

# **The Synod of British Columbia**

## **Standing Orders**

*Updated October 2024*

### **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)  
Moderator  
Clerk  
Synod Financial Manager/Treasurer  
Synodical President or Representative  
A Representative Appointed by Each Presbytery

### **Responsibilities**

- Plans Synods that are meaningful, worshipful, educational, and promotes unity.
- Supports, oversees, and conducts the business of the Synod of BC between the Annual Meetings of Synod.
- Brings to the Synod any reports and or recommendations.
- Reviews the preliminary budget for the Synod.
- Review and/or approve requests for grants/loans.
- Ensures a service of worship for Lay-Leadership is prepared annually for use within our Synod.
- Meets at least twice annually.

### **Responsibilities at Synod**

- Arrange for the review of Presbytery Minutes.
- Arrange for expressions of gratitude.

# Nominating Committee

## Composition

Past Moderator, (Convenor)

Moderator

Clerk

## Responsibilities

- Brings forward nominations for the following positions:
    - Moderator
    - Clerk
    - Financial Manager
    - Investment Advisor
    - Auditor
  - Reports to Synod through Synod Executive Report
  - Any other nominations as required or requested.
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## Standing Orders

1. The regular meeting of the Synod of British Columbia will normally shall be held over the third weekend in October. The first session will normally include the installation of the Moderator, and presentation of the budget, concluding with a service of worship. A service of worship preferably including the Sacrament of the Lord's Supper will conclude the Synod.
2. The Synod normally meets every other year within the bounds of The Presbytery of Westminster, and in the other presbyteries of the Synod in rotation: The Presbytery of Vancouver Island, The Presbytery of Kamloops, the Presbytery of Kootenay, The Presbytery of Western Han-Ca.
3. The election of the Moderator will take place at the opening session of the Court. 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). Nominations for Moderator may also be made from the floor of the meeting.
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, sufficient time will be given for consideration of the report and its recommendations.

5. The report of the Financial Manager/Treasurer must be submitted the Clerk, for review and ready for circulation, fifteen (15) days before the opening of Synod.
6. The report of the Nominating Committee must be submitted to the Clerk, and ready for circulation, fifteen (15) days before the opening of Synod.
7. 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.
8. 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.
9. The Rolls and Minutes of the Presbyteries are to be submitted to the Clerk prior to the start of Synod.
10. 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.
11. 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.
12. The program for Synod and associated costs is the responsibility of the Synod.
13. Reasonable travel costs to attend Synod will be reimbursed according to Standing Orders.
14. Travel cost by car will be reimbursed based on the current year CRA Guidelines.
15. The Clerk's Honorarium will to be adjusted yearly by the PCC-COLA.