

The Pastoral Training Program Funding Committee

Report by the Emmanuel Canadian Reformed Church at Guelph to Synod Carman-West 2013 regarding the **Pastoral Training Program Funding Committee**.

Mandate

General Synod Burlington, 2010 decided:

4.2 To reappoint the Emmanuel Canadian Reformed Church at Guelph as the PTP funding committee with the following mandate:

4.2.1 To look after all internship-related funding matters.

4.2.2 To assess the churches each year based on the anticipated funding required for a particular summer.

4.2.3 To report about their activities to the next general synod, which report shall be sent to all the churches" (See Article 51, pages 52-55 of the Acts General Synod Burlington, 2010).

Updates of the documents "The Committee for Pastoral Training Program Funding" and "Guidelines developed by the Pastoral Training Program Funding Committee"

The Committee, at the commencement of its task in the fall of 2007 formulated a document titled "The Committee for Pastoral Training Program Funding" describing its mandate, membership, duties of its members, the manner of appointment of Committee members and auditors of the financial records, and the requirement to prepare triennially a report to be sent to the Church at Guelph for submission to the Churches before the next General Synod" (See Appendix 1) and composed a document called "Guidelines developed by the Pastoral Training Program Funding Committee" (See Appendix 2). In keeping with the decisions made by Synod Burlington 2010, both documents were updated to change the name "Theological College" to "Theological Seminary" and from the "Theological College of the Canadian Reformed Churches to "The Canadian Reformed Theological Seminary". The paragraph about membership in Appendix 1 was changed to read "The **membership** of the Committee consists of a Chairman, a Vice-Chairman, a Treasurer, a Secretary, a Liaison with Council, and a Liaison between the Theological Seminary and the Committee, the PTP Coordinator. Paragraph 1a of the "Guidelines" (Appendix 2) was updated to reflect the present compensation for students in the PTP, whereas paragraph 3b was corrected to read, in part: "that the program is mandatory to complete the requirements for entrance into the ministry".

Operations of the PTP Funding Committee

In 2010 the Committee assessed and received an amount of \$3.50 per communicant member from the churches. In the summer of 2010, four students were enrolled in the Pastoral Training Program: Abel Pol (employed by the Church of Aldergrove, mentor Rev. Schouten); Justin Roukema (employed by the Church of Brampton; mentor Rev. VanLuik), Steve VandeVelde (employed by the Church at Coaldale; mentor Rev. Dirk Poppe) and Ted VanSpronsen (employed by the Church of Ancaster; mentor Rev. Ludwig). The PTP Funding Committee paid two churches employing a student during the summer of 2010 an amount of \$7,500.00 for a 10 week training period and two churches an amount of \$9,000.00 for a 12 week training period. It paid travel costs in the amount of \$750.00 for the student employed in Alberta and \$1,000.00 for the student employed in British Columbia. The total financial support for students in the program in 2010 was \$34,750.00.

Mr. E. John Post and Mr. Kor Reinink were reappointed by the Church of Guelph as auditors of the financial records of the Pastoral Training Program Funding Committee and reported by letter dated October 20, 2010 to the Church of Guelph that the financial records of the PTP Funding Committee were in good order. A report regarding amounts received and disbursed in 2010 is attached (See Appendix 3).

At its meeting of October 26, 2010, the Committee, noting that a surplus had accumulated and that the needs for funding the PTP could likely be met during the ensuing two years with a lower assessment, decided to lower the assessments per communicant member from \$3.50 to \$2.50 for the years 2011 and 2012.

In March 2011, the Committee received a request by Dr. J. Zuidema, chairman of the Comité du ministère de l'Église réformée du Québec, for information regarding training and the funding provided for students at the Canadian Reformed Theological Seminary. The Committee sent a copy of *The Pastoral Training Program Manual, 2010* published by the Canadian Reformed Theological Seminary, and a copy of the report of the PTP Funding Committee (with appendices) that had been submitted to Synod Burlington 2010.

In 2011, two students were enrolled in the Pastoral Training Program: David Winkel who was employed by the Providence Church of Edmonton (mentor Rev. Richard Aasman), and Abel Pol, who, whilst receiving additional training, was employed by the Maranatha Church of Fergus (mentor Rev. Agema).

During 2011, the Committee received the requested assessment of \$2.50 per communicant member from the churches and paid each of the two churches employing a student the amounts of \$8,250.00 and \$9,000.00 for training periods of 11 and 12 weeks, respectively. The Providence Church in Edmonton was paid an additional amount of \$750.00 for travel of its summer student. The total financial support for students in the program in 2011 was \$18,000.00 (See Appendix 3). Mr. E. John Post and Mr. Kor Reinink, appointed by the Church of Guelph to audit the financial records of the Pastoral Training Program Funding Committee, reported by letter dated October 24, 2011 to the Church of Guelph that "the review indicated that everything in the records was in good order".

During 2012 the Committee assessed and received an amount of \$2.50 per communicant member from the churches. At its meeting of May 8th, 2012, the Committee, following the guidelines developed earlier (See Appendix 2, section 1a) decided to increase the amount to be paid to churches employing a student for a 12-week training period from \$9,000.00 to \$9,270.00 (from \$20.00 to \$20.60 per hour for a 37.5 hour week). In the summer of the same year, three students were enrolled in the Pastoral Training Program: Calvin Vanderlinde (employed by the Church of Ottawa, mentor Rev. George van Popta); Ben Schoof (employed by the Church at Burlington-Waterdown, mentor Rev. Vandeburgt); and Theo Wierenga (employed by the Church at Tintern, mentor Rev. Holtvlüwer). The PTP Funding Committee paid the two churches employing a student for 11 weeks each \$8,497.50 and the church employing a student for a 12 week training period an amount of \$9,270.00, for a total of \$26,265.00 (See Appendix 3).

Mr. E. John Post and Mr. Kor Reinink, auditors appointed by the Church of Guelph to examine the financial records of the Pastoral Training Program Funding Committee, reported by letter dated September 24, 2012 to the Church of Guelph that the financial records of the PTP Funding Committee were in good order.

APPENDIX 1

The Committee for Pastoral Training Program Funding

The Church at Guelph has been charged by Synod Smithers 2007 to appoint a Committee for Pastoral Training Program (PTP) Funding (Art. 159.2 of the Acts).

The **Mandate** of the Committee has been described in the Acts as follows (Art. 78.4.11.1):

- a. To look after all internship-related funding matters
- b. To determine a reasonable compensation for internship, and to develop guidelines for such compensation
- c. To assess the churches each year based on the anticipated funding required for a particular summer
- d. To report about their activities to the next general synod, which report shall be sent to all the churches.

Membership:

The **membership** of the Committee consists of a Chairman, a Vice-chairman, a Treasurer, a Secretary, a Liaison with Council, and a Liaison between the Theological Seminary and the Committee, the PTP Coordinator (Art 78, 4.11.2).

Duties of Members:

The **Chairman** is responsible for directing the activities of the Committee in fulfilling its mandate. He will call a meeting on no less than two occasions per annum, preferably in May and October. These meetings will enable the Committee to discuss funding to Churches to employ students and assessment of Churches to include in budgets, respectively.

The **Vice-Chairman** acts as Chairman in his absence and assists the Committee with carrying out its mandate. The Vice-Chairman and the Treasurer will jointly open a bank account and sign cheques.

The **Treasurer** is responsible for managing the receipts and disbursements of funds. He is to submit an annual statement of receipts and expenditures to the Committee before its meeting in October of each year and to make recommendations regarding the annual assessment to be submitted by the Churches. He is to keep accurate records of receipts and disbursements and have these available for auditing before the Committee meeting in October of each year.

The **Secretary** is to keep minutes of meetings, to submit minutes and letters for review and approval, and to mail letters to request the submission of the annual assessment to the Churches after the October meeting to enable inclusion of the assessment in the budget of each of the churches.

The **Liaison with Council** is to keep Consistory with the deacons informed of the activities of the Committee, to relay requests by the Committee for appointments and other matters, and to inform the Committee of decisions of Consistory with the deacons regarding the PTP Funding Committee.

The **Liaison between the Committee and the Theological Seminary** is the Pastoral Training Program Coordinator. He will inform the Committee of all matters regarding funding of the Pastoral Training Program and may request assistance in the carrying out of his duties as PTP Coordinator. He will inform the Committee of the number of students to be enrolled in the PTP on or before the Committee meeting in October of each year. He will, after having made arrangements for placements of students by Churches and with mentors, inform the Committee of the same in a timely manner.

Appointments:

The Committee members, except the PTP Coordinator, are appointed by the Consistory with the deacons of the Church at Guelph. The PTP coordinator is ex officio the liaison between the Theological Seminary and the Committee. The division of tasks of the Committee members is as agreed upon by the Committee. The appointment of all members, except the PTP Coordinator, is for a three year period and Consistory with the deacons may, at its pleasure, reappoint members for additional three-year terms.

Auditors:

The Church at Guelph will appoint two auditors, members of neighbouring churches, who will examine the books of the Treasurer each year before the October meeting of the Committee.

Report to General Synod:

The Committee will submit triennially a report to the Church at Guelph detailing the activities of the Committee well in advance of General Synod so as to enable Consistory with the deacons to review and submit the report six months before General Synod.

APPENDIX 2

Guidelines developed by the Pastoral Training Program Funding Committee

1. Compensation for students in the Pastoral Training Program

- a. The mandate of the Committee is “To determine a reasonable compensation for internship, and to develop guidelines for such compensation” (Acts of General Synod Smithers 2007, Art. 78:4.11.1.2). The Committee considered that the Pastoral Training Program is an **educational** program that endeavours to equip students more fully for their future task among God’s people. The Committee obtained information from past participants in the Program and examined co-op programs in graduate studies at Canadian universities. The Committee considered that the PTP is not unlike co-op programs at Canadian universities that aim to provide practical training and expertise to students. The students that enrol in the PTP are in a Master of Divinity Program of Studies. The Pastoral Training Program is mandatory for all students aspiring to the ministry of the Word among the Canadian Reformed Churches in accordance with the document entitled “Guidelines for the Pastoral Proficiency Program” (Art. 78:4.10). The Federal Government established rates of pay to students in a Master’s program during 2012 and 2013 to range from \$17.66 to \$22.21 per hour when employed in a co-op program at Federal departments, laboratories and agencies. The highest amount was only to be paid to students who are re-employed or to students who have relevant previous work experience. The website is: www.tbs-sct.gc.ca/pubs_pol/hrpubs/compensation/tces1_e.asp. New rates of pay are published annually. After considering these matters, the Committee decided to pay \$20.60 per hour or \$772.60 per week for students employed during the summer of 2012 and 2013. Since the requirements of PTP program are considered to be fulfilled during a minimum of 10 weeks but preferably of 12 weeks of training, the Committee decided to pay the employer, the Church where the student is placed by mutual agreement between the PTP Coordinator and the mentor, a total amount of \$9,270.00 for 12 weeks of training. The Committee will pay each of the Churches employing a student the above stated amount in a manner ensuring that the student can be paid on time.
- b. To encourage participation of the Churches in Western Canada in the Pastoral Training Program, the Committee decided to provide an additional amount of funding to students travelling outside of Ontario; \$500.00 for travel to Manitoba; \$750.00 for travel to Alberta, and \$1000.00 for travel to British Columbia. This amount would also be sent to the local hosting church.
- c. The Committee decided not to pay for additional travel costs, mileage, the student being married and having a family to look after, housing expenses, tuition fees or other considerations. The Committee considered that it has as mandate to fund an educational program. The Committee is not a Committee for Needy Students. Also, employers that hire students enrolled in a cooperative program of studies at Canadian universities pay students for the period of the training program, but not for travel

expenses, family needs, housing expenses or other expenses. However, a local hosting church could, at its discretion, add to the approved amount based on the individual student's circumstances.

- d. The Committee decided to fund only the 12 week Pastoral Training Program period. Students should be able to complete the requirements of the 12-week Pastoral Training Program during that period of time. The Church employing the student may, at its discretion, enter into an agreement with the student to employ him for a period longer than 12 weeks but would then itself face payment of the additional costs.

2. Assessment

- a. The Committee will consider at its October meeting the number of students to be employed by the Churches in the ensuing year and send a letter to the Churches regarding the annual assessment for the PTP requesting the churches to pay the assessment before March 31 of the following year.

3. Foreign Students

- a. The student should apply early for a work permit, i.e. before January of the year in which he will be enrolled in the Pastoral Training Program.
- b. The granting of a work permit may be expedited when the student writes in his application to Citizenship and Immigration Canada that he is enrolled in a Master of Divinity Program of Studies at the Canadian Reformed Theological Seminary in Hamilton, Ontario, that the Theological Seminary is a Province of Ontario recognized degree-granting institution, that the program is mandatory to complete the requirements for entrance into the ministry, and that he is required to complete the Pastoral Training Program immediately following the 3rd year of studies of the 4-year M.Div. program.
- c. The Committee will provide advice to foreign students requesting help in applying to Citizenship and Immigration Canada for a social insurance number and a work permit.

4. Employment and taxes

- a. The Committee will advise churches regarding employment of students and payroll deductions for taxes, unemployment insurance, etc.

Appendix 3

**Pastoral Training Program Funding Committee
Statement of Receipts & Disbursements**

	<u>2010</u>	<u>2011</u>	<u>2012</u>
Receipts			
Annual assessments	34,699.00	25,535.00	25,997.50
Interest & Exchange		53.00	
Total Receipts	<u>34,699.00</u>	<u>25,588.00</u>	<u>25,997.50</u>
Disbursements			
Student Support	34,750.00	18,000.00	26,265.00
Bank Service Charges	47.14	45.98	75.37
Total Disbursements	<u>34,797.14</u>	<u>18,045.98</u>	<u>26,340.37</u>
Surplus	<u>-98.14</u>	<u>7,542.02</u>	<u>-342.87</u>
Student Support Detail:			
	<u>2010</u>	<u>2011</u>	<u>2012</u>
Aldergrove - Abel Pol	10,000.00		
Coaldale - Steve Vandavelde	9,750.00		
Ancaster - Ted Vanspronsen	7,500.00		
Brampton - Justin Roukema	7,500.00		
Edmonton Providence - David Winkel		9,750.00	
Fergus Maranatha - Abel Pol		8,250.00	
Ottawa - Calvin Vanderlinde			8,497.50
Burlington Rehoboth - Ben Schoof			8,497.50
Spring Creek - Theo Wierenga			9,270.00
	<u>34,750.00</u>	<u>18,000.00</u>	<u>26,265.00</u>

Statement of Financial Position as at December 31

ASSETS	<u>2010</u>	<u>2011</u>	<u>2012</u>
Cash & GIC's	16,781.60	23,297.72	16,923.07
Accounts Receivable	-116.40	909.50	6,941.28
TOTAL ASSETS	<u>16,665.20</u>	<u>24,207.22</u>	<u>23,864.35</u>

NB: Balance is being maintained for future increases in student enrolment to avoid large fluctuations in the annual assessment amount.