The Preadvice Committee recommended that Classis table discussion on this overture until the next meeting of Classis.

Grounds offered were:

- a) The absence of two churches at this meeting is by virtue of the fact that there is a female chairperson of classis and not because they do not wish to participate in the discussion of this overture until the next meeting of Classis.
- b) The more diverse our classical group, the more confident we can be in a final decision.

Since this advice was contrary to the Waterloo overture's intention the preadvice was tabled and Waterloo's overture took precedence and was accepted for discussion and action.

Waterloo CRC requested Classis Huron to overture Synod 2007 to

### **Motions:**

1. Ratify the decision of Synod 2006 to delete the word *male* from Church Order Article 3-a.

### **Grounds:**

More than half of the classes in our denomination have declared the word male inoperative. This should be reflected at the synodical level.

Adopted

2. Not accede to the caveat that women may not be delegated to synod or serve as synodical deputies.

**Grounds:**

Permitting classes to delegate female office bearers to synod, while not obligating a classis to send female delegates honors both convictions present in our denomination.

Adopted

## **RE Stratford's and Clinton's Absence**

### ***Classis adopted the following statements:***

1. Classis notes with regret your absence by choice from our meeting of January 10, 2007.
2. Classis is well aware of differing Biblical interpretations on the matter of woman in office and wishes to honour both.
3. Classis has referred the matter of your absence from this meeting of Classis to the CIC for development of meaningful discussion.
4. Classis asks both the Clinton and the Stratford CRC immediately to enter into meaningful discussion with the CIC on this absence leading to a discussion by Classis itself.

Adopted in principle to be further formulated by CIC.

CIC was asked to attach to these minutes the actual letters sent. They are provided herewith..

### **Closure of meeting**

1. Rev. Ray Vander Kooij thanked the host church and servers for their wonderful hospitality and food.
2. The Goderich delegate closed our meeting in Prayer.
3. Rev. Vicky Cok declare our meeting adjourned

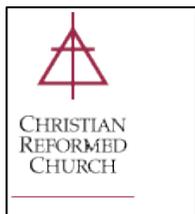
### **Future meetings of Classis**

| <b>Date</b> | <b>Place</b> | <b>Reports due</b> | <b>Chairpersons</b> |
|-------------|--------------|--------------------|---------------------|
| May 9,2007  | Stratford    | April 11, 2007     | Vander Kooij –      |

|                     |                 |                |  |
|---------------------|-----------------|----------------|--|
| September 19, 2007? |                 | August 8, 2007 |  |
| January 9, 2008     | ?               | Dec.5, 2007    |  |
| May 14, 2008        | Wilfrid Laurier | April 9, 2008  |  |
| Sept 17, 2008       | Collingwood     | August 6, 2008 |  |

## Attachments

### *Letters to Clinton and Stratford*



## CLASSIS HURON - OFFICE OF THE STATED CLERK

Rev. Ed Den Haan – 56 Walman Dr, Guelph, ON N1G 4G8

Phone: (519)824-4524

FAX: (519) 763-6682

[Email: edenhaan@sympatico.ca](mailto:edenhaan@sympatico.ca)

12/01/

2007

To: The Council of the Clinton Christian Reformed Church  
P.O. Box 697  
Clinton, ON N0M 1L0

Dear Council

Grace to you and peace in the lord Jesus Christ.

This letter is in response to your absence from the January 10, 2007 meeting of Classis and your explanation<sup>[3]</sup> by letter. Your comments were shared with Classis at the offset of the meeting. Classis received a similar though more extensive explanation from the Stratford CRC for its absence from our January 10, 2007 meeting.

At our meeting, Classis adopted the following response in principle to your absence and stated concerns. CIC was mandated to formulate and communicate this to and with you.

1. “Classis notes with regret your absence by choice from our meeting of January 10, 2007.
2. Classis is well aware of differing Biblical interpretations on the matter of women in office and wishes to honour both.
3. Classis has referred the matter of your absence from this meeting to CIC for development of meaningful discussion.

4. Classis asks both the Clinton and the Stratford CRC immediately to enter into constructive discussion with the CIC on this your absence at the meeting of January 10, 2007. This preparation is to develop a discussion by Classis itself as soon as possible. “

Classis asks for a report on this development at its next meeting to be held May 16, 2007.

In conclusion, the Classical Interim Committee (CIC) requests your immediate cooperation to develop a desired constructive discussion at the May 16, 2007 meeting of Classis to be held at Stratford. This discussion is to be on respecting differing positions regarding “Women in Office” in church relationships.

We, CIC, desire this discussion at the May 16, 2007 meeting of Classis to be held at Stratford. We request your full cooperation and participation in the development of that discussion and its facilitation. In our opinion such preparation may require written discussion statements to be included in our agenda as well as some agreement as to how this discussion would take place.

We, CIC, await your earliest possible response on this matter via the Stated Clerk’s office.

Yours in Christ,

Ed Den Haan Stated Clerk of classis Huron  
For the Classical Interim committee of Classis Huron



## CLASSIS HURON - OFFICE OF THE STATED CLERK

Rev. Ed Den Haan – 56 Walman Dr, Guelph, ON N1G 4G8

Phone: (519)824-4524      FAX: (519) 763-6682      [Email: edenhaan@sympatico.ca](mailto:edenhaan@sympatico.ca)

1/12/2007

Dear Council of Stratford CRC:  
190 Athlone Crescent  
Stratford, On N4Z 1H9

Dear Brothers in Christ,

Grace to you and peace in the lord Jesus Christ.

This letter is in response to your absence from the January 10, 2007 meeting of Classis and your explanation<sup>1</sup> by letter. Your letter was read on the floor of Classis at the

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11.Letter to Classis Huron re January 2007 Classis meeting

offset of the meeting. Classis received a similar but shorter explanation from the Clinton CRC for its absence from our meeting.

At our meeting, Classis adopted the following response in principle to your absence and stated concerns. CIC was mandated to formulate and communicate this to and with you.

1. "Classis notes with regret your absence by choice from our meeting of January 10, 2007.
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We, CIC, desire this discussion at the May 16, 2007 meeting of Classis to be held at Stratford. We request your full cooperation and participation in the development of that discussion and its facilitation. In our opinion such preparation may require written discussion statements to be included in our agenda as well as some agreement as to how this discussion would take place.

On a related matter, you previously presented a request for discussion of your concerns as adopted by your Council July 19, 2005. Because of improprieties in the wording of the request it was not acted on as presented to Classis. Classis, however, recognized and accepted the need of "more significant discussion on different opinions and mindsets among members of Classis in order to promote understanding and trust among our delegates and members of Classis Huron." <sup>2</sup> Rev. Dr Jack De Vries' services were offered to Stratford to facilitate the development of such a realistic and constructive discussion. You were asked to initiate this contact. That discussion has yet to happen

We, CIC, await your earliest possible response on this matter via the Stated Clerk's office.

Yours in Christ,

Ed Den Haan Stated Clerk of Classis Huron  
For the Classical Interim committee of Classis Huron

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# Material on privacy and member Transfers

## Member INFORMATION UPDATE FORM

Christian Reformed Church

For the year 200\_

The Church is attempting to update its membership contact information. provide the following current information. If this form is not returned by \_\_\_\_\_ it will be assumed that information currently on file is

Please correct.

Surname: \_\_\_\_\_  
Given names: \_\_\_\_\_  
Children: \_\_\_\_\_  
\_\_\_\_\_  
Mailing address: \_\_\_\_\_

Contact information:  
Home telephone: \_\_\_\_\_  
Business telephone: \_\_\_\_\_  
Fax number: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Mobile phone: \_\_\_\_\_

The Christian Reformed Church in Canada is committed to supporting that advance the Kingdom of God. Each year the Synod approves a list of recommended for support. This list is published in the annual yearbook. For \_\_\_\_\_. A copy of the yearbook is available in the church office.

organizations agencies 200\_ see pages

Local Churches also encourage the support of Christian Schools, associated Christian Schools International.

with the

If you desire that your contact information not be made available to these please check in the space below.

organizations,

\_\_\_\_\_ Do not make my/our family information available to these organizations.

***Important! If you do not return this sheet, the accuracy of the information is assumed.***

**Christian Reformed Church**

# **Protection of Personal Information Policies and Procedures**

## **1. Introduction**

- 1.1. The \_\_\_\_\_ Christian Reformed Church intends to comply with all applicable laws and is committed to protecting the privacy of its members, adherents, donors, volunteers, employees, directors, officers and any other persons about or from whom the Church collects personal information. The Church embraces the principles of the Canadian Standards Association *Model Code for the Protection of Personal Information* to ensure that all personal information is properly collected, used only for the purposes for which it is collected and is disposed of in a safe and timely manner when no longer required.
- 1.2. This Policy applies to Personal Information which is collected, used or distributed by the Church for commercial purposes.

## **2. Definitions**

- “Church” is defined as the \_\_\_\_\_  
Christian Reformed Church.
- “Individual” is defined as any member, adherent, associate member, donor, volunteer, employee, director, officer, elder, pastor, and any other person who has dealings with the Church.
- “Personal Information” is defined as any information about an Individual that the Church collects, processes or uses.
- “Collector” is defined as any Individual who receives Personal Information on behalf of the Church.
- “Policy” is defined as the \_\_\_\_\_  
Christian Reformed Church Protection of Personal Information Policies and Procedures.

## **3. Accountability**

- .1 The Church is responsible for maintaining and protecting the personal information under its control. The Church has appointed \_\_\_\_\_ as its Privacy Officer. He/She is responsible for ensuring the Church complies with its privacy obligations in accordance with applicable privacy law.
- .2 \_\_\_\_\_ may be contacted as follows:  
Name: \_\_\_\_\_  
c/o \_\_\_\_\_ Christian Reformed Church  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_
- .3 Collectors of Personal Information shall be accountable for such information to the Privacy Officer.

- .4 *Any Personal Information that is transferred to a third party for processing is subject to this policy. The Church shall use contractual or other appropriate means to provide a level of protection of the Personal Information that is comparable to this policy while the information is being processed by a third party.*
- .5 *The Church shall communicate and explain this Policy and provide training with respect thereto to all persons who may be in a position to collect, retain or use Personal Information.*
- .6 The Church shall prepare and disseminate information explaining the Policy to Individuals.

#### **4. Identifying Purposes**

- 4.1. The Church collects and uses personal information for a variety of purposes including:
- providing services to individuals ministered to by the Church;
  - establishing and maintaining membership lists including sufficient information to meet denominational needs;
  - managing payroll and benefits for Church employees;
  - maintaining employment records including employee performance evaluations; and
  - establishing and maintaining lists of donors.
- 4.2. The Church shall identify the purposes for which it collects personal information.
- 4.3. The purpose of collecting Personal Information shall be disclosed to the Individual from whom the Personal Information is being collected before or at the time the information is collected.

#### **5. Consent**

- 5.1. Consent will be obtained from the Individual whose Personal Information is collected, used and disclosed, unless obtaining the consent would be inappropriate or not required by law. In some cases a person's consent may be implied by virtue of their membership in the Church or because of the person's conduct with the Church.
- 5.2. When it is appropriate, written consent will be obtained. Written consents will be kept on file for as long as the information is reasonably necessary.
- 5.3. The Church shall ensure that there is no condition attached to the supply of benefits requiring an Individual to provide consent for the collection, use, or disclosure of Personal Information beyond that required to fulfill the explicitly specified and legitimate purposes.
- 5.4. An Individual may withdraw his or her consent at any time, subject to legal or contractual restrictions and reasonable notice, where required.
- 5.5. If an Individual wishes to withdraw consent, he or she must provide explicit instructions in writing to the Privacy Officer. The Privacy Officer will then

determine whether any Personal Information about the person is in the Church's possession or control. If so, The Individual shall be informed of any reasonably foreseeable implications of withdrawing consent.

## **6. Limiting Collection**

- 6.1. Personal Information collected will be limited to that required for the purpose or purposes identified by the Church. The Church is committed to collecting personal information in a fair, open and lawful manner.

## **7. Limiting Use, Disclosure and Retention**

- 7.1. Personal Information shall not be used, disclosed or retained for purposes other than those for which it was collected, except with the consent of the Individual or as required by law.
- 7.2. All collected Personal Information shall be destroyed, erased or made anonymous as soon as the purpose for which it was collected is no longer relevant, or as permitted by the law. Nothing in this Policy prevents the elders or pastoral staff from collecting, retaining and using information related to individuals ministered to by the Church, since such information assists in providing quality services to those ministered to.

## **8. Accuracy**

- 8.1. Personal Information, whether in electronic or paper-based format, shall be maintained in as accurate, complete and up-to-date a form as necessary in order to fulfill the purposes for which it was collected.

## **9. Safeguards**

- 9.1. Personal information will be protected by security safeguards that are appropriate to the sensitivity of the personal information. This safeguarding includes physical measures such as locked filing cabinets and premises security, organizational measures such as restricted access to files with personal information or technological measures such as security software.
- 9.2. The Church shall ensure that any person having access to Personal Information entrusted to the Church is made aware of the importance of maintaining confidentiality of the information.
- 9.3. The Church shall ensure that care is taken when Personal Information is disposed of or destroyed to prevent unauthorized parties from gaining access to the information

## **10. Openness**

- 10.1. The Church shall be open about the Policy, as well as any related practices or procedures that are not explicitly set out in the Policy.
- 10.2. Information that will be made available to Individuals upon request shall include:
  - The name and contact information of the Privacy Officer;

- The means of gaining access to Personal Information held by the Church;
- A description of the type of Personal Information held by the Church, including a general account of its use;
- A copy of any written information that explains the Church's policies, standards or codes regarding Personal Information; and
- What Personal Information is made available to related organizations.

## **11. Access to Personal Information**

- 11.1. The Church will grant an Individual access to Personal Information about themselves where the Church is legally required to release the information and provided that the disclosure does not violate any applicable statutes or contracts.
- 11.2. In order to access Personal Information, a written request must be made to the Privacy Officer.
- 11.3. Once a written request has been made by an Individual the Church shall:
  - Inform the Individual whether the Church holds Personal Information about the Individual;
  - Allow the Individual access to Personal Information about the Individual;
  - Advise the Individual of the use that has been made or is being made of the Personal Information; and
  - Provide an account of the third parties to which the Personal Information has been disclosed.
- 11.4. If the Church believes that access to Personal Information should be denied to an Individual, for any reason, the Church shall consult legal counsel before allowing access to any Personal Information.
- 11.5. The Church shall ensure that when an Individual successfully demonstrates the inaccuracy or incompleteness of Personal Information, the Church amends the information as required.

## **12. Challenging Compliance**

- 12.1. Complaints or inquiries about the collection, use, disclosure or retention of Personal Information or the Church's compliance with these ten principles should be directed to the Privacy Officer in writing.
- 12.2. Upon receipt of a complaint or inquiry from a person, the Privacy Officer shall deliver a copy of this Policy to the person.
- 12.3. Upon receiving a complaint or enquiry from a person, the Privacy Officer will investigate, ensure that appropriate measures are taken if necessary, and advise the person as to the Privacy Officer's findings and any corrective actions taken.
- 12.4. Upon receiving the response from the Privacy Officer, the person who filed the complaint may, if he or she is not satisfied, appeal to the Council for an independent evaluation and response with respect to the complaint.
- 12.5. The determination of the Council shall be final and the Privacy Officer shall abide by and implement any of its recommendations.

## **Christian Reformed Church Personal Information Privacy Commitment Statement**

The \_\_\_\_\_ Christian Reformed Church (the “Church”) intends to comply with all applicable laws and is committed to protecting the privacy of its members, adherents, donors, volunteers, employees, directors, officers and any other persons about or from whom the Church collects personal information. The Church embraces the principles of the Canadian Standards Association *Model Code for the Protection of Personal Information* to ensure that all personal information is properly collected, used only for the purposes for which it is collected and is disposed of in a safe and timely manner when no longer required.

As such the Church has developed a formal Policy which sets out how it will deal with the personal information it collects from persons associated with the Church. In general, the Church collects personal information about the following individuals:

### *Confessing members*

A confessing member is a person who has

- Made public profession of faith as an adult, using a prescribed form as found in the Psalter Hymnal or the equivalent to that form.
- Transferred membership from another denomination and is received into the church directly or by public reaffirmation of faith.
- Made profession of faith before attaining the age of majority, and when upon attaining that age, will take upon themselves the full responsibilities of confessing adult membership.

### *Baptized members*

A baptized member is a person who, as a child of a believing parent(s) has been baptized as a member of the covenant community, and who has not yet made public profession of faith.

### *Adherent/Associate members* (These are non-official terms that have come into usage.)

This term refers to a person who may or may not have family as members, is habitually attending worship in a local CRC and may or may not be participating in ministry programs, but who for reasons perhaps known only to himself/herself is not taking any steps to become a “confessing member”. Such a person is acknowledged as an “adherent/associate” due to his/her presence and participation as well as his/her request to be included in the local church directory.

### *Others*

The Policy also covers individuals who are not members of the Church. For example, an individual who takes part in Church activities as part of their spiritual journey, but who has not yet chosen to accept Christ. Another example of individuals falling into this category would be visitors.

The Bible portrays believers as members of one body (see I Corinthians 12). As one body, there is an implicit sharing of certain personal information within the body. Further, it is recognized by the body that the Church is affiliated with the Christian Reformed Church in North America (the “Denomination”). Because of that affiliation, the Church, its members and adherents / associates voluntarily submit to, and are bound by, the Creeds and Church Order of the Denomination. The collecting and sharing of personal information in this context has no commercial purpose.

However, personal information collected by the Church may take on a commercial purpose if it is sold, rented, leased or otherwise used to facilitate the transfer goods or services in exchange for money or other consideration. It is in these cases that personal information is protected by privacy legislation.

In accordance with the Church's Policy, no personal information collected by the Church will be made available to any other person for a commercial purpose without the explicit consent of the individual. Except as otherwise required by the Church Order or the operation of law, every person has the right, at any time, to withdraw his or her implied or explicit consent for the use of his or her personal information for any or all previously authorized uses.

With respect to members and adherents/associates, it is understood that the Church will utilize and share personal information for all *internal* purposes of the Church, Denomination and its agencies to the extent that such use is consistent with the Creeds, the Church Order and the pronouncement of synod or other ecclesiastical bodies of the Denomination from time to time. Personal information will only be utilized in this manner on the assurance that synod or such bodies shall not provide personal information to agencies that are not directly operated by, or wholly controlled by the Denomination to carry out its ministries.

Other persons or organizations who act for, or on behalf of, the Church are required undertake compliance with the Policy and will be given restricted access to personal information solely to perform the services they may be retained to perform for the Church.

The Church has designated \_\_\_\_\_, to be its Personal Information Compliance Officer. Any inquiry, request or concern related to privacy matters should be made in writing to \_\_\_\_\_, who may be contacted at:

Personal Information Compliance Officer  
\_\_\_\_\_ Christian Reformed Church

Address: \_\_\_\_\_

Last modified: \_\_\_\_\_

July 2004

Dear Councils and Boards,

Many churches have contacted our office, asking how the *Personal Information Protection and Electronic Documents Act* (PIPEDA) and various provincial personal information privacy acts apply to them. At the outset, it should be recognized that PIPEDA and most other privacy legislation applies primarily to commercial activities. There is some debate within the legal community about the meaning of "commercial activities" as used in PIPEDA. We are taking the view that the normal meaning of the term should be used. Commercial activities are those that are restricted to transactions where persons transfer goods or services for value in exchange. Thus, activities such as making charitable gifts, carrying out ministry programs without a charge or a hidden fee and conducting discipleship programs (including church discipline as a subset of discipling believers) cannot be characterized as commercial activities.

On the other hand, activities such as recruiting children for enrolment in camp, college, or any other external programs may be considered commercial activities. For example it may not be permissible to disclose employment information relating to church employees without the written consent of the employee.

20/21 Minutes of January 10, 2007 meeting of Classis Huron of the CRCNA

“Personal Information” is information about an identifiable individual but does not include the name, title, business address, telephone number(s), email addresses of a member, employee or organization.

A Christian church is an organization with a unique characteristic that cannot be found in any other organizational manifestation. Besides membership in an institutional structure, Christians are also members of an organic body that cannot be restricted to time or place. The Bible identifies that broader membership as belonging to the body of Christ. That broader membership encompasses rights and obligations that are carried out through the organized church. In our view, privacy legislation cannot apply to this broader membership. Should anyone argue that the privacy legislation of a province applies to the church in all its dimensions, then our position would be that the believer has given the organized church “implied consent” to collect, use and retain personal information for all non-commercial purposes that are consistent with the church’s need to administer the body of Christ.

In view of the unique nature of church membership, and in cooperation with the council of the Ancaster CRC, we have developed the following draft Personal Information Privacy Commitment Statement and Privacy Policy. This material has been reviewed by our denominational legal counsel, Ross & McBride, and has been adjusted accordingly. Subsequently, it was reviewed by the Ancaster council and adopted as the policy of that congregation. They have granted permission to us to distribute this draft policy to every CRC in Canada on the understanding that:

- it is not legal advice,
- it may require adjustments to fit each unique situation of each local church, and
- it should be reviewed by the church’s own legal counsel to ensure that it meets all legal requirements in the jurisdiction in which the church is located.

We have also designed an “update form” that can be used on an annual basis to collect and confirm information. It also supplies a means by which a member can withdraw “implied consent” to pass information on to kingdom related organizations.

If you choose to adopt this or a similar policy, please be reminded of the need to be public about your actions. At a minimum you should place the Privacy Commitment Statement and/or the Privacy Policy in your church directory or distribute it to those affected. If you have a website, it is suggested that it also be placed there.

If you have any questions, please do not hesitate to contact us.

In Christ,

Rev. William Veenstra  
Canadian Ministries Director