

The Synod of British Columbia
Standing Orders
Updated January 2023

Preamble

The Synod of British Columbia was created by action of the General Assembly of The Presbyterian Church in Canada and is governed by the Book of Forms, particularly Chapter VII.

The procedures for conducting its business are those of the General Rules for Church Courts found in Chapter II of the Book of Forms. Section 271 of the Book of Forms states: "A Synod has full power to fix its own standing orders, and to arrange its business from time to time as seems best to the court."

The Synod of British Columbia shall be conducted under structural and procedural policies as described below.

Executive Committee

Composition

Moderator, (assumes Convenorship at the rising of the Synod)

Past Moderator

Clerk

Synod Financial Manager

Synodical President or representative

A representative (with vote) appointed by any Presbytery that is not already represented on the Synod Executive.

* The Executive would welcome the participation of a representative from a Youth Ministry accredited by the Synod.

Responsibilities

Plans synods that are meaningful, worshipful, educational, promote unity, and function in a way that satisfies our Presbyterian heritage.

Brings forward reports and recommendations from committees.

Reviews the preliminary budget for the Synod prepared by the Synod Financial Manager.

Meets at least twice annually

Nominating Committee

Composition

Past Moderator, (Convener)

Moderator

Clerk

Reports to Synod through Synod Executive Report

(Nominating Committee, cont.)

Responsibilities

Brings forward nominations for the following positions:

Moderator
Clerk
Financial Manager
Investment Advisor
Auditor

Sessional Committees

Committee to examine the minutes of the Presbyteries
Committee on Leave to Withdraw
Committee on Courtesies

National Nominations:

Corresponding member to the Pension Board
Synod Representative on Assembly Council
Synod representative (Presbyteries by rotation) to the General Assembly Committee to Nominate
Any other nominations as required or requested

Standing Orders

- 1) The regular meeting of the Synod of British Columbia shall be held over the third weekend in October. Friday evening will include an opening session at 7:00 pm, followed by a Service of Worship. Synod will conclude after Sunday worship at the host church. This service will usually include the celebration of the Sacrament of the Lord's Supper.
- 2) The Synod shall meet every other year within the bounds of The Presbytery of Westminster and shall endeavour to meet in the other presbyteries of the Synod in rotation from west to east in order (i.e. The Presbytery of Vancouver Island, The Presbytery of Kamloops, the Presbytery of Kootenay, The Presbytery of Western Han-Ca).
- 3) The Synod Executive Committee will report to the opening session of the meeting including a nominee for Moderator. The election of the Moderator will take place at the opening session of the Court. Nominations for Moderator may also be made from the floor of the meeting. The Nominee for Moderator shall be from the Presbyteries in rotation. (i.e. The Presbytery of Vancouver Island, The Presbytery of Westminster, The Presbytery of Kamloops, The Presbytery of Kootenay, The Presbytery of Western Han-Ca).

- 4) The Synod Executive shall organize the business of the court so that the Executive Committee Report is presented at the first session of the meeting. At the second session, one and a half hours will be given for consideration of the report and its recommendations.
The report of the Financial Manager must be submitted to the office of the Clerk, and ready for circulation, fifteen (15) days before the opening of Synod. The Synod Financial Manager will report through the Synod Executive.
- 5) The report of the Nominating Committee must be submitted to the office of the Clerk, and ready for circulation, fifteen (15) days before the opening of Synod.
Matters requiring a financial commitment from the Synod must be received by August 15th, for review by the Synod Financial Manager and then by the Executive.
Verbal reports and reports from committees not printed in advance will be received only with the permission of the court. Motion to receive such reports must be made at the opening session prior to the adoption of the docket.
- 6) The Rolls and Minutes of the Presbyteries are to be submitted to the Clerk and received by the Friday on which Synod begins. The Clerk should be notified 15 days prior to the date of the opening of the Synod meeting of any guest who will be invited to speak during the meeting. Guests will be invited to address the court for no more than 5 minutes unless more time is granted beforehand, by the Synod Executive.
- 7) The Committee on Courtesies shall report at the final session of the court.
- 8) Referrals from the General Assembly will be examined by the Synod Executive for report to the second session of the meeting. Response to any referrals from the General Assembly will be presented by the Synod Executive for approval by the Synod. These responses will be included in the report of the Executive Committee.
- 9) The program for Synod is the responsibility of the Executive Committee in consultation with the host congregation. If possible, the cost of the Synod program should be shared by the Synod, the host congregation and the presbytery.
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- 11) That the Clerk's Honorarium be increased by 20% for the 2023 Budget, to be adjusted yearly by COLA.