

## STANDING ORDERS

The Synod is in a unique position in the structure of the Presbyterian Church in Canada. It and it alone has the ability to provide certain ministries, including camping ministries and regional staff positions. These ministries cannot simply be handed down to presbyteries, as even the largest and wealthiest of our presbyteries could not afford, for example, to run its own camp or hire a range of full-time staff people. These ministries cannot be handed up to the General Assembly, as they are too localized for the attention of the national Church. It is only when several presbyteries pool their resources (both financial and human resources) that these ministries become possible. Through the Synod Executive, Synod Staff, the Synod Camp Board, and (from time to time) special events, the Synod supports the ministers and laity within its bounds. In particular, the Synod focuses on the following ministries:

- A) Identifying and engaging leaders and providing resources for congregational planning, growth, transitions, and conflict resolution.
- B) Offering leadership development opportunities for elders and leaders of children, youth and adult education programs.
- C) Supporting youth ministry at the congregational, presbytery and synod levels.
- D) Facilitating communication between presbyteries to share in new ventures, challenges and pastoral care.

1. The Synod shall normally meet annually on the second Tuesday of October at Crieff Hills Community.
  - 1.1. The Synod shall normally meet with four commissioners from each presbytery (two teaching elders and two ruling elders. The teaching and ruling elder from St Andrew's Bermuda shall also be invited as commissioners each year and be appointed by the Presbytery of West Toronto in addition to their four commissioners. The quorum for Synod shall be as set out in the Book of Forms 267, 267.1
  - 1.2. The Synod as a whole may meet at the call of the moderator or by requisition (Book of Forms 266).
2. The Synod meetings shall afford an occasion for spiritual and intellectual refreshment, for fellowship, for mutual help with problems in Church life and work, and particularly for rediscovering of the basic Gospel dynamic and undergirding of all aspects of the Church's work and mission. Synod Staff will prepare for this aspect of Synod, with an emphasis on a specific issue/topic and

- leadership development. Communication will also be an important part of the program.
3. The Executive shall be responsible for the ongoing business assigned to it by the Synod. They shall prepare for the Annual Meeting of the Synod and provide for any seminars or workshops as may be deemed necessary. The role of the Executive should develop and be free to move with changing needs, but its operation and power should always be reviewed by, and be subject to Synod.
  4. The Executive shall consist of : a Moderator, Past Moderator (convenor), the Clerk of Synod, the Treasurer of Synod, the Chair of the Synod Camp Board, the Chair of the Regional Consultative Committee, a Representative on the Assembly Council (alternates every three years between clergy and non-clergy), the President of the W.M.S. Synodical. There will also be six presbytery representatives, appointed by their presbyteries for a three year term following a rotation determined by an alphabetical listing of the presbyteries of Synod, with two representatives to be appointed each year. Ex-officio with voice but no vote: Regional Staff persons. Also invited to be present: Synod Camp Directors. Executive members (including presbytery representatives) may be assigned responsibility for certain special projects as they arise.
    - 4.1. As far as possible, there should be an equal number of elders and ministers.
    - 4.2. The Synod Executive shall normally meet at least three times per year, with at least one of these meetings being in person. The other meetings will include conference call/Skype for those far away.
    - 4.3. The Synod Youth Grants will be administered by the Synod staff in consultation with the past moderator.
    - 4.4. The Clerk, Treasurer, Convenors and Synod Staff shall have the responsibility of maintaining contact with their presbytery counterparts by correspondence, conferences, set meetings, etc.
    - 4.5. The Convenor of the Regional Consultative Committee is appointed for one year and rotates between the Synod and the W.M.S. Synodical.
    - 4.6. The Clerk will send out reports and other documents for the annual meeting electronically, as well as minutes and reports from the meeting. He/she shall also place these on the Synod web site. Print copies will be made available as needed.
    - 4.7. All synod committees and staff report through the Executive to the Synod.
    - 4.8. All financial recommendations for consideration by Synod must be presented through the report of the Executive Committee. Any committee wishing to inform the Synod about particular aspects of its budget needs may do so within the body of its report. The only permissible financial recommendation is through referral to the Synod Executive.
  5. Letters of Prayerful Concern
    - 5.1. At each annual meeting of Synod there shall be read into the minutes letters of prayerful concern addressed to the Lieutenant Governor of Ontario, the Premier of Ontario, the Prime Minister of Canada and the Governor of Bermuda.

5.2. Guidelines for Letters of Prayerful Concern shall be:

- 5.2.1. The chief concern ought to be to remind those in authority that Christians are praying for them and that by implication they are responsible to God for the way in which they govern.
- 5.2.2. Issues dealt with should be current but handled in a diplomatic and pastoral fashion. The object is not to tell the government how to govern. We have an obligation to remember the teachings of Romans 13.
- 5.2.3. The letters should be sent under the signature of the Moderator and Clerk.
- 5.2.4. The Committee should report by reading the letters into the records of the court.
- 5.2.5. The text of the letters, as approved by Synod, should be printed in the minutes.

6. Soliciting funds

- 6.1. The following rules are to be applied strictly re the soliciting of funds beyond the bounds of presbytery:
  - 6.1.1. A congregation, church group or a group of congregations or ministry may not solicit funds from other congregations within its own Presbytery without permission of that Presbytery.
  - 6.1.2. A congregation or a group of congregations or ministry may not solicit funds from other congregations within the Synod without proceeding through the appropriate Presbytery which would seek the permission of the Synod.
  - 6.1.3. A Presbytery may not solicit funds from other Presbyteries within a Synod without permission of that Synod.
  - 6.1.4. If a proposed solicitation crosses a Synod's bounds, then the permission of the General Assembly is required.
- 6.2. The following are requirements, not guidelines, for any proposed solicitations:
  - 6.2.1. The solicitation must be for a purpose deemed to be significant by the approving court.
  - 6.2.2. The entity proposing to make the solicitation must demonstrate to the satisfaction of the approving court that it is unable to raise the amount from its own resources.
  - 6.2.3. That the approval of any solicitation stipulates the maximum amount to be raised.
  - 6.2.4. That the approving Court set dates when the solicitation shall begin and end.
  - 6.2.5. That the soliciting body provide periodic accounting of the results of its solicitation at 90 day intervals, and that a final accounting within 90 days of the end of the designated solicitation period.

7. The Clerk

7.1. The Clerk is appointed for a three year term by the Executive, and may be reappointed. It is understood that the re-appointment of the clerk for a three year term may be continued with no compulsory retirement obligation.

7.2. Qualifications. The office of Clerk may be held by one who is not a member of the court. However, it is preferable for the Clerk to be an ordained minister, diaconal minister or ruling elder. The Office requires administrative skills and the ability to hear what others are saying. The Clerk is the servant of the court and is there to give advice as requested. The Clerk must have a broad knowledge and understanding of the Book of Forms and be able to answer questions re the Book of Forms as it applies to the life and work of the Church within the bounds of the

Synod. The Clerk must be computer literate and prepare all minutes, agendas, Correspondence, etc by computer.

7.3. Responsibilities. The duties of the Clerk are as outlined in the Book of Forms sections 20-24 and 264. In addition, the clerk:

- is secretary of the Synod's Executive Committee which normally meets at least three times per year in addition to any meeting that is held during the time Synod is in session.
- Shall, at least three months prior to the annual meeting of Synod, request Presbyteries to submit their up-to-date Roll (including the Appendix), which when combined becomes the Roll of Synod.
- Shall, in March of each year, request from Presbyteries changes affecting their roll and, by the middle of May, send to the Clerks of Assembly such information from these reports as requested by them.
- Shall, prior to the annual meeting of Synod, request a presbytery (in rotation) to submit their nomination for Moderator of Synod.
- Shall, at least thirty days prior to the meeting, notify all commissioners of the Synod of the date, place and time of all regularly scheduled meetings of the Synod and send to them information re arrangements for meals, accommodations, etc.
- Is responsible for seeing that reports to Synod are printed and distributed by not later than the opening of Synod, earlier if possible.
- Is responsible, with the assistance of the Executive Committee, for the detailed arrangements for each meeting of the Synod.
- Shall keep the record of proceedings for meetings of the Synod and its Executive Committee and shall transmit annually to the General Assembly the minutes of the Synod meetings.
- Is responsible for arranging for the printing and distribution of the minutes of Synod and its Executive Committee, including one copy to the Archives of the Presbyterian Church in Canada.
- Receives and acknowledges correspondence and other documentation intended for the Synod or its Executive Committee, insures that it is placed on the

appropriate agenda and, in writing, informs concerned parties re decisions of the Synod or its Executive Committee.

- Shall preserve all papers belonging to the Synod.
  - Shall give certified extracts from the minutes when instructed by the court or when the nature of the business requires that they be given.
  - Normally serves as a consultant to Commissions appointed by the Synod; as called upon, is a consultant to those within the bounds of Synod (members of the court, members of congregations, clerks of presbyteries, etc.) who have questions regarding the practice and procedure of the Church or who are seeking general information; the Clerk may also be called upon by others from outside the Church seeking similar information.
- 7.4. Secretarial assistance. There is no provision for secretarial assistance.
- 7.5. Remuneration. The Synod pays an annual honorarium to the Clerk. Normal costs involved in the purchase of stationary, supplies, printing of agendas and minutes, postage and travel to meetings are recoverable from Synod.

## 8. The Synod Treasurer

8.1. Preamble. In as much as the Treasurer is appointed every three years by the Synod at its annual meeting, he/she has a primary duty to the Synod at large in respect to all Synod revenues and expenditures, and all matters related thereto.

8.2. Duties and Responsibilities. The duties and responsibilities of the Treasurer include, but are not limited to, the routine essential tasks of record-keeping, banking, and the payment of accounts. The Treasurer:

- Receives, records and deposits all moneys paid to the Synod in a bank account established by the Treasurer.
- Pays, records and distributes all Synod expenses that are within budgeted levels, and if not, that are specifically approved by the Synod, or the Executive acting on its behalf.
- Prepares and presents annual budgets of revenue and expenditure for review by the Executive Committee which then recommends to the Synod for approval.
- Sends annually to all presbytery treasurers the relevant statistical information (from the most current Acts and Proceedings) that are used in revenue budget calculations for review and/or correction by the presbytery treasurers, this procedure to be followed in advance of the revenue budget preparation.
- Presents complete records of Synod revenue and expenditures, and all documents and papers related thereto to the Synod-appointed Auditor for examination and report to Synod.
- Presents annual audited statements of revenue and expenditure, balance sheets, and such other statements as may be required and prepared by the Auditor.
- Assists the Executive Committee, its committees and the Camp Board in dealing with the financial aspects of their activities with a view to maximizing economy in their operation and in the prudent use of their budget allotments,

- Recommends and, where appropriate, assists in implementing procedures and practices intended to ensure, in so far as possible, the optimum use of Synod revenues, recognizing that such revenues are ultimately derived from the offerings of the people of the congregations within the Synod. Funds may be invested in short-term secure ways by the treasurer.
- Be in dialogue with the National Financial office as required.

8.3. Remuneration. The Synod pays an annual honorarium to the Treasurer. Normal costs in the purchase of stationary, supplies, printing, postage and travel to meetings are recoverable from Synod.

8.4. The Auditor shall be appointed for the ensuing year by Synod and shall have the right of reporting directly to Synod.

9. Regional Consultative Committee. The Committee shall have oversight of the Regional Staff as outlined in the Handbook of the Regional Consultative Committee appended to these standing orders as Appendix 1.

9.1. The Committee will act as a support group for each of the three Staff, or establish support groups for the staff if deemed appropriate by the Committee or Staff member(s).

10 The Camp Board. See attached Appendix II for the constitution of the Camp Board.

10.1 Financial Accountability. The financial year for the Synod Camp Board shall be the calendar year, and the Board shall ensure that the financial books and records are audited annually.

10.2 Reporting to Synod. The Board shall present an annual report to the Synod, containing:

- Annual Reports of the individual camps (Glen Mohr, Iona, Presbyterian Music Camps under the umbrella of Cairn Camp). These reports shall consist of the previous year's audited financial statements, past summer financial and statistical summaries, past summer reports, future goals and budget needs.
- The Board's audited financial statement for the previous year.
- Any recommendations the Board wants Synod to consider.

11 Amendments. All amendments to these standing orders must be approved by Synod through notice of motion.