

The Synod of British Columbia Standing Orders

Updated ~~January 2023~~ 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)

Past Moderator

Clerk

Synod Financial Manager/**Treasurer**

Synodical President or representative

A representative ~~(with vote)~~ appointed by **each** 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, and promotes unity. and function in a way that satisfies our Presbyterian heritage.~~

Supports, oversees and conducts the business of the Synod of BC between the annual meetings of Synod.

~~Brings forward to the Synod any reports and or recommendations. from committees.~~

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

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

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

- 4) 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~~ Friday evening ~~include the installation of the Moderator, and presentation of the budget,~~ an opening session at 7:00 pm, ~~and concluding with~~ followed by a service of worship. ~~A service of worship preferably including the Sacrament of the Lord's Supper will conclude the Synod.~~ Synod will conclude after Sunday worship at the host church. This service will ~~which normally~~ usually includes the celebration of the Sacrament of the Lord's Supper.
- 2) The Synod ~~shall meet~~s every other year within the bounds of The Presbytery of Westminster. ~~The Synod will and shall endeavour to meet in~~ and 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. 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** ~~one and a half hours~~ be given for consideration of the report and its recommendations.
- 5) The report of the Financial Manager/**Treasurer** must be submitted to ~~the office of the Clerk, for review~~ and ready for circulation, fifteen (15) days before the opening of Synod. ~~The Synod Financial Manager will report through the Synod Executive.~~
- 6) 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.
- 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.** ~~and received by the Friday on which Synod begins.~~
- 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. ~~Guests will be invited to address the court for no more than 5 minutes unless more time is granted beforehand, by the Synod Executive.~~
- ~~11) The Committee on Courtesies shall report at the final session of the court.~~
- 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.** ~~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.~~
- 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 ~~be increased by 20% for the 2023 Budget,~~ **will** to be adjusted yearly by **PCC-COLA.**

