

THE CHURCH ORDER
STIPULATIONS, REGULATIONS,
CONSTITUTIONS OF MINISTRIES AND AGREEMENTS
OF
THE URCSA GENERAL SYNOD

As approved and compiled in command of the 7th General Synod Meeting
of the Uniting Reformed Church in Southern Africa
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COMPILED BY THE ACTUARIUS AND THE SUPPORT MINISTRY FOR JUDICIAL MATTERS



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F O R E W O R D

Article 1 of the Church Order starts with our historical heritage: “*We believe that all who form the Uniting Reformed Church in Southern Africa are part of the one, holy Catholic Church of the Triune God.*” This defines the Uniting Reformed Church (URCSA) as a Church who strives for unity, holiness and ecumenical involvement. Since its establishment in 1994 the URCSA describes the Triune God as merciful, compassionate, righteous and just, and also a God of order, fairness and equity. The contents of this Book focus on God’s attributes as an example for the work of its members and the various Ministries and church meetings. With regard to Church law (polity) it emphasises compassion, order, justice, fairness and equity **for** the URCSA (as a Church law instrument) as well as compassion, order, justice, fairness and equity **in** the URCSA (as a missional critique). This Book has over the years been written in such a way to answer questions of identity like: Who are we? Where do we come from and where are we going to? Whose are we? For what missional purpose are we in Africa? These identity questions is related to the nature of our Church law. I highlighted a few aspects of the nature of our Church law that are contained in this Book.

URCSA’s Church law is written first and foremost as an **African Reformed** Church law. The Confession of Belhar which transformed our entire church law was drafted on African soil. Therefore the strong focus on a spirituality that calls for community, connectedness, wholeness, belonging, story-telling, dignity, the flourishing of the marginalised, and mutual responsibility. African Church law reflects our identity as a Church who often cries to God in prayers, songs, poems, sermons and dances. An identity that finds concrete expression in the saying: “*I am because you are.*” The words “*together*”, “*unite*” and “*one*” in the Articles and Stipulations echoes the vision that we do not want to exist in isolation. We depend on the joint search for meaning, care and inter-dependence that supports the expression *umuntu ngumuntu ngabantu* (a person is a person through other persons). Our relationship with one another is an expression that the individual’s humanity is bound up in the other’s. URCSA’s ties with the Dutch Reformed Church and other Churches locally, as well as with our ecumenical partner Churches in Africa, Europe and North America is a firm belief that URCSA’s humanity is bound up in theirs, for we can only be human together.

Our church law is also **liturgical church law**. of all, of all on worship service of singing, praising, dancing, offerings, lament, praying is herein described as the main source of our knowledge of Church law from an African perspective. It was in the act of worship within huts, houses or under the trees in the open field by day and under the stars by night where congregants gathered in humble beginnings that URCSA’s church law was originally found and known. From its liturgical root our Church law must be understood as a law which is continually to be found again in it and has itself the task of ordering our worship. From the 12 Articles of the Church Order via the Stipulations and Rules (Reglemente) to the Constitutions of Ministries the emphasis is on the worship service as the fountain of African Church law. Without making our Oaths/Pledges at licensing or ordination or induction amidst preaching, hearing and dancing joyfully our “*Noyo na, Noyo na*” or singing prayerfully “*Bokang Modimo, Morena*” or Hosanna 306 there can be no African Church law.

Articles 2, 7 and 8 of the Church Order confirms that URCSA stands in the **reformed** tradition. These articles are about our heritage. We hear in it our acceptance of the Apostles Creed, the Nicene Creed and the Athanasian Creed through which URCSA expresses her connectedness with the catholic Christian Church. We hear in it the Heidelberg Catechism, Belgic Confession and Canons of Dordt through which the URCSA expresses her connectedness with the reformed tradition. These Confessions bind the URCSA to ongoing self-examination and a willingness to

accept change, as is stated in the motto of the Protestant Reformation: *Ecclesia reformata semper reformanda est secundum verbum Dei* (the Church of the reformation must continue to reform according to the Word of God).

A further aim of our Church law is to protect and promote the **holiness** or **integrity** of baptised members, confessing members and ministers of the Word. And not only integrity as a matter of Church discipline, but integrity understood as holiness in all our relationships with one another. The Stipulations and Rules (Regulations) expect from the youth, adults as well as from evangelists and ministers of the Word to display the highest standards of work ethic, healthy moral values, good management and administration. The constitutions of Ministries expect the same from the members and Executives. The aim of our Church law is: **be** good (character/virtues/values) and **do** good (actions/choices/decisions).

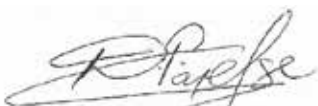
Church Order article 4.1 and the chapters on mission, evangelism and the meetings of the Church highlight the Church law as **a law of service**. Especially in articles 5 to 6 and in the Agreements with the State. The stipulations for the Ministry for Service and Witness as well as the Ministry for Proclamation and Worship confirms this aspect of our Church Law. And the mission and objectives of the Ministries (CWM, CMM, CWL, CYM, CFM, Brigade, etc.) too emphasise the service to God, the church and the world. URCSA's pastoral care and preaching through the work of chaplains in the Security Services is also devoted service.

The contents of this Book also defines **healing** and **restoration**; healing of the brokenness in persons and communities. And not just "spiritual" healing but a church law that draws the attention of URCSA to the altogether real conditions of the dispossessed, the refugees, the victims of exploitation, the stranger, the oppressed, the sick. Therefore article 4 of the Church Order and the Memorandum of Agreement with the DRC urge us to also speak about restorative justice, hope and reconciliation; reconciliation that leads to the restoration of the South African society at different levels: personal, social, political, denominational, economical and emotional. The URCSA engages in this healing and restoration while holding on to the promise of God's presence: *The Lord of the heaven's armies is with us. UJhowa-Sebawoti unathi. Die Here van die leërskaar is met ons!*

URCSA does the above because its church law is **exemplary law**. It serves as a pattern for the writing and administration of the law for political, economic, cultural and other human Institutions. Article 12.3 of the Church Order says: "The Uniting Reformed Church in Southern Africa sees it as its royal task *to set an example to humankind and society*, in obedience to the demands of God's Word, in regards to love of the neighbor, the exercise of justice, the realization of reconciliation, and the pursuit of true peace in its own life."

A word of great thanks to the chairperson and members of the Support Ministry for Judicial Matters who assisted me with the compilation of this Book. A word of great thanks also to the Executive for guidance and for checking the correctness of the contents.

Grace be with you all. Mohau o ke o be le lona bohle. Inkosi mayinenzele isisa.



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Moruti/Rev. David Peter Carelse

UMgcini-Mthetho we-Sinodi: ISinodi Jikelele, 2016

Actuarius Synodi, General Synod, 2016

C H A P T E R 1

THE TWELVE CHURCH ORDER ARTICLES

ARTICLE 1 THE CHURCH

The church of Jesus Christ is a community of believers who are called together by the Word of God and by his Holy Spirit. Those who have been called and form the “Uniting Reformed Church in Southern Africa” are part of this church of Christ. Together with all the other churches who confess Christ, this Church has been set apart as a nation as the people of God who belong to Him and who must proclaim the saving deeds of Him who called them from darkness unto light, a new creation who lives in the light as He is the light.

ARTICLE 2 CONFESSION OF FAITH

- 2.1 The Uniting Reformed Church in Southern Africa believes in the Triune God, Father, Son and Holy Spirit who revealed himself in Jesus Christ. This Church believes that the Bible is the Word of God and is the full and trustworthy (reliable) witness of this revelation. This Church accepts that at certain times and in accordance with the Word of God creeds came into existence, which interpret and state the faith of the Church of Christ.
- 2.2 The Uniting Reformed Church in Southern Africa accepts the ecumenical creeds viz the Apostles’ Creed, the Nicene and Athanasian Creeds, and by virtue of its own origins believes that the Confession Belgica (Netherlands Confession of Faith), the Heidelberg Catechism and the Canons of Dordt, as handed down in history, give pure expression to its faith. It furthermore accepts the Confession of Belhar (1986), as demanded of the church in the Southern African situation.
- 2.3 The Uniting Reformed Church in Southern Africa accepts that it has not completed its task of confessing the faith. Changed circumstances and a better understanding of the God’s Word in future may lead to the acceptance of further articles of faith, or the revision of existing articles of faith.

ARTICLE 3 MEMBERSHIP OF THE CHURCH

- 3.1 Belief in Jesus Christ is the only condition for membership of the Uniting Reformed Church in Southern Africa.
- 3.2 People who wish to join this Church do so by publicly professing their faith before the congregation. Members from other recognised reformed churches, do so by means of a membership certificate.
- 3.3 Baptised children of communicants (practicing members) belong to the Church by virtue of the covenant of grace. Such members will affirm their membership of the Church by professing their faith before the congregation.

ARTICLE 4 RESPONSIBILITY OF THE CONGREGATION

- 4.1 The congregation forms a community of believers in a particular place to serve God, one another and the world.
- 4.2 Service of God has a bearing on the whole life of the congregation and therefore includes service to one another and the world. The essence of this service of God

is found where the congregation meets round the Word of God and the sacraments. There God is worshipped and praised, his Word listened to, the sacraments received, and all needs brought before him in order to strengthen the believers in their faith and to prepare them for their service to one another and the world.

- 4.3 The believers accept mutual responsibility for one another in their spiritual and physical needs. The congregation lives as a family of God where they are inextricably bound to one another and where they mutually share joy and sorrow. Each considers the other higher than him/herself and no one only cares about his/her own needs, but also about the needs of others. In this way they share one another's burdens and fulfil the law of Christ.
- 4.4 The congregation's service to humankind and the world consists in proclaiming God's reconciling and liberating acts in and for the world, living out Christ's love, calling humankind to reconciliation with God and reconciliation and peace amongst one another. The congregation serves God, who in a particular way is the God of the suffering, the poor and those who are wronged (victimised), by supporting people in whatever form of suffering and need they may experience, by witnessing and fighting against all forms of injustice; by calling upon the government and the authorities to serve all the inhabitants of the country by allowing justice to prevail and by fighting against injustice. The congregation serves God by witnessing against all rulers and those who are privileged who out of selfishness seek their own interest and who have power over other and who do them wrong.

ARTICLE 5 SERVICES IN THE CONGREGATION

With a view to the congregation's service of God, mutual service and service to the world, the congregation shall maintain certain services. It shall take into consideration the variety of gifts in the congregation see to it that the whole congregation is involved in this service. Each congregation shall take its own circumstances into account in determining the nature and scope of these services. However, the following universal services shall exist:

- 5.1 *Worship:* The congregation shall assemble publicly as a community to meet with God and one another to hear the Word of God, to celebrate the sacraments of baptism and the Eucharist, to pray, to sing and to bring offerings, as determined by each congregation. Each congregation shall take into consideration customs in other congregations of the Uniting Reformed Church in Southern Africa, so that at all times believers from congregations shall retain the freedom to worship with one another.
- 5.2 *Instruction:* In addition to instruction through the Word during the service of worship, baptised members and other persons who wish to make a public profession of faith shall be instructed in the Word of God and the teaching (doctrine) of the Church. There shall also be ongoing instruction of all practicing members in ways determined by each congregation according to its own circumstances.
- 5.3 *Care:* There shall be mutual and communal caring for one another, both spiritually and physically.
- 5.4 *Witnessing:* Witnessing shall give expression to the congregation's responsibility to proclaim the Gospel to the world and to the society in which it lives in an organised way.
- 5.5 *Service:* The congregation shall serve all the suffering and needy with whom its members come into contact.

ARTICLE 6 OFFICES IN THE CONGREGATION

- 6.1 In order to render the congregation's service more effective, members may be elected – by virtue of spiritual gifts (charismata) and Gods calling thereto – to serve in one or more of the congregation's services.
- 6.2 Such members shall officially take charge in the services for which they have been selected. The offices of elder for teaching and managing and of deacon may be used for these purposes. In developing other offices, the particular circumstances of a congregation or congregations should always be borne in mind.
- 6.3 Although the office of elder teaching or ministering of the Word is based on service in the community of believers, and persons for this office are elected for this task by the congregation itself, this office has requirements which necessitate special preparation and training. This preparation and training is the responsibility of all the congregations together, since the service of a minister of the Word is not restricted to the congregation which elected him/her but may also be used in other congregations who call him/her.
- 6.4 Because office bearers perform a service in and to the congregation, the congregation shall decide who will fill these offices.

ARTICLE 7 MANAGEMENT OF THE CONGREGATION

Jesus Christ rules his Church through his Word and the Holy Spirit. The office of believers forms the basis of all other offices in the church. For this reason, the congregation itself elects a church council consisting of deacons and elders from among its practicing members. The church council is entrusted with the management (running), supervision and discipline of the congregation and the leadership in the various ministries in the congregation. The church council:

- 7.1 deals with all matters pertaining to worship, instruction, joint (communal) care, witness and service in the community;
- 7.2 disciplines members of the congregation except for elected office bearers;
- 7.3 lays down procedures and rules for activities entrusted to it.
- 7.4 may, if desired, call a meeting of the congregation as a whole in a way decided by each congregation.

ARTICLE 8 THE LINK BETWEEN CONGREGATIONS

As an expression of the unity of the church, congregations, by means of representatives, come together in church meetings by virtue of Christ's command to serve one another. The purpose of these meetings is joint consultation on matters that affect all congregations. These meetings form a visible link between congregations. Two types of such meetings may be distinguished: The Presbytery and the Synod. Depending on circumstances, the Synods may be of a wider or more limited nature. In the Uniting Reformed Church in Southern Africa there will be a General Synod and Regional Synods.

ARTICLE 9 THE PRESBYTERY

Representatives of congregations shall meet as Presbytery at times and in a manner as decided by the regional synod. This meeting shall:

- 9.1 deliberate on joint action with regard to the responsibilities of the congregations towards one another and towards the community and society in which they find themselves;

- 9.2 deliberate on ways in which the congregations may be prepared and equipped spiritually and materially for joint service;
- 9.3 report on how the congregations have carried out their responsibilities;
- 9.4 deal with disciplinary matters regarding ministers of the Word and the elected offices;
- 9.5 the founding and dissolution of congregations and the determination of the boundaries of congregations;
- 9.6 deal with matters of the calling and retirement of ministers of the Word;
- 9.7 lay down procedures and rules for the activities entrusted to it.
- 9.8 Regional synod shall determine the boundaries of the Presbytery.

ARTICLE 10 THE REGIONAL SYNOD

The representatives of congregations shall meet as regional synod at times and in a manner decided by the regional synod. This meeting shall

- 10.1 deliberate on joint action by the congregations with regard to the activities that cannot be dealt with by the Presbytery;
- 10.2 decide on disciplinary matters and appeals;
- 10.3 give attention to the particular needs of congregations that cannot be handled by the Presbytery;
- 10.4 lay down procedures and rules for the activities entrusted to it;
- 10.5 undertake other matters that are referred to it by the presbyteries.
- 10.6 The general synod shall, on submission by the relevant regional synods, determine the boundaries of the regional synod.

ARTICLE 11 THE GENERAL SYNOD

Representatives of regional synods, consisting of the four members of the Moderamen of each Regional Synod and one minister of the Word and one church council member from every Presbytery within the boundaries of each Regional Synod, shall meet as General Synod at times and in a manner decided by the general synod. This meeting shall deal with all matters pertaining to

- 11.1 the doctrinal standards of the church, on condition that any change to the doctrinal standards of the church can only be made after two-thirds of all the congregations have decided in favour thereof;
- 11.2 the church order, on condition that any change or addition thereto can only be made after two-thirds of the regional synods have approved the change and the general synod has decided in favour thereof with a two-thirds majority;
- 11.3 the formularies to be used in worship;
- 11.4 training of ministers of the Word;
- 11.5 ecumenical relations with other Christian churches within or outside the area represented by the General synod;
- 11.6 the Church's service to and involvement in the world and society;
- 11.7 procedures and rules for activities entrusted to it;
- 11.8 matters referred to it by Regional Synods;
- 11.9 adjudicate on appeals brought before it as a result of disciplinary action pertaining to doctrine;
- 11.10 actively execute the biblical instruction on church unity by involvement in and the initiation of church unity processes with other churches of the reformed confession.

- 11.11 The Uniting Reformed Church in Southern Africa, in terms of its constitution, is a juristic person. It exists in the church meetings, namely the church council, Presbytery, regional synod and General Synod, each being the legal owner of its property and funds and having the right to legal action in civil law.

ARTICLE 12 THE CHURCH'S RELATIONSHIPS

- 12.1 The Uniting Reformed Church in Southern Africa is part of a society, in which, as an institution among other institutions and social structures such as the state, the school, industry and others, it lives and works. In as far as the reigning legal order of society does not conflict with the Word of God, the Church lives accordingly.
- 12.2 At the same time the Uniting Reformed Church in Southern Africa demands recognition by the governing authorities of its inalienable right to freedom of ministry, worship and the organisation of its institution by virtue of its own profession.
- 12.3 The Uniting Reformed Church in Southern Africa sees it as its royal task to set an example to humankind and society, in obedience to the demands of God's Word, in regard to love of the neighbour, the exercise of justice, the realisation of reconciliation, and the pursuit of true peace in its own life. This Church sees it as its prophetic task to fearlessly proclaim these demands of God's Word in their bearing on society as a whole and on individual institutions. This Church sees it as its task to pray and intercede for the government and society and to intervene on behalf of the suffering, the poor, the wronged and the oppressed within this society, also by way of organised service.
- 12.4 Moreover the Uniting Reformed Church in Southern Africa has a special relationship with all other ecclesiastic institutions in society. This Church wishes to have communion with all these churches in as far as this is possible within the parameters of the ecumenical confessions. In exercising this communion, which will take place at congregation, Presbytery and synod level, the Uniting Reformed Church in Southern Africa strives towards the full realisation of the unity of the church of Christ so that, in Jesus' words, "the world shall know that You have sent me and love them just as You love Me" (John 17:23).

THE OFFICES OF THE CHURCH

STIPULATION 1

CALLING OF MINISTERS OF THE WORD

The calling of a minister of the Word is done by the church council, in terms of the Stipulations of the General Synod and the Regional Synods regarding the eligibility of all people licensed by churches belonging to the family of Dutch Reformed Churches.

STIPULATION 2

CALLING PROCEDURE

2.1 The emergence of a vacancy

A vacancy in a congregation arises on the day that: a) its minister of the Word dies, receives demission, retires on pension, resigns voluntarily, is dismissed, [suspended?] or discharged; b) a new congregation is established; c) a new minister's post is created by a church council.

2.2 Filling of vacancies

Vacancies are to be filled as soon as possible. A minister should be called within three months after a vacancy has arisen.

2.3 Longstanding vacancies

If a minister has not been called within the specified time the Presbytery or Presbytery committee takes note and acts according to the circumstances. With long-standing vacancies, the Presbytery committee will have the responsibility to advise the church council regarding the spiritual care of the congregation, where necessary.

2.4 Arrangements after suspension or dismissal of a minister

When a minister of the Word is suspended or dismissed, the Presbytery, in consultation with the church council, will make arrangements for the ministries in the congregation.

2.5 Who is eligible to be called?

2.5.1 Eligible ministers of the Word are those who have been legally trained according to the stipulations and rules of the Uniting Reformed Church in Southern Africa, and who were publicly declared eligible (beroepbaar) by the *actuaris* of the General Synod.

2.5.2 All serving ministers of the Word in the family of the Dutch Reformed Churches and all licenced candidate-ministers (*proponente*) of the theological faculties and theological schools under the auspices of these churches are eligible to be called in the Uniting Reformed Church in Southern Africa. A call to a congregation or another ministry in the Uniting Reformed Church in Southern Africa will, however, not be approved before the called minister has endorsed the Belhar Confession (1986) with his/her signature. Licensed ministers of the Dutch Reformed Church who wish to be called in the URCSA will have to do a *colloquium doctum*.

2.5.3 The calling of people licensed by a partner church is dealt with according to the agreement with the particular church.

2.6 Who calls?

- 2.6.1 Church council meeting – calling of ministers
- 2.6.1.1 A minister is called at a church council meeting that was announced on two consecutive Sundays at a public worship services.
- 2.6.1.2 The calling of a minister of the Word to congregations-in-combination takes place in terms of a written agreement between the participating congregations.
- 2.6.1.3 A minister of the Word needed in service of the church in a wider context is appointed by the regional synod or synodical commission from a list of three names, presented by the specific commission, with the understanding that the regional synod or synodical commission may add one name to the nomination list.
- 2.6.1.4 *No prior agreement*
The church council that extends the call sees to it that the requirements of the oath of office of ministers of the Word are strictly adhered to during the calling process and that no prior agreements or promises whatsoever were made.
- 2.6.2 Provisional determination of the next meeting
When extending a call, the church council may determine a provisional date for the next meeting.
- 2.6.3 The signing of the letter of call
The letter of call is signed by all the church council members present, immediately after a decision is reached about whom to call.
- 2.6.4 Notification of a call
The chairperson of the church council meeting informs the called person of the call. Without delay he also notifies the official church publication that the person has been called and whether she/he has accepted or declined it.
- 2.6.5 Announcement of a call
For two consecutive Sundays the name of the called person is announced to the congregation for their approval, to ascertain whether members have any legal objection against the doctrine or conduct of the called person.
- 2.6.6 Acknowledgement of a call
When a minister of the Word receives a call she/he will be obliged to:
- 2.6.6.1 announce the call to the congregation she/he is serving.
- 2.6.6.2 acknowledge receipt of the letter of call to the calling church council.
- 2.6.7 Responding to a call
- 2.6.7.1 Within two weeks after the receipt of a letter of call, the called person conveys his/her decision to the calling church council by way of a written reply, except if the chairperson of the calling meeting grants an extension of a few days.
- 2.6.7.2 The called person also announces his/her decision to the congregation she/he is serving; if she/he accepts a call, the announcement must be made on two consecutive Sundays, to ascertain whether anyone has a valid objection against it.
- 2.6.7.3 When receiving notice of the acceptance or the decline of a call, the chairperson of the calling meeting announces this to the congregation and informs the editor of the official church publication with a view to its publication.
- 2.6.7.4 If the called person fails to reply within the specified period (7.1.2.6.7.1), the call lapses and the called person is immediately informed of this. A statement on the matter is also published in the official publication of the church.
- 2.6.8. When a call was declined or lapses

When the church council gets confirmation that a minister has declined their call or that the call has lapsed, it extends a new call as soon as possible (within six weeks), with the understanding that a minister who declined a call should preferably not be called again during the same vacancy.

2.7 Approval of a call

2.7.1 Documentation required

After the second announcement of the call, and after the time has elapsed for objections by the congregation, the chairperson of the calling meeting presents the following documents to the chairperson or (if she/he is not available) the scribe of the Presbytery, for approval of the call:

- 2.7.1.1 A copy of the letter of call, properly completed and signed by a quorum of the church council.
- 2.7.1.2 An official statement of the *konsulent* and the church council that the call was conducted according to the church stipulations, and that no objection was lodged against it after being announced.
- 2.7.1.3 A declaration that the congregation [belongs to / owns a share in] a Pension Fund, either the Belhar Pension Fund, the Pension Fund of General Synod, or the Pension Fund for Ministers and Widows (*Predikante- en Weduweepensioenfondse*), and that the minister's remuneration is guaranteed in complete agreement with the Church Order, Stipulations and Rules, as well as the resolutions of General Synod and the regional Synod.

2.7.2 Sending the letter of call

After the chairperson or scribe of the Presbytery has approved the call, the letter of call is sent to the called person. The latter immediately acknowledges receipt of the letter of call to the *konsulent* and church council of the calling congregation. Within two weeks of receipt of the letter of call she/he has to respond whether she/he accepts or declines the call.

2.8 Dealing with objections to a call

2.8.1 The address of objections

An objection to a call is lodged with the chairperson or (if she/he is not available) the scribe of the Presbytery, who submits it to the Presbytery commission for their attention.

2.8.2 Objections regarding irregularities

An objection to a procedural irregularity in the calling process is investigated by the Presbytery commission and the decision is sent to the church council.

2.8.3 Objections regarding the doctrine or conduct of the called person

An objection relating to the doctrine or conduct of a person called from another Presbytery is referred to the Presbytery commission under whose jurisdiction that person falls.

2.8.4 Stating the grounds of an objection

The grounds of an objection have to be clearly described and has to be based on specific charges regarding the doctrine or conduct of the called person, or specific procedural irregularities in the calling process.

2.8.5 Declaring a call invalid

- 2.8.5.1 If the Presbytery commission finds the objections valid, it declares the call invalid. The Presbytery commission provides the church council with a written statement of its findings and of the invalidation of the call.
- 2.8.5. When the church council receives the documentation mentioned in 2.8.5.1, the chairperson of the church council informs the called person by way of a letter and

announces it in the congregation that the call has been declared invalid. The church council then proceeds to extend another call, in accordance with the church stipulations.

2.8.5.3 Invalid objections to the doctrine or conduct of a called person:

If the Presbytery commission receives a written report from the Presbytery where the called person is working, to the effect that the objections have been found invalid, it informs the church council in writing that they may proceed with the call.

STIPULATION 3

THE INDUCTION OF MINISTERS OF THE WORD

3.1 The granting of demission

3.1. When the minister of a congregation has accepted a call to another congregation the church council releases him/her from the bond with the congregation at a legally constituted meeting chaired by the church council chairperson or *konsulent*, or (if neither of them is available) another minister of the Presbytery authorised by one of them. A deed of demission, signed by the church council, will be handed to him/her.

3.1.2 When a candidate-minister (proponent) or minister in temporary service leaves the employ of a church body, a testimonial shall be handed to her/him by the employing body.

3.2 The induction procedure

3.2.1 Summoning the Presbytery ministers

When a candidate-minister (*konsulent*) is being inducted the chairperson of Presbytery or (if she/he is not available) scribe of Presbytery summons the Presbytery ministers to attend the induction.

3.2.2 Documentation required for approval of induction

After a call has been accepted the following documents need to be handed to the chairperson/scribe of the Presbytery or to the Presbytery commission so that they may approve the induction:

3.2.2.1 In case of a candidate-minister (*proponent*), the Deed of Licensing (*Akte van Legitimasie*) and documentary proof that the candidate-minister has reached the age of 22 years.

3.2.2.2 Written acceptance of the call.

3.2.2.3 The Letter of Call.

3.2.2.4 The Deed of Demission.

Approval for induction may be given telephonically, with written confirmation provided afterwards. After this the called person may be inducted.

3.2.3 Arrangements for induction

The arrangements for the induction are made by the Presbytery under whose jurisdiction the calling congregation falls.

3.2.4 The induction

3.2.4.1 The induction takes place at a public worship service conducted by the chairperson of the church council, the *konsulent*, or another Presbytery minister.

3.2.4.2 In case of a candidate-minister (*proponent*) or a 'candidate to the holy service' the induction takes place by laying on of hands.

3.2.4.3 The person responsible for the induction must make sure that the requirements of

Stipulation 2.8 have been met.

3.3 The period within which the induction has to take place

3.3.1 The induction of a called person must take place within three months after confirmation of acceptance of the call was received.

3.3.2 If the called person is prevented by circumstances from being inducted within this time limit she/he informs the *konsulent* of the congregation and the scribe of Presbytery in writing. They present it to the Presbytery Commission to obtain exemption (dispensatie) from Stipulation 3.3.1 above.

3.4 Entry in membership register

After induction the name of the minister is entered into the membership register of the congregation, on the basis of the Deed of Demission. A candidate-minister (*proponent*) has to submit his/her certificate of membership or testimonial (*attestaat*) to the congregation where she/he is inducted.

3.5 Notice of induction

3.5.1 Notice in the Official Publication

The scribe of the Presbytery gives notice of the induction in the Official Publication of the church (URCSA NEWS).

3.5.2 Notice to Scribe of Presbytery and Actuarius Synodi

After the induction the *konsulent* immediately sends confirmation of this to the scribe of Presbytery. If the person inducted is a *proponent*, the scribe of Presbytery notifies the *actuarius* of the regional synod without delay. This notification expressly mentions the time of the induction, the name of the person who conducted the induction and the names of the ministers who took part in the laying on of hands.

3.5.3 Notice to the administrator (*saakgelastigde*)

3.5.3.1 *Arrangements regarding pension*

Within a week after the *konsulent* received official notice of the acceptance of the call and when the date of induction has been set, she/he notifies the administrator (*saakgelastigde*) so that timely arrangements can be made regarding the pension of the called person.

3.5.3.2 *Appointment of a candidate-minister (proponent) as a marriage officer*

After the induction of a minister who is not yet a marriage officer, the scribe of Presbytery sees to it that the following information is sent to the *actuarius* and the administrator, with a view to getting him/her appointed as a marriage officer:

3.5.3.2.1 Full names and surname.

3.5.3.2.2 Address.

3.5.3.2.3 Identity number and a photocopy of the first page of his/her identity document.

3.5.3.2.4 The name of the nearest Area Representative of the Department of Home Affairs or of the nearest magistrate.

3.5.3.2.5 The number of adult members of the church in the congregation(s) she/he is serving.

3.5.3.2.6 The preferred language in which she/he wishes to take the test.

3.5.3.3 *The change of address of a minister already appointed as marriage officer*

after the induction of a minister who is already a marriage officer, his/her co-minister or the scribe of Presbytery sees to it that the following information is sent to the *actuarius*, so that the latter may notify The Department of Home Affairs of the change of address, as required by law:

3.5.3.3.1 The marriage officer's designation number.

3.5.3.3.2 Full names and surname.

3.5.3.3.3 New address.

3.5.3.4 *In case of retirement, death or departure from a Synodical Region:*

If a minister passes away, if demission is granted to a minister departing from a synodical region, if she/he retires, or if loses his/her status as a minister, the scribe of Presbytery will inform the *actuarius* without delay, citing the specific minister's new address, when applicable.

3.6 Notification of membership of the Presbytery

After induction, a notice is sent to the official journal of the church confirming that the inducted person became a member of the Presbytery on the date of induction. This notice is sent by the chairperson of the Presbytery or if she/he is the inducted person, or if she/he is unable to do so, or if she/he is the *konsulent*, by the scribe of Presbytery.

3.7 Jurisdiction over office bearers without fixed residence

Ministers of the Word and candidate-ministers (*proponente*) of the church who live outside the church's jurisdiction, and did not become members of another Reformed Church, as well ministers of the Word, candidate-ministers (*proponente*) and emeriti ministers without fixed residence, who are travelling workers (with or without the official sanction of the church), fall under the jurisdiction of their previous presbyteries.

STIPULATION 4

OFFICIAL DUTIES OF MINISTERS OF THE WORD

4.1 The responsibility of a minister

The responsibilities of a minister include the following:

4.1.1 Proclaiming the Word of God and the ministry of prayer.

4.1.2 Administering the sacraments.

4.1.3 Conducting worship services.

4.1.4 Taking responsibility for catechetical instruction.

4.1.5 Conducting public profession of faith

4.1.6 Exercising governance and discipline over the congregation, together with the church council.

4.1.7 Proper house visitation (*huisbesoek*) and pastoral care of the congregation.

4.1.8 Equipping believers in general for their ministries, particularly those serving in special offices and other leadership positions in the congregation, as well as those with the potential to perform such duties.

4.1.9 Chairing church council meetings.

4.1.10 Reaching out to people who are not Christians and do not belong to a church.

4.1.11 The Christian consecration of marriages.

4.1.12 Funerals

4.2 Exemption from some official duties

With the written permission of the Presbytery a church council may entrust a special assignment to a minister and by virtue of this exempt him/her from certain official duties.

4.3 The official duties of an evangelist

The duties of an evangelist include the following:

- 4.3.1 Proclaiming the Word, especially to people who are not Christians and do not belong to a church
- 4.3.2 Teaching catechism, especially to those who have become Christian believers.
- 4.3.3 Carrying out instructions of the church council, both inside or outside the congregation.
- 4.4 **Tent-making ministry**
- 4.4.1 The church council of a congregation that is struggling financially may allow a minister of the Word to accept other gainful employment, while serving the congregation, provided that a written agreement to this effect was negotiated between them, with the approval of the Presbytery.
- 4.4.2 The Presbytery Ministry for Judicial Matters may approve such an agreement on behalf of the Presbytery, provided the Presbytery commission is unanimous on this; if not, the proposed agreement will be referred to a full Presbytery meeting.
- 4.4.3 The tent-making agreement shall stipulate the official duties expected of the specific minister of the Word, as well as the adjusted obligations of the church council regarding his/her remuneration.
- 4.4.4 The occupation accepted by a minister of the Word should not be of such a nature that it detracts from his/her dignity as minister of the Word. She/he should also not jeopardise his/her status as minister of the Word by accepting employment from the governing body of a political party.
- 4.4.5 The demands made on a minister by such an occupation should allow her/him sufficient freedom to render his/her service to the congregation, make it possible for him/her to proclaim the Word and serve sacraments on Sundays and on Christian holidays, and allow her/him to attend meetings of the church council, Presbytery and synod.
- 4.4.6 The fact that a congregation's minister practises a tent-making ministry should be taken into account by the regional synod and its ministries when the congregation requests financial assistance for a specific post, and preference will be given to the applications of struggling congregations whose minister has not opted for a tent-making ministry.
- 4.4.7 The Presbytery will investigate at each ordinary meeting whether the financial situation of the congregation is still such as to make a tent-making ministry necessary.

STIPULATION 5

PERFORMANCE IN ANOTHER CONGREGATION

No minister of the Word may perform official duties in another congregation without the approval of the church council of that congregation.

STIPULATION 6

REMUNERATION (BENEFITS)

6.1 The principle of remuneration (cf. the Letter of Call)

The congregation, Presbytery or synod who called a particular minister of the Word to its service, is responsible for his/her livelihood and that of his/her family. This responsibility is not terminated or diminished when she/he is temporarily prevented from performing official duties due to illness or any other valid reason.

6.2 When does a congregation's responsibility begin?

The responsibility of a calling congregation towards an inducted minister of the Word is as follows:

- 6.2.1 In the case of a minister attached to another congregation, the responsibility of the calling congregation commences on the day of her/his demission from the former congregation, even if she/he should pass away before being inducted. The induction has to take place within three months [see 3.3.1]. If it is not possible for the induction to take place within three months, the minister, congregation and the Presbytery negotiate to find a suitable date.
- 6.2.2 In the case of a candidate-minister (*proponent*) and a minister who received demission for further study or due to poor health, the responsibility commences on the day of induction.

6.3 The responsibility comprises the following:

6.3.1 Remuneration

- 6.3.1.1 Each regional synod of the Uniting Reformed Church in Southern Africa determines the remuneration, (including pension contributions), of all active ministers of the Word within its region.
- 6.3.1.2 A church council is not permitted to call a minister of the Word unless it has passed a formal resolution in which it guarantees to the minister: a) a minimum salary plus an annual increment as determined by the regional synod; b) a share in one of the official pension funds of the church for ministers of the Word; c) free housing or a housing subsidy; d) medical benefits; and e) a travelling allowance.
- 6.3.1.3 The personal contribution of the minister of the Word to a pension fund (either the Belhar Pension Fund, the Pension Fund of the General Synod, or the Pension Fund for Ministers and Widows) will be deducted monthly from his/her salary. These amounts are transferred to the specific Fund and calculated or accounted for according to the relevant stipulations of the Rules of the specific Fund and the arrangements announced from time to time by the governing body of that Fund.
- 6.3.1.4 It is compulsory for each church council to purchase and sustain a share in one of the three pension schemes for each fulltime minister in its congregation. The same applies to each Commission and Institution of the regional Synod that has a minister of the Word in its service.
- 6.3.1.5 In the case of a minister of the Word in tent-making ministry, Stipulation 4.4 may be followed.

6.3.2 The transfer expenses of the called person

The calling congregation takes responsibility for the transfer expenses of the minister of the Word or *proponent*, with his/her family and their possessions. If she/he should leave the congregation again within four years, calculated from the day of induction to the day of demission, a partial repayment of these transfer expenses may be recovered by the congregation from the new calling congregation. For each year (or part of a year), calculated from the day of demission, a quarter of the transfer costs may be reclaimed. The church council must lodge this claim before the minister of the Word receives his/her demission.

6.4 Leave of ministers of the Word

6.4.1 Annual holiday leave

A minister of the Word serving a congregation is entitled to take a maximum of six weeks leave per year, if she/he so chooses, with the understanding that she/he sees to it, in consultation with the church council, that the ministries in the congregation are effectively exercised in her/his absence. Leave may not be transferred to a next year or accumulated.

6.4.4.2 Long leave

In addition to holiday leave, ministers of the Word are entitled to long leave with full remuneration and allowances, determined as follows:

6.4.4.2.1 Calculation

A minister of the Word is entitled to one month long leave for three years of continuous service in the same post. From the third year on, long leave is calculated on the basis of ten days leave for every year of service, up to a maximum of three months at a time.

6.4.4.2.2 Long leave may not be transferred

Long leave may not be transferred from one congregation or post to another. A maximum of three months' long leave may be paid out to a minister. Additional long leave due to a minister, which has not been taken, lapses.

6.4.4.2.3 Long leave that has not been taken lapses and will not be paid out to the minister.

6.4.4.3 Lengthy absence from a congregation

In the case of a lengthy or exceptional absence of a minister of the Word from a congregation, she/he ensures that his/her ministry will be exercised to the satisfaction of the church council; the church council notifies the chairperson of Presbytery of this arrangement.

6.4.4.4 Leave due to illness

When leave is granted to a minister due to illness, the church council ensures that the duties of the minister are adequately exercised in her/his absence. If the Presbytery considers it necessary, it assists the minister and the church council in this regard.

6.4.4.5 Study leave

6.4.4.5.1 Normal holiday leave is granted for examination purposes.

6.4.4.5.2 "Long study leave" of six months or longer may be granted to a minister, but that will be unpaid leave. The church council should ensure that the congregation is not harmed by granting such leave.

6.4.4.6 Maternity leave

Women ministers of the Word are entitled to five months maternity leave, commencing one month before the birth.

STIPULATION 7

THE STATUS OF THE MINISTER OF THE WORD

The status of a minister of the Word is regulated by Rule 4 regarding the Status of ministers of the Word [See page 96]

STIPULATION 8

RETIREMENT AND DEATH

8.1 The principle of an age limit

8.1.1 A minister of the Word may retire at the age of sixty years, or earlier, if the rules of his/

her pension fund makes this possible.

- 8.1.2 It is compulsory for a minister of the Word to retire at the age of sixty-five years.
- 8.1.3 When a minister of the Word discontinues his/her ministry due to ill health, old age, or for any other reason, provided that she/he qualifies for it, she/he shall receive pension payments in accordance with the rules and regulations of the particular church pension fund. Sufficient provision must be made for his/her dependants.
- 8.1.4 When a minister of the Word discontinues her/his ministry in terms of the abovementioned stipulations, the Presbytery grants him/her emeritus status [emeritaat]. She/he retains his/her ministerial status and may do relieving duty [afloswerk] in congregations. She/he will not be eligible for a call without the approval of the Presbytery that granted him/her emeritus status.

8.2 Procedures at retirement [See also Rule 5]

8.2.1 Announcement of retirement and application for demission

A minister of the Word who (a) retires, or (b) resigns from the ministry after obtaining approval from the Ministry for Judicial Matters that he may do so with retention of his/her ministerial status, is released from his/her bond with the congregation by the Presbytery commission. This may happen only after she/he applied in writing to the Presbytery to receive demission to retire, and after it has been announced to the congregation for two consecutive Sundays.

8.2.2 Granting of demission

8.2.2.1 *Notification to the konsulent*

The Presbytery commission notifies the *konsulent* that demission has been granted to a particular minister.

8.2.2.2 *Demission in the church council meeting*

Demission is granted in a properly constituted church council meeting.

8.2.2.3 *Granting of the deed of demission*

The Deed of Demission, signed by the Presbytery commission, is granted to the retiring minister of the Word at the last worship service she/he conducts in the congregation, unless arranged otherwise by the church council [of na eis van omstandighede].

8.2.2.4 *Who hands over of the Deed of Demission?*

The Deed of Demission is handed over by the Presbytery commission, or by one of its members duly authorised to do so.

8.2.3 Statement of the Presbytery concerning pension

Before granting demission, the Presbytery commission obtains information from the Administrator of the church to ascertain whether the retiring minister of the Word is entitled to pension according to the stipulations of the Rules of the particular pension fund and issues a declaration about this when handing over the Deed of Demission.

8.2.4 Complaints

When a complaint is lodged against the granting of demission, the Presbytery commission will provisionally refuse [block] the demission and report to the next Presbytery meeting, who will act in response to the facts of the matter [na bevind van sake].

8.2.5 Notification to the administrator (*saakgelastigde*) and the *actuaris synodi*

The scribe of Presbytery notifies the administrator and the *actuaris synodi* in all cases of the retirement or death of a minister.

8.2.6 Retention of the function of marriage officer

When a retired minister desires to retain his/her function as a marriage officer, an application to this effect and a new address must accompany the notification mentioned in 8.2.5.

8.3 Procedure at the death of a minister of the Word

8.3.1 The passing away of a minister of the Word

When a minister of the Word passes away the church council immediately informs the *konsulent*.

8.3.2 Livelihood of the family in case of death

When a minister of the Word passes away, the normal remuneration [traktement] is paid for three months after the month of her/his death to his/her widower/widow or minor children. They are also entitled to occupy the parsonage free of charge and without hindrance during this period.

STIPULATION 9

ASSISTANT MINISTERS [HULPPREDIKERS]

9.1 Only a minister of the Word or a candidate-minister (proponent) may be appointed as an assistant minister. Such an appointment is made by a church council, is temporary in nature, must be reconsidered annually, and can be renewed from time to time.

9.2 No assistant minister may be appointed, and no such appointment may be renewed, without the prior approval of the Presbytery. The Presbytery will see to it that such an appointment is not abused to prevent a minister of the Word from being called. The Presbytery commission may approve the appointment of an assistant minister on behalf of the Presbytery, but only if this is a unanimous decision. If not, the intended appointment will be referred to the full Presbytery meeting for a decision.

9.3 When a candidate-minister is appointed as assistant minister, she/he will not be inducted with the laying on of hands, unless the church council obtains prior written permission from this from the synodical commission.

9.4 The nature and scope of the official duties entrusted to an assistant minister are left to the church council who appointed him/her.

STIPULATION 10

THE KONSULENT

10.1 The purpose of a *konsulent*

A *konsulent* is nominated for a congregation that does not have two or more ministers, to act in the place of the minister of the Word during a vacancy, when there is a dismissal, a long illness, or any other absence of the minister, and whenever necessary in other circumstances.

10.2 The nomination of a *konsulent*

10.2.1 The Presbytery appoints *konsulente* for all the congregations within its borders and takes the interests and needs of each specific congregation into account in making these appointments.

10.2.2 When appointing *konsulente*, the Presbytery may make whatever changes are required by circumstances.

10.3 Notification regarding the appointment of a *konsulent*

The scribe of Presbytery will give notice to the official journal and newsletters of the church of the konsulente who have been appointed, so that the church councils and *konsulente* may be officially informed of these appointments and of the changes made in this regard by the Presbytery.

10.4 Duties of a *konsulent*

10.4.1 Church books and documents

When a congregation becomes vacant, a commission of the church council, appointed by the church council and the *konsulent* takes over responsibility (with an inventory) for the church books and documents that are usually in the care of the minister, for safe keeping. When a new minister has been inducted, these documents are handed over to her/him at her/his first church council meeting, with a proper inventory.

10.4.2 Responsibility for worship services and pastoral care

The responsibilities of preaching and pastoral care in a vacant congregation are arranged by the *konsulent* in consultation with the church council.

10.5 The status of the *konsulent*

The *konsulent* functions in all respects at the church council in place of the local minister of the Word, but without having a vote. Except in very urgent circumstances, no church council meeting may be conducted in his/her absence, or without his/her approval. She/he chairs every church council meeting where church council members are elected, or a minister is called; when she/he is unavoidably prevented from being present at such a meeting, she/he requests another minister in the Presbytery to act in her/his place.

10.6 Compensation for the *konsulent*

The vacant congregation pays the travel and subsistence costs of their *konsulent*. In addition, the church council is instructed to pay the *konsulent* a monthly honorarium as determined by the regional synod.

ELDERS AND DEACONS

STIPULATION 11

THE SERVICE TERM OF CHURCH COUNCIL MEMBERS

The regional synod lays down the term of service for elders and deacons. As a rule, there will be a regularly rotation of elders and deacons.

STIPULATION 12

THE PROCEDURE AT THE ELECTION OF CHURCH COUNCIL MEMBERS

12.1 Those who are eligible

12.1.1 Only members who are exemplary [onberispelik] in doctrine, conduct and life style, according to the requirements of Scripture, who have been equipped by the Holy Spirit for these specific ministries, and who are not opponents of the church ordinances, may be elected as elders and deacons. The marriages of these candidates have to be solemnised in church. Exceptions to this rule may be made for members whose marriage partners do not belong to a Christian church and who refuse to get their civil or traditional marriage be consecrated in church.

12.1.2 At the election of church council members care is taken to appoint enough experienced members to safeguard continuity and enough new members who have not

served previously.

- 12.1.3 Where enough eligible candidates are available, care is taken that no husband and wife, parent and child, parent-in-law and son-in-law or daughter-in-law, brothers, sisters, brothers-in-law, sisters-in-law, brother-in-law and sister-in-law serve on the church council simultaneously. Ministers of the Word as church council members are exempt from this ruling.

12.2 The time of elections

The church council holds its annual election of elders and deacons at a meeting before the end of September.

12.3 The way of operation during elections

12.3.1 Election procedure

- 12.3.1.1 A meeting of all the members of a particular ward is held after the announcement of the planned election meeting for the election of church council members.

- 12.3.1.2 At this meeting the members of the ward nominate candidates from their area by way of voting. These candidates need to declare their willingness to serve as elders or deacons, with the understanding that they have only been nominated.

- 12.3.1.3 At the church council meeting a nomination list is drawn up for each ward, on the basis of these nominations.

- 12.3.1.4 These nominations are purged [gesuiwer] in the usual way.

- 12.3.1.5 The church council then votes in turn for each ward (where there is a vacancy) from the purged list, until church council members, who have already indicated their willingness to serve, have been chosen for every ward.

- 12.3.1.6 In this way one or more candidates can be elected for each ward from the nomination list.

12.3.2 Notification to those elected

Without delay those elected are informed in writing of their election.

12.3.3 Announcement of the names of those elected

Without delay the names of those elected are presented to the congregation for approval, by way of announcement on three consecutive Sundays.

12.4 Refusal to serve

Those who, in the considered opinion of the church council, refuse without good reason to refuse to serve in the offices to which they have been elected, open themselves to Christian admonition by the church council; their refusal will be announced to the congregation. In such cases the church council acts according to the disciplinary procedures.

12.5 Objections against those elected

Any member is entitled to submit his/her objections to one or more of those elected to the chairperson of the church council, before the third announcement of their names. In response the chairperson will call an urgent church council meeting to consider the objections. If this meeting cannot take place before the third announcement, the announcement of all the names are still made, but the church council deals with the received objections as soon as possible after that.

12.6 Handling of objections

If the urgent meeting can be held before the third announcement and the objections are found to be valid, the names of the persons against whom valid objections have been raised are not announced for a third time. If the objections can only be discussed after the third announcement, and they are found to be valid, those against whom valid the objections have been lodged are not inducted as

church council members. If the objections are of a serious nature, further action is taken according to the disciplinary procedures. The election of the members against whom valid the objections have been raised are declared null and void, and other members need to be elected in their place by the church council as soon as possible.

12.7 Induction

12.7.1 The time of induction

The elected and re-elected members, who have received the approbation of the congregation, are inducted in their respective offices at the end of the year or as early as possible in the new year.

12.7.2 Persons to be inducted as church council members

Only members in good standing with the congregation, whose names are recorded in the membership register of the congregation may be inducted.

12.7.3 Serving church council members

Serving church council members remain in their offices [by way of a church council decision] until their replacements have been inducted.

12.7.4 Problems with elections or the induction

The Presbytery has to act if serious problems arise concerning the election or induction of new church council members in the place of retiring church council members.

12.8 Term of service of church council members

The term of office for elders and deacons is two consecutive years, after which they need to retire, except if they are re-elected. If they are re-elected and have served for four consecutive years, they may not serve again, until they have been out of service for at least a year. In exceptional cases, when there is a real shortage of eligible candidates, the Presbytery or, when the Presbytery is not in session, the Presbytery commission has the authority to relax the enforcement of this stipulation (dispensatie). This relaxation has to be requested after the election but before the induction of the respective members, mentioning the number of consecutive service years they have been serving on the church council. A deacon, however, may be elected as an elder directly after four consecutive years of service as deacon has elapsed, but she/he has the right to demand to be excused from service for a year.

12.9 The filling of vacancies

All vacancies must be filled as soon as possible.

12.10 Discharge of a church council member

A church council has the prerogative to discharge a church council member from his/her duties. If deemed necessary in such cases, as well as in the case of the death of a church council member or his/her departure from the congregation, the council elects a replacement who takes the place of the predecessor for the outstanding part of the stipulated term of service. When her/his two or four-year period of service is calculated, this period of service as replacement for someone else will not be counted.

12.11 Recusal from service

The age of seventy years, as well as a service term of six years as elder and/or deacon, will be deemed appropriate for someone to recuse himself/herself from further service on the church council.

STIPULATION 13

OFFICIAL DUTIES OF AN ELDER

The responsibilities of an elder are:

- 13.1 Serving the congregation pastorally together with the minister(s) of the Word.
- 13.2 Exercising supervision over the congregation and over their fellow church council members.
- 13.3 Exercising discipline.
- 13.4 Visiting the congregation members faithfully.
- 13.5 Striving to lead others to Christ.
- 13.6 Taking responsibility with the deacons to find the means to maintain the worship services.
- 13.7 Administering the funds and property of the congregation.
- 13.8 Supporting the minister of the Word diligently in everything that can enhance the spiritual edification of the congregation.

STIPULATION 14

OFFICIAL DUTIES OF A DEACON

The responsibilities of a deacon are:

- 14.1 Leading the congregation in the service of compassion.
- 14.2 Collecting and administering the contributions of the congregation, as well as seeking and employing other acceptable means, for the above purpose,
- 14.3 Inspiring members of the congregation to become personally involved in practising Christian compassion.
- 14.4 Elders and the deacons manage and organise the collection of the offerings for the maintenance of the worship services.

THE MEETINGS OF THE CHURCH

STIPULATION 15

THE CALLING TOGETHER OF MEETINGS

15.1 By whom? The responsibility to call meetings

Both the meetings of Presbytery and regional synod are convened by a commission mandated for that purpose by the previous meeting. In the case of a Presbytery, this commission co-operates with the church council of the congregation where the meeting will be held in making the necessary arrangements for the meeting.

15.2 Drawing up the work schedule [skema van werksaamhede]

15.2.1 The responsibility to draw up a work schedule

Smaller (*mindere*) church meetings timeously submit matters for discussion at broader meetings to the commission responsible for drawing up the work schedule from the items received. Each broader (*meerdere*) church meeting determines its agenda at its first session on the basis of the work schedule.

15.2.2 Items from congregation members

No matter submitted by an individual congregation member will be placed on the agenda if it becomes clear that this item was not previously discussed by a smaller church meeting.

STIPULATION 16

ELECTION OF THE MODERATURE OF THE REGIONAL SYNOD AND THE PRESBYTERY

16.1 The Regional Synod

The members of the moderamen are appointed by means of free elections.

16.2 The Presbytery

Any member of a Presbytery meeting may be elected as chairperson or vice-chairperson. These two officials together with the scribe and queastor forms the Presbytery's Executive. The election of the Executive takes place bi-annually.

THE PRESBYTERY

STIPULATION 17

COMPILATION AND DIVISIONS OF PRESBYTERY BORDERS

17.1 Neighbouring congregations are grouped together into presbyteries to express the reality of confessional church unity [kerkverband] and to ensure the proper exercise of church discipline.

17.2 A Presbytery may divide its area and/or change its borders, when it deems this necessary. This division and/or extension may not take place without the approval of the Regional Synod.

17.3 A Regional Synod may advise a Presbytery to divide and/or to change its borders, if it deems this necessary.

STIPULATION 18

MEMBERS OF THE PRESBYTERY¹

- 18.1 The church council of each congregation within the borders of the Presbytery delegates its minister and a church council member to the Presbytery meeting. A congregation with more than one minister delegates all its ministers and an equal number of church council members to the Presbytery meeting.
- 18.2 Ministers and evangelists in service of the Presbytery or in service of congregations within the Presbytery who are not delegated to the Presbytery as church council members attend the Presbytery in an advisory capacity. When disciplinary matters are dealt with, however, they need to recuse themselves.
- 18.3 A congregation without a minister will delegate two church council members to Presbytery.
- 18.4 Delegates to the regional Synod act as legitimate members of the Presbytery meeting that convenes during the session of synod, and act as such until the next Presbytery meeting.
- 18.5 The Executive of the Ministries of the CWM, CMM, CWL, CYM, Brigade, send one delegate each to the meeting of the Presbytery. They have advisory status with no right to vote and must be excused when the Presbytery deals with disciplinary matters (tugsake). The delegates of the CYM and Brigade must be younger than 35.

¹ The Presbytery according to the Integrated Ministries model (IM):

1. CORE MINISTRIES.

1.1 Ministry for Proclamation and Worship

Prayer Groups, Worship and Liturgy Groups, Doctrinal and confessional discernment, Preaching, Spiritual formation based on the sacraments.

1.2 Ministry for Congregational Ministries

Gemeentebediening; Commission for Christian Education, Junior and Senior Catechism, Adult education, CYM, CMM; CWM, Brigade, etc. Focus on Leadership training, skills development, moral instruction.

1.3 Ministry for Service and Witness

Commission for Diaconal Services, Deacons, Commission for Witness, Christian Dependency Ministry (CDM / CAB). Focus on spiritual and physical service and care of all needy and suffering people in the Presbytery. Equips the church councils through workshops and camps for their tasks of service and witness.

2. SUPPORT MINISTRIES.

2.1 Ministry for Ecumenical Relations

The Executive of the Presbytery acts as Commission for Ecumenical Relations. The Executive encourages Core and Support Ministries to start joint activities with eccumenical partners. Brings greetings at their meetings.

2.2 Ministry for Judicial Matters

The former Presbytery Commission (Ringskommissie). It advises the Presbytery and members on judicial and legal matters. Organize training for Church Councils on the Stipulations and Regulations.

2.3 Ministry for Finance and Administration

This replaces the Commission for Finance. This Ministry administers the income and expenditure as well as the fundraising of the Presbytery. It also enhance responsible stewardship in the Presbytery in liason with the core and support ministries.

2.4 Ministry for Communication, Publication and Archive

This replaces the Archive and Yearbook Commission. This Support Ministry works in close liaison with the three Core Ministries and with the other Support Ministries to ensure that the Presbytery communicates well within itself, and to enhance its ability to clearly communicate its service and witness to the Synod.

STIPULATION 19

ACTIVITIES OF THE PRESBYTERY

19.1 Presbytery meetings

19.1.1 Frequency of meetings

The Presbytery meets at least once per annum to deal with matters that arise.

19.1.2 Time and place of ordinary meetings

Ordinary meetings are conducted, as far as possible, in turn in the different congregations during June, July, August or September of each year, as determined by the Presbytery, except in the year when the regional synod meets. A Presbytery meeting is called by a notification of the scribe of Presbytery to the church councils published in the official journal of the church at least two months before the meeting, indicating the dates and venue of the session.

19.1.3 Extraordinary meetings

The chairperson is entitled, on the advice of and with the written permission of the Presbytery commission, to change the date and/or place of the meeting. He may also call an extraordinary Presbytery meeting, and he is obliged to do so when the Presbytery commission or at least three members of Presbytery submit a written request to him in this regard. Written notification of an extraordinary meeting is given to the Presbytery members at least two weeks before the meeting.

19.1.4 The quorum, constituting and opening of Presbytery meetings

19.1.4.1 At the opening of the Presbytery meeting and the election of a chairperson, the meeting acts in accordance with the procedure of meetings.

19.1.4.2 The Presbytery cannot be legally constituted unless two-thirds of the delegated members of all congregations are present.

19.1.4.3 Fifty percent of the members on the attendance list constitutes a quorum when dealing with ordinary business. When dealing with disciplinary matters the meeting acts in accordance with Stipulation 65.

19.2 Responsibilities and competence of the Presbytery (see also Article 9)

19.2.1 To see to it that congregations and office bearers fulfil their calling and duties, as described in the Church Order, Stipulations and Rules.

19.1.2 To provide advice and assistance to church councils, especially if they need assistance when calling a minister of the Word.

19.2.3 To determine the boundaries between congregations within its borders.

19.2.4 To establish new congregations at the request of church councils.

19.2.5 To deal with all matters on its agenda, whether in the first instance or on appeal.

19.2.6 To issue and receive Deeds of Demission and to grant approval for the induction of ministers of the Word. In periods between Presbytery meetings such approval is granted by the chairperson and the *konsulent*, in consultation with the Presbytery commission.

19.2.7 To conduct annual church visitation in each congregation within its borders, in accordance with the Rule drawn up by General Synod in this regard. This visitation investigates the following:

19.2.7.1 Whether the office bearers, personally and jointly, are carrying out their duties faithfully.

- 19.2.7.2 Whether they are preserving sound doctrine.
- 19.2.7.3 Whether they are following the Church Order and Stipulations, as well as the resolutions of the broader meetings.
- 19.2.7.4 Whether they are building and expanding the congregation by word and deed to the best of their abilities.
- 19.2.8 Finally, to caringly admonish those who neglect their duties and assist everyone in word and deed.

19.3 The scribe of Presbytery

The Presbytery commission elects a scribe for a term of two years, with the following responsibilities:

- 19.3.1 Faithfully carrying out what is required in the Rule (Reglement).
- 19.3.2 Reporting the key resolutions of the Presbytery meeting in the official journal of the church, within a month after the meeting.
- 19.3.3 Reporting the current situation regarding the spiritual life and faith of the congregation in the official journal of the church as soon as possible after the Presbytery meeting, if the Presbytery deems it necessary.
- 19.3.4 Drawing up and submitting points for discussion (*beskrywingspunte*) approved by the Presbytery to the scribe of synod.
- 19.3.5 Carrying out the tasks assigned to her/him by the chairperson of Presbytery.
- 19.3.6 Acting as scribe of the Archive and Yearbook Commission of the Presbytery and carrying out all the tasks assigned by this commission.
- 19.3.7 Maintaining a book in which she/he records the minutes of Presbytery, including a declaration that his/her copy is a true copy of the original *Acta*.
- 19.3.8 Reporting at every Presbytery meeting about his/her work since the previous meeting.

9.4 The treasurer (quaestor) of the Presbytery

The Presbytery meeting elects a treasurer for a term of two years, with the following responsibilities:

- 19.4.1 Insisting on a meticulous report from each church council on the collections and levies (*heffinge*) collected and transferred to synodical funds, as well as regular contributions and personal donations to the Belhar Pension Fund, the Pension Fund of the General Synod and the Pension Fund for Ministers and Widows (*Predikante- en Weduwepensioenfondse*).
- 19.4.2 Making payments as instructed by Presbytery and submitting his/her financial records at every Presbytery meeting for checking and approved by the financial committee of the Presbytery.
- 19.4.3 If the offices of scribe and treasurer are separated, the submission of 'Form A' to the scribe of Presbytery during the Presbytery meeting, for submission to the church archivist.

19.5 The absence of the scribe and/or the treasurer

- 19.5.1 The offices of treasurer and scribe of the Presbytery may be exercised by the same person.
- 19.5.2 If the scribe and/or the treasurer should die, move away from the Presbytery, or encounter problems that prevent her/him from properly executing her/his duties, the Presbytery commission recalls the books, documents, etc. related to the work of the scribe and/or treasurer and assigns these tasks to a member of the Presbytery, until the Presbytery has appointed a successor.

19.5.3 If the scribe and/or treasurer is absent for an extended period, the Presbytery appoints a temporary substitute.

19.6 Representatives of the Presbytery on the General Synod

At the second last ordinary meeting of the Presbytery before an ordinary meeting of General Synod, the Presbytery appoints a minister and church council member, with secundi, for submission to the Synodical Commission, with a view to representing the Presbytery at General Synod.

STIPULATION 20

RESPONSIBILITIES OF THE SUPPORT MINISTRIES IN THE PRESBYTERY

20.1 Presbytery Commission / Ministry for Judicial Matters

20.1.1 At every ordinary Presbytery meeting a Presbytery commission is elected, functioning from the close of one ordinary meeting to the close of the next one.

20.1.2 This commission consists of two members, the scribe of Presbytery and three secundi, whom the scribe of Presbytery may summon in sequence when necessary. The chairperson of Presbytery will not be elected as a member of the Presbytery commission, unless the Presbytery deems it absolutely necessary.

20.1.3 This commission elects its own chairperson and deals with urgent matters, as well as matters referred to it by Presbytery; when dealing with disciplinary matters, it acts in accordance with prescribed church discipline procedures.

20.1.4 The commission fills any vacancies that may arise on commissions appointed by Presbytery.

20.1.5 The commission reports on its activities to the following ordinary Presbytery meeting.

20.2 Finance Commission / Ministry for Finance and Administration

At every ordinary Presbytery meeting a finance ministry is appointed, with the following responsibilities:

20.2.1 Thoroughly checking each congregation's Form A; ensuring that funds raised or set aside by a congregation for specific purposes are properly protected and accounted for; submitting a thorough report to the Presbytery meeting on the finances of the separate congregations.

20.2.2 Checking the financial books and membership register of the congregation where the Presbytery meets on and reporting on this to the Presbytery meeting.

20.2.3 Checking the financial books of a congregation in the Presbytery, through a personal visit, and reporting its findings to the next meeting, if the Presbytery deems this necessary.

20.2.4 Auditing and endorsing the financial books of the Presbytery treasurer (quaestor).

20.2.5 Completing Form C and sending it to the administrator of synod [saakgelastigde].

20.2.6 Drawing up statistical records of the finances of the Presbytery's congregations so that the Presbytery may get a comparative picture of the situation in the different congregations and be able to compare the present situation with previous years.

20.2.7 Investigating whether the ministers were paid according to the notches on the salary scale, receiving an increase of one notch for every year of service.

20.2.8 Assisting church councils to acquire sufficient funds to pay their ministers, where necessary.

20.3 Ministry for Communication, Publications and Archive

At every Presbytery meeting this ministry is appointed. The scribe of Presbytery is an *ex officio* member and scribe of this ministry. It has the following responsibilities:

- 20.3.1 Checking the copies of the congregational baptism and membership registers and reporting on this to the Presbytery meeting.
- 20.3.2 Checking the state of affairs concerning the registers, minute books, correspondence and other valuable documents of each congregation in the Presbytery; giving special attention to ensure that these documents are complete and are safely guarded and reporting on this to each Presbytery meeting.
- 20.3.3 Advising the congregations of the Presbytery regarding minute writing and filing, as well as the treatment and safe-keeping of registers, minute books, correspondence and valuable documents.
- 20.3.4 Ensuring that valuable historical documents or artefacts [antieke stukke] found within the borders of the Presbytery are sent to the church archive, as well as the preservation of historic buildings and other antiques significant for church and mission history.
- 20.3.5 Taking responsibility, after each Presbytery meeting, that Rule 9 is promptly carried out, and reporting on this to the following Presbytery meeting. A copy of the inventory sent to the director of publications and communications should be included in the report.
- 20.3.6 Receiving the year-book submissions of the Presbytery commission, checking these for accuracy, and sending them to the director of publications and communication before the set deadline; also submitting this information to the Presbytery meeting.
- 20.3.7 Compiling a list of the members and commissions of Presbytery, together with all the relevant information of the Presbytery required in the year-book. This is done during the Presbytery meeting and sent without delay to the director of publications and communication. In a year when the regional synod meets this information is handed to the abovementioned director during the synod meeting, after the presbyteries have constituted and elected their commissions.

STIPULATION 21

RESPONSIBILITIES OF THE CORE MINISTRIES IN THE PRESBYTERY

21.1 Commission for Diaconal Services

21.2 Commission for Public Witness

21.3 Commission for Christian Education

At every ordinary Presbytery meeting a commission for Christian education is appointed, with the following responsibilities:

- 21.3.1 Encouraging Christian education within the borders of the Presbytery.
- 21.3.2 Keeping a watchful eye over the standard and quality of religious education in the church schools [dagskole] within the borders of the Presbytery.
- 21.3.3 Organising and conducting conferences, symposia and training courses for the leaders of organisations, associations and institutes of Christian education within the Presbytery.
- 21.3.4 Submitting a report in duplicate at every Presbytery meeting on all its activities and on the state of Christian education in each congregation of Presbytery, as well as the state of affairs in day schools under the auspices of the church. When the Presbytery

meeting has dealt with this report, the scribe sends a copy to the Synodical Commission of Christian Education.

21.3 Commission for Men's Ministry

When congregations within the borders of a Presbytery have branches of the men's ministry, there will be a commission for men's ministry, functioning according to the applicable Rule.

21.4 Commission for Christian Women's Ministry

There will be a commission for Christian women's service in each Presbytery, functioning according to the applicable Rule.

STIPULATION 22

TERM OF SERVICE FOR OFFICE BEARERS OF MINISTRIES (COMMISSIONS) AND EXPENSES

- 22.1 If no ordinary Presbytery meeting can take place, the office bearers and Commissions of Presbytery remain the same until the next ordinary meeting.
- 22.2 The expenses of Commissions elected or nominated by the Presbytery are submitted to the finance Commission of the Presbytery, and then submitted to the Presbytery treasurer for payment.

STIPULATION 23

EXAMINING OF DOCUMENTS

- 21.1 At each ordinary Presbytery meeting, except the one taking place during Synod, the church councils within the borders of the Presbytery submit the documents required according to the relevant Stipulations. All documents are properly checked by the Presbytery, and where necessary, returned to church councils for clarification or replacement.
- 21.2 One month after each Presbytery meeting, the Presbytery reports of the different Commissions, where applicable, are sent to the corresponding Synodical Commissions/ Ministries.
- 21.3 A conference and/or communion with the congregation is held during the Presbytery meeting, organised by the Commission for Public Witness.

STIPULATION 24

ESTABLISHMENT OF NEW CONGREGATIONS

24.1 Founding

When establishing a new congregation, the applicable Rule is followed.

24.2 Notification to the scribe of synod

- 24.2.1 When a new congregation has been established, the scribe of Presbytery notifies the scribe of synod, mentioning the name of the congregation, its borders, the names of the elected church council members, its *konsulent* and the Presbytery of which its part, confirming that the relevant Rule has been complied with. In turn, the scribe of synod announces this in the official journal of the church.
 - 24.2.2 The same procedure is followed where the boundaries between existing congregations are changed.
- #### **24.3 Complaints**

If complaints arise around the establishment of a new congregation in which more than one Presbytery is involved, the presbyteries will refer the question of the Presbytery to which the congregation should belong to the regional synod for a decision.

24.4 Dissolution of established congregations

24.4.1 A congregation may only be dissolved when its continued existence has become impossible to sustain, and after the specific Presbytery has become thoroughly convinced of this. When a congregation is dissolved the Presbytery takes over whatever belongings and funds of the congregation may remain and utilises these as closely as possible for the purposes for which they were intended, depending on the circumstances. This is done even if such a congregation has been incorporated into a neighbouring congregation. When congregations become too weak to support a minister on their own, two or more congregations may merge to form a new congregation or be grouped together in terms of the applicable Rule.

24.4.2 Immediately after the dissolution and incorporation of a congregation, the scribe of Presbytery notifies the scribe of synod, who publishes it in the official journal of the church.

24.5 Expenses

24.5.1 The newly established congregation bear the inevitable expenses incurred by the Presbytery in the establishing of the new congregation.

24.5.2 When the boundaries between existing congregations are changed, the interested parties bear the costs, as determined by the Presbytery.

STIPULATION 25

TERMINATION OF THE BOND [CUTTING OF TIES] BETWEEN A MINISTER AND A CONGREGATION

25.1 The principle of terminating the bond [Cutting of ties] by the Presbytery

If a minister of the Word can no longer serve his/her congregation fruitfully, but there is also no reason to implement church discipline, the Presbytery may terminate the bond [cut the ties] between him/her and the congregation, provided the Presbytery is satisfied that fair financial provision has been made for him/her and his/her family for a period of six months. In this case she/he retains his/her status and remains eligible to receive a call. The minister's normal remuneration [*traktement*] plus half of the travelling allowance, paid for a period of six months or until the date of the minister's induction in another congregation (whichever term is the shortest), is seen as fair.

25.2 The principle of discharge from office by the regional synod

If the church council and the Presbytery are convinced that a minister of the Word is unable to serve the church [congregation] fruitfully, but there are also no grounds for granting [early] retirement or the exercise of church discipline, the Presbytery may recommend that she/he be discharged from the ministry altogether. Such an action may only be taken by a regional synod, and only with a two thirds majority of votes. To make financial provision for a discharged minister and his/her family, the church council shall pay a fair severance amount, which has been deemed fair and calculated by the regional synod.

25.3 Procedure in the case of dissatisfaction with the minister of the Word

25.3.1 Church council's attempt to restore peace

In the case where there is no charge against the doctrine or conduct of a minister of the Word, but there is dissatisfaction in the congregation, it is the duty of the church

council to do everything in its power to restore good relationships. If the church council deems it necessary, one or two ministers of the Word who are acceptable to all the parties, may be called in to assist.

25.3.2. Appeal to the Presbytery

If peace cannot be restored and a situation arises in the congregation which seriously hampers further fruitful ministry by the minister, or makes him/her unacceptable to the congregation (or a large part of the congregation), or makes further co-operation between him/her and the church council impossible, the Presbytery commission shall investigate the matter, either at the request of any involved ...? [party] or on the instruction of the Presbytery.

25.3.3 Hearing of parties and proposals by the Presbytery commission

The Presbytery commission shall give a hearing to all parties and make proposals to restore the good order in the congregation. The Presbytery commission should guard against over-hasty action and should always seek an amicable resolution of the dispute.

25.3.4 Termination of the bond [Cutting of ties between] the congregation and the minister of the Word

25.3.4.1 If serious problems persist, in spite of action undertaken in terms of Stipulations 25.3.1. and 25.3.2, and if the spiritual well-being of the congregation continues to be undermined, and if it is clear that there is no possibility of reconciliation, the Presbytery will terminate the bond [cut the ties] between the congregation and the minister of the Word.

25.3.4.2 The termination of the bond [cutting of the ties] shall take place at a meeting of the Presbytery, after the Presbytery has heard all witnesses pertaining to the matter and convinced itself of the unavoidability of this action.

23.3.5 Payment of fair severance

The church council shall pay the minister of the Word a fair severance amount, as determined by the Presbytery (see Stipulation 25.1).

25.3.6 Retention of status

The minister of the Word will retain his/her status as an inducted minister of the gospel for one year. However, if she/he does not accept a call within a year, she/he will have to sign the Doctrinal Standards (*Formuliere van Eenheid*) and the Confession of Belhar and sit for a *colloquim doctum* before a call will be approved.

25.3.7 Appeal to the regional synodical commission

If any of the parties feels aggrieved by the actions of the Presbytery, it may submit its objections to the regional synod or synodical commission, who will take action after investigating the matter [*na bevind van sake*].

25.4 Procedures of Severance of Tie due to ill-health

25.4.1 When a meeting of Presbytery may have reasons to suspect that a minister of the Word due to the weakening of intellectual abilities or physical weakness is no longer in a position to conduct his/her ministry properly, then the Presbytery Commission will if necessary investigate the matter with consultation and referral to relevant professionals in this regard. The congregation of the said minister of the Word will be responsible for the consultation and referral fees.

25.4.2 Where such a minister of the Word is found to be of unsound mind or prevented by physical weakness (according to professionals) to exercise his/her office. The

Presbyterial Committee reports to Presbytery supported by medical documentation, and Presbytery attempts to persuade him/her in a way to take temporary sick leave for a period of six months under supervision of a medical/psychological professional appointed by the Presbytery, paid by the congregation. Presbyterial Service and Witness ministry should also provide pastoral care to the said minister: The record of any medical examination performed in terms of the regulation of incapacity due to ill-health must be kept confidential and may be made available to the Presbytery or the regional synod on request for further investigation or decision making concerning final dismissal.

- 25.4.3 If these attempts are, however fruitless, the Presbytery or the Presbytery Commission may, after the latter has been provided with a medical certificate by a medical practitioner, put such a minister of the Word out service for the said period, but with retention of honour, remuneration and arrangement for ministers of the Word in the Presbytery to officiate in his/her office.
- 25.4.4 Before six months is over Presbytery again investigates whether he/she may resume his/her activities while, in case where Presbytery has no confidence in this regard, such a minister may again for a period of one year in similar fashion be put off service in the exercise of his/her office, unless after appropriate investigation has been conduct, it may appear that hope for recovery is totally excluded.
- 25.4.5 After the latter period the minister of the Word, at the continued unsound mind or physical weakness is being dismissed in honour with retention of pension.
- 25.4.6 All similar settlements are subject to appeal.

THE REGIONAL SYNOD

STIPULATION 26

BORDERS OF THE REGIONAL SYNOD

The borders of a regional synod are constituted by all the congregations of the church within the borders established by General Synod.

STIPULATION 27

MEMBERS OF THE REGIONAL SYNOD

- 27.1 The church council of every Congregation within the boundaries/area of jurisdiction of the Regional Synod will delegate its minister and a member of the church council to the meeting of Regional Synod. If the Congregation has more than one minister, the congregation will delegate all its ministers and an equal number of church council members to the meeting.
- 27.2 Ministers in service of the regional synod who are not church council delegates attend the General Synod with an advisory vote.
- 27.3 A vacant congregation delegates two church council members to the regional synod.
- 27.4 The Ministerial Formation [theological training] is represented at the synod by two lecturers of the Regional Formation Centre, in an advisory capacity, nominated by the board of lecturers of the specific Formation Centre.

STIPULATION 28

MEETINGS OF SYNOD

- 28.1 The Regional Synod meets every four years. The Regional Synod meets within eight months after the meeting of General Synod.

- 28.2 The Regional Synod may also be summoned [called together] for an extraordinary meeting.

STIPULATION 29 CALLING OF THE REGIONAL SYNOD

29.1 Frequence

- 29.1.1 The Regional Synod meets every four years at a venue determined by the synodical commission.
- 29.1.2 Under exceptional circumstances the Synodical Commission may change the date and venue of the regional synod.

29.2 Notification

Three months before the meeting the regional synod is summoned [called together] by a notification of the scribe of synod to all the church councils in the official News Letter of the church.

29.3 Day of prayer for the Synod

A special day of prayer for the synod is conducted in the congregations on the last Sunday before the meeting commences.

29.4 The duration of the Synod

A meeting of synod should not last more than fourteen working days.

29.5 Extraordinary meetings

A Regional Synod may also be summoned [called together] by the synodical commission for an extraordinary meeting, provided: a) proper notification is given of the date and venue; b) the agenda is clearly outlined and justified; c) the agenda is sent to all church councils; and d) at least two thirds of the church councils have agreed to the meeting.

29.6 Quorum and constitution

- 29.6.1 No meeting of the regional synod is declared legally constituted unless at least fifty percent of the members of the synod are present.
- 29.6.2 One third of the members on the attendance register constitutes a quorum for ordinary business. When dealing with cases of discipline, however, Stipulation 65 is followed.

29.7 Opening of the Synod and further arrangements

At the opening and further organising of the meeting the prescribed clauses of the Procedures of meeting are followed.

STIPULATION 30 COMPOSITION AND ACTIVITIES OF THE MODERATURE

30.1 Composition

- 30.1.1 The moderature of the regional synod consists of a moderator, assessor, actuarius and scribe.
- 30.1.2 The moderator of the previous meeting or his assessor acts as chairperson at the meeting of the regional synod until the moderator is elected. If both are absent, the commission calling together the synod will appoint an acting chairperson.

30.2 Responsibilities of the Moderature

30.2.1 Responsibilities during the synod meeting

The moderature leads the meeting, receives and considers proposals for submission to the meeting and signs the minutes of each session.

30.2.2 Responsibilities after adjournment of the synod meeting

After the adjournment of the meeting the moderation continues as a commission with the following duties:

- 30.2.2.1 Check and sign the Church Order, Stipulations and Rules [Reglemente] of General Synod and the changes effected by the Regional Synod before it is published.
- 30.2.2.2 Acting on behalf of the Regional Synod in all urgent matters that are of general interest to the church, making speedy decisions even before the view of the synodical commission can be tested on the matter. The moderamen reports to the synodical commission and the regional synod on such actions. Such decisions of the moderamen are immediately published in the official journal of the church and the moderation constantly keeps Stipulation 33.1.7.3 in mind.
- 30.2.2.3 Representing the church in all cases where no provision has been made.
- 30.2.2.4 Deciding in response to newly occurring matters whether a meeting of the synodical commission should be convened.
- 30.2.2.5 Leading the meetings of the synodical commission.
- 30.2.2.6 Calling special days of thanksgiving or prayer in response to current affairs.
- 30.2.2.7 Serving on the local MFTT / curatorium for the theological school, which acts in accordance with the applicable Rule [Reglement] of the Regional Synod. However, when two Synods have a joint MFTT, each moderamen is represented on the joint MFTT by its actuary and another member.
- 30.2.2.8 Acting on behalf of the church by negotiating with a Presbytery which is neglecting its supervision over a congregation, in order to ensure that the interests and well-being of the church as a whole and of the specific congregation are served.
- 30.2.2.9 The members of the moderamen, or their legitimate substitutes, represent the regional synod at the meeting of General Synod, along with one minister and one church council member from each Presbytery. This minister and church council member (and their secundi) are appointed by the regional synod or synodical commission, on the recommendation of the relevant Presbytery, and provided with letters of credence [credentials] by the moderamen, signed by any two members of the moderamen.
- 30.2.2.10 Together with three additional members appointed by regional synod, the moderamen constitutes a commission to deal with ecumenical relationships within its borders. This ecumenical commission elects its own scribe. This commission appoints the delegations of the regional synod to the local ecumenical gatherings.
- 30.2.2.11 Reporting on all its work to the next regional synod.
- 30.2.2.12 In case the offices of moderator or assessor becomes vacant during a synodical recess, the vice chairperson of the synodical commission, elected according to Stipulation 33.1.5, serves in her/his place.

30.3 Duties of the Actuary of Synod

The actuary shoulders the following responsibilities:

- 30.3.1 Compiling a manuscript consisting of the Church Order and Rules [reglemente] as accepted or amended by the most recent General Synod, together with the Supplementary Stipulations, Rules [reglemente] and decisions of a judicial nature (as extracts) as accepted or amended by the regional synod. This compilation is done as soon as possible, but not later than three months after the minutes and/or register of resolutions of the regional synod have been released. She/he presents this collection

to the moderamen for checking and signing [ondertekening]. She/he also compiles addenda to the Church Order, Supplementary Stipulations and Rules that have been approved and are valid according to Stipulation 33.2.2.

- 30.3.2 Conducting correspondence and keeping records of synodical matters.
- 30.3.3 Acting as ex officio member and scribe of the permanent judicial commission.
- 30.3.4 Reporting comprehensively on his/her activities at every ordinary regional synod.
- 30.3.5 If problems arise which prevent him/her from exercising his/her office properly, or in case of death, resignation, discharge or dismissal, or the acceptance of a call to a congregation in another synodical area, the moderamen of the regional synod recalls the books, documents, etc., belonging to this office and entrust these to a serving minister who acts as substitute until the synodical commission or the regional synod has elected a successor.

30.4 Duties of the scribe of Synod

The regional synod elects a scribe from the delegates, who is responsible from one ordinary meeting to the next. The scribe has the following responsibilities:

- 30.4.1 Faithfully exercising the duties of an ordinary scribe as described in Stipulation 19.3.
- 30.4.2 Functioning as scribe of the Synodical Commission.
- 30.4.3 Making available to each church council the required number of copies of the printed work schedule [skema van werksaamhede], corresponding with the number of congregational delegates attending the regional synod, at least four weeks before the synod.
- 30.4.4 Compiling a resolution register from the approved minutes of synod, as an extract from the minutes, in which the resolutions of the meeting are contained verbatim. The resolutions are numbered and grouped according to the meeting, official or commission that has a primary interest in the particular resolutions. This compilation is done within four weeks after the meeting of the regional synod or synodical commission. The scribe sends a copy of this resolution register to each serving minister within the regional synod, as well as to the scribe of each vacant congregation, and to each delegated church council member who requests a copy in writing. In collaboration with the commission of publications and communication she/he also makes it available to other people and institutions that request it, within the limits of available stock and at a production related price.
- 30.4.5 Sending the *acta* of the meeting of synod and synodical commission to the synodical archivist for safe keeping, within three months after the respective meeting.
- 30.4.6 Making a comprehensive report of his/her activities at every meeting of the regional synod and the synodical commission.
- 30.4.7 If problems arise which prevent him/her from exercising his/her office properly, or in case of death, resignation, discharge or dismissal, or the acceptance of a call to a congregation in another synodical area, the moderamen of the regional synod recalls the books, documents, etc., belonging to this office and entrust these to a serving minister who acts as substitute until the synodical commission or the regional synod has elected a successor.

30.5 Election of an assistant-scribe or scribes

In broader meetings one or more members are appointed as an assistant or assistants to the scribe, if necessary.

STIPULATION 31

DUTIES AND COMPETENCE OF THE REGIONAL SYNOD

The duties and competence of the regional synod are as follows:

- 31.1 Supervision over and assistance to presbyteries.
- 31.2 Supervising ministerial formation [theological training] in consultation with General Synod.
- 31.3 Taking responsibility for mission, diaconal service [diens van barmhartigheid], Christian education, and other ministries in which all congregations of synod participate jointly.
- 31.4 Controlling general church publications.
- 31.5 Administering fixed properties and funds.
- 31.6 Managing all matters submitted to synod by smaller meetings [*mindere vergaderings*], matters that could not be finalised by them, or are referred to it on appeal.
- 31.7 Seeking actively to find ways of expressing greater unity within the Dutch Reformed Church family, including the possibility of unification.
- 31.8 Formulating stipulations and Rules to facilitate its meetings and activities, provided they are not in contradiction with the Church Order.
- 31.9 Carefully guarding the confessions, Church Order, liturgical formularies [liturgiese formuliere], order of worship and interests of the Uniting Reformed Church in Southern Africa.

31.10 Legislative authority of the Regional Synod

- 31.10.1 Only the Regional Synod creates, amends, increases and improves the Stipulations and Rules / Regulations.
- 31.10.2 Articles of the Church Order, Stipulations, Rules and Extracts are valid, provided the amendments accepted by the regional synod have been properly typed and then checked, approved and signed as correct by the moderamen, and presented to the members of the synod as an Addendum to the Church Order, Stipulations, Rules and extracts. In addition, the Addendum to the Church Order, Stipulations, Rules and Extracts is dealt with according to Stipulation 30.3.1.
- 31.10.3 All other changes and additions to the Church Order, Stipulations, Rules and Extracts that are not dealt with according to Stipulation 31.10.2, become valid only after being signed by the moderamen and have been published, according to Stipulation 30.3.1.

31.11 Dispensation and suspension

The Stipulations and Rules are binding on the whole regional synod and only the regional synod itself may provide dispensation from or suspension of these, but taking into account Stipulations 3.3.2, 12.8 and 55.

STIPULATION 32

ACTIVITIES OF THE REGIONAL SYNOD

32.1 Petitions

Any church member who is not under discipline may lodge a petition [versoekskrif/beswaarskrif] to a broader meeting, provided it was first submitted to the concerned [betrokke] church council and Presbytery for judgment and advice.

32.2 Points for discussion

32.2.1 Who may submit points for discussion?

Proposals and points for discussion for the meeting of the synod may be submitted by the synodical commission, presbyteries, church councils, ministers, church council members delegated to Synod, Presbytery treasurers and permanent commissions of synod. It is the duty of the scribe of synod to send all the proposals and discussion points to each church council, four weeks before the meeting.

32.2.2 Changes to the Church Order, Stipulations and Rules (see Art. 11.1.3)

Points for discussion, proposals and recommendations for changes to the Church Order, Stipulations and Rules must be submitted in the format in which the proposers want the propositions to be incorporated into the said documents. Proposals for changes to the Church Order will only be discussed by a regional synod if it is in the format of a request that General Synod effect the relevant change.

32.2.3 Points for discussion to be sent to the scribe

Points for discussion are sent to the scribe of synod on separate sheets of paper and in duplicate. Only discussions points which have been sent to the scribe of synod at least three months before the meeting will be tabled, with the exception of issues of utmost urgency. No changes may be made to submitted documents by any editors, except the editing of language and style.

32.2.4 Changes with legal implications

A general proposal, a discussion point, or the recommendation of a temporary commission intended to effect changes to the Stipulations and Rules will only be dealt with by the synod after it has been referred to the temporary judicial commission for the formulation of the required changes and for its recommendation on the proposal.

32.2.5 Unacceptable points of discussion

Points for discussion containing trick questions or veiled accusations will not be tabled.

32.3 **Reports to the Synod**

The reports of the moderamen, the actuarius and the scribe of synod, as well as those of all permanent synodical commissions must reach the scribe of synod at least three months before the meeting of the synod and must be distributed to the various congregations at least four weeks before the synod commences. These reports have to be submitted in duplicate.

32.4 **Appointment of Ministries**

The synod may nominate ministries to advise it or to implement its decisions and instructions, and to report back on their activities.

32.5 **Temporary Ministries of Synod**

32.5.1 **Temporary Judicial Ministry (Tydelike Regskommissie)**

32.5.1.1 Composition

The synod nominates a temporary judicial ministry, consisting of the permanent ministry for judicial matters and four elders. A minister and elder from the same congregation may not both serve on this ministry. A member of the temporary judicial ministry who took part in giving a ruling on a particular case as member of a smaller church meeting (*mindere vergadering*), or is personally involved in the case, will recuse himself/herself from the ministry when the matter is dealt with.

32.5.1.2 Responsibilities

- 32.5.1.2.1 To consider all charges, and all appeals against decisions of smaller church meetings, with all the documentation pertaining thereto, as well as all matters referred to the ministry by synod, furnishing the synod with a proposal for a possible decision.
- 32.5.1.2.2 The commission has the right, if it deems this necessary, to hear all plaintiffs, accused and witnesses, without thereby prejudicing the right of synod to do the same.

32.5.2 Temporary financial ministry

32.5.2.1 Composition

At every meeting of the regional synod a temporary financial ministry is appointed, comprising the church administrator (*saakgelastigde*) and one member from each Presbytery.

32.5.2.2 Responsibilities

- 32.5.2.2.1 To check the accommodation and travel costs of the members of the synod and to recommend payment.
- 32.5.2.2.2 To report to the synod concerning the activities of the commission, making any comments it deems necessary in the interest of the synod's finances.
- 32.5.2.2.3 To consider proposals with financial implications submitted to the commission and advise the synod on these issues.

32.6 Auditor of the Synod

At every ordinary meeting of Synod, a public auditing firm is appointed as auditors for the synod, with the following responsibilities:

- 32.6.1 Conducting an annual audit of the financial records of the church administrator (*saakgelastigde*) as soon as possible after the closing of the financial year.
- 32.6.2 Compiling a report on the work of the administrator and submitting it without delay to the church administration commission.
- 32.6.3 Reporting to the Synod concerning the activities of the administrator and making recommendations to the Synod in this regard, if necessary.

32.7 Access to the financial records

Any member of the synod meeting is entitled, on request, to have access to the financial records of the church administrator (*saakgelastigde*).

STIPULATION 33

PERMANENT MINISTRIES

The Regional Synod appoints permanent ministries who carry out their duties, with reports to the Regional Synod and the Synodical Commission.

33.1 The Synodical Commission

33.1.1 Composition

At every ordinary meeting the Synod appoints a Synodical Commission, comprising the members of the moderamen and one representative (with a *secundus*) of each Presbytery, appointed by the synod on the recommendation of the ministers and delegated elders and deacons of each individual Presbytery.

33.1.2 Competence and authority

The Synodical Commission is granted the authority by synod to request information from church institutions in the fulfilment of its duties and, if necessary, to issue letters of demand.

33.1.3 Constituting the synodical commission and its quorum

No meeting of the Synodical Commission can be declared to be legally constituted unless at least fifty percent of the delegated members are present.

33.1.4 Filling of vacancies

Vacancies arising from the departure of the primarius and/or secundus members from the Presbytery or Synodical region, or from other reasons, are filled by the Commission itself from members of the specific Presbytery who are nominated by the Presbytery or Presbytery commission.

33.1.5 Chairperson of the synodical commission

The moderator and, in his/her absence, the assessor of the Regional Synod functions as chairperson of the synodical commission. If both the moderator and assessor are absent the meeting appoints a chairperson by secret ballot. The chairperson has a casting vote.

33.1.6 Calling the meeting

33.1.6.1 The synodical commission meets as required. The moderator convenes these meetings, determining the venue and time.

33.1.6.2 The scribe of synod convenes the synodical commission by means of a notice placed in the official church journal at least four weeks prior to the meeting. In this notice she/he also announces the matters to be addressed at the meeting.

33.1.6.3 Minor issues may be finalised by correspondence, after consulting the executive committee of the synodical commission.

33.1.7 Responsibilities

The Synodical Commission is entrusted with the following responsibilities:

33.1.7.1 Carrying out all tasks entrusted to the Commission by the Synod.

33.1.7.2 To ensure that church stipulations and resolutions are observed and implemented.

33.1.7.3 Dealing with emergency matters falling within the competence of synod, taking the existing church regulations into account.

33.1.7.4 Hearing and deciding appeal cases related to church discipline, dealing with church disputes and normal administrative matters, either in the first instance or on appeal; its decision shall be binding and remain valid until it is nullified, set aside or amended by synod.

33.1.7.5 Filling vacancies in commissions of synod, in one of the following ways:

33.1.7.5.1 During a meeting of the synodical commission

33.1.7.5.2 Through voting by correspondence, after the submission of a couple of names [dubbetal] by the commission in which the vacancy occurred. The couple of names are nominated at a meeting of the specific commission.

33.1.7.6 Calling an extraordinary synod meeting, when the general interest of the church or a specific matter of great importance requires it.

33.1.7.7 To assist the synodical commission in reaching a decision on a matter of church discipline on appeal, the synodical commission appoints a temporary judiciary commission by correspondence [per rondskrywe], consisting of the actuarius and three other members, to scrutinise all the documents regarding the issue and to serve the synodical commission with a proposal.

33.1.7.8 Report of activities

After each meeting the synodical commission submits a report on its activities to the official journal of the church. It also reports to the synod on all its activities, so that synod may approve these or take further appropriate action.

33.1.7.9 Extraordinary meetings

The moderamen may, in an exceptional situation, call an extraordinary meeting of the synodical commission at the request of at least five members, on condition that:

- 33.1.7.9.1 The points for the agenda are clearly set out and substantiated by the proposers.
- 33.1.7.9.2 The agenda does not contain issues falling within the exclusive and obvious competence of synod.
- 33.1.7.9.3 The agenda is sent to all the members of the synodical commission, with a clear indication of the total cost of the meeting, and that written approval of the meeting is received from a simple majority (fifty percent plus one) of the members of the synodical commission.

33.2 The Permanent Support Ministry for Judicial Matters

33.2.1 Composition

The synod appoints a Ministry for Judicial Matters, which functions as a commission for the revision of Stipulations and Rules. It consists of five members: the actuarius as an *ex officio* member and scribe, and four other members, with *secundi*. The Ministry has the right to co-opt additional members, preferably with a legal qualification and experience.

33.2.2 The responsibilities of the Ministry

- 33.2.2.1 Giving guidance and advice to smaller meetings (*mindere vergaderings*) regarding problematic situations which may lead to litigation in civil courts. In exceptional cases legal advice may be obtained at the cost of the synod.
- 33.2.2.2 Sending the proposals for revision of the Church Order, Stipulations and Rules, which he received timeously, to the scribe of synod. The Ministry's report, containing its advice on these proposals, is tabled during one of the first sessions of the synod meeting.
- 33.2.2.3 All proposals for the revision of Stipulations and Rules must be sent to the scribe of the Ministry at least four months before the meeting of synod.
- 33.2.2.4 Licensing (*legitimeer*) all the candidates for the ministry who successfully completed a *colloquium doctum* and are recommended by the Examination Commission (*Eindeksamenkommissie*] of the Curatorium (MFTT).

33.3 Commission of Order

33.3.1 Composition

There will be a permanent Commission of Order, consisting of the members of moderamen and three members nominated by the synod. All late matters submitted for a meeting of synod are passed on to the scribe of this Commission.

33.3.2 Responsibilities

- 33.3.2.1 To meet before the synod and make recommendations regarding: a) the order in which matters should be dealt with by the meeting; b) matters on the agenda that should be referred to specific commissions that could guide the meeting and provide information; c) all possible ways of expediting the proceedings of the synod.
- 33.3.2.2 To make arrangements for one or more informal discussions (*broederlike onderhoude*) during the meeting of Synod.
- 33.3.2.3 To arrange a celebration of Holy Communion during the meeting of synod, in which the death and resurrection of the Lord is proclaimed by the members of synod.
- 33.3.2.4 All other communication or documents received by the Synod, before or during the meeting, are submitted to this commission for attention. The Commission reports to the Synod from time to time.

33.4 Ministry for Service and Witness

33.4.1 Composition

The Synod appoints this Commission of at least eight members.

33.4.2 Responsibilities

The Commission takes responsibility for its duties as set out in Stipulation 84 and the Regulation for Integrated Ministries.

33.5 Ministry for Congregational Ministries

33.5.1 Composition

The regional synod appoints a Ministry for Congregational Ministries, comprising of at least four members nominated by the regional synod, as well as one primarius and secundus of the Brigade, the CYM, the CWM, CMM, CWL and CDM.

33.5.2 Responsibilities

The responsibilities of this Ministry are set out in the Regulation for Integrated Ministries.

33.6 The Commission for Men's Ministry

The composition and activities of this Commission are set out in Constitution for the Men's Ministry and the Rule for Integrated Ministries.

33.7 The Commission for Christian Women's Ministry

This Commission is the same as the Synodical Committee of the Christian Women's Ministry (*Christelike Bediening*); its composition and activities are governed by the Constitution for the Women's Ministry and the Rule for Integrated Ministries.

33.8 Commission for Public Witness (*Getuienisaksie*)

33.8.1 Composition

The Synod appoints four representatives on this Commission for public witness. The commission has the right of co-option when more members are needed for specific projects undertaken by the Commission.

33.8.2 Responsibilities

33.8.2.1 To make a comprehensive study of evangelisation and mission, and to inform and advise the church from time to time in connection with:

33.8.2.1.1 Intensive evangelisation of people who are not Christians.

33.8.2.1.2 Possible approaches to people who are not Christians.

33.8.2.1.3 Equipping and training office bearers and congregations.

33.8.2.1.4 The church's witnessing responsibility in the world.

33.8.2.2 To compile the themes and messages for the Week of Prayer and [in] the Pentecost series annually and to make these available in good time to the congregations.

33.8.2.3 To draw up the required literature, e.g. tracts and even books, in co-operation with the publication commission.

33.8.2.4 To give attention to the following:

33.8.2.4.1 Ministry to prisoners.

33.8.2.4.2 Ministry to railway workers.

33.8.2.4.3 Ministry to industrial workers (*nywerheidsbediening*).

33.8.2.4.4 Ministry in other situations where the church members may find opportunities to witness to Christ.

33.8.2.5 To drafting and amending of sub-Rules, on condition that no stipulation in such a sub-

- Rule may contradict the Church Order, Stipulations, Rules and Extracts.
- 33.8.2.6 To report to every synod meeting on its activities.
- 33.8.2.7 Each Presbytery reports annually to the Commission for Public Witness on the activities of its Presbytery Commission for Public Witness.
- 33.9 **Ministry for Communication, Publications, Archive and Translation**
- 33.9.1 Composition
- 33.9.1.1 The regional synod appoints this Ministry which comprises of the scribes of Presbytery and the scribe of Synod.
- 33.9.2 Responsibilities
- 33.9.2.1 Compiling church statistics on a regular basis in the year before the Synod meeting and reporting to the Synod after processing the information.
- 33.9.2.2 Publishing information on the church's activities by way of brochures, articles and journals, correspondence with church and other institutions, reports for broadcasting over the radio and material for the preparation of television programmes.
- 33.9.2.3 Monitoring the accuracy of the information on the Synod, Presbyteries and Church Councils to be published in the Year-book, through contacting church councils, presbyteries and the scribe of Synod, with due consideration for the requirements of the compiler. On a date set by the compiler she/he presents a ready for the press manuscript containing all the information of the Synod, to the compiler.
- 33.9.2.4 Nominating from its own ranks URCSA representatives on the general commission for communication of the Dutch Reformed Church and the Commission for Publicity of the Dutch Reformed Church in SA; and dealing with their reports.
- 33.9.2.5 Overseeing the work of the archivist.
- 33.9.2.6 Publishing from time to time a list of eligible ministers of the Word and candidate-ministers (*proponente*) who are serving congregations on a temporary basis, or who are without work. For this purpose, the relevant people provides the necessary information to the Commission.
- 33.9.3 The Archives
- 33.9.3.1 The Regional Synod will administer its archives, accommodated in Stellenbosch as a section of the archives of the Dutch Reformed Church in South Africa, where all the documents of the Synod are safely guarded.
- 33.9.3.2 Congregations, Presbyteries and its Commissions, as well as the Synod and its Commissions, are obliged to send church documents to the director of publications to be filed in the archives.
- 33.9.3.3 The Synod nominates a representative on the archives Commission of the Dutch Reformed Church in South Africa.
- 33.9.3.4 This representative sees to it that all church documents are safely guarded in the archives of the Dutch Reformed Church in South Africa.
- 33.9.3.5 She/he acknowledges all documents with receipts and keeps an effective register of the documents, as well as a record of incomplete papers.
- 33.9.3.6 She/he makes an inventory of all incoming documents and submits these, without delay, to the archivist of the Dutch Reformed Church in SA, who endorses the register.
- 33.9.3.7 She/he requests assistance from the Presbyteries and the Synodical Commission when the rules are not followed regarding the archival documents.
- 33.9.3.8 She/he presents to the scribes of the relevant presbyteries a list of the incomplete

documents.

33.9.3.9 She/he sees to it that rectifications of inaccuracies and name changes, which were referred to him/her are effected in the archival documents concerned.

33.9.3.10 She/he reports at every Regional Synod concerning his/her activities.

33.10 Ministry for Finance and Administration

33.10.1 The church office (*kerkkantoor*), under the auspices of the Ministry for Finance and Administration, appointed by the synod and under the guidance of the administrator (*saakgelastigde*), manages the administration of funds, finances, goods and properties of the regional synod. The synod may draft stipulations and Rules for the activities of the church office.

33.10.2 The composition and activities of this Ministry are set out in Regulation for Integrated Ministries.

33.10.3 Expenses of meetings

The expenses of church meetings are determined by Regulation for Integrated Ministries.

33.10.4 Congregational properties

The ownership and control of congregational properties are determined by the Regulation for Integrated Ministries.

33.11 Commission for Doctrine and Current Affairs (is part of the Ministry for Proclamation and Worship)

33.11.1 Composition

33.11.1.1 The Commission comprises one member, with a *secundus*, per Presbytery. The Presbytery fills vacancies, with written notice of the scribe of Presbytery to the scribe of the Commission. Presbyteries are obliged to inform the congregations who the Presbytery representative on this Commission is.

33.11.1.2 A maximum of five additional members are appointed by synod, selected because of their specialised theological knowledge, among them one (or more) lecturer(s) in systematic theology.

33.11.2 Activities

The Commission operates according to Regulation for Integrated Ministries.

33.12 MFTT / Curatorium, Assessment Commission, and Examination Commission (is part of the Ministry of Proclamation and Worship).

The composition and functioning of the Curatorium (Ministerial Formation Task Team/ MFTT), the Examination Commission, and the Admission / Assessment Commission are set out in the:

- a) Regulation for Integrated Ministries
- b) Regulation for Ministerial Formation of the Regional Synod concerned,
- c) General Synod.

THE SPECIAL DUTIES OF THE CHURCH

CATHECHISM AND MEMBERSHIP

STIPULATION 34

ENTRANCE REQUIREMENTS AND PURPOSE OF CATECHISM

34.1 Requirements

- 34.1.1 The children of the congregation and others who wish to join the confessing community of the church have to be instructed in the doctrine of the church to prepare them for the public profession of faith and the fulfilling of their calling in the church and the world.
- 34.1.2 Catechetical instruction will be offered under the supervision and authority of the church council, usually by a minister of the Word.

34.2 The purpose

34.2.1 The purpose of catechetical instruction is to enable candidates to understand:

- 34.2.1.1 The Bible.
- 34.2.1.2 the church's confession.
- 34.2.1.3 church history.
- 34.2.1.4 contemporary church life, especially as expressed in the work of mission and evangelisation
- 34.2.2 Curriculum, Learning material, Text book
Catechism is taught by using the Bible directly. The Heidelberg Catechism or the Synopsis of Faith (*Kortbegrip*) will serve as an important text book.

STIPULATION 35

PUBLIC PROFESSION OF FAITH

35.1 Examining the candidates

The examination of candidates for public profession of faith is conducted on behalf of the church council by the minister, the konsulent or a minister of the Presbytery requested by the konsulent, together with one or more elders. It covers the spiritual life and conduct of the candidates, as well as their knowledge of the catechetical material.

35.2 Criteria for examination

- 35.2.1 Maturity in faith is the only norm for admission to public profession of faith.
- 35.2.2 Candidates wishing to make public profession of their faith must be prepared to present their baptismal certificates, if requested to do so by the minister. Baptismal certificates requested for this purpose are issued free of charge.

35.3 Attendance of catechism classes

Baptismal members who wish to make public profession of their faith need to attend catechism classes regularly. In exceptional cases the church council may grant exemption from this. Catechumens who move out of a congregation may request a testimonial of progress in this regard.

35.4 Nature of public confession of faith

Public confession of faith by catechumens are conducted at a public worship service, with the use

of the prescribed formular [formulier], within three months after the examination has taken place.

35.5 Catechumens from other congregations

Catechumens who attended catechism classes in another congregation, are not allowed to be examined or make public profession in that congregation without a written approval from the relevant church council. Baptismal members are the responsibility of the congregation where they are studying or working.

35.6 Public profession outside of a worship service

If a candidate is unable to make public profession of faith in the worship service set aside for it, she/he may be allowed, in highly exceptional circumstances, to make his/her profession in the presence of a commission of the church council, with a notification to the congregation.

35.7 Examination and confession in another congregation

The church council of the congregation where a catechumen attended catechism classes and was examined may give permission that she/he may make confession of his/her faith in another congregation, with due observance of Stipulation 35.4. Such a person will be entered into the membership register of the congregation where she/he was examined, once she/he has submitted a proof of public profession of faith [from the other congregation].

STIPULATION 36

MEMBERSHIP OF A CONGREGATION

36.1 Commencement of membership

Nobody is acknowledged as a confessing member before making public profession of faith.

36.2 Certificates of membership

Members moving to other congregations need to obtain their membership certificates within six months of their departure and submit these to the church council under whose care they now live; once that has happened they will be acknowledged as members of the new congregation and their names entered into the register. Membership certificates will be issued to new members on request. Membership certificates are issued free of charge, except in cases where members resign from the church, in which case the church council has the right to charge a fee.

36.3 Members from other churches

- 36.3.1 The membership of all other churches of the Reformed tradition is acknowledged as a matter of course. The transfer from one local church to another takes place by means of a membership certificate.
- 36.3.2 Members from churches outside the Reformed tradition who wish to join the church will be examined by the church council, after submitting a certificate or testimonial of membership from their church. Each applicant's case will be treated on merit, keeping the following considerations in mind:
 - 36.3.2.1 People showing evidence of the required knowledge of faith, doctrine and confession, will be accepted without hesitation as full members.
 - 36.3.2.2 People who do not comply with the requirements that the URCSA sets for its members will be included in a catechism class until they comply with the requirements.
 - 36.3.2.3 In each case the church council will make thorough enquiries about a person's the motives in wanting to join the URCSA.
 - 36.3.2.4 Members of other churches will become full members of the URCSA, on the conditions mentioned above, when they make public profession of their faith.

36.4 Rights and privileges of membership

- 36.4.1 Public profession of faith gives non-censured admits members to the following rights and privileges:
 - 36.4.1.1 Sharing in the holy sacraments.
 - 36.4.1.2 Being eligible to serve in the special offices and being available for church appointments.
 - 36.4.1.3 Exercising voting rights.
 - 36.4.1.4 Submitting complaints or charges.
- 36.4.2 Membership privileges are exercised within the borders of the congregation where members live and are recorded in the membership register. With the written permission of the church council, a minister and his family may live outside the borders of a congregation but still be registered members of the congregation with full rights and privileges.
- 36.4.3 The granting of permission to a member to enjoy ecclesial rights and privileges elsewhere applies only to participation in the sacraments and not to membership rights and privileges in general.

36.5 Requesting certificates for discipline purposes

- 36.5.1 When a member of the URCSA refuses to submit to church discipline, with the excuse that his/her certificate of membership is not handed in at the congregation, the church council requests his/her certificate from the church council of the congregation place where she/he is registered as a member; on receipt of the certificate, she/he will be treated as a member.
- 36.5.2 Separating oneself from a congregation: If a member separates him/herself from a congregation to avoid church discipline the church council investigates the situation properly; if it seems that she/he is guilty, it is announced to the congregation that the said member is guilty and that she/he has left the church.

36.6 Restoration of membership

Members who openly or secretly separated themselves from the church to join sectarian or schismatic groups and apply to be re-admitted to the church, after showing sincere repentance, may only be restored as members by using the formular of re-admission, adapted to the specific circumstances. If the church council wishes, it may also require of them to sign a statement.

36.7 Submission of certificate of membership

Whenever the next celebration of Holy Communion is announced, people coming from other congregations will be publicly reminded to hand in their certificates of membership.

36.8 Membership certificates of members who have left

- 36.8.1 As soon a member leaves a congregation his/her membership lapses in that congregation. She/he must introduce himself/herself as soon as possible to the church council of the new congregation where she/he is residing and apply to be admitted as member, on the submission of his/her certificate of membership.
- 36.8.2 Unless his/her certificate of membership has been handed in she/he cannot enjoy membership rights and privileges inn the new congregation, even though she/he is regarded as falling under the discipline of that church council and being obliged to support the church financially.
- 36.8.3 When the member fails to do so, the church council may itself request the membership certificate of a member who has been residing in the congregation for six months or more.

- 36.8.4 No church council may refuse a certificate of membership that is being requested legitimately.
- 36.8.5 Members who move around and stay in another congregation for a limited time, without the intention to settle there, are issued with certificates of membership [that do not transfer full membership rights and privileges], which a member should show to the minister as soon as they arrive in a congregation. At their departure these certificates are again dated and signed by the minister.
- 36.9 Membership at secession [afstigting] – see Stipulation 24**
- 36.9.1 At the establishment of a new congregation a new membership register is started, containing the names of all the members involved. Comments are made in the register(s) of the congregation(s) to which they belonged before the secession, indicating that they left the congregation(s).
- 36.9.2 A member residing within the borders of a newly established congregation is obliged to belong to that congregation.

MARRIAGES

STIPULATION 37

MARRIAGES

37.1 Biblical basis of marriages

- 37.1.1 Church councils will see to it that members of the congregation commence their marriages by observing the commandments of God and that the consecration of a marriage takes place with the use of the formulary designed for it.
- 37.1.2 Marriage between one man and one woman (monogamy) is the only valid one according to the Bible and, consequently, the only form of marriage recognised by the church.

37.2 Marriages and membership

- 37.2.1 Couples who have contracted a traditional or civil marriage and who both desire to become members of the church should be encouraged to have their marriage also consecrated or solemnised in the church. Couples living together as husband and wife must get married legally before they may be accepted as members.
- 37.2.2 If a couple are married legally or in terms of traditional custom, and one of them wishes to become a member of the church, she/he may do so, even if the other partner, who may not be a Christian or in any case is not a member, refuses to allow the marriage to be consecrated in church.
- 37.2.3 Polygamists who have become Christians will be allowed to make public profession of their faith in Christ and partake of the sacraments, once the Presbytery has conducted a thorough investigation at the request of the church council and approved it. Polygamists may not be elected to special offices.
- 37.2.4 Wives of polygamists, who have converted to Christ, will be baptised and become members after making public profession of faith.
- 37.2.5 A member who enters a polygamous marriage may be disciplined.

STIPULATION 38

DISINTEGRATION OF MARRIAGES AND DIVORCES

- 38.1 A marriage is in its essence indissoluble (Matthew 19:6).
- 38.2 As far as possible church councils and presbyteries investigate every disintegrated marriage and divorce of members and office bearers, with a view to the application of discipline where necessary and see to it that no member or office bearer who is under church discipline because of a divorce is consecrated in marriage in the church before the censure is lifted.

STIPULATION 39

FUNERALS

- 39.1 A church councils shall ensure that a deceased member of the congregation is buried in a Christian way.
- 39.2 A person who is not a church member or a Christian may be buried by the congregation if her/his family request it, as part of the church's public witness.

STIPULATION 40

SPECIAL PASTORAL CARE

A regional synod may entrust the pastoral care of sailors, industrial workers, members of the defence force, hospital personnel and patients, and other people in similar positions to one or more task teams and ministers of the Word.

B. PUBLIC WITNESS

STIPULATION 41

THE AIM OF PUBLIC WITNESS (SEE CHURCH ORDER ART. 5)

The aim of the church's public witness is to proclaim and effectively embody the lordship of Jesus Christ in the church and the community.

STIPULATION 42

WITNESS INWARD (CONGREGATIONAL MINISTRY)

- 42.1 In its congregational ministry the church directs its witness to its own members in order to build up their spiritual life and equip them for their service in the world.
- 42.2 Through specialised congregational ministry the church directs its witness to people who are formally still members of the church but have become estranged from it, in order to reach them effectively and lead them back into fellowship with Christ.

STIPULATION 43

WITNESS OUTWARD (MISSION AND EVANGELISM)

- 43.1 Mission is the saving action of the triune God – Father, Son and Holy Spirit – in the world, by which God through Word and Spirit gathers together one community of faith.

- 43.2 Through this one faith community, God ensures that:
- 43.2.1 his Word is proclaimed to the fallen world;
- 43.2.2 the community of believers is gathered from all nations;
- 43.2.3 service is rendered to a world in need (Church Order Art. 4.1.3)
- 43.2.4 his command to protect and cultivate creation is expressed visibly
- 43.2.5 his justice is proclaimed to the nations;
so that his kingdom may come, until the end of the world.
- 43.3 The witnessing ministry of the church
Through evangelism the church directs its witness to people who have become estranged from Christ, his Word and his church – to lead them back to Christ and his congregation.
- 43.4 Mission and evangelism therefore represent the outward-directedness of the church. It is ministry among those who have never been Christians and among those who have left the church.
- 43.5 Mission and evangelism are the calling of every member as well as the church council.
- 43.6 Collaboration in witness within and beyond the denomination:
When the scope of the challenge or other circumstances demand it, congregations collaborate in witness within the context of Presbytery or Synod and, where necessary, with other churches.

STIPULATION 44

TASK TEAMS FOR PUBLIC WITNESS

44.1 The public witness of Synod

The Synod's activities of public witness are the responsibility of a Task Team for Public Witness. The relevant Rules (reglemente) of this Task Team are followed in appointing its members and guiding its activities.

44.2 The public witness of a Presbytery

Each Presbytery appoints its own Task Team for Public Witness, which acts as far as possible in line with the applicable Rules.

44.3 The public witness of a congregation

Each church council appoints its own Task Team for Public Witness, which acts as far as possible in line with the applicable Rules.

C. DIACONAL SERVICE

STIPULATION 45

DELIVERED BY WHOM?

- 45.1 God calls each congregation to assist people in their suffering through comprehensive service aimed at liberation and growth, directed at individuals and communities. This is diaconal ministry (CO, Art 4).
- 45.2 Organised diaconal service within a congregation is carried out under the guidance of the deacons. The Synod organises diaconal service in the broader denomination and in the community at large.

STIPULATION 46

TASK AND OBJECTIVES OF DIACONAL SERVICES

46.1 Task and objectives of diaconal services

- 46.1.1 Congregations, separately and jointly, are called – under the compulsion of the Word and love of the Lord Jesus Christ – to engage in diaconal service: to take care of the poor and needy with priestly compassion to support and comfort them and empower them spiritually (see Articles 4.1.2 – 4.1.3, 5.1.3, 5.1.5 and the priestly calling in Article 12.2.3).
- 46.1.2 Deacons take the lead in activities of diaconal service. When the extent of the need or other circumstances demand it, deacons’ groups from different congregations collaborate to set up joint activities and institutions.

46.2 Die terrein en organe

- 46.2.1 Hierdie diens behels die omsien na alle sorgbehoewendes om hulle omvattend te help, te troos en geestelik en andersins op te hef, asook die naspeur en bekamping van die oorsake van sorgbehoewendheid en maatskaplike wantoestande in die gemeenskap.
- 46.2.2 Met die oog op die vervulling van hierdie roeping deur die gemeente in kerkverband, funksioneer die diakenamp en word die diakonie in Kerkverband, Rings- en Sinodale verband georganiseer.
- 46.2.3 Na die eis van omstandighede moet die diakonie in Kerkverband werksaamhede en inrigtings vir die bereiking van dié doel in die lewe roep, met inagneming van die Bepalings soos deur die Sinode neergelê.

46.3 Diaconal services of a congregation

- 46.3.1 Each church council appoints a diaconal task team consisting of deacons, representatives of women’s and youth groups in the congregation, other members who have a proven interest and expertise in diaconal work and the senior “vakkundige van die gemeentelike vakkundige dienste (ampshalwe)”.
- 46.3.2 A diaconal task team takes responsibility for all the aspects of diaconal service in the congregation. It plans the activities, advises the church council, carries out church council decisions, and reports regularly to the church council.
- 46.3.3 The church council reports annually to the Presbytery on its diaconal involvement.

46.4 Diaconal services of a Presbytery

- 46.4.1 Each Presbytery appoints a Presbytery Diaconal Task Team (PDTT) consisting of the following representatives from the congregations, where possible:

- a) a deacon from each congregation;
 - b) one representative each from the CWM, CMM, CWL, and Youth Ministries Executive;
 - c) two ministers of the Word;
 - d) two members with proven diaconal interest and expertise;
- 46.4.2 The responsibilities of the Presbytery Diaconal Task Team (PDTT)
- 46.4.2.1 To coordinate, stimulate and give guidance to the Presbytery on issues of diaconal service and to take responsibility for aspects of the diaconal task that are beyond the competence of individual congregations.
- 46.4.2.2 The PDTT collects, studies and assesses the diaconal reports of church councils (Form 1) in order to submit a report to the Presbytery. It sends a copy of the report to the Synodical Diaconal Task Team within a month of the meeting of Presbytery.

STIPULATION 47

PROPERTY, FINANCES AND LEGAL STANDING (SEE CO, ART 11.2)

47.1 Properties and finances

47.1.1 Church council

The church council makes the necessary provision for thorough control over the properties, finances and administration of the congregation.

47.1.2 Presbytery and Synod

Each broader church body makes the necessary provision for thorough control over the properties, finances and administration that jointly concern the congregations within its. It has the right to own and administer goods, properties and funds

47.2 Representation in and outside the law

47.2.1 Church council

The congregation is the legal owner of its goods, properties and funds and it is represented therein by the church council, both inside and outside the law.

47.3 Legal status of broader church bodies

47.3.1 Each broader church body is an entity with legal standing (CO, Art 11).

47.3.2 A Presbytery or a Synod, as a legal entity, is represented inside and outside the law by its Moderator and Scribe, or by the chairperson and secretary of a Ministry that it has created specifically for this purpose.

47.4 Signing of church council documents in legal procedures

All documents relating to legal actions by the church council is signed by the chairperson and secretary of the church council or by any other person duly authorised thereto by the church council.

C H A P T E R 5

ADMONITION AND DISCIPLINE IN THE CHURCH

A. NATURE AND GROUNDS FOR THESE ACTIONS

STIPULATION 48

THE PURPOSE OF ADMONITION AND DISCIPLINE

- 48.1 The purpose of admonition and discipline as practised by the church is to glorify God:
- 48.1.1 by bringing back those who have gone astray;
 - 48.1.2 by reconciling them with the church and their neighbours;
 - 48.1.3 by removing the offense that their actions gave to the congregation.
- 48.2 Ecclesial admonition and discipline are exercised by Church Councils, Presbyteries and Synods and are aimed at preserving the purity of doctrine and life of the church's members and office bearers.
- 48.3 The admonition and discipline exercised by the church council in no way absolves congregation members from the responsibility to care for each in brotherly-sisterly love and, if necessary, to admonish or be admonished by one another.

STIPULATION 49

THE NATURE OF ADMONITION AND DISCIPLINE

- 49.1 Since ecclesial admonition-and-discipline has a spiritual character, it must be applied in a spiritual way and office bearers should avoid the habits of both civil litigation and worldly authority. They should not see themselves as judges but as caring overseers who – in deep humility before God and with gentle love and interest – strive to bring back to the fold those who have gone astray, with no respect of persons.
- 49.2 Ecclesial admonition and discipline must be exercised strictly in accordance with the instructions of Scripture and the Articles, Stipulations, Rules and Extracts of the Church Order.
- 49.3 A distinction must be made between a single transgression and persistent sin.

STIPULATION 50

THE SCOPE OF ECCLESIAL DISCIPLINE

- 50.1 Ecclesial discipline addresses public and persistent sins that go against the Bible and the Confessions and that were either: a) revealed as such when the caring admonition instructed by Christ in Matthew 18:15-16 was rejected, or b) was brought to the attention of the Church Council and/or Presbytery in another acceptable way.
- 50.2 Ecclesial oversight and discipline is not only concerned with transgressions that are punished by the civil authorities, but with:
- 50.2.1 all kinds of misbehaviour;
 - 50.2.2 everything that conflicts with the Word of God;
 - 50.2.3 everything that conflicts with the formulary for the Holy Communion;
 - 50.2.4 everything that contradicts the solemn promises made at baptism, profession of faith

- and the wedding ceremony;
- 50.2.5 anything that can disturb the good order in the church;
- 50.2.6 offences of the congregation's leaders during their official duties;
- 50.2.7 serious negligence and carelessness in their ministry; and
- 50.2.8 abuse of power and corruption.

B. CRITERIA OF VALIDITY FOR THE DISCIPLINARY PROCESS

STIPULATION 51

CONDITIONS FOR DISCIPLINARY ACTION

No disciplinary action may be carried out unless a) it was preceded by thorough investigation, and b) the "defendant" has had sufficient opportunity to state her/his case.

STIPULATION 52

WHO MAY LAY A CHARGE?

- 52.1 All congregation members who are not under discipline have the right to lay a charge with the responsible Church Council. The charge is submitted in writing to the chairperson of the Church Council and must be signed.
- 52.2 A charge lodged by someone who is not a member of the church may be accepted by a church body, but only if it is accompanied by an affidavit or a solemn declaration.

STIPULATION 53

HARMFUL RUMOURS

- 53.1 A member of a church body is obliged to inform the body of any harmful rumours that are circulating and that deserve attention, without thereby losing the right to make a judgment on the matter as member of that body.
- 53.2 In such a case the church body should discern whether there are sufficient grounds to investigate such a rumour more closely, either to admonish a guilty party or to clear the name of an innocent party.

STIPULATION 54

AMICABLE SETTLEMENT OF DISPUTES

Church bodies should do their best to find amicable ways of settling the disputes or divisions that are brought before them, keeping in mind the well-being of the congregation.

STIPULATION 55

EXTENSION OF DEADLINES

When a matter has been lodged with a church body, it may only extend a stipulated deadline related to that matter in exceptional circumstances and for weighty reasons.

STIPULATION 56

UNFOUNDED, UNFAIR AND TRIVIAL CHARGES

When a church body finds that a complainant has laid a charge against someone without proper reason, on trivial suspicion or from prejudice, it will seriously reprimand and rebuke him/her.

STIPULATION 57

MANNER OF DEALING WITH A CHARGE

A church body has the right to decide whether it will deal with a charge brought before it verbally or in writing. In the latter case it will consider the matter solely based on written submissions and testimonies, without calling any of the parties to testify.

STIPULATION 58

FINALISATION OF CHARGE AFTER A RESIGNATION

If someone resigns as a member or office bearer after a charge has been lodged against her/him with a church body, that body will finalise the matter and reach a decision.

STIPULATION 59

SUMMONING OF PERSONS AND DELIVERY OF DOCUMENTS

A church body uses its own office bearers to summon persons or deliver documents related to a charge. Church office bearers are responsible for the costs incurred and harm caused by their negligence or infidelity.

STIPULATION 60

LEGAL SPOKESPERSON AND THE MANNER OF PRESENTING DOCUMENTS

Nobody practising law in a court may be allowed to act as spokesperson when a church body deals with a charge. All the documents submitted in the case must be signed by the parties themselves; it is only when someone cannot write his/her own name that someone may sign on her/his behalf, but that fact must then be stated in the document.

STIPULATION 61

WITNESSES

61.1 Appearance and proper testimony

When a summoned witness fails to appear without giving valid reasons, or when she/he appears but is unwilling to testify properly, she/he becomes liable for church discipline.

61.2 Commitment to truthfulness

A church body may require of the witnesses appearing before it to confirm their testimony by asking them to reply positively to the question: *“Do you promise, in the presence of the holy God, that you will speak the truth clearly and sincerely, both in your written declarations and your spoken testimony?”*

61.3 Manner of testifying

61.3.1 No testimony by a witness or questioning of a witness may be heard in the absence of

any of the parties concerned.

61.3.2 When one witness testifies, the other witnesses may not be present in the meeting.

61.3.3 The parties [complainant(s) and defendant(s)] have the right to prove or disprove the charge/rumour through testimony, cross-examination and argumentation.

STIPULATION 62

THOSE WHO ARE SUMMONED MUST APPEAR

62.1 Compulsory appearance

Everyone summoned to appear before a church body is obliged to appear in person.

62.2 Failure to appear

62.2.1 If a person who is summoned before a broader church body and does not appear or fails to provide valid reasons for his/her absence, no defence is heard and the body proceeds to make a finding on the charge.

62.2.2 If a person who is summoned before a Church Council does not appear the first time she/he is summoned, she/he is summoned a second time (to the next meeting of the Church Council), unless the summoned person notifies the Council in writing or verbally that she/he will not appear.

STIPULATION 63

PROPER NOTIFICATION WHEN SUMMONING A DEFENDANT

When someone is summoned before a meeting of a church body due to a charge or rumour concerning him/her, she/he has to be informed in writing of the content of the charge or rumour and also of the day, time and place when she/he should appear.

STIPULATION 64

UNAVOIDABLE ABSENCE OF COMPLAINANTS OR WITNESSES

64.1 In the case where a complainant or witness is prevented by unavoidable circumstances from appearing before the meeting of a church body, such a body has the right to mandate a commission from its own ranks to take down a declaration from that witness in his/her home (or nearby).

64.2 Such a written testimony will be regarded as having been delivered before the full meeting, on condition that both the complainant and the defendant were notified at least 14 days before the meeting of the venue and time of the hearing, and that the written testimonies were obtained in consideration of this Stipulation.

STIPULATION 65

QUORUM AND VOTING IN DISCIPLINARY CASES

65.1 In the exercise of ecclesial discipline a decision is reached by a simple majority vote, on the understanding that, in the case of Presbytery or Synod, two thirds of the members on the attendance list are present.

65.2 The attendance list consists of the names with which the Presbytery or Synod meeting was constituted, with consideration of the number of members who may arrive or leave during the session.

65.3 Members of a church body must be present and cast their vote in the discussion of

a disciplinary case, unless they were disqualified, or have received permission to be absent, or have presented reasons for not participating that were found acceptable by the church body.

- 65.4 If the number of members present should drop below the required minimum, for any of the reasons mentioned above, the number of members is supplemented as prescribed in Stipulation 66.2 below.
- 65.5 If there is tie of votes when deciding the guilt or otherwise of a defendant, the decision will go in favour of the defendant. If there is a tie of votes in deciding on measures of censure, the chairperson has a casting vote.

STIPULATION 66

THOSE WHO DO NOT HAVE RIGHT OF ATTENDANCE IN A PARTICULAR CASE

- 66.1 A member of a church body may not participate in cases:
- 66.1.1 in which she/he is personally involved;
- 66.1.2 in which his/her spouse or a close relative (first or second-degree blood relation or in-law) is involved;
- 66.1.3 on which she/he has already, as member of a minor church body, participated in making a judgment. In such cases the members mentioned should recuse themselves;
- 66.2 If in this way the number of members present drops to below the two thirds required by Stipulation 65, the missing number is supplemented:
- 66.2.1 in the case of a Church Council, by calling the elders who most recently retired from duty, starting with the eldest or, if it is judged desirable, those who live the nearest;
- 66.2.2 in the case of major church bodies, by calling the secundi members. In such a case the church body may also decide to move the consideration of the matter to a following session;
- 66.3 However, a member of a ministry (ministry or task team) of a church body retains the right of session and judgment in a matter that she/he investigated provisionally or that was presented by her/him.

STIPULATION 67

JUDGMENTS

A church body makes a ruling on a matter by majority vote, minutes the decision and informs the parties. If the defendant so desires, a copy of the findings and decision may be handed to him/her.

STIPULATION 68

COST OF DEALING WITH A CHARGE

- 69.1 A complainant or appellant is informed at the beginning of the investigation that the final costs of the case may be claimed from her/him if his/her case is unsuccessful.
- 69.2 A church body that exercises ecclesial discipline or considers an appeal will appoint a commission to inform it at the end of the process on the estimated cost of the case.
- 69.3 The meeting or commission examines the estimate presented to it. After approval of the amount, a decision is made about which of the parties should bear the cost of the case, unless the body finds compelling reasons to let the parties pay each other's costs, or to pay it from church funds.

STIPULATION 70

HIGHER APPEAL

70.1 Submission of document

When someone appeals against the ruling made by a minor church body, the latter must (at the request of the major church body) hand over all the documents of the case, adding, if so desired, a more detailed explanation of the grounds for its ruling.

70.2 Upholding of an appeal

70.2.1 An appeal is never upheld merely on formal or technical grounds, unless the appeal succeeds in proving that a minor church body's non-compliance with the Stipulations and Rules has harmed the defendant or has caused the merits of case not to be properly considered.

70.2.2 When an appeal is upheld on the grounds of the merits of the case, the major body that heard the case has the right to set aside the decision(s) or judgment(s) concerned and to replace it/them with another judgment in accordance with the Stipulations concerning disciplinary procedures that are applicable to the minor church body that dealt with the case.

STIPULATION 71

ADVICE BY SUPPORT MINISTRY FOR JUDICIAL MATTERS (SMJM)

Minor church bodies and defendants may turn to the SMJM for advice and guidance.

C. ADMONITION AND DISCIPLINE OF MEMBERS BY THE CHURCH COUNCIL

STIPULATION 72

DECLARATION OF LAPSED MEMBERSHIP

72.1 When?

When a baptismal or confessional member has become so indifferent that it amounts to a complete rejection of the gospel of Jesus Christ, so that there is no room for the exercise of ecclesial discipline, the Church Council declares that such a person can no longer be regarded as a member of the congregation of Christ.

72.2 Procedure

The Church Council shall not proceed to make such a declaration until the person concerned has been given sufficient opportunity to state his/her case and only with the approval of the Presbytery.

72.3 Notice of such a declaration

After the Church Council has taken such a decision, it shall notify both the person concerned and the congregation.

STIPULATION 73

NON-CONFESSING MEMBERS

73.1 When considering admonition and discipline of people who have not made public profession of their faith, a distinction should be made between children and adults and,

- in the latter case, between those who are antagonistic and those who are negligent.
- 73.2 In ministering to them, a Church Council shall follow the guidelines laid down by Synod and, if necessary, use the formulary drawn up for this purpose.

STIPULATION 74

CONFESSING MEMBERS

- 74.1 When confessing members, after being admonished for deviating from healthy doctrine or faithful Christian practice, show sufficient evidence of remorse and repentance, the Church Council shall do what is necessary to achieve reconciliation.
- 74.2 The Church Council will decide how the reconciliation should be effected and also whether the members who were admonished due to the offence they caused in the congregation will be asked to abstain from the sacraments for a particular period. Only in exceptional cases will the reconciliation be effected through a public confession of sin in a worship service.

STIPULATION 75

LOSS OF MEMBERSHIP RIGHTS AND PRIVILEGES

- 75.1 When confessing members resolutely refuse to confess their sins and turn away from them, the Church Council shall deny them participation in the Lord's Supper until they have shown sufficient evidence of remorse and repentance. This implies that the following memberships rights are withheld from them:
- 75.1.1 to reply to baptismal questions;
 - 75.1.2 to be elected as an office bearer;
 - 75.1.3 to take part in the process of approbation of new office bearers;
 - 75.1.4 to lodge a charge with the Church Council
- 75.2 In the meantime the Church Council continues with its admonition.

STIPULATION 76

PROCEDURE FOR EXCOMMUNICATION

- 76.1 When a confessing member who have been barred from the Lord's Supper persist in their sin despite all admonition, the Church Council may excommunicate them from the congregation by using the formulary drawn up for that purpose. However, the Church Council should not proceed with excommunication unless it is clear that all the statements in the formulary are applicable.
- 76.2 The Church Council should proceed with excommunication only after announcing the persistence of the sinner three times to the congregation and calling on all the members to pray for him/her and urge her/him to repent. In the first announcement the person's name will not be mentioned. In the second announcement his/her name will be mentioned, after receiving the approval of the Presbytery. In the third announcement the excommunication from the congregation will be announced as well as the period given to her/him to show remorse and repentance.

STIPULATION 77

REVOKING EXCOMMUNICATION

When someone who has been excommunicated from a congregation shows heartfelt remorse and desires to be reconciled to the church, the Church Council shall, after ascertaining that his/her repentance is genuine, make known to the congregation her/his request to be readmitted to the congregation. If no valid objections are lodged to this, she/he will be welcomed back into the congregation by using the formulary drawn up for that purpose.

STIPULATION 78

CHURCH COUNCIL HEARINGS

78.1 Submission of charges and rumours

78.1.1 All charges are submitted to the chairperson of the Church Council, who preferably refers it to a commission of two or three Church Council members to investigate the matter and present a report.

78.1.2 Rumours are dealt with in the same way.

78.2 Serious charges

When a charge is serious, and the defendant admits his/her guilt, the commission may withhold the sacraments from the person provisionally, until the Church Council has given a ruling on the matter.

78.3 Preliminary investigation

If the defendant denies the charge against her/him, the commission initiates a preliminary investigation, if it regards that as necessary. If the charge or rumour appears to be true, it summons the parties at least fourteen days before the next Church Council meeting to appear before the Council with their testimony, so that the matter may be thoroughly investigated.

78.4 Postponement of hearing

If after the preliminary investigation the Church Council believes, due to the absence of witnesses or for any other weighty reason, that it should not yet proceed to making a ruling, the Church Council postpones the further hearing of the matter to a later date and notifies the parties accordingly.

78.5 Speed

The Church Council deals with all cases before it as speedily as possible.

78.6 Findings

When the guilt or innocence of a defendant has become clear, as the result of an investigation or an admission of guilt, the Church Council pronounces its finding without delay.

78.7 Finding in case of confession

In case of an admission of guilt, the Church Council considers Stipulation 50 when announcing its finding,

78.8 Notification of acquittal

If it appears that the charge was baseless, or if it has not been proven, this finding is communicated to everyone concerned.

78.9 Announcement of acquittal

After a finding has been put in writing and recorded in the minutes, it is made known to the defendant and, if the defendant so desires, a copy is made available to her/him.

78.10 Steps of discipline

Steps of admonition and discipline will be taken by the Church Council when the situation demands it, strictly according to Stipulations 73-76.

78.11 Opname na berou

In the case of genuine remorse, the penitent, at his/her own request, is readmitted to the congregation by the Church Council and the withholding of the sacraments is lifted.

**D. ADMONITION AND DISCIPLINE OF OFFICE BEARERS
BY THE PRESBYTERY**

**D.1 MATTERS THAT NEED TO SERVE BEFORE PRESBYTERY
IMMEDIATELY**

STIPULATION 79

BASIC PRINCIPLES

79.1 What discipline is concerned with

The admonition and discipline of office bearers is specifically concerned with the doctrine, way of life and exercise of the office entrusted to them.

79.2 The people concerned

The following office bearers are subject to this form of admonition and discipline:

79.2.1 Elders and deacons;

79.2.2 Evangelists and minister(s) inducted in the congregation;

79.2.3 Ministers who have a specific task in relation to all congregations;

79.2.4 Missionaries;

79.2.5 Ministers who are involved in another calling and have retained their status as ministers of the Word.

79.2.7 Candidate ministers (proponente), and

79.2.8 Emeriti.

79.6.3 Who exercise discipline?

This form of admonition and discipline is exercised by the Presbytery, but office bearers are also subject to the admonition and discipline of the Church Council as explained in the Stipulations above, with the understanding that the Church Council may only proceed to implementing such discipline after the Presbytery has suspended someone from his/her office.

STIPULATION 80

SUSPENSION, OR DISMISSAL FROM MINISTRY

80.1 When and for what reasons?

Office bearers will be suspended or dismissed from their office when they:

- 80.1.1 contravene the commitment they made when signing the Confessional Standards; or
- 80.1.2 are guilty of a transgression mentioned in Stipulation 50 above;
- 80.1.3 seriously deviate in some other way from sound doctrine or a Christian lifestyle.

80.2 Who is responsible?

The decision whether dismissal should take place immediately or follow a prior suspension from office, is the responsibility of the competent church body, as determined in Stipulations 82-86.

STIPULATION 81

RESIGNATION FROM OFFICE WITHOUT AN ACCEPTABLE REASON

When an office bearer wilfully resigns from office without supplying acceptable reasons to the Church Council and Presbytery, the Presbytery will voice its strong disapproval of the act and declare that his/her office has lapsed. In addition, the Church Council may impose the required discipline, unless it finds no reason to do so.

STIPULATION 82

SUSPENSION FROM EXERCISING AN OFFICE

- 82.1 When a charge is submitted against an office bearer or serious suspicion arises against her/him, the Presbytery will be free to suspend him/her for a specified time from exercising that office;
- 82.2 Such a suspension does not have the character of a disciplinary measure.

STIPULATION 83

DISMISSAL AND LOSS OF STATUS FOR MINISTERS OF THE WORD

83.1 Dismissal by the Presbytery

The disciplinary measure of dismissing a minister of the Word from his/her office will be taken by the Presbytery after a thorough investigation that found sufficient evidence of guilt.

83.2 Loss of status (unfrocking) by Regional Synod

The disciplinary measure of unfrocking a minister of the Word is undertaken by a regional Synod in response to the submission and recommendation of a Presbytery. An appeal against a disciplinary measure that includes unfrocking may only be heard by a Regional Synod.

STIPULATION 84

SUSPENSION AND DISMISSAL OF CHURCH COUNCIL MEMBERS

The disciplinary measure of suspension or dismissal of elders and deacons will be undertaken by the Presbytery – likewise only after thorough investigation and sufficient evidence of guilt.

STIPULATION 85

MISGOVERNMENT BY A CHURCH COUNCIL

When a Church Council is guilty of misgovernment and a section of the Church Council or of the Congregation turns to the Presbytery for help, the Presbytery may take the disciplinary measures of suspension or dismissal – if it has found evidence of guilt – on condition that the Church Council was approached on the matter and had the opportunity to defend itself (see Stipulation 51).

STIPULATION 86

MINISTERS IN SERVICE OF THE DENOMINATION

Ministers of the Word who exercise another calling with retention of their ministerial status, theological lecturers, candidate ministers (proponente) and emeriti are subject to the admonition and discipline of the Presbytery in whose area they live and of the Church Council of the congregation where they are members.

STIPULATION 87

INVESTIGATION AND FINDING BY THE PRESBYTERY

87.1 Submission of a charge or a notice of a harmful rumour

87.1.1 When a charge against a serving office bearer is lodged with the Church Council or a harmful rumour about him/her is brought to their attention, the Church Council refers the matter to the chairperson of Presbytery for investigation by the Presbytery Ministry for Judicial Matters (Presbytery Commission).

87.1.2 When any charge or notice of harmful rumour against the doctrine, ministry or lifestyle of the ministers (including emeriti), candidate ministers (proponente), evangelists, Church Councils and serving Church Council members within its area is presented to the chairperson of the Presbytery or during a Presbytery session, she/he hands it over to the Presbytery Ministry for Judicial Matters for investigation.

87.1.3 In the absence of the chairperson, or if she/he is involved in the case, a charge is submitted to the scribe of the Presbytery.

87.2 Defendant notified of a charge

The chairperson of the Ministry for Judicial Matters immediately sends a copy of the charge or the notice of a harmful rumour to the defendant and complainant and gives her/him the opportunity to submit an admission of guilt or a defence to the Ministry for Judicial Matters, within three weeks after receiving the charge or rumour. When the Ministry for Judicial Matters finds it necessary to arrange a hearing, it notifies the defendant – and the complainant, if a charge was submitted – of the venue and time when they should appear before the Commission, together with their witnesses.

87.3 Preliminary investigation

If the defendant denies the charge brought against him/her, either as a whole or any fundamental part of it, the Ministry for Judicial Matters may follow any of the following procedures:

87.3.1 If the Ministry for Judicial Matters is convinced, based on the written submissions, that the charge is unfounded, it is immediately set aside as baseless.

87.3.2 If the Presbytery regards it as necessary, it launches a preliminary investigation. If this

takes place in writing, the defendant is sent a copy of the held correspondence. When the Ministry for Judicial Matters finds it necessary to arrange a hearing, it notifies the defendant – and the complainant, if a charge was submitted – of the venue and time when they should appear before the Ministry, together with their witnesses.

87.3.3 If the Ministry for Judicial Matters finds during the investigation that there are sufficient grounds for dealing with the matter in depth, or if it finds that a transgression has been committed that requires disciplinary action, it draws up a Deed of Accusation for submission to the meeting of Presbytery.

87.3.1 The Ministry for Judicial Matters does no further investigation.

87.3.2 The chairperson of Presbytery will officially put the Deed of Accusation (received from the Presbytery Ministry for Judicial Matters) to the defendant.

87.3.3 The Deed of Accusation is sent to the defendant and complainant three weeks before the meeting of Presbytery, specifying the venue and time when they should appear before the Presbytery, together with their witnesses

87.3.4 In the case of the spreading of a harmful rumour the Deed of Accusation is sent only to the defendant.

87.4 Notice of the finding after a provisional investigation

87.4.1 After a preliminary investigation the Ministry for Judicial Matters informs the defendant and complainant without delay of the result of its deliberations, indicating whether there was an admission of guilt, whether the case has been referred for further attention, or has been set aside.

87.4.2 The Ministry for Judicial Matters sends a detailed report, containing all the documents related to the case, to the chairperson of the Presbytery for submission to the next Presbytery meeting.

87.5 Provisional suspension from official duties

In cases of alleged misconduct of office bearers, when the Ministry for Judicial Matters has received a charge or taken note of a harmful rumour, it has the authority to suspend the office bearer concerned from exercising her/his official duties, unless the Ministry for Judicial Matters is convinced that the charge or rumour is completely baseless. This provisional suspension takes place with a report to the Presbytery and with notifications being sent to:

87.5.1 the office bearer concerned;

87.5.2 the Church Council of the congregation that the office bearer is serving; and

87.5.3 the management commission in whose service the office bearer stands.

87.6 Appeal of complainant to Presbytery

If the Presbytery Ministry for Judicial Matters sets aside a charge as baseless and the complainant is aggrieved at this, she/he has the right to submit the finding of the Presbytery Ministry for Judicial Matters to the next Presbytery meeting for judgment.

87.7 If the defendant does not appear

87.7.1 If the defendant does not appear before a meeting of the Presbytery Ministry for Judicial Matters or Presbytery, after being properly summoned to do so, and does not provide sufficient reasons for her/his absence, the charge is dealt with and the defendant is treated as in contempt of the church Stipulations. The Presbytery decides on him/her in that light.

87.7.2 If, however, the reasons for his/her absence are regarded as valid by the Ministry for Judicial Matters and if the case is important and requiring speedy action, the Ministry

for Judicial Matters shall convene a special Presbytery meeting for this purpose without delay.

87.8 Investigation before the Presbytery meeting

87.8.1 When investigating the case before the meeting, the complainant and defendant are both given the opportunity to be present when the witnesses are questioned. Both complainant and defendant have the right, through the chairperson, to ask the witnesses specific questions.

87.8.2 Complainant and defendant are given the opportunity to present their concerns, and to add whatever they think can strengthen their case.

87.8.3 The members of the Ministry for Judicial Matters, who drew up the Deed of Accusation, retain all their rights to attend the meeting and take part in the decision-making.

87.9 Notification of Presbytery decision

87.9.1 After the matter has been thoroughly investigated and the Presbytery has had the opportunity to hear the witnesses, the defendant, the complainant and their witnesses leave the meeting so that a decision can be formulated.

87.9.2 The Presbytery decides on the matter in accordance with the Stipulations and informs everyone concerned in writing. Where the situation requires it, the Presbytery makes a verbal announcement of its decision to the congregation.

STIPULATION 88

DEALING WITH DISPUTES

88.1 Disputes

Disputes that arise in church bodies, or between Church Councils, or between a Church Council and congregation members, are dealt with by the Presbytery or Presbytery Ministry for Judicial Matters.

88.2 Written appeal to Presbytery

The complainant(s) may add written submissions to their documents, which they hand to the chairperson of the Presbytery. She/he speedily submits the charges that she/he has received to the Presbytery Ministry for Judicial Matters for investigation.

88.3 Notification to persons involved

88.3.1 The chairperson of the Presbytery Ministry for Judicial Matters immediately sends a copy of the charge or complaint to the person(s) involved, so that she/he/they may be able to formulate a reply within three weeks of receiving the notice.

88.3.2 A copy of this reply is sent to the complainant(s) so that she/he may likewise be able to reply within three weeks of receiving it.

88.3.3 A copy of this second submission of the complainant(s) is sent to the defendant so that she/he may reply to it within three weeks of receiving it.

88.4 Provisional pronouncement of the Presbytery Ministry for Judicial Matters

When the matter cannot be postponed, the Presbytery Ministry for Judicial Matters makes a provisional ruling immediately or after hearing the presentations of the parties. Alternatively, if the Presbytery judges it as necessary, it summons the parties to appear before (a special meeting of) the Presbytery. The Commission reports its course of action to the Presbytery, which informs the parties in writing of its decision.

88.5 Discussion of a case when documents have not been submitted

If, in a case as suggested in Stipulation 88.3, the further submissions are not submitted within the required time periods, the Presbytery nevertheless deals with the matter and makes a ruling in the light of the available evidence.

88.6 Treatment of other disputes

All other disputes, which merit direct submission to the Presbytery and cannot be settled amicably through its mediation, are treated in the same way as the church disputes addressed in the Stipulations above.

D.2 DISCIPLINARY MEASURES (FOR OFFICE BEARERS)

STIPULATION 89

DISCIPLINARY MEASURES THAT CAN BE USED BY A PRESBYTERY

89.1 Discipline in accordance with the measure of guilt

In achieving the goals described in Stipulation 48, a Presbytery meeting may use the following disciplinary measures in the case of an admission of guilt or a conviction, based on and in accordance with the nature and extent of the transgression:

- 89.1.1 Rebuke and admonition, delivered in or outside the meeting, as required by the circumstances;
- 89.1.2 Suspension from service for a limited or unlimited period, with admonition and discipline exercised by the Church Council. Suspension from service of a minister or evangelist may, according to the judgment of the Presbytery, be accompanied by:
 - 89.1.2.1 partial or total loss of salary;
- 89.1.3 Dismissal from the congregation with loss of rights to free accommodation and other emoluments. The Presbytery must determine the date and time when the minister and his/her family must vacate the house;
- 89.1.4 Dismissal by the Presbytery in the case of elders and deacons;
- 89.1.5 Dismissal from the ministry of a minister of the Word, candidate minister (proponent) and evangelist on the recommendation of the Presbytery. The Regional Synod must approve this recommendation of dismissal from ministry.
- 89.2 Ongoing admonition for remorse and reconciliation
 - 89.2.1 The Church Council shall continue to admonish a suspended or dismissed office bearer to help him/her to repent and be reconciled and will exercise the required disciplinary measures in accordance with Stipulations 74 and 75.
 - 89.2.2 If a Church Council has no option but to implement Stipulation 113 in the case of a suspended office bearer, such an office bearer will thereby also be dismissed from his/her office. In the case of a minister or evangelist the Church Council must inform the Regional Synod of this. Before making such a judgment, the Presbytery Commission makes sure that it has correctly understood the advice of the Church Council and that it has the support of the Presbytery (by informing all Presbytery members in writing).

STIPULATION 90

SUSPENSION IN FORCE WHILE APPEAL IS PENDING

90.1 Provisional termination of official duties

An office bearer who has been suspended from service by the Presbytery and has lodged an appeal with the regional Synod, may not continue performing official duties while the appeal is pending.

90.2 Provisional termination of membership in commissions

The membership of commissions of church bodies also lapses, with the understanding that, if the suspension is set aside through ecclesial or civil legal action during the term of membership, such membership resumes immediately.

STIPULATION 91

NOTICE OF SUSPENSION OF A MINISTER

In the case of the suspension of a minister or evangelist, the Presbytery immediately notifies the Church Council, and informs it of the measures taken to ensure that the ministry in the congregation does not suffer. Such a minister or evangelist is obliged to hand over all the church's books and documents to the Church Council. The Presbytery also notifies the actuary of the regional Synod of the suspension.

STIPULATION 92

NOTIFICATION OF DISMISSAL OF MINISTER

In the case of the dismissal of a minister by the regional Synod, the scribe of Synod informs the scribe of Presbytery, who ensures that the konsulent and the Church Council are informed.

STIPULATION 93

DISMISSAL WITH LOSS OF CONTRACTUAL AND CIVIL RIGHTS AND PRIVILEGES

93.1 Complete dismissal has the effect of immediate loss of salary and emoluments.

93.2 In the case of the suspension of a minister or evangelist for an undetermined period, with loss of salary, the Presbytery has the authority to dismiss her/him from serving the congregation, which implies the loss of all the rights and privileges attached to ministry in that congregation.

STIPULATION 94

ARRANGEMENTS AFTER SUSPENSION AND/OR DISMISSAL

94.1 When the Church Council has received notice of the suspension or dismissal of their minister or evangelist, it immediately makes arrangements to ensure that the ministry of that office bearer is taken over by someone capable.

94.2 In the case of the suspension or dismissal of an elder or deacon, the Church Council elects one of the retired elders or deacons to take over her/his ministry.

D.3 APPEAL CASES

STIPULATION 95

APPEAL FROM CHURCH COUNCIL TO PRESBYTERY

95.1 Appeal to Presbytery

95.1.1 A complainant or defendant who is aggrieved at a decision or ruling of a Church Council, appeals to the Presbytery to which the congregation belongs.

95.1.2 She/he notifies the chairperson of the Church Council within fourteen days after the ruling of her intention to appeal to the Presbytery. She/he does so in writing and the date of submission is indicated on the document. The document includes a request for a copy of the ruling of the Church Council, if she/he has not received that already. The ruling must be made available to the applicant within a week.

95.2 Appeal within four weeks

95.2.1 Within four weeks after the aggrieved party gave notice of his/her intention to appeal or after receiving a copy of the ruling, she/he has to submit a copy of the ruling together with his/her appeal, supplying reasons and a guarantee in accordance with Stipulation 106 to the chairperson (or in his absence, the scribe) of the Presbytery. If the aggrieved party fails to comply with this deadline, she/he loses the right to appeal.

95.2.2 If it becomes clear that it was due to ignorance that the aggrieved party failed to honour the deadline mentioned in the previous stipulation or that the party who is appealing is presenting his/her objections in the form of a charge instead of an appeal, the chairperson of the Presbytery is free to extend the deadline, after getting advice from the Presbytery Commission.

95.3 Copy to Church Council

As soon as the chairperson has received the appeal document, she/he sends a copy to the Church Council so that they are able to respond to it without undue delay, adding all the documents pertaining to the case. A copy of the Church Council's reply is sent to the party who is appealing.

95.4 Chairperson my request clarity

If the chairperson of the Presbytery requires more detail on any important issues, she/he can request that from the Church Council or from the appealing party within a specific time. Alternatively, she/he could also summon both parties to appear before the Presbytery meeting.

95.5 Presentation of documents to the Presbytery meeting

The chairperson tables the appeal and the accompanying documents at the next Presbytery meeting. The scribe of Presbytery calls the meeting and mentions the case in the invitation.

95.6 Guilty judgment after appeal

When the Presbytery meeting discusses an appeal and finds a defendant guilty in all cases, the Presbytery may apply the disciplinary measures prescribed in Stipulations 74 - 76 and 89.

95.7 Notification of judgment

When the Presbytery has finalised its judgment, copies of it are handed to the Church Council and everyone involved in the case.

E. PROCEDURE OF REGIONAL SYNOD OR SYNODICAL COMMISSION

E.1 CASES THAT SHOULD BE TAKEN TO SYNOD OR SYNODICAL COMMISSION IMMEDIATELY

STIPULATION 96

DISPUTES

96.1 Who deals with it

The regional Synod (or the Synodical Commission, in a year that the Synod does not meet) immediately deals with disputes in which one or more of its Presbyteries, the members of a Presbytery, or the members of Synod as such are involved.

96.2 Notification to scribe and those concerned

An aggrieved church member who submits a matter to Synod or Synodical Commission gives notice of this to the scribe of Synod at least six weeks before the Synod or Synodical Commission meeting. She/he does that in writing in duplicate and needs to supply reasons for the submission. Without delay, the scribe of Synod sends a copy to all the people concerned.

96.3 Submission of documents

Both complainant(s) and defendant(s) have the right to present their case in writing in duplicate to the Synod or Synodical Commission, provided they submit the document to the scribe of Synod at least four weeks before the meeting.

E.2 APPEAL CASES

STIPULATION 97

APPEAL FROM PRESBYTERY TO REGIONAL SYNOD

97.1 Appeal to Synod or Synodical Commission

97.1.1 When someone is aggrieved at a decision of the Presbytery, whether she/he is a complainant, a defendant or an objector in a doctrinal dispute, and wishes to appeal the decision to Synod, she/he must give notice to the chairperson of the Presbytery within two months after the decision and request a copy of the judgment, if she/he has not yet received it.

97.1.2 The scribe of the Presbytery notifies the concerned parties of this without delay

97.1.3 Members of the Presbytery who did not take part in the first instance in the discussion of the case have the right to participate in the hearing of the appeal by the Synod or Synodical Commission.

97.2 Submission of documents to the scribe of Synod

97.2.1 Within two months after the Presbytery decision, and after receiving its judgment of the case, the appealing party submits the following documents to the Actuaris of Synod:

7.1.1 a copy of the Presbytery's judgment;

97.1.2 an explanation of the course of the case;

97.1.3 the reasons for his/her appeal;

97.1.4 a guarantee, in terms of Stipulation 68.

97.3 The Actuarius of Synod and appeals

If the Actuarius of Synod does not find a case acceptable for an appeal, she/he will not simply dismiss the matter; but leave that judgment to the Synod or Synodical commission.

97.4 Copy to the scribe of the Presbytery

The Actuarius of Synod sends a copy of the reasons for the appeal to the scribe of the Presbytery, for circulation to the Presbytery Ministry for Judicial Matters. The Presbytery Ministry for Judicial Matters responds without delay to the Actuarius of Synod, including copies of all the documents pertaining to the case. Both the reply and the documents have to be in duplicate.

97.5 Documents serving before Synod or Synodical Commission

The Actuarius of Synod tables all the documents before Synod (or the Synodical Commission, in a year when the Synod does not meet).

97.6 Concerned members may present their interests

Any concerned member may present his/her interests in such a matter to the Synod or Synodical Commission. The submission needs to be in writing (in duplicate) and reach the Actuarius of Synod at least four weeks before the meeting of the Synod or Synodical Commission.

97.7 Absence of the defence of the Presbytery

If the Presbytery wrongfully refuses to make the defence of the Presbytery available to the Actuarius of Synod, after the Presbytery was summoned to do so in terms of Stipulation 97.4, the Synod has the right to proceed with the case and pronounce a judgment.

STIPULATION 98

DISCIPLINARY MEASURES

When an appeal case is brought before the Synod or Synodical Commission it may in its judgment:

- 98.1 uphold the appeal;
- 98.2 refer it back to the minor church bodies for revision;
- 98.3 soften or strengthen the disciplinary measures imposed;
- 98.4 apply a disciplinary measure, with consideration for Stipulation 70.2.

F. REPEAL AND RESTORATION

STIPULATION 99

LIFTING OF SUSPENSION

- 99.1 The competence to lift a suspension resides with the minor body that announced the disciplinary measure or the major body that gives judgment on appeal.
- 99.2 The lifting of a disciplinary measure (suspension with or without withholding of the sacraments for a definite or indefinite period) that was legally imposed on a minister, candidate minister, evangelist, elder or deacon is effected by the Presbytery that suspended her/him, with the understanding that:
 - 99.2.1 sufficient evidence was provided that genuine repentance and reconciliation has taken place;

- 99.2.2 a testimonial was submitted by the Church Council under whose care she/he lives that his/her life is without reproach;
- 99.2.3 the withholding of the sacraments may be repealed before the period of suspension has elapsed, based on evidence of sincere remorse and repentance;
- 99.2.4 in the case of indefinite suspension the Presbytery can uphold the suspension from ministry for any reasonable period that the Presbytery considers necessary in the interests of the church and its ministry, after the withholding of the sacraments has been lifted

STIPULATION 100

RESTORATION AFTER DISMISSAL

100.1 Church Council member

- 100.1.1 A Church Council may only call someone who was dismissed to exercise an office after it has made a thorough investigation to discern whether that will serve the glory of God and the well-being of the congregation.
- 100.1.2 The restoration of a dismissed elder or deacon, by which she/he is once more put in the position to be elected as a Church Council member, is effected by the Presbytery that dismissed him/her, and only on the following conditions:
 - 100.1.2.1 after evidence of genuine repentance, confirmed in writing by the Church Council;
 - 100.1.2.2 after the Presbytery lifted the disciplinary measures that were applied, and she/he was reinstated in her/his membership privileges.

100.2 Minister or candidate minister

- 100.2.1 A minister or candidate minister (proponent) that was dismissed can only be declared available for call after she/he has been reinstated in the office by the regional Synod. The application for reinstatement must be supported by testimonials from:
 - 100.2.1.1 the Church Council of the congregation to which she/he was connected before the dismissal;
 - 100.2.1.2 the Presbytery that suspended him/her;
 - 100.2.1.3 the Church Council of each congregation to which she/he belonged since the dismissal;
 - 100.2.1.4 the Presbytery(ies) in whose areas she/he resided since the dismissal.
- 100.2.2 The reinstatement of a dismissed minister or candidate minister is effected by the regional Synod on the recommendation of the Presbytery that suspended her/him, on the following conditions:
 - 100.2.2.1 after evidence of genuine repentance;
 - 100.2.2.2 after the lifting of disciplinary measures by the Presbytery that imposed them;
 - 100.2.2.3 that the testimonial of the Church Council mentioned in 100.2.1.1 confirms that the applicant's life is in every respect above reproach;
 - 100.2.2.4 that the testimonial of the Presbytery mentioned in 100.2.1.2 is a substantiated declaration that the restoration of the applicant will indeed glorify of God and contribute to the well-being of the church

100.3 Evangelist

A dismissed evangelist (as opposed to a suspended evangelist) cannot be restored into that office, but he may join the ministerial formation programme to become a minister if his membership privileges have been restored and he meets all the requirements for the formation programme.

100.4 Considering reinstatement

When considering the question whether someone could be reinstated in his/her office, the Presbytery should not only consider the kind of transgression for which she/he was dismissed, but also the questions whether:

- 100.4.1 her/his sorrow for the transgression she/he committed is genuine;
- 100.4.2 reconciliation took place and the offence was removed;
- 100.4.3 she/he will be able to work for the edification of the congregation of God, without its holiness being compromised.

C H A P T E R 6

PROCEDURE OF MEETINGS

1. NATURE OF MEETINGS

General synodical meetings are conducted in public, except for appeal cases, or when the meeting decides differently.

2. NOTICE OF MEETING

- 2.1 The General Synod meets at least once every four years.
- 2.2 A meeting is legitimate if every member has been properly notified, mentioning time and place, if it has been properly constituted, and if the meeting is conducted according to a specific agenda.
- 2.3 At least three months before it is to take place, the general meeting of the General Synod is called by the scriba synodi by way of a notice in the official communication channels of the church.
- 2.4 Special meetings shall be called as soon as possible after a decision of the General Synodical Commission. The members of the special meeting are the same as the ones at previous general meeting or their secundi. If both primarius and secundus are unable to attend, the regional synod concerned, or its synodical commission will nominate other delegates for the special meeting.

3. COMPOSITION OF GENERAL SYNOD

General Synod is composed of the following categories of members:

- 3.1 **Full members** (with the right to speak, vote and be elected)
 - 3.1.1 the four members of the Moderamen of each Regional Synod
 - 3.1.2 one Minister of the Word and one male, female or youth (25yrs old or younger) Church Council member from every Presbytery within the boundaries of each Regional Synod alternating between male, female and youth in the alphabetical order of presbyteries per General Synod meeting
- 3.2 **Observer members** (with right to speak but not to vote or be elected)
 - 3.2.1 Any member of the Executive Committee who is not a delegate to Synod in terms of 3.1;
 - 3.2.2 One representative of each ministry of the church functioning at General Synod;
 - 3.2.3 One functionary or one representative from every Permanent Commission of General Synod;
 - 3.2.4 One representative from every URCSA centre of Theological training.
- 3.3 **Invited Observers** (with right to speak but not to vote):
 - 3.3.1 One representative of ecumenical institutions of which the URCSA is a member;
 - 3.3.2 One representative from ecumenical partner churches;
 - 3.3.3 Any other representatives of churches or Ecumenical institutions the General Synod may wish to invite.

4. PERMISSION OF ABSENCE

If a member is unable to attend the meeting, he/she must give his/her reasons in writing.

5. ATTIRE AT SYNODICAL MEETINGS

Members must be suitably dressed for the occasion.

6. OPENING

- 6.1 The meeting commences at the given time and place with song, Scripture reading and prayer before it constitutes.
- 6.2 The outgoing chairperson of the General Synodical Commission will act as chairperson until the new moderator is elected. In case of his/her absence, the Commission of Order will nominate a chairperson until a moderator is elected.
- 6.3 The outgoing moderator will conduct the solemn opening of the meeting, or somebody nominated in his/her place.

7. CONSTITUTING

- 7.1 Each delegate must be provided with a letter of credence undersigned by two members of the moderamen of the delegating regional synod.
- 7.2 The *scriba synodi* must receive the letter of credence at least three months before the synodical meeting commences. He/she will examine these and report to the meeting.
- 7.3 For the legal constitution of the meeting, the delegates with proper letters of credence should number more than half of all those who according to the church order could legally attend the meeting. When decisions regarding the confessions are taken, the quorum consists of two-thirds of those present.

8. SUCCESSION OF PRIMARIUS BY SECUNDUS

If a *primarius* member moves out of the geographic area of the circuit or synod, the elected *secundus* automatically takes his/her place. A new *secundus* is elected as soon as possible with proper notice to all concerned.

9. ABSENCE FROM MEETINGS

Members may not leave the meeting without permission. Decisions in this regard are taken by the meeting on recommendation by the Commission of Order.

10. DUTIES OF THE CHAIRPERSON

- 10.1 The sequence of matters under discussion
The chairperson decides in which sequence matters will be discussed.
- 10.2 Providing information
He/she gives a clear outline of the case under discussion and provides the necessary information.
- 10.3 Suggestions
As required, the chairperson may give a short proposal or suggest an alternative to the meeting.
- 10.4 Unforeseen circumstances
In instances regarding the conduct and activities of the meeting, for which no provision

has been made in this procedure, the chairperson may use his/her own judgement.

If members of the meeting object to the chairperson's decision, the meeting will decide.

10.5 If the chairperson decides that the matter under consideration has been fully discussed, he has the right to suggest that the meeting vote on the matter.

10.6 Deciding vote

The chairperson has the right, when the votes tie, to cast the deciding vote. The chairperson is not obliged to bring out his/her deciding vote.

10.7 Only one vote

The chairperson of committees has only one vote, except at the General Synodical Commission and Temporary Commission of Judicial Matters.

11. ABSENCE OF CHAIRPERSON

11.1 In the absence of the chairperson, the deputy chairperson will preside.

11.2 In the absence of both moderator and assessor, the commission that convened the meeting will nominate an acting chairperson until the meeting elects its own chairperson.

12. MATTERS FOR DISCUSSION

12.1 The General Synod, at the first session, decides on the agenda according to the Work scheme. Petitions, draft resolutions, reports and recommendations can be put forward by the General Synodical Commission and other commissions of the General Synod, as well as regional synods or their synodical commissions.

12.3 Petitions from the general synods of any member of the family of the Dutch Reformed Churches or their authorised Liaison Commissions should be tabled too, provided that the General Synodical Commission or the Executive, after written deliberations with members of the General Synodical Commission, refers such petitions to the synod.

12.4 Matters for discussion by the General Synod is admissible only if it is submitted at least three months before the meeting commences to the *scriba synodi*.

12.5 The Commission of Order must, if at all possible, refer cases to be discussed by the General Synod, to the relevant permanent or temporary commissions for comment and recommendations. These recommendations should be presented to the synod in the form of recommended resolutions.

13. DISCUSSIONS OF MATTERS

13.1 The report of the permanent Commission of Order is to be tabled first.

13.2 Members of the meeting who have already participated in a decision of a lesser meeting, or who are themselves involved, may not participate in appeal cases.

13.3 In the discussion of matters, each member has the right to speak. If two or more members wish to speak at the same time, the chairperson shall decide who is to speak first.

13.4 Nobody is entitled to speak more than once on a given topic. The meeting may, in certain cases, allow the speaker another opportunity.

13.5 Motions and amendments must be submitted in writing and be signed by the proposer and seconder.

- 13.6 Members of permanent ministries will first be given the opportunity to present the recommendations of their respective ministries, by way of a motion. The chairperson may receive no motion before the relevant subject is opened for discussion.
- 13.7 A motion or amendment that has already been tabled may not be withdrawn without permission of the meeting.
- 13.8 The introducer of a draft resolution or proposer of a motion may speak for eight minutes and five minutes for rebuttal. All other speakers are limited to five minutes. The meeting may, in certain circumstances, abolish this time limit, or shorten it.

14. URGENT MATTERS

Urgent matters of particular or general interest may, after recommendation and consultation by the moderamen, be discussed by the meeting, if the meeting has decided so. This decision is taken without discussion.

15. ELECTION OF MODERAMEN

Immediately after the constituting of the meeting, the Moderamen is elected by the registered voters without a nomination roll. **The newly elected moderamen assume their responsibilities at the end of the meeting.** They are elected in consecutive order of chairperson, deputy chairperson, *scriba synodi*, and actuarius. (Refer Regulations regarding the Activities of the Executive and the GSC of the URCSA - Regulations 1.1.1 and 1.1.2.).

16. COMMISSIONS AND MINISTRIES

- 16.1 Commission of Order
- 16.1.1 The General Synod will nominate a permanent Commission of Order. This commission compiles the agenda and ensures that all delegates receive a copy thereof at least three weeks before the meeting commences.
- 16.1.2 The Commission of Order advises the General Synod regarding possible temporary ministries and nominates persons to serve on them.
- 16.2 Permanent Ministries
- 16.2.1 The General Synod at every meeting nominates a permanent Ministry for Judicial Matters, a Ministry for Administration and Communication and as many other permanent Ministries with as many members and duties as the synod might deem necessary,
- 16.2.2 The permanent ministries are principally engaged with policy making. As for the implementation of policy, the permanent ministries shall liaise with the corresponding ministries of the regional synods.
- 16.2.3 The permanent ministries report to the General Synod. In order to secure the mutual coordination amongst permanent ministries, and amongst the General Synod and the regional synods, the various permanent ministries shall report on their progress to the General Synodical Commission. They may consult as necessary with the General Synodical Commission regarding matters. The General Synodical Commission may assign tasks to the permanent ministries during the recess. Such assignments from the General Synodical Commission are to be confirmed by the General Synod first before they may be discussed by the General Synod as matters arising.
- 16.2.4 Permanent ministries and delegates are nominated by the meeting on recommendation

- by a temporary ministry which consists of two members from every regional synod, preferably members of the regional moderamen.
- 16.2.5 The General Synodical Commission supplements vacancies on permanent ministries.
- 16.2.6 The synodical treasurer will pay for costs of the meetings, unless otherwise stipulated.
- 16.2.7 Ministries meet annually. Should more meetings be deemed necessary, a motivated submission should be made to the Ministry for Finance and Administration, which will then either approve or disapprove the application.
- 16.2.8 Only the General Synodical Commission may co-opt members on the permanent ministries, after consideration with the Ministry for Finance and Administration.

17. PROCEDURE IN ELECTIONS AND DECISIONS ON MATTERS

- 17.1 Only registered voters who are present at the meeting may vote.
- 17.2 The election of the moderamen and the members of the General Synodical Commission are done by secret ballot. All other voting is done by open ballot, unless the meeting decides differently.
- 17.3 The collection and counting of votes is entrusted to a commission that is nominated for that purpose by the permanent Commission of Order.
- 17.4 In regard to the election of persons and general matters, an absolute majority is required, which is at least half the possible votes plus one. In regard to the resolutions regarding the confessions and certain other matters, the church order requires a majority of two thirds of the possible votes, i.e. two out of every three votes recorded.
- 17.5 The person who obtains the most votes is elected, on condition that the number of votes cast for this person equals the absolute majority of the number of registered voters recorded.
- 17.6 In case one or more persons, did not obtain an absolute majority, voting is repeated. Members of the meeting will choose from the names that obtained the highest number of votes and which, together form an absolute majority.
- 17.7 Where votes are tied when electing persons, casting the die will decide the outcome.
- 17.8 When votes are tied in a decision on matters, the chairperson may cast his deciding vote.

18. MOTIONS AND AMENDMENTS

- 18.1 Motions
- 18.1.1 A motion is an outspoken wish or desire by one or more members of a meeting that either this or that be done.
- 18.1.2 No motion before the subject is tabled
The chairman will receive no motion before he/she has tabled the issue.
- 18.1.3 No discussion on any matter is permitted if no motion or proposal has been tabled.
- 18.1.4 Only one motion
On matters under discussion, only one motion at a time can be put to the meeting.
- 18.1.5 Tabling of proposals
The first member of a meeting to rise after the chairperson has tabled an issue, except the proposer of a draft proposal, has the right to table a proposal and explain and state his/her arguments. Motions must be relevant to the matter under discussion.
- 18.1.6 Motions in church meetings (circuit, regional synod and general synod) should be in

writing and undersigned by the proposers, submitted. No motion will be considered unless a member of the meeting seconds it.

18.1.7 Withdrawal of a motion or amendment

A proposer or seconder is not entitled to withdraw a proposal that has been tabled without the permission of the meeting.

18.1.8 Recommendations in reports of ministries

The recommendations of ministries shall be properly proposed and seconded. The ministry concerned has precedence in proposing.

18.1.9 Proposers absent without leave

If the proposer is absent without leave, his/her motion will lapse unless another member of the meeting adopts it.

18.1.10 Right of reply

The proposer of a motion has the right to reply, but proposers of amendments do not have this right.

18.1.11 Complicated motions

A complicated motion, together with its amendments may be referred to a temporary ministry by the chairperson.

18.2 Amendments

18.2.1 Submission of amendments

Amendments can be submitted on a motion and with the objective to omit, insert, replace words or change the word order of the motion.

18.2.2 Relevant and correlated

The amendment must be closely correlated and relevant to the motion.

18.2.3 Lapsing of amendments

If a motion, is withdrawn with the permission of the meeting, all amendments which are dependent on the motion will lapse, unless the motion and amendments are referred back to the proposers and seconders, or a motion of order is accepted that the discussion is ceased, or the normal voting procedure is followed.

18.2.4 Judging of amendments

With the permission of the meeting, the chairperson may judge an amendment to be a separate motion, which shall be put to the vote only after the tabled motion and amendments have been voted on.

19. VOTING

19.1 Voting procedure

19.1 .1 By present members

Only members present at a church meeting may vote. If the vote is not about the election of people, it is done by open ballot. Should a quarter of the members present request it, the vote is done by secret ballot.

19.1.2 Advisory capacity

Persons attending the meeting in an advisory capacity have a right to participate in the discussions but are barred from voting.

19.1.3 Compulsory vote

No member may abstain from voting, unless permission has been granted by the

- meeting who will decide on the validity of the reasons. Permission to abstain has to be granted before voting takes place.
- 19.1.4 No names mentioned
When proposals and amendments are being put to the vote, the chairperson will not reveal the names of the proposers.
- 19.1.5 Votes in favour and votes against
All motions and amendments shall be separately voted for and against.
- 19.1.6 Votes tied
When voting in regard to a motion or amendment is tied, the motion or amendment is rejected, unless the chairperson records a deciding vote. If the chairperson occupies the chair as substitute chairperson, the vote will be decided by the drawing of lots.
- 19.2 Voting on issues
- 19.2.1 When a proposal as well as a correct amendment serves before the meeting, the amendment handed in last shall be put to the vote first.
- 19.2.2 If the amendment is accepted, the original motion is defeated, and the amendment serves before the meeting.
- 19.2.3 The amended proposal is presented to the meeting, where after the second amendment is put to the vote. If the amendment is accepted, then the proposal is amended further. The amended proposal is again presented to the meeting.
- 19.2.4 Amendments will be put to vote in progressive sequence.
- 19.2.5 Finally the amended motion is put to vote.
- 19.2.6 If all amendments are rejected, then the original proposal is put to vote.
- 19.2.7 After each ballot, the results are announced.
- 19.2.8 Decision
For resolutions regarding issues, an absolute majority is required (i.e. more than half of the members present). Members granted permission to abstain from voting are not considered.
- 19.2.9 Final voting
After the final vote and the chairperson declaring it the decision of the meeting nobody may ask for a second vote.
- 19.3 Voting regarding persons
When the voting concerns the election of people, including *secundi*, it is done by secret ballot, as follows:
- 19.3.1 A list of nominees is made. Every registered voter has the right to enter only the exact number of names required.
- 19.3.2 From the names nominated, every registered voter will write as many names as required for this election on the ballot paper.
- 19.3.3 Whoever obtains the most votes is elected – on condition that the number of votes is an absolute majority.
- 19.3.4 In case one or more persons, did not obtain an absolute majority, voting is repeated. Members of the meeting will choose from the names that obtained the highest number of votes and which, together form an absolute majority.
- 19.3.5 If an equal number of votes are cast on two or more persons in such a way that there are more names than are needed, the die is cast to find the required number.

- 9.3.6 If the votes are tied, decision will be reached by the drawing of lots.
- 19.4 Ministers in synodical service and minister-officials
Ministers in synodical service and minister-officials are nominated as follows:
A list of nominees is drawn, all registered voters are entitled to nominate one person by means of a secret ballot.
The Nomination College can, during the same meeting, follow the same procedure for nominating a succeeding nominee should the previous candidate decline the nomination.
All nominations are confidential until a candidate made his/her decision regarding the nomination known.

20. ORDER MOTION AND POINT OF ORDER

20.1 Order Motion

20.1.1 Purpose of an order motion

An order motion contains a proposal regarding the sequence of matters being tabled or a proposal to end the discussion on a particular point, or a proposal to drop a certain point.

20.1.2 Any time

An order motion can be submitted at any moment during the discussion of a matter.

20.1.3 Without discussion

An order motion will be put to the vote without discussion.

- 20.1.4 The chairperson has the right to refuse to table a motion of order if he/she believes it has been submitted to prevent a motion being properly discussed.

20.2 Point of order

- 20.2.1 Members may speak on a point of order only when he/she believes procedural rules were broken, e.g. if a member:

20.2.1.1 speaks out of turn;

20.2.1.2 speaks twice;

20.2.1.3 speaks off the point;

20.2.1.4 leaves the meeting without permission;

20.2.1.5 votes twice or not at all;

20.2.1.6 is not properly dressed;

20.2.1.7 speaks longer than the allotted time;

20.2.1.8 insults the dignity of the meeting;

20.2.1.9 when an issue is *ultra vires* (beyond your authority); or

- 20.2.2 No discussion is permitted on a point of order. The ruling on a point of order rests with the chairperson. His/her decision is final, and the speaker does not have the right to call upon the meeting.

21. DECISION AND REVISION

- 21.1 After the final vote, the chairperson declares the outcome thereof as the decision of the meeting.

21.2 Recording of names

Every member is entitled to record, without having to supply reasons, his/her disagreement with a decision taken. Every member is also entitled to supply the reasons for his/her disagreement to

the meeting in writing. If requested, the meeting can allow these justifications to be included in the minutes of the meeting.

21.3 Revision of decisions

Any member of a church meeting is entitled to request that a certain decision be revised after supplying suitable motivation.

21.3.2 The meeting shall, without discussion, vote on this request for revision. If an absolute majority is obtained, the matter is added to the agenda of the next meeting. In the case of the Presbytery, regional synod or general synod, if the original decision has been taken at the same meeting, and on condition that no objections are raised against the immediate discussion of the issue, the matter is immediately opened to discussion.

21.3.3 A decision brought in revision remains operative until replaced or annulled.

21.3.4 When a resolution is brought in revision, this resolution is presented as a motion while all other motions serve as amendments.

22. MINUTES

22.1 The *scriba synodi* records what transpires during the meeting, records the motions and amendments literally and notes the decisions of the meeting. An assistant-scribe appointed by the meeting assists him/her.

22.2 On recommendation of the Commission of Order the meeting appoints a ministry to examine the minutes.

22.2.1 There must always be one or more of the members of this ministry present during the synodical meeting so that they can note all resolutions. This ministry edits the minutes, where necessary in consultation with the *scriba synodi*, before and after duplication.

22.2.2 The duplicated minutes of every day of session will be made available to members of synod on the very next day of session, at least before the adjournment for the lunch interval.

22.2.3 After the interval for afternoon tea, the minutes will be submitted to the meeting for approval after hearing the ministry's remarks.

22.2.4 If the minutes of the last day of session, or a section thereof, is not ready for approval by the meeting before it adjourns, these minutes are presented to the moderamen for approval.

22.2.5 All members of the meeting will sign the approved minutes of the first day. The moderamen will sign the minutes of the other days.

22.2.6 The ministry that examines the minutes will ensure that sufficient copies of the minutes and reports are produced and certified by two members of this ministry, so that in addition to the original, which will be preserved in the archives of General Synod, every regional synod receives a complete set.

22.3 At General Synod level the recording of minutes and discussions must be in English. At Regional Synod level the recording of minutes must be in English, while discussion will be the right of the Regional Synods to use the language of their choice.

22.4 At the conclusion of meeting, the *scriba synodi* compiles, with or without the aid of the permanent Judicial Commission, the minutes and accepted resolutions and presents them to the moderamen to verify. Subsequently it will be handed to the Ministry for Administration and Communication for publication. Every congregation will receive two copies by post for every minister serving in that congregation, according to the Yearbook.

- 22.5 After the meeting, in consultation with the permanent Ministry for Judicial Matters, the *actuarius synodi* compiles the Church Order and By-laws of the General Synod and hands it to the Ministry for Communication, Publications and Archives for publication. It contains the Church Order, Rules of order, the Glossary, the By-laws accepted by General Synod, as well as a Register of Legal Resolutions. Each congregation will receive two copies by post for every minister serving in that congregation, according to the Yearbook and the cost will be calculated accordingly.

23. THE EFFECT OF RESOLUTIONS

- 23.1 Resolutions become operative after publication of the synod's minutes (*acta*), unless the meeting decides differently.
- 23.2 Changes and extensions of the church order become operative after publication of the church order and regulations/ by-laws of the URCSA.
- 23.3 Changes and additions of the by-laws become operative after publication of the Church Order and By-laws of the URCSA, on condition that these changes and additions are published as part of the complete text of the Church Order and By-laws and signed as the complete and correct text by the executive as an addendum to the Church Order and By-laws.

24. CLOSURE OF THE MEETING

The meeting closes with Scripture reading and prayer.

C H A P T E R 7

RULES / REGULATIONS

REGULATION 1

REGULATION REGARDING THE ACTIVITIES OF THE EXECUTIVE AND THE GENERAL SYNODICAL COMMISSION

1. THE EXECUTIVE

1.1 COMPOSITION AND FUNCTION

1.1.1 The Executive of the General Synod consist of a Chairperson (Moderator), deputy chairperson (Assessor), Scriba Synodi and the Actuarius (secretary of the Ministry for Judicial Matters of the General Synod), who may only serve two terms in the same positions, supplemented by three (3) additional members.

1.1.2 The Executive is elected consecutively, one member from each of the regional synods of the URCSA.

1.1.3 The outgoing chairperson of the General Synodical Commission will act as chairperson of the synod, until the end of the meeting. If he/she is absent, the deputy chairperson will act as chairperson. In their absence the Commission of order will nominate a chairperson until the end of the meeting.

1.1.4 The Executive gives guidance to the Synod, receives and considers propositions for submission to the meeting and undersigns the minutes of each session.

1.2 THE ACTIVITIES OF THE EXECUTIVE

1.2.1 The Executive as Commission

The Executive will operate as a commission of the General Synod after conclusion of the General Synodical meeting.

1.2.2 Duties of the Executive

After the adjournment of the General Synod the duty of the Executive as commissions of the Synod are as follows:

1.2.2.1 The commission signs the Church Order and Regulations of the church and changes made by the synod with a view to publication;

1.2.2.2 The commission acts on behalf of the Church in all urgent matters that may occur and which are of general interest to the Church, about which, without delay, decisions shall be made even before the opinion of the General Synodical Commission can be obtained. However, the powers of the commission are limited to the decisions of the synod. In such cases, the executive reports to the General Synodical Commission and the synod. The commission publicises all decisions in the official communication channels of the church;

1.2.2.3 The commission represents the Church in all unexpected matters that may occur.

1.2.2.4 The Commission determines if a meeting of the General Synodical Commission is necessary.

1.2.2.5 The Commission will provide guidance to the meeting of the General Synodical Commission.

1.2.2.6 The Commission calls for days of thanksgiving and prayer according the circumstances.

- 1.2.2.7 The Commission acts on behalf of the Church in negotiations with regional synods when a regional synod neglects its supervisory role, in order to ensure the interest and wellbeing of the Church and its particular congregations.
- 1.2.2.8 The Executive of the General Synodical Commission constitutes the ministry of ecumenical affairs. This Commission nominates the delegation of the church to ecumenical conferences.
- 1.2.2.9 The Executive is given a mandate to enter into agreements with reformed churches with whom the URCSA is ecumenically connected, with a view to the recognition of officials, procedures for contractual calling, to confer on common issues and to cooperate, with report to the General Synod or the General Synodical Commission.
- 1.2.2.10 The commission shall report on all its activities to the next General Synod.
- 1.2.2.11 If, both the positions of chairperson and deputy chairperson become vacant during the synodical recess, they shall be filled according to clause 2.2.1.5.

1.3 THE ACTUARIUS SYNODI (SECRETARY OF THE MINISTRY FOR JUDICIAL MATTERS)

The Actuarius is charged with the following:

- 1.3.1 Immediately after the synodical meeting, he/she incorporates all decisions of the Synod in a reviewed edition of the Church Order and Regulations. This manuscript, signed by all members of the executive, should be ready for publication within six weeks after the conclusion of the synodical meeting. The Ministry for Publications and Archives will publish this.
- 1.3.2 He/she enters into all necessary correspondence and keeps records of synodical matters.
- 1.3.3 He/she is *ex officio* member and secretary of the Support Ministry for Judicial Matters.
- 1.3.4 He/she declares candidates for the ministry, who are accepted by the curatoria of the theological schools of the URCSA, eligible to receive calls and he/she maintains a register of officiating ministers.
- 1.3.5 At each normal, scheduled meeting of the synod, he/she shall give a complete report of his/her activities.
- 1.3.6 When he/she is prevented from performing his/her duties, or in event of death, resignation, or removal from office, the Executive of synod claims the books, documents, etc. that apply to this position, and hand them to an officiating minister, who will act in his/her position, until the General Synodical Commission or the Synod elects a successor.

1.4 SCRIBA SYNODI

Synod elects a Scriba Synodi from the delegates. The Scriba Synodi functions from one normal scheduled meeting of the general synod until the next.

The Scriba Synodi is charged with the following:

- 1.4.1 He/she fulfils his/her duty as secretary, as described in the procedure of meetings.
- 1.4.2 He/she acts as secretary for the General Synodical Commission.
- 1.4.3 At least four weeks before commencement of the synodical meeting, he supplies the relevant delegates, with as many copies of the printed Work scheme as the number of delegates from the congregations to the synod.
- 1.4.4 With support from the Executive of the General Synodical Commission, the Scriba Synodi shall dispatch the Acta and register of decisions to all congregations within

three months after conclusion of the meeting. A copy is also dispatched to the archivist of the synod for safekeeping.

- 1.4.5 He/she shall report to each meeting of the synod and the General Synodical Commission about his/her activities.
- 1.4.6 When he/she is prevented from performing his/her duties, or in event of death, resignation, or removal from office, the Executive of the synod claims the books, documents, etc. that apply to this position, and hand them to an officiating minister, who will act in his/her position until the General Synodical Commission or the synod elects a successor.

2. APPOINTING OF COMMISSIONS AND MINISTRIES BY THE GENERAL SYNOD

The General Synod may appoint Commissions and Ministries to advise the Synod or to execute decisions and instructions and report about their activities to the Synod.

2.1 TEMPORARY COMMISSIONS AND MINISTRIES OF THE GENERAL SYNOD

2.1.1 Temporary Ministry for Judicial Matters

2.1.1.1 Composition

A Ministry for Judicial Matters consisting of the General Ministry for Judicial Matters, supplemented with an equal number of elders who are members of the meeting, is appointed. The chairperson, who is elected by the Ministry itself, has a deciding vote. No minister and elder of the same congregation can serve as members of this Ministry. Nobody, who had any knowledge beforehand of the merits of matters handled, may attend.

2.1.1.2 Agenda

2.1.1.2.1 The temporary Ministry considers all petitions, appeals against decisions of church counsels and presbyteries, together with all the relevant documents, and all other matters referred to it and provide the Synod with proposals to pass sentence.

2.1.1.2.2 The Ministry is empowered, if necessary to hear out the plaintiffs, defendants and witnesses, without affecting the right of Synod to do the same.

2.1.2 Temporary Ministry for Finance and Administration

2.1.2.1 Composition

At each synodical meeting a finance commission is nominated, consisting out of the church administrator and one member from each regional synod.

2.1.2.2 Activities

2.1.2.2.1 To analyse all allowances of officials and ministries of the Synod and recommend payment.

2.1.2.2.2 To report to the synod about the activities of the ministry with such commentary as the ministry might find appropriate and in the interest of the funds of Synod.

2.1.2.2.3 To consider propositions with financial implications referred to the ministry and provide the Synod with advice.

2.1.3 Auditor of the Synod

At each synodical meeting a public auditing firm is employed as auditors of the Synod who:

2.1.3.1 Audit the books of the church administrator annually as soon possible after the accounts of the church have been closed.

- .1.3.2 Draft a report of his/her work and present it forthwith to the Ministry for Finance and Administration.
- .1.3.3 To report to the synod about his/her activities and, if necessary, provide the synod with advice.
- 2.1.3.4 Inspection of financial books
Any member of the meeting is granted permission to examine the financial books of the church administrator.
- 2.2 PERMANENT COMMISSIONS AND MINISTRIES OF THE SYNOD**
- 2.2.1 General Synodical Commission**
- 2.2.1.1 Each ordinary meeting of the synod nominates a General Synodical Commission that consists of the moderamens of the regional synods and the Executive of the General Synod, supplemented by one elder from each Regional Synod. The General Synodical Commission meets annually.
- 2.2.1.2 Authority
The General Synodical Commission may in the execution of its duties, request information from church institutions and, if necessary, reprimand them.
- 2.2.1.3 Constituting and quorum
No meeting of the General Synodical Commission can be declared properly constituted unless half of all possible members are present.
- 2.2.1.4 Supplementing vacancies
All vacancies that arise in the General Synodical Commission are supplemented by members from the relevant regional Synods, in the manner in which vacancies are supplemented within that regional Synod.
- 2.2.1.5 Chairperson
The chairperson, and in his/her absence, the deputy chairperson of the General Synodical meeting, shall act as chairperson of the General Synodical Commission. In the absence of both, members of the meeting elect a chairperson by secret ballot. The chairperson has a deciding vote.
- 2.2.1.6 Convocation
- 2.2.1.6.1 *Scheduled meetings*
The General Synodical Commission meets for three days annually, except during the year when the synod meets. The executive of the General Synodical Commission arranges these meetings with stipulation of place and date.
- 2.2.1.6.2 *Notice of meetings*
The Scriba Synodi convokes the General Synodical Commission by means of a notice through the official communication channels of the church, at least four weeks before the meeting. With this notice the matters to be tabled are also published.
- 2.2.1.6.3 Matters of lesser importance may, after consultation with the Executive of the General Synodical Commission, be settled by means of a circulating letter.
- 2.2.1.7 Activities
The General Synodical Commission is instructed to:
- 2.2.1.7.1 Implement all the decisions the Synod entrusted to the Commission;
- 2.2.1.7.2 See to the completion and implementation of the regulations of the church and its decisions;

- 2.2.1.7.3 deal with matters related to the competence of the synod, but which may not be carried over to the next synodical meeting, and which cannot be dealt with in accordance to clause 1.2.2.2 of this Regulation, with due allowance for the existing church regulations;
- 2.2.1.7.4 Reach verdicts in cases of appeal regarding matters of church-discipline, (doctrine) and of church disputes. The decision of General Synodical Commission is binding, unless the synod abolishes, modifies or puts it aside;
- 2.2.1.7.5 Supplement vacancies in commissions and ministries nominated by the synod by the following means:
 - 2.2.1.7.5.1 during a meeting of the General Synodical Commission in accordance to the relevant regulation;
 - 2.2.1.7.5.2 Voting by way of a circular letter, after presentation of a dual set of names submitted by the commission where the vacancy occurred. These names are nominated at a properly constituted meeting of the relevant commission.
- 2.2.1.7.6 Convoke a special Synodical Meeting when the interests of the church in general or matters of great importance particularly, require this.
- 2.2.1.7.7 To reach decisions in matters of church discipline on appeal. By circular letter the General Synodical Commission shall nominate a Temporary Ministry for Judicial Matters, consisting of the General Ministry for Judicial matters, supplemented by an equal number of elders, who were members of the General Synod, to thoroughly analyse the relevant documents and serve the General Synodical Commission with a proposal in order to reach a verdict.

2.2.1.8 Report of activities

The General Synodical Commission reports after each meeting on the proceedings of the Commission through the official communication channels of the church and presents a report of all activities to the synod for approval or discussion, according to circumstances.

2.2.1.9 Special meetings

In extraordinary situations the Executive may, at the request of at least five members, convene a special meeting of the General Synodical Commission, provided that:

- 2.2.1.9.1 the agenda is set out and motivated by the applicants;
- 2.2.1.9.2 the agenda may not contain matters that belong exclusively or evidently to the competence of the synod;
- 2.2.1.9.3 the agenda, with a clear indication of the total costs of the meeting, is dispatched to all members of the General Synodical Commission and permission for the meeting is obtained from one more than half of the members of this Commission.

2.2.2 Permanent Support Ministry for Judicial Matters

2.2.2.1 Composition:

The Synod nominates a Ministry for Judicial Matters that acts as the Ministry of revision of the regulations of the church. The Support Ministry for Judicial Matters is comprised of the actuarii of the Regional Synods (or their secundus) and two elders. One of the elders should be a woman and the Judicial Ministry is given power to co-opt one person with legal qualification and experience. The actuarius of the General Synod is convenor and secretary.

2.2.2.2 The duties of this Ministry are:

- 2.2.2.2.1 To guide church councils, presbyteries and Regional Synods in difficult matters that may lead to lawsuits in a civil court. In extraordinary matters, advice may be sought at the expense of the Synod.
- 2.2.2.2.2 To send the proposals for revision of the Church Order and Regulations that have been received by the ministry to the *Scriba Synodi*, at least three months before the synod. The report of the ministry, with advice regarding these proposals, is presented at one of the first sessions of the synodical meeting thereafter.
- 2.2.2.2.3 To consider all applications for the retention of status of ministers of the Word according to the relevant regulations, and to decide on behalf of the synod.
- 2.2.2.3 All propositions regarding the revision of the provisions and regulations shall be sent to the secretary of this Ministry at least four months before the assembly of each synod.
- 2.2.2.4 All propositions which attempt to amend or change the Church Order, shall be handed to the secretary of the Ministry for Judicial Matters of the General Synod at least six months before the date of commencement of the synod, in order to give church councils, the opportunity to deliberate on them.
- 2.2.3 Commission for Order**

A permanent Commission for Order consists of members of the Executive and three members nominated by the Synod. All documents not received timeously are handed to the secretary of this Commission.

 - 2.2.3.1 This Commission meets before the synodical meeting and presents recommendations regarding the order in which matters before the meeting shall be discussed. The Commission nominates Temporary Commissions and Ministries and specifies which matters are to be referred to the respective temporary Commissions and Ministries, in order to report and clarify, and to assist in all that may advance the agenda of the Synod.
 - 2.2.3.2 The Commission arranges for one or more fraternal meetings during the synod meeting.
 - 2.2.3.3 The Commission co-ordinates with the local congregation the commemoration of the Lord's death through the Holy Communion by members of Synod during the session of Synod.
 - 2.2.3.4 All other documents that are received before or during the session of Synod are handed to the secretary of the Temporary Commission of Order. This Commission from time to time will report to the Synod.

REGULATION 2

REGULATION FOR APPEAL AND DISPUTE RESOLUTION RELATED TO DOCTRINAL DISCIPLINE

1. PROCEDURE FOR GENERAL SYNOD OR GENERAL SYNODICAL COMMISSION

1.1 APPEAL FROM REGIONAL SYNOD TO GENERAL SYNOD

When a Regional Synod has exercised doctrinal discipline due to a deviation from one or more fundamental doctrine as formulated in the confession standards:

- 1.1.1 When a Regional Synod has made a ruling on a charge of doctrinal discipline, the person(s) laying the charge, the person(s) against whom such a charge was laid, or any URRCSA member with an interest in the dispute may appeal to the General Synod or General Synodical Commission. Within two months of the ruling she/he shall give notice to the scribe of the Regional Synod and request a copy of the resolution, if she/he has not yet received it.
- 1.1.2 The scribe of the Regional Synod immediately notifies all the concerned parties of the matter;
- 1.1.3 Members of the Regional Synod who were not involved in the initial hearing of the matter have the right to attend the appeal before the General Synod or General Synodical Commission.

1.2 SUBMISSION OF DOCUMENTS TO SCRIBE

Within two months after the notice of appeal and the sending out of the ruling of the Regional Synod, the appealing party shall submit the following documents in duplicate to the scribe of General Synod:

- 1.2.1 a copy of the ruling;
- 1.2.2 an account of how the case proceeded;
- 1.2.3 the reasons for his/her objection;
- 1.2.4 a commitment to pay the costs of the appeal, in case it is unsuccessful.

1.3 THE SCRIBE AND THE APPEAL

The Scribe of General Synod sends a copy of the reasons adduced by the appellant to the scribe of the regional synod for attention of the Support Ministry for Judicial Matters (SMJM) of the regional synod. The SMJM immediately sends a reply to the scribe of General Synod, accompanied by copies of all the documents pertaining to the case. The SMJM reply and all other documents shall be submitted in duplicate.

1.4 THE HEARING OF THE APPEAL

- 1.4.1 If an appellant insists on a special meeting, she/he shall lodge an amount in cash or by bank guaranteed cheque together with the appeal documents, to cover the costs of the appeal in case it is unsuccessful;
- 1.4.2 At the conclusion of the session where the appeal was heard, the Support Ministry for Finance and Administration (SMFA) of General Synod or the temporary SMFA of the Synodical Commission shall table a report on the costs incurred. The relevant body shall pass a resolution for the costs to be paid by the party against whom the ruling is made.

1.5 DOCUMENTS BEFORE GENERAL SYNOD

The scribe of General Synod tables all the documents pertaining to the appeal before the General Synod or General Synodical Commission.

1.6 INTERESTED PARTIES MAY MAKE SUBMISSIONS

Any concerned members of the URCSA may make written submissions regarding the matter (in duplicate) to the General Synod or General Synodical Commission. Such submissions should reach the Scribe of General Synod at least four months before the hearing.

1.7 FINDING

The General Synod or General Synodical Commission shall make a decision on the appeal in a closed session of delegates. The judgment shall be made based on a two-thirds majority of members present, and shall be based on the documents, submissions and the recommendations of the SMJM or temporary SMJM.

In its judgment on an appeal the General Synod or General Synodical Commission may:

- a) uphold the appeal;
- b) refer it back to the regional synod for revision;
- c) weaken or strengthen the disciplinary measure;
- d) pronounce a disciplinary measure.

The scribe of General Synod informs the concerned parties in writing of the ruling without delay.

1.8 DISPUTES

The General Synod or General Synodical Commission deals urgently with disputes that arise between regional synods or between members of General Synod. The stipulations that govern the treatment of doctrinal discipline are also used when dealing with doctrinal disputes.

1.8.1 Notice to the scribe and interested parties

A concerned member (or members) of the URCSA who lodges a case of doctrinal discipline to the General Synod or General Synodical Commission shall give notice in writing with detailed reasons (in duplicate) to the scribe of General Synod at least six weeks before the meeting of the body concerned. The scribe shall notify all concerned parties of this without delay.

1.8.2 Submission of document

The appellants as well as the accused have the right to present their respective cases to the General Synod or General Synodical Commission in writing (in duplicate), provided they submit these to the scribe of General Synod at least four weeks before the meeting concerned.

2. LIFTING OF DISCIPLINARY MEASURE AFTER SUSPENSION

2.1 A validly imposed disciplinary measure of suspension may not be lifted before the person concerned has shown sufficient evidence of deep sorrow and repentance, and until there has been reconciliation with aggrieved parties.

2.2 The competence to revoke a suspension rests with the body that imposed the disciplinary measure or made a ruling on it on appeal.

3. LIFTING OF DISCIPLINARY MEASURE AFTER DISMISSAL

- 3.1 A minister of the Word who lost his/her status due to doctrinal discipline and whose appeal against it was set aside by General Synod may only be declared eligible for call after he/she has been reinstated as minister by General Synod. An appeal for reinstatement must be supported with testimonials from:
 - 3.1.1 the Church Council of the congregation of which he/she was a member before being dismissed,
 - 3.1.2 the Presbytery that suspended him/her,
 - 3.1.3 the Church Council of each congregation to which he/she belonged since his/her dismissal,
 - 3.1.4 the Presbytery(ies) in which he/she lived since dismissal,
 - 3.1.5 as well as a recommendation of the Assessment Committee of the Ministerial Formation Task Team before whom he/she underwent a *colloquium doctum*.
- 3.2 When considering the question whether someone may be reinstated as minister of the Word, the body responsible should take into account not only the nature of the sin for which he/she was dismissed, but also whether his/her sorrow for the sin is genuine, whether reconciliation has taken place with aggrieved parties so that the offence has been removed, whether he/she will be able to work fruitfully for the upbuilding of the church of God without harming the holiness of the congregation and the glory of God.

REGULATION 3

REGULATION FOR THE GENERAL SECRETARY

1. APPOINTMENT AND QUALIFICATION

- 1.1 The Executive Committee of the General Synod shall design a contract and appoint the General Secretary on behalf of the General Synod.
- 1.2 The post shall be advertised in the URCSA News and on the Website of URCSA.
- 1.3 The appointed candidate should display capabilities in organizing and administration.

2. RESPONSIBILITIES

- 2.1 To be a presence in the congregations and assemblies of the church as a spokesperson for the church's mission, a pastor and a listener to the needs and opportunities that are before the church in its various contexts of ministry.
- 2.2 To provide vision, counsel, and support to assist the work of the General Synod and the General Synodical Commission, including reports with recommended actions.
- 2.3 To enable ministries and governing bodies to be guided by clear priorities, goals, and objectives that can direct the allocation of resources in the implementation of the church's mission.
- 2.4 Financial Administration, properties and other related matters as well as supervision over office personnel.
- 2.5 Keep record of income and expenditure. All moneys received, shall be banked at a registered bank that approved by the ministry for Finance and Administration.
- 2.6 He/She shall be an additional member of the Ministry for Service and Witness.
- 2.7 He/She shall be the scribe and additional member for the Ministry for Finance and Administration, Executive as well as the Synodical Commission.
- 2.8 He / She shall be responsible for the safe keeping of all moneys, documents, books, correspondence and other properties connected to the office.
- 2.9 Handling archival material of the Synod together with the scribe and become the ex-officio member of the Ministry for Publications and Archives.
- 2.10 In assistance to the scribe, handle the general administrative responsibilities of the Synod like Publications, Printing, sending minutes, Notices etc as it may be instructed by the Synod, General Synodical Commission, the Ministry for Administration and Finance as well as the executive commission of the latter.
- 2.11 Handles the payments of all expenditures after having satisfied him/herself of the legitimacy thereof.
- 2.12 Handles the payments of affiliation fees to the Ecumenical bodies.
- 2.13 Compiling statistics and information for the Year book and report accordingly.
- 2.14 He/She shall prepare a budget for the office present it to the Synod and or General Synodical Commission for approval.
- 2.15 Liaise and correspond with the Ecumenical Partners.
- 2.16 Handle any other matter as may be instructed by the Synod, Synodical Commission as well as matters tabled in this Regulation.
- 2.17 The General Secretary presents a report of his/her responsibilities to the Synod or the

General Synodical Commission articulating a vision for the church, including recommendations for the future.

3. PERSONALITY AND OBLIGATIONS

- 3.1 The General Secretary should be a member of URCSA, not just be a person who can handle books but should also display capabilities in inter-personal relations and should lead an exemplary life style.
- 3.2 He/ She should first get permission of the related Ministries before he/she can engage on any new matters.
- 3.3 He/She is having an obligation to engage the Presbyteries, Regional Synods as well as congregations that do not comply with their responsibilities.

4. BENEFITS

4.1 Salary

The salary of the General Secretary is negotiable between the General Synod (Executive and SMFA) and the applicant taking into consideration qualifications and expertise.

4.2 Leave

As stipulated by the Common Set of Regulations.

4.3 Medical cover

The General Secretary shall qualify for Medical Aid cover.

4.4 Housing

The General Secretary shall be entitled to arrangements for housing.

4.5 Pension Fund

The General Secretary shall be registered with the Pension Fund.

REGULATION 4

REGULATION REGARDING THE STATUS OF MINISTERS OF THE WORD (URCSA GENERAL SYNOD)

INTRODUCTION

Regarding the office of minister of the Word in the Uniting Reformed Church in Southern Africa (URCSA) there are two basic forms of status:

1. Minister of the Word
2. Ministry candidate (proponent).

1. THE STATUS OF MINISTER OF THE WORD

- 1.1 The following persons have the status of minister of the Word
- 1.1.1 Persons who have been called to a congregation and inducted as a minister within it:
 - a) based on their licensing according to Article 6 of the Church Order, or b) because their licensing is recognized in the URCSA and they are therefore eligible to be called. Those who are eligible to be called in the URCSA are:
 - a) all active ministers of the Word in the family of Dutch Reformed Churches;
 - b) everyone licensed by a theological faculty or seminary of these Churches; and
 - c) ministry candidates (proponente) trained by one of these faculties or seminaries.

Everyone who was licensed by the URCSA and wishes to be called in the URCSA, whether currently serving as a minister or not, must be registered in the official Register of Ministers of the Word kept by the *Actuarius* of General Synod. No call may be approved by a Presbytery and no minister inducted in a congregation unless she/he is thus registered. The onus to register rests solely on the minister concerned.

- 1.1.2 Persons licensed to the ministry and ministry candidates of a Reformed Church with whom the URCSA has ecumenical ties, and who:
 - 1.1.2.1 Accept the three classical Reformed doctrinal standards, in addition to the ecumenical creeds, as part of their confessional basis;
 - 1.1.2.2 Received permission from their Church to sign the Confession of Belhar for the duration of their ministry in the URCSA;
Such persons may serve contractually as a minister in the URCSA for a term of three years, by virtue of an agreement between the URCSA and his/her church (refer to Regulation for the Activities of the Executive, Commissions and Ministries of the General Synod, point 1.2.2.9). He/she may thereafter apply to the Presbytery to serve for one other term of three years. During the first three months of the first term, such a minister will work under the supervision of the Presbytery and submit written reports to it.
- 1.1.3 Persons mentioned in 1.1.1 and 1.1.2 are authorized, in the name of Christ, to exercise the full scope of ministry of the Word in the URCSA, which includes:
 - 1.1.3.1 proclamation of the Word, public prayer, administering the sacraments, catechetical instruction, and pastoral care;
 - 1.1.3.2 Sharing in the governance of the congregation, inducting office bearers, officiating at the public profession of faith, conducting church marriage ceremonies, etc.

1.2 The following persons also have the status of minister of the Word

- 1.2.1 A person who is eligible to be called in terms of 1.1.1 and was ordained in a congregation but is not presently serving as a minister in a congregation because she/he: a) serves the URCSA in a broader context; b) teaches theology at a ministerial formation centre of the Church, for which she/he received official permission from the support ministry for judicial matters of general synod; c) is a retired minister (emeritus).
- 1.2.2 A person who is eligible to be called in terms of 1.1.1 and was ordained in a congregation but is not presently serving as a minister in a congregation because she/he is involved in another form of ministry that is directly connected with the preaching of the Word, for which she/he received official permission from the support ministry for judicial matters of general synod.
- 1.2.3 Persons mentioned in 1.2.1 and 1.2.2 are authorized, in the name of Christ, to exercise a limited scope of ministry at the invitation of a church council. This includes: proclamation of the Word, public prayer, administering the sacraments, catechetical instruction, and pastoral care. Such persons may share in the honour and dignity connected to the office and may use the title Minister of the Word of God (V.D.M.).
- 1.2.4 A minister who was relieved by a Presbytery of her/his ministerial duties in a congregation (“bande losgemaak”), for reasons not related to church discipline, and who is engaged in another occupation while waiting for a call. Such persons are under the supervision of the Presbytery in whose geographic area they live and shall inform the church that they are willing to receive a call. They shall notify the Support Ministry for Judicial Matters of their Regional Synod and of General Synod of any calls they receive. If they decline a call, they will have to submit a substantiated application for further retention of status.

2. THE STATUS OF MINISTRY CANDIDATE

2.1 The following persons have the status of ministry candidate

- 2.1.1 Persons who were licensed by the URCSA and who are consequently eligible to be called. They are allowed to exercise only a part of the official ministry, namely the unofficial proclamation of the Word and public prayer.
- 2.1.2 They presented themselves to serve as ministers of the Word, were declared competent thereto by the Church, and are waiting to be called by a congregation.
- 2.2 The following persons are also accorded the status of ministry candidate:
 - 2.2.1 those mentioned in 2.1.1 who are temporarily unavailable for the ministry and who received official church permission for this from the Support Ministry for Judicial Matters of General Synod;
 - 2.2.2 those who have already been ordained to the ministry of the Word, but have entered another profession, for which they received official church permission from the Support Ministry for Judicial Matters of General Synod. They forfeit their status as minister of the Word and are accorded the status of ministry candidate.
- 2.2.3 Persons in both these situations (2.2.1 and 2.2.2) are only allowed to exercise a part of the official ministry, as indicated in 2.1.1.
- 2.2.4 Nobody can hold the status of ministry candidate indefinitely, without renewing his/her availability for a call to the ministry. Those who have been granted the status of ministry candidate shall therefore apply every second year for retention of this status to the Support Ministry for Judicial Matters of General Synod, giving reasons for their request.

3. FORFEITURE OF STATUS

The secretary of the Support Ministry for Judicial Matters of general synod gives notice of forfeiture of status through the official communication channels of the church. A minister of the Word or ministry candidate forfeits his/her status if:

- 3.1 he/she accepts an occupation that prevents him/her from serving a congregation, Presbytery, Regional Synod or General Synod of the URCSA, unless she/he received permission thereto in terms of 1.2.1 and 1.2.2. Ministry candidates mentioned in 2.1 who accept such employment while waiting for a call shall inform the support ministry for judicial matters of general synod and be granted the necessary permission;
- 3.2 he/she accepts appointment to a political governing body, or if he/she makes him-/herself available as a candidate in a political nomination or election contest;
- 3.3 he/she separates him/herself in word or deed from the URCSA;
- 3.4 he/she hands in his/her resignation to the church council, for other reasons than sickness or old age. This rule will apply even if the resignation has been accepted by the church council and confirmed by the Presbytery or Presbytery Commission;
- 3.5 he/she gives written notice to the Support Ministry for Judicial Matters of General Synod of his/her resignation as minister of the Word in the URCSA;
- 3.6 he/she engages in ministry work to which the URCSA did not call him/her, and for which he/she did not receive permission from the Support Ministry for Judicial Matters of General Synod (1.2.2);
- 3.7 he/she did not receive notice from the relevant church body, within three years of suspension, that the suspension and disciplinary measures have been annulled;
- 3.8 he/she fails to re-apply successfully to the support ministry for judicial matters of general synod within three (3) years after retention of status was granted to him/her;
- 3.9 he/she is dismissed from the ministry by Synod.

4. CALLING OF MINISTERS OUTSIDE OFFICIAL SERVICE

A minister who withdrew from ministry in the URCSA with retention of status, or a ministry candidate (see 2.1 and 2.2) remains eligible for a call (but see 2.2.4) and need not to do a *colloquium doctum* upon receiving a call, but shall do the following before being inducted in a congregation:

- 4.1 sign the confessions of faith anew before the assessment committee of the regional curatorium and submit proof of this to the interim minister (konsulent) of the calling congregation;
- 4.2 submit to the interim minister (konsulent) or co-minister of the calling congregation testimonials issued by: a) the congregation(s) to which he/she belonged; and b) the Presbytery (ies) under whose supervision he/she lived in the period since being an active URCSA minister. These testimonials shall address his/her teaching, personal life, and participation in church affairs.
- 4.3 If there is any doubt or irregularity, the church council or Presbytery commission shall refer the case, with all documentary evidence, to the support ministry for judicial matters of general synod.

5. RETENTION OF STATUS

5.1 Retention of status for further studies

5.1.1 Application

Ministers of the Word who wish to pursue academic studies for longer than a year at an institution not officially recognised by the URCSA shall apply to the support ministry for judicial matters of general synod for retention of status before demission may be granted.

5.1.2 Requirements

5.1.2.1 Further studies shall take place at an approved institution and the application shall be accompanied by documentary proof of acceptance as a student at the relevant institution, the theological field of study and the duration of the programme.

5.1.2.2 During the studies the student shall be actively involved in a church with a Reformed basis. 5.1.2.3 The student shall annually submit to the Support Ministry for Judicial Matters of General Synod:

- a) a personal progress report on his/her studies;
- b) a testimonial from her/his academic supervisor, and
- c) a testimonial from the congregation where he/she is a member regarding his/her teaching, personal life and participation in church affairs.

5.1.3 Completion of studies

At the end of the study programme, the student shall:

5.1.3.1 notify the support ministry for judicial matters of general synod of the conclusion and results of the study;

5.1.3.2 submit final testimonials as required in 5.1.2.3;

5.1.3.3 make the necessary arrangements to sign the confessions of faith before the assessment committee of the curatorium of the regional synod under whose jurisdiction he/she received demission, so that they may advertise his/her availability for a call;

5.1.3.4 after receiving a call, submit documentary proof to the interim minister (konsulent) of having complied with 5.1.2.1, 5.1.2.3, 5.1.3.2 and 5.1.3.3. The interim minister must find these documents in order before she/he may be inducted in a congregation.

5.1.4 Receiving a call before completion of studies

A minister of the Word pursuing further studies, with retention of status, remains eligible to be called but when he/she receives a call during the period of study and she/he seriously considers accepting the call, she/he shall:

5.1.4.1 inform the Support Ministry for Judicial Matters of General Synod of his/her intention to discontinue his/her studies, giving acceptable reasons;

5.1.4.2 submit to them the testimonials mentioned in 5.1.2.3;

5.1.4.3 make the necessary arrangements to sign the confessions of faith before the Assessment Committee of the relevant regional Curatorium, and give notice thereof to the interim minister (konsulent);

5.1.4.4 after receiving a call, submit documentary proof to the interim minister (konsulent) of having complied with 5.1.4.1 – 5.1.4.3. The interim minister must find these documents in order before the called minister may be inducted in a congregation.

5.1.5 Suspension of studies

In the event of a person not completing his/her studies, he/she shall:

5.1.5.1 give a justification to the Support Ministry for Judicial Matters of General Synod for suspending his/her studies

5.1.5.2 present to them the testimonials mentioned in 5.1.2.3;

5.1.5.3 make the necessary arrangements to sign the confessions of faith before the assessment committee of the regional synod under whose jurisdiction he/she received demission,

- so that they may advertise his/her availability for a call;
- 5.1.5.4 after receiving a call, submit documentary proof to the interim minister (konsulent) of having complied with 5.1.5.1 – 5.1.5.3. The interim minister must find these documents in order before the called minister may be inducted in a congregation.
- 5.1.6 Further studies at an institution recognised by the URCSA \
- The requirements and procedures contained in 5.1.1 to 5.1.5 also apply to persons who wish to pursue further theological studies, with retention of status, at an academic institution recognised by the URCSA, excluding the signing of the confessions of faith (5.1.3.3, 5.1.4.3, 5.1.5.3).
- 5.2 Retention of status to do missionary work**
- The Synod distinguishes between persons who do missionary work in their private capacity, with or without involvement in a missionary organisation, and persons who are sent by a congregation, Presbytery or synod. This article applies primarily applicable to the former category of missionaries.
- 5.2.1 Application**
- 5.2.1.1 Ministers of the Word who wish to retain ministerial status in the URCSA, while doing missionary work a) sent by a URCSA congregation or Presbytery, or b) under the auspices of another organisation, shall apply to the support ministry for judicial matters of general synod for permission, before demission may be granted.
- 5.2.1.2 Approval is granted for at least one term of 4 years (or less) and at most for a second term of equal duration (after re-application).
- 5.2.2 Requirements**
- 5.2.2.1 The missionary project shall be supervised by a Reformed church or organisation that has been approved by General Synod or the General Synodical Commission. The application shall be accompanied by documentary proof that all practical arrangements for engaging in the missionary work have been made.
- 5.2.2.2 During the missionary activities the applicant shall be actively involved in a church with a Reformed basis.
- 5.2.2.3 An URCSA minister involved in such missionary work shall annually submit to the Support Ministry for Judicial Matters of General Synod as well as the sending congregation and/or the concerned Presbytery: a) a personal report on his/her activities; b) testimonials from the church and the congregation/missionary society with whom he/she is associated, regarding his/her teaching, personal life, and participation in church affairs.
- 5.2.3 Completion of missionary term**
- At the end of her/his missionary term the minister shall:
- 5.2.3.1 notify the support ministry for judicial matters of general synod of the conclusion of his/her missionary activities;
- 5.2.3.2 submit to them the final testimonials mentioned in 5.2.2.3;
- 5.2.3.3 make the necessary arrangements to sign the confessions of faith before the Assessment Committee of the Regional Synod under whose jurisdiction he/she received demission, so that they may advertise his/her availability.
- 5.2.4 Receiving a call before completion of missionary term**
- A minister of the Word involved in missionary work, with retention of status, remains eligible to be called but when she/he receives a call during a missionary term and

seriously considers accepting the call, she/he shall:

- 5.2.4.1 inform the support ministry for judicial matters of general synod of his/her intention to discontinue his/her missionary assignment studies, giving acceptable reasons;
- 5.2.4.2 submit the testimonials mentioned in 5.2.2.3;
- 5.2.4.3 make the necessary arrangements to sign the confessions of faith before the Assessment Committee of the Regional Synod under whose jurisdiction she/he received demission;
- 5.2.4.4 after receiving a call, submit documentary proof to the interim minister (konsulent) of having complied with 5.2.4.1 – 5.2.4.3. The interim minister must find these documents in order before the called minister may be inducted in a congregation.

5.2.5 Suspension of missionary activities

If a person suspends his/her missionary activities before completing the approved term, he/she shall:

- 5.2.5.1 give a justification to the support ministry for judicial matters of general synod for suspending his/her missionary activities;
- 5.2.5.2 present to them the testimonials mentioned in 5.2.2.3;
- 5.2.5.3 make the necessary arrangements to sign the confessions of faith before the assessment committee of the regional synod under whose jurisdiction he/she received demission, so that they may advertise his/her availability for a call;
- 5.2.5.4 after receiving a call, submit documentary proof to the interim minister (konsulent) of having complied with 5.2.5.1 – 5.2.5.3. The interim minister must find these documents in order before the called minister may be inducted in a congregation.

5.3 Retention of status to serve as minister in a church with whom the URCSA has ecumenical ties

5.3.1 Application

- 5.3.1.1 Ministers of the Word who, with retention of status, wish to accept a call on a contractual basis to work in a church with which the URCSA has ecumenical ties, or who receives an mandate to engage in such service by a URCSA congregation or Presbytery, shall apply for permission to the support ministry for judicial matters of general synod.
- 5.3.1.2 Approval is granted for at least one term of 4 years (or less), and at most for a second term of equal duration (after re-application).
- 5.3.1.3 The prescriptions contained in clauses 5.2.2 - 5.2.5 shall apply, *mutatis mutandis*, in order to retain the status of minister of the Word.

5.4 Retention of status in order to take up a position or full-time employment in an ecumenical body

5.4.1 Application

- 5.4.1.1 Ministers of the Word who, with retention of status, wish to accept a position on a contractual basis (or serve full time as chosen official) within an ecumenical body of which the URCSA is a member, shall apply for permission to the Support Ministry for Judicial Matters of General Synod.
- 5.4.1.2 Approval is granted for at least one term of 4 years (or less), and at most for a second term of equal duration (after re-application).
- 5.4.1.3 The prescriptions contained in clauses 5.2.2 - 5.2.5 shall apply, *mutatis mutandis*, in order to retain the status of minister of the Word.

6. REINSTATEMENT

A person who has forfeited his/her status (see clause 3) can be reinstated in the following way:

- 6.1 The applicant submits an official request for reinstatement to the *Moderamen* of the Regional Synod in which she/he resides;
- 6.2 The application includes:
 - a) A letter by the applicant explaining her/his motivation for seeking reinstatement as minister of the URCSA, directed to his/her Church Council;
 - b) All relevant documents pertaining to the applicant's loss of ministerial status in the URCSA that were attached to his/her letter to the Church Council;
 - c) A testimonial from the applicant's present Church Council.
 - (d) A testimonial of the applicant's present Presbytery.
- 6.3 The Moderamen ensure that all required documents are attached and refers the whole application to the *Support Ministry for Judicial Matters* (SMJM) of the Regional Synod for scrutiny;
- 6.4 If the regional SMJM finds the documents (and all other aspects) of the application in order, it recommends the candidate to the *Regional Synod Commission* (RSC) or Regional Synod (RS);
- 6.5 The scribe of the Regional Synod Commission (RSC) or Regional Synod (RS) submits the application with all the accompanying documents, to the *General Synodical Commission* (or General Synod) for approval;
- 6.6 If the General Synodical Commission (or General Synod) has approved the application, the Executive of the General Synod refers the application to the *Ministerial Formation Task Team* (MFTT) of the Regional Synod;
- 6.7 The MFTT mandates its *Assessment Committee* to conduct a *colloquium doctum* with the applicant in terms of the ministry profile approved by General Synod;
- 6.8 On the basis of the *colloquium doctum*, the Assessment Committee recommends to the MFTT whether the applicant may be licensed or whether she/he needs to fulfil further academic or other requirements;
- 6.9 On the basis of the report of its Assessment Committee, the MFTT takes a decision in this matter and informs the applicant in writing (with a copy to the regional moderamen) that his/her application has been approved, or else informs him/her of the additional requirements;
- 6.10 After the licensing, the secretary of the MFTT (or the actuary of the Regional Synod) submits copies of the following to the actuary of General Synod:
 - a) the signed Licensing Oath;
 - b) the Deed of Admission;
 - c) the Application Form for inclusion in the official register of ministers of the Word.
- 6.11 The actuary of General Synod announces through the official communication channels of the URCSA that the applicant has been reinstated as minister and is eligible to be called.

7. LICENSING OF MINISTRY STUDENTS WHO AFTER COMPLETION OF THE REQUIRED STUDY DESIRE TO STUDY FURTHER

Ministry candidates in the URCSA who have completed the curriculum required by General Synod for licensing, but wish to study further, will be licensed when they have reported to the

assessment committee of the regional curatorium under whose supervision they completed their required theological study, with the request to be licensed for the ministry of the Word. Such a candidate will supply the curatorium with a testimonial from the congregation to which she/he belonged while studying, regarding her/his teaching, personal Christian life-style and participation in church affairs.

8. REGISTER OF MINISTERS OF THE WORD

- 8.1 The secretary of the Support Ministry for Judicial Matters of the General Synod maintains a register of all the ministers of the Word in the Uniting Reformed Church in Southern Africa;
- 8.2 The secretary of the assessment committee, Presbytery and regional synod sends the names and other details of the following persons to the secretary of the support ministry for judicial matters of both the regional and the general synod:
 - 8.2.1 persons admitted to the ministry (licensed);
 - 8.2.2 persons suspended by the Presbytery from the ministry of the Word;
 - 8.2.3 persons dismissed from the ministry of the Word by the Synod;
 - 8.2.4 any other ministers who forfeited their status;
 - 8.2.5 repeal of measures named in 8.2.2, 8.2.3 and 8.2.4;
 - 8.2.6 persons readmitted to the ministry of the Word;
- 8.3 The actuary of General Synod shall record all these details in the abovementioned register of ministers of the Word.

9. EVANGELISTS

This statute also applies to Evangelists, with suitable adjustments.

REGULATION 5

REGULATION FOR RETIREMENT OF MINISTERS

1. THE PRINCIPLE OF AN AGE LIMIT

A minister of the Word *may retire* at the age of sixty years, or earlier, if the rules of his/her pension fund makes this possible.

- 1.2 It is *compulsory* for a minister of the Word to retire at the age of sixty-five years.
- 1.3 When a minister of the Word discontinues his/her ministry due to ill health, old age, or for any other reason, provided that she/he qualifies for it, she/he shall receive pension payments in accordance with the rules and regulations of the particular church pension fund. Sufficient provision must be made for his/her dependants.
- 1.4 When a minister of the Word discontinues her/his ministry in terms of the abovementioned regulation, the Presbytery grants him/her emeritus status [emeritaat]. She/he retains his/her ministerial status and may do relieving duty [afloswerk] in congregations. She/he will not be eligible for a call without the approval of the Presbytery that granted him/her emeritus status.

2. PROCEDURES AT RETIREMENT

2.1 Announcement of retirement and application for demission

A minister of the Word who retires or resigns from the congregation after obtaining approval from the Support Ministry for Judicial Matters that he may do so with retention of his/her ministerial status, is released from his/her bond with the congregation by the Presbytery Commission. This may happen only after she/he applied in writing to the Presbytery to receive demission to retire, and after it has been announced to the congregation for two consecutive Sundays.

2.2 Granting of demission

2.2.1 Notification to the konsulent

The Presbytery Commission notifies the *konsulent* that demission has been granted to a particular minister.

2.2.2 Demission in the church council meeting

Demission is granted in a properly constituted church council meeting.

2.2.3 Granting of the Deed of Demission

The Deed of Demission, signed by the Presbytery Commission, is granted to the retiring minister of the Word at the last worship service she/he conducts in the congregation, unless arranged otherwise by the church council [of na eis van omstandighede].

2.2.4 Who hands over of the Deed of Demission?

The Deed of Demission is handed over by the Presbytery Commission, or by one of its members duly authorised to do so.

2.2.5 Statement of the Presbytery concerning pension

Before granting demission, the Presbytery Commission obtains information from the Administrator of the church to ascertain whether the retiring minister of the Word is entitled to pension according to the stipulations of the Rules of the particular pension fund and issues a declaration about this when handing over the Deed of Demission.

2.3 Complaints

When a complaint is lodged against the granting of demission, the Presbytery commission will provisionally refuse [block] the demission and report to the next Presbytery meeting, who will act in response to the facts of the matter [na bevind van sake].

2.4 Notification to the administrator (Chief Executive Officer) and the Actuarius Synodi

The scribe of Presbytery notifies the administrator and the *Actuarius Synodi* in all cases of the retirement or death of a minister.

2.5 Retention of the function of Marriage Officer

When a retired minister desires to retain his/her function as a marriage officer, an application to this effect and a new address must accompany the notification mentioned in 2.1.

REGULATION 6

REGULATION FOR MINISTERIAL FORMATION IN THE URCSA (APPROVED BY GS 2005; AMENDED BY GS 2008)

1. Article 1

THEOLOGICAL BASIS

- 1.1 The starting point of the URCSA's understanding of ministry is in the local congregation. The congregation forms a community of believers in a particular place to serve God, one another and the world. (Church Order Art. 4.1).

Each congregation shall "establish and maintain the essential 'services' of worship, instruction, care, witnessing and service (CO Art. 5) and set aside specific members in "offices" to take responsibility for these services (CO Art. 6). The teaching elder or minister of the Word is one of these "offices." The office of teaching elder or minister of the Word is based on service in the community of believers and these persons are elected for this task by the congregation itself, [but] this office has requirements which necessitate special preparation and training. The preparation and training are the responsibility of all the congregations since the service of a minister of the Word is not restricted to the congregation which elected him/her but may also be used in other congregations who call him/her' (Church Order Art. 6.3).

- 1.2 The formation of ministers of the Word (teaching elders) is therefore an integral part of the URCSA's equipping of all its members for their work of ministry, to build up the Body of Christ.

It is based on the Bible as the trustworthy witness of God's revelation in Israel and in Jesus Christ, interpreted in the light of the ecumenical creeds (Apostles' Creed, Nicene Creed, Athanasian Creed) and four Reformed Confessions (Belgic Confession, Heidelberg Catechism, Canons of Dordt, Confession of Belhar 1986).

2. Article 2

VISION

The URCSA wishes to flourish as a Christian community and to serve Southern African societies in a global context, under the leadership of ministers who equip the church's members to exercise their diverse ministries in harmony.

3. Article 3

MISSION

Ministerial formation, under the guidance of the Holy Spirit and for the glory of God, shapes leaders within the URCSA by equipping them spiritually, intellectually and practically to serve the coming of the kingdom of God in Southern Africa. Inspired by such leaders the URCSA grows in its comprehensive ministry of worship, instruction, care, healing, witness and service.

4. Article 4

RESPONSIBILITY

The formation of ministers of the Word is the responsibility of the URCSA.

5. Article 5

MINISTERIAL FORMATION TASK TEAM OF GENERAL SYNOD

The General Synod appoints a Core Ministry for Proclamation and Worship, which appoints a Ministerial Formation Task Team in terms of Article 6. It meets at least once a year, rotating between the formation centres, to:

- 5.1 be the guardians of this vision and policy of ministerial formation;
- 5.2 implement a single ministerial formation process in the URCSA that ensures equality of standards among all its, while respecting and affirming diversity among the regions;
- 5.3 receive and evaluate applications for the establishment of new ministerial formation centres;
- 5.4 the GS MFTT may, in consultation with its academic sub-commission and on the recommendation of a Regional MFTT, allow a senior student to do a period of practical ministry of up to one year in an ecumenical partner church of the URCSA. The academic sub-commission will develop proper structures for supervision and reporting in this regard.
- 5.5 oversee and coordinate the formation processes undertaken by Regional Synods, by receiving annual reports from them in a prescribed format;
- 5.6 present a single annual budget for ministerial formation in the URCSA as a whole to the General Synodical Commission for approval, on the basis of the budgets submitted to it by the Regional Curatoria (Regional Core Ministries for Proclamation and Worship);
- 5.7 keep abreast of new trends and developments in ministerial formation worldwide, in partnership with the URCSA's ecumenical partners, giving guidance to General Synod when policy changes become necessary;
- 5.8 report annually to the General Synod/ Synodical Commission.

6. Article 6

COMPOSITION OF MINISTERIAL FORMATION TASK TEAM OF GENERAL SYNOD

The Ministerial Formation Task Team is part of the Core Ministry for Proclamation and Worship of General Synod. It and is composed as follows:

- 6.1 Core members
 - 6.1.1 The chairperson or scribe of each regional MFTT where a Ministerial Formation Centre is based; (4 members)
 - 6.1.2 A representative from the Regional Synods that do not have a Ministerial Formation Centre; (1 member)
 - 6.1.3 The Actuarius of General Synod; (1 member)
 - 6.1.4 The Task Team has the right of co-option.

- 6.2 Rotating members
- 6.2.1 One representative of the Board of lecturers (see Article 10) attached to the MFTT where the meeting is held; (1 member)
One theological student attached to the MFTT where the meeting is held; (1 member)
- 6.2.2 Two ministry students (preferably one male and one female) attached to the Regional MFTT where the meeting is held (2 members).
- 6.3 Observer member
- 6.3.1 The Administrator of General Synod attends in an advisory capacity when asked to attend.

7. **Article 7**

SUB-COMMISSIONS OF THE MF TASK TEAM

The Ministerial Formation Task Team of General Synod appoints the following sub-commissions:

- 7.1 An Executive consisting of the chairperson, the scribe and the Actuarius of General Synod, with the responsibility of preparing the agenda of annual Task Team meetings and of addressing urgent issues (with report to the Task Team). If the Actuarius is elected as chairperson or scribe, another member of the GS MFTT is elected onto the Executive.
- 7.2 An academic sub-commission consisting of one representative of each Board of lecturers (see Article 6.5) from the regions, with the responsibility to:
- 7.2.1 meet annually, before the meeting of the Task Team, to address matters of common concern among the formation centres;
- 7.2.2 serve on the Assessment Committees (see 11.4) of all the formation centres to take part in the assessment of candidates for licensing (see Article 11.4), finances permitting;
- 7.2.3 monitor the academic standard as well as the integration of the different required outcomes at all formation centres;
- 7.2.4 equitably select candidates for scholarships, particularly for postgraduate study and practical ministry experience overseas. The GS MFTT may, in consultation with its academic sub-commission and on the recommendation of a Regional MFTT, allow a senior student to do a period of practical ministry of up to one year in an ecumenical partner church of the URCSA. The academic sub-commission will develop proper structures for supervision and reporting in this regard.
- 7.2.5 report annually to the Task Team. It is the particular responsibility of a Seminary, as a learning and worshipping community of ministry students enrolled at an institution of higher education, to foster their integral formation, which includes academic growth, personal and spiritual development as well as leadership and ministry skills.

8. **Article 8**

REGIONAL CURATORIUM (MF TASK TEAM)

- 8.1 A Regional Synod appoints a Ministerial Formation Task Team (as part of its Proclamation and Worship Core Ministry) to be responsible for ministerial formation in its region;
- 8.2 The composition of a Regional MF Task Team is determined by each Regional Synod,

with consideration for Common Stipulation 30.2.2.7. When two synods have a joint MFTT, they draft a joint Rule for its functioning, and each Moderamen is represented on the joint MFTT by its Actuarius and one other member. The administrator and a representative of the Board of lecturers (see Article 10) attend in advisory capacity.

- 8.3 A Regional Ministerial Formation Task Team reports annually to its Regional Synod/ Synodical Commission and submits that report also to the Ministerial Formation Task Team of General Synod.

9. Article 9

MINISTERIAL FORMATION CENTRES

When a Regional Ministerial Formation Task Team wishes to establish a centre for ministerial formation or to make significant changes to an existing Centre, it submits an application to the Ministerial Formation Task Team of General Synod.

9.1 Application

The application shall contain details on the following:

- 9.1.1 The functioning of the Seminary or Theological School in which theological students will worship, serve and learn together under the guidance of appointed URCSA ministers and under the supervision of the church councils of local URCSA congregations; the details of the teaching staff and management team of the seminary.
- 9.1.2 The details of the teaching staff and management team of the seminary;
- 9.1.3 The agreement entered into with one or more institutions of higher education to ensure that URCSA students receive quality academic formation in theology. The agreement(s) shall:
- 9.1.3.1 stipulate the specific curriculum to be followed by URCSA students, the lecturers who will teach them, and the significance of the URCSA's four Confessions,
- 9.1.3.2 take into consideration the historical educational disadvantages of many URCSA students;
- 9.1.4 The network of URCSA congregations and ministers who will act as mentors for theological students during their years of study, and the process for preparing these mentors and congregations;
- 9.1.5 A formal resolution passed by the regional synod that:
- 9.1.5.1 it takes full financial responsibility for the formation centre;
- 9.1.5.2 it mandates its SMFA to collaborate with its MFTT to budget and fund-raise for the full cost of the formation centre, in order to ensure its financial viability (see Article 12).

9.2 Approval

When such an application has been approved by the Ministerial Formation Task Team of General Synod it is submitted to General Synod for final approval. Implementation by the Regional Ministerial Formation Task Team follows this approval.

10. Article 10

BOARD OF LECTURERS

- 10.1 The ministers and members of the URCSA appointed by a Regional Ministerial Formation Task Team as lecturing/tutoring staff (on a full-time or part-time basis) in a

- formation centre constitute the Board of lecturers for that centre;
- 10.2 The members of the Board of lecturers are all attached to URCSA congregations, thus working under the supervision and discipline of their respective church councils and presbyteries;
- 10.3 Members of the Board of lecturers are publicly set aside for this ministry by the Regional Ministerial Formation Task Team, in consultation with their congregations
- 10.4 The function of a Board of lecturers is to:
- 10.4.1 implement the prescribed formation process (see Addendum 4) in the centre, under supervision of the Regional Ministerial Formation Task Team;
- 10.4.2 advise the Regional Ministerial Formation Task Team on all matters pertaining to the holistic development of the students under their care;
- 10.4.3 represent the formation centre on the General Synod Ministerial Formation Task Team (see Article 6.5);
- 10.4.4 report annually to the Regional Ministerial Formation Task Team.

11. Article 11

MANAGING THE PROCESS OF MINISTERIAL FORMATION

A Regional Ministerial Formation Task Team with its Board of lecturers, working under the supervision of its Regional Synod and of the Ministerial Formation Task Team of General Synod, ensure that the following five phases in the formation of a candidate are carried out responsibly and effectively in its centre of ministerial formation: Admission, Formation, Supervision, Assessment, Licensing (“legitimasie”), and Ongoing Formation.

- 11.1 Admission
- The Regional Ministerial Formation Task Team appoints a sub-committee responsible for the admission of new applicants. Its task it is to:
- 11.1.1 disseminate accurate information about the requirements, duration and costs of ministerial formation to all URCSA congregations;
- 11.1.2 ensure that an applicant for ministerial formation submits a detailed application on a prescribed form (see Addendum 9), accompanied by written testimonials and documentary proof of:
- a) confessing membership in the URCSA. If an applicant did not grow up in the URCSA, she/he needs to submit proof of having been a member of the URCSA for at least two years.
- b) matriculation exemption or equivalent. Additional academic requirements may be set by a partner institution of higher education, in consultation with a Regional Curatorium.
- c) good health;
- d) good standing and active participation within the URCSA;
- e) a living faith in Christ expressed in a stable and consistent Christian life;
- 11.1.3 interview each applicant thoroughly to ascertain whether she/he complies with the following requirements to enter the formation programme:
- a) a personal sense of calling;
- b) the intellectual capacity;
- c) the spiritual maturity;

- d) a good basic Bible knowledge;
- e) the personality profile; and
- f) adequate financial support to enter this formation programme.

11.2 Formation

The Regional Ministerial Formation Task Team, with its Board of lecturers, monitors the development of ministry students in all the dimensions of formation required.

11.2.1 *Personal/spiritual maturity*

The Regional Ministerial Formation Task Team oversees the process of growth in personal and spiritual maturity among students by creating a community within the seminary/theological school that will foster relationships of trust, honesty, collegiality, friendship and respect for diversity. It further ensures that the community within the seminary is deepened through regular communal worship, election of student leadership structures, social and recreational events, and strict but caring discipline. It encourages a spirit of voluntarism and community involvement among students.

11.2.2 *Academic formation*

The Regional Ministerial Formation Task Team sees to it that students attain the required academic competence in theology, as required by the curriculum (see Addendum 4). It develops the relationship with the participating institutions of higher education mentioned in 9.1.3 and sees to it that students grow into mature and well-rounded contextual theologians.

11.2.3 *Ministry skills*

The Regional Ministerial Formation Task Team sees to it that students acquire enough practical experience in leading worship, preaching, teaching, pastoral care and counselling, evangelism and diaconal service in the course of their studies. Attention is also given to acquiring skills of financial and time management, chairing meetings and writing minutes. It pursues this goal in collaboration with the network of URCSA congregations and ministers mentioned in 9.1.4 and sees to it that students develop into competent communicators of the gospel within an African context.

11.3 Supervision

The Regional Ministerial Formation Task Team takes responsibility for supervision over the doctrine and life of the students, in cooperation with the local URCSA church council(s). It shall require students to sign and observe a Code of Conduct approved by the Regional Synod. This supervision includes genuine care and concern for the students' welfare.

11.4 Assessment

A Regional Ministerial Formation Task Team appoints an Assessment Committee whose task it is to do quality assurance at regular intervals in the ministerial formation process, by assessing the growth of the students in terms of the OBE profile stipulated in Addendum 3. Each student will be assessed annually and the focus of this ongoing assessment process, preferably done by means of case studies, will be on a student's ability to integrate values, knowledge and skills. Each student submits an annual report of his/her 100 hours practical work and a sermon delivered in the seminary during the year.

The Assessment Committee shall be a Sub-committee of the Regional MF Task Team and report to it annually regarding the progress of each student. When the Assessment

Committee meets for its final assessment of a group of students to recommend them for licensing, it co-opts a panel of experts to help it assess the readiness of candidates for licensing. Such a panel should preferably include representatives of the other Formation Centres of the URCSA (see Article 7.2.2). The final assessment will require a candidate to demonstrate a high level of integration between values, knowledge and skills. A report by an assessment panel on a trial service conducted by a student in a URCSA congregation will be a key part of the final assessment.

11.5 Licensing

A Regional MF Task Team, after receiving and approving the report of its Assessment Committee on each student under its care, requests the Actuarius of its Regional Synod to administer the taking of the licensing oath by the approved candidates. This ceremony will take place at a public service convened by the Regional MF Task Team and announced to all congregations in the region. Candidates shall use the prescribed formulary to solemnly declare their loyalty to the URCSA and its doctrine, commit themselves to a quality ministry, and submit themselves to the disciplinary procedures of the church. When candidates have been licensed, the scribe of the Regional MF Task Team) submits their names to the Actuarius of General Synod on a prescribed form (Addendum 13), who then officially declares them available to be called ('beroepbaar') in the URCSA.

11.6 Ongoing Formation

A Regional MF Task Team encourages life-long learning among the URCSA ministers in its region through establishing a process of continuing ministerial development (CMD) [post-academic training]. This process requires ministry candidates ('proponente') who have not yet been called and ministers in their first five years of ministry to attend a compulsory refresher course each year, organised by the Regional MF Task Team in cooperation with its participating university/ies, other relevant commissions of the Regional Synod and partner churches. General refresher courses for ministers with more than five years of experience will also be arranged on an annual basis.

12. **Article 12**

FINANCE

A Regional Synod takes full responsibility for its formation centre. The Regional SMFA in collaboration with the Regional MFTT, manages the finances and ensures the financial viability of a Formation Centre by:

- 12.1 Budgeting for it from levies received from congregations and ministries.
- 12.2 Doing strategic planning to organise additional fund-raising programmes.
- 12.3 Monitoring income and expenses.
- 12.4 Reporting on the finances of the formation centre, by submitting an independently audited set of books to the Regional Synod/Synodical Commission each year
- 12.5 Allocation of scholarships/loans, in consultation with the academic sub-commission of the General Synod Ministerial Formation Task Team (see 7.2.4)
- 12.6 A Regional Synod may grant a seminary, operating under the supervision and control of its MF Task Team. The permission to adopt a constitution and register as an NPO in order to raise funds for ministerial formation on behalf of the Synod.

13. Article 13

ECUMENICAL PARTNERSHIPS

A Regional MF Task Team, in consultation with the Ministerial Formation Task Team of General Synod and other Regional MF Task Teams), establishes ecumenical partnerships in ministerial formation. The purpose of such partnerships is to:

- 13.1 exchange theological insights
- 13.2 foster student and lecturer exchanges
- 13.3 promote joint research projects and publications
- 13.4 render mutual assistance.

14. Article 14

AMENDMENTS TO THIS RULE

Amendments to this Rule may be effected in one of two ways:

- 14.1 Article 1 on the theological basis of ministerial formation may only be amended by General Synod, with a two-thirds majority;
- 14.2 Other articles may be amended by General Synod with a simple majority

REGULATION 7

REGULATION FOR THE LICENSING OF CANDIDATES WHO DID NOT COMPLETE THE FORMAL PROGRAMME OF MINISTERIAL FORMATION

A member of the URCSA who did not complete the required ministerial formation programme may, in highly exceptional circumstances, apply to be licensed, provided she/he has complied with the following requirements:

1. A unanimous recommendation by the church council of the congregation to which she/he belongs, giving a detailed set of reasons in a written submission to the Presbytery;
2. A unanimous recommendation by the Presbytery, giving a detailed set of reasons in a written submission to the Regional Synod;
3. Approval by the Regional Synod, after which a thorough examination of the applicant's knowledge of Scripture and preaching ability will be undertaken by the Assessment Committee of one of the Formation Centres of the URCSA;
4. Approval by the Curatorium, based on a unanimous recommendation by its Assessment Committee indicating whether the applicant may be licensed immediately or first needs to complete some ministerial formation, of shorter or longer duration;
5. After the applicant has been licensed the General Synod or General Synodical Commission shall determine the area within which the theological candidate (proponent) will be eligible for call.

REGULATION 8

REGULATION FOR THE INCORPORATION OF CONGREGATIONS OF OTHER CHURCHES INTO THE UNITING REFORMED CHURCH IN SOUTHERN AFRICA

1. A congregation wishing to be incorporated into the URCSA applies to the nearest Presbytery for incorporation.
2. The applying congregation needs to provide adequate proof to the relevant Presbytery regarding the following:
 - 2.1 that the necessary church approval was obtained.
 - 2.1.1 In the case of a congregation belonging to a denomination, it will submit proof that all the requirements relating to departure from that denomination have been fulfilled;
 - 2.1.2 In the case of an independent congregation, it will submit proof that proper approval for the incorporation has been obtained within the congregation;
 - 2.2 that the incorporation is justified;
 - 2.3 that the congregation, through a two thirds majority vote in the church council, accepted and signed the four Confessions of the URCSA, in case the confessions of the congregation differed from that of the URCSA;
 - 2.4 that the congregation, through a two thirds majority vote in the church council, accepted the Church Order of the URCSA and in a solemn public declaration committed the congregation to it and placed the congregation under its authority;
 - 2.5 that the salary of a minister is guaranteed;
 - 2.6 that provision has been made (or will be made) for the pension of a minister.
3. The incorporation can only be effected once permission has been obtained from the General Synodical Commission or the General Synod. The Presbytery Commission requests the moderamen of the regional synod to submit this recommendation to General Synod.
4. When the Presbytery receives notice (via the Regional Synod Commission or Regional Synod) that General Synod has approved the incorporation, it fixes the boundaries of the congregation, appoints an interim minister (konsulent), and mandates the Presbytery Commission to effect the incorporation. Before incorporation the Presbytery Commission negotiates with the existing church council about the name of the congregation, the election of a new church council, and the details of the worship service where incorporation will take place.
5. As soon as the incorporation has been effected, the scribe of the Presbytery shall inform the scribe of the regional synod, mentioning the name of the congregation, its boundaries, the names of serving church council members, the name of the interim minister (konsulent), and the name of the Presbytery of which it is a part. The scribe of synod shall submit this information for publication in the official organ of the URCSA.
6. If the congregation has a minister, the Presbytery consults the regulations for the Status of Ministers of the Word (General Synod) and assists the minister to submit an application to the Support Ministry for Judicial Matters of General Synod, via the Support Ministry for Judicial Matters of the Regional Synod, for recognition as a minister of the URCSA. of his/her ministerial status, or to do a *colloquium doctum*, and/or to sign the confessions of the URCSA.

REGULATION 9

REGULATION FOR THE ARCHIVAL COMMISSION

1. The Archival Commission of General Synod has the following functions:
 - 1.1 The Commission advises General Synod on making, amending or expanding the church's archival policy.
 - 1.2 The Commission coordinates the activities of the Archival Commissions of Regional Synods. For this purpose the Archival Commissions of Regional Synods submit reports of their activities to the archival commission of General Synod, which prepares an inclusive report to General Synod.
 - 1.3 The Commission promotes the collection and preservation of historical documents, photographic material, artefacts and oral testimonies.
 - 1.4 The Commission encourages research and writing of history, especially of URCSA congregations.

REGULATION 10

THE COMBINATION OF THE WORK OF CONGREGATIONS, PRESBYTERIES AND SYNODS OR COMMISSIONS OF SYNODS FROM DIFFERENT CHURCHES

1. “Combination”

“Combination” in this document refers to collaboration between two or more church bodies (or commissions) of different churches that enter into contractual agreements to carry out specific activities together, as part of their search for church unity in the DRC family, for the coming of the Reign of God, and as equal partners.

2. **Practical and polity guidelines**

The purpose for which the parties seek combination should be clearly articulated:

- 2.1 A written agreement is drawn up that clearly spells out all the rights, duties and responsibilities (including finance) of the parties;
- 2.2 The existing Rules and stipulations referring to church properties, assets and funds must be considered when drawing up an agreement;
- 2.3 When the post of a minister could be effected by the envisaged agreement, the Rules and stipulations of the URCSA Church Order need to be kept in mind;
- 2.4 If it is the intention that the combined body will have the authority to deal with matters such as the calling and employment of a minister, then issues such as constitution, quorum requirements, manner of decision-making, voting rights, funding, the responsibility for the post and appointment, pension, medical aid, administration, etc. should be meticulously negotiated;
- 2.5 The agreement must state it clearly that the establishment of shared goals by virtue of the contractual agreement does not suspend or take away the rights and responsibilities of the contracting church bodies or commissions;
- 2.6 The agreement may be terminated before the agreed term has elapsed, if the parties, after mutual notification, approved that in their separate meetings;
- 2.7 Each contracting party still falls under the governance, supervision and discipline of its responsible church body;

3. **Operations**

- 3.1 The concerned church bodies or commissions shall approve the agreement separately in their respective meetings;
- 3.2 After the collaborating bodies reached mutual agreement, the respective body responsible for supervision shall give final approval to the agreement. In the case of a church council this is the Presbytery; In the case of a Presbytery or a commission of synod it is the synod; in the case of a regional synod it is General Synod.

REGULATION 11

REGULATION ABOUT THE FUNCTIONING OF THE INTEGRATED MINISTRIES (IM) IN THE URCSA

CORE AND SUPPORT MINISTRIES

1. GOAL ONE

1.1 Enable all congregations, presbyteries and synodical structures, together with the various associations operating within the church, to clearly emphasize *our* mutual call *to worship, equip, serve and witness* to the glory of our triune God.

It is in focusing on God and God's Word that God's Spirit blesses us with insight and discernment for our vocation to worship God, to equip the believers with knowledge of God's loving kindness for their respective ministries, and to mutually render service and witness to God, to one another and to the world at large.

1.2 Based on this commitment to the Word and the Reformed tradition, in our URCSA vision the core values of *embodied unity, true reconciliation and compassionate justice* thus have a special bearing in the discernment of our mission in the world today (*refer: Confession of Belhar 1986; 1998 strategic session*).

1.3 The IM model fundamentally relates to the Church Order (CO) as the theological consensus of URCSA, with particular reference to CO articles 4 & 5, which describes the nature of the ministry and witness of the local congregation, on which art. 12 builds regarding the nature and task of the General Synod.

2. AIM

To enable and enhance good and effective coordination, planning, guidance and communication amongst General Synod and Regional Synods in order that the life and witness of the whole church may be strengthened.

3. STATUS

The Core and Support Ministries, render *policy guidelines and advice* as service to the broader church, specifically aimed in the final instance at enhancing the life and witness of the local congregations and congregants (*refer Procedure of meetings, article 16.2.2.*).

4. THE COMPOSITION AND FUNCTION OF THE CORE AND SUPPORT MINISTRIES

4.1 Ministry Units

The General Synod serves the church through three Core Ministry units:

Proclamation and Worship

Congregational Ministries

Service and Witness

The Core Ministries are supported by the following six Support Ministries:

Financial Administration

Communication, Publication & Archives

Judicial Matters
Ecumenical Affairs
General Synodical Commission
Moderamen / Moderature.

The Core and Support Ministries function as one family. Although each Ministry has particular designated tasks regarding the ministries of the church, they remain sensitive to the needs of and co-responsible with one another.

4.2 Personnel

The standing membership of each Core or Support Ministry (see exceptions at point 17.2.3.) are as follows:

One representative from each of the seven Regional Synods with *secundi*, elected by General Synod for a period of four years.

Elected members may only serve two consecutive terms (eight years).

Members from groups not represented, to a maximum of 3 (e.g. church council members, women and youth);

Senior executive staff members with no voting power status (e.g. ministers in synodical ministry, if applicable);

2 knowledgeable / expert members co-opted.
(15 members maximum)

4.3 Personnel of Support Ministry for Judicial Matters

The Support Ministry for Judicial Matters is comprised of the *Actuarii* of the Regional Synods (or their *secundus*) and two elders. One of the elders should be a woman and the Judicial Ministry is given the power to co-opt one person with legal qualification and experience. The *actuarium* of the General Synod is convenor and secretary.

4.4 Executive of each Core and Support Ministry

Chairperson, vice-chairperson, secretary, additional member (4 members).

4.5 Meetings

4.5.1 The full membership or the Executives of each Core and Support Ministry meet once a year to co-ordinate URCSA's Ministries, its support to the congregations and to jointly plan and manage where applicable.

4.5.2 The General Meeting called by the GSC normally occurs once per year for the purpose of dealing with progress reports of the Core and Support Ministries and to help to coordinate their activities.

4.5.3 The Coordinating Committee (see 2.7) gives the go-ahead for physical meetings of core and support ministries other than the annual meeting, in liaison with the support ministry for Administration, in the light of the financial budget.

4.5.4 The General Meeting (GM) of the members of the Core and Support Ministries is presided over by the Executive of the General Synodical Commission.

4.5.5 Maximum use is made of technological facilities for meetings of ministry units (e.g. e-mail and telephone conferences).

4.6 Report

The Core and support Ministry units report direct to general Synod. In the interim the Core and Support Ministry units serve the GSC with progress reports for the sake of general information, coordination and joint planning (Refer article 16.2.3 of the

Procedure of Meetings).

4.7 Executive of the General Synodical Commission

4.7.1 Tasks

The general coordination, guidance of and communication between the Core and Support Ministries to focus jointly and to share the church's vision for worship, equipping, service and witness.

To see to it that overlapping and duplication between the ministry units are minimized.

To scrutinize the establishment and parameters (e.g. task; time limit) of task groups.

4.7.2 Meetings

The EC normally assembles at the same time and place as the ministry units.

Additional meetings may take place if the GS budget can afford it. Maximum use is made of technological facilities (e-mail and telephone conferences).

4.7.3 Budget

The GS budgets for the work of the Core and Support Ministries and its Coordination Committee (EC).

5. FOCUS OF THE MINISTRY UNITS

5.1 THE CORE MINISTRY UNITS

Each Core Ministry unit has specific functions regarding the witness of the church. The Ministry units remain sensitive to the agendas of the other units and are co-responsible with one another. Some core tasks may be the task of more than one Core Ministry unit. Ministry units will deliberately work together on such matters.

5.1.1 Proclamation and Worship

5.1.1.1 Definition and vision

The *worship service* as public gathering is central to meeting with God and the fellowship of believers where ministry of the Word takes place, sacraments are shared, prayers are offered, hymns sung, and offerings brought, keeping in mind how this is done in other congregations, so that members can freely participate when attending services in other congregations. Related to this is the progressive *teaching* of the Word and doctrine of the church to all baptised members, who confess their faith as well as further teachings, instruction according to individual circumstances (CO).

5.1.1.2 Tasks Include

Developing policy and guidelines about:

Preaching of the gospel

Spiritual formation based on the sacraments Instruction in the faith

Doctrinal, confessional and theological discernment

Prayer, worship and liturgy

Theological training

Ecumenism

Establishing task groups according to needs and responsibilities in liaison with the EC (refer 2.7.)

5.1.2 Congregational Ministries

5.1.2.1 Definition and Vision

The congregation lives as the *family of God (koinonia)*, bound to one another, mutually

sharing joy and sorrow, each considering the other higher than him- or herself, accepting responsibility for one another's spiritual and physical needs in mutual care for one another, in mutual sharing of one another's burdens. The *instruction* for baptised members and practicing members *in* the Word of God and the teaching (doctrine) of the church (kategese vir dooplidmate en volwasse kategese vir belydende lidmate), in addition to the instruction *through* the Word of God in the worship service.

5.1.2.2 Tasks Include

Developing policy and guidelines about:

Congregational Life

Instruction

Covenant Promises / Baptism

Sunday School & Catechism

Adult Education / Continuous Catechism

Leadership training / Skills development

Evangelism

Healthy Family Life

Parenthood & Family focus

Men, Women and Youth Ministries

Moral and physical instruction and development

Ecumenism

Establishing Task Groups according to needs and responsibilities in liaison with the EC (refer 2.7).

5.1.3 **Service and Witness**

5.1.3.1 Definition and vision

The spiritual and physical *service and care* for one another and for all needy and suffering people. The *witness ministry* which arranges in an organised manner the congregation's responsibility to proclaim the gospel to the community in which the church lives and work as well as to the world at large. The *equipment* of congregations and congregants for the various ministries of service and witness which the church renders, according to individual circumstances.

5.1.3.2 Tasks Include

Developing policy and guidelines about:

Local and global mission and diaconal ministries:

Service / Care

Mutual and pastoral care

Institutional Care (charity, relief, development)

Witness / Mission Public Witness (politics, economy, civil society, media)

Justice, Human Rights, Peace

Violence and Crime prevention

HIV Aids

Integrity of Creation – Responsible stewardship

Mission (Service & Witness) in Unity

DRC Family

Reformed Family

Global Mission

Ecumenism

Establishing Task Groups according to needs and responsibilities in liaison with the EC (refer 2.7.)

5.2 THE SUPPORT MINISTRY UNITS

The Support Ministries operate in close relation to one another, with open communication lines and mutual recognition of one another. Their primary aim and focus is *to support and enhance the viability and efficiency of the URCSA core ministries* to focus and practice the church's worship, equipping, servicing and witnessing in accordance with the focus and aim (refer 1.1. & 1.2).

5.2.1 General Synodical Commission (GSC) / Moderamen

5.2.1.1 Definition and vision

On the level of General Synod, the GSC, in close liaison with the EC (refer 17.2.7) calls together and facilitates the Core and Support Ministries to interact positively with one another.

5.2.1.2 Tasks Include

Generally

Enhancing church unity, ecumenical relations and relations with the state;

Annually calls together the Core and Support Ministry units or their executives;

Chairs the annual joint meeting of the Core and Support Ministry units;

Provide coordinated opportunity for progress reports by the Core and Support

Ministry units to enhance the general and mutual formation of vision, coordinated flow of information, communication and efficiency in service of the focus and aim of the Core and Support Ministry units (refer 1.1. & 1.2);

Establishing GSC Task Groups according to needs and responsibilities in liaison with the EC (refer 2.7.)

5.2.2 Ecumenical Relations

5.2.2.1 Definition and Vision

The ecumenical vision, relations and practice of the URCSA is fundamentally important to the life and witness of the local congregations and the church as a whole.

The executive of the GSC constitutes the Commission for Ecumenical Affairs, acting on ecumenical matters and relationships, in close liaison with the Core and Support Ministry units. (Refer to URCSA's Regulations for Executive and GSC, points 1.2.2.8 & 1.2.2.9)

5.2.2.2 Tasks Include

Entering into agreements with Reformed churches who are/ become the URCSA's ecumenical partners, with a view to the recognition of officials and procedures for contractual calling;

Confer on common issues and to cooperate.

Nominating the delegation of the Church to ecumenical conferences.

Establishing task groups according to needs and responsibilities in liaison with the EC (refer 2.7.)

5.2.3 Judicial Matters

5.2.3.1 Definition and Vision

The Support Ministry for Judicial Matters acts as the Commission for revision of the Regulations of the church and to advise the URCSA on other general judicial matters.

5.2.3.2

Tasks Include

Dealing with judicial and legal enquiries;

Advising Synod on judicial and legal matters;

Dealing with matters in respect of the status of ministers of the Word.

Establishing task groups according to needs and responsibilities in liaison with the EC (refer 2.7.)

5.2.4 Financial Administration

5.2.4.1 Definition and Vision

The Support Ministry for Financial Administration is responsible to administer the funds of the GS and to enhance responsible financial stewardship in the URCSA in liaison with the core and support ministries.

5.2.4.2 Tasks Include

Financial administration & planning

Budgeting for all GS work,

Managing collection of GS levies

Controlling all GS funds

Rendering regular financial information to core and support ministries

Providing guidelines for and facilitate responsible financial stewardship in URCSA.

Collecting and monitoring pension contributions.

Establishing task groups according to needs and responsibilities in liaison with the EC (refer 2.7.)

5.2.5 Communication, Publications & Archives

5.2.5.1 Definition and Vision

The support ministry for Communication, publications and archives work in close liaison with the core and other support ministries to ensure that the URCSA communicates well within it self and to enhance its ability to clearly communicate its service and witness to the world.

5.2.5.2 Tasks Include

Managing publications & newsletters of the GS.

Providing and servicing a General Communication Network.

Responsible for archival material on GS level.

Establishing task groups according to needs and responsibilities in liaison with the EC (refer 2.7.)

REGULATION 12

RULE FOR CHURCH UNIFICATION

1. If at any stage it becomes clear to the General Synod that the desire for greater church unity can be meaningfully advanced through uniting with one or more churches in the DRC family, the General Synod may:
 - 1.1 Resolve, in terms of Article 11 of the Church Order, to proceed with unification with such church(es); or
 - 1.2 Mandate the General Synodical Commission or General Synod Executive to embark on unification negotiations with the General Synodical Commission, Moderamen or equivalent body of such church(es).
2. If a resolution has been passed in terms of Article 11 of the Church Order, the Synod itself proceeds with the following actions, or else delegates these (either partly or fully) to the General Synodical Commission, General Synod Executive or equivalent body of the URCSA – in consultation with the Synod, General Synodical Commission, Synodical Executive or equivalent body of such church(es) – to determine the following for the envisaged unified Church:
 - 2.1 the Doctrinal Standards and Church Order;
 - 2.2 the liturgical formularies and customs, the hymn book and the order of service;
 - 2.3 the name, where necessary;
 - 2.4 the procedure for achieving unification, including transitional agreements for the composition and boundaries of congregations, the composition of presbyteries and synods, as well as material, administrative, financial and other arrangements;
 - 2.5 the composition of the founding or uniting synod;
 - 2.6 the date, time and venue for the founding or uniting Synod and the concords pertaining to it; and to
 - 2.7 Give attention to any other issues that the Synod may deem necessary.
3. Unless the Synod or the relevant minor assembly as it may be appropriate in each case is in session, in either a general meeting or extraordinary meeting, and the composition of the founding or constituting synod of the specific church is similar to that of the synod or relevant minor assembly in general meeting or extraordinary meeting, the founding or constituting synod convened under the provisions of the *Regulation of Order of the General Synod* or the *Church Order, Rules and Regulations of the Regional Synod*, provided that the consent of the church councils as required are not applicable.
4. Any decision taken by General Synod and the founding or uniting synod in terms of the *Regulation of church unification* will be binding on all minor assemblies as well as all congregations in the resort of the minor assemblies.
 - 4.1 Such congregations will judicially disband and reconstitute themselves as congregations of the united church from the date on which the unification with the other church(es) become effective according to clause 2.6 of the *Regulation of church unification*. On that date all rights, duties, assets, and liabilities of whatever kind will pass to and lodge in the congregation of the united church; likewise, the incumbents of all offices will occupy similar offices of the united church; likewise, any Regulations of Order, stipulations and resolutions taken before the dissolution and unification will remain in

force (*mutatis mutandis*) and will stand as resolutions of the united Church until they are rescinded or revised by a competent meeting of the congregation of the united Church.

- 4.2 A minor assembly will judicially disband and then reconstitute itself as an assembly of the united church, as set out in the Church Order of the united Church. Any transitional agreements adopted in terms of the *Regulation of church unification* from the date on which the unification with the other church (es) become effective according to *Regulation of church unification (c.f. clause 2.4 and 2.6)*. On that date all rights, duties, assets, and liabilities of whatever kind will pass to and lodge in the equivalent body of the united church; likewise, all regulation of order, stipulations and resolutions taken before the dissolution and unification will remain in force (*mutatis mutandis*) and will stand as resolutions of the united church until they are rescinded or revised by a competent body of the congregation of the united church.
- 4.3 A major assembly will judicially disband and then reconstitute itself as an assembly of the united church, as set out in the Church Order of the united church. Any transitional agreements adopted in terms of the *Regulation of church unification* from the date on which the unification with the other church (es) become effective according to *Regulation of church unification (c.f. clause 2.4 and 2.6)*). On that date all rights, duties, assets, and liabilities of whatever kind will pass to and lodge in the equivalent body of the united church; likewise, all regulation of order, stipulations and resolutions taken before the dissolution and unification will remain in force (*mutatis mutandis*) and will stand as resolutions of the united church until they are rescinded or revised by a competent body of the congregation of the united church, provided these are not in conflict with any resolution passed by the founding or uniting synod.
5. The founding or uniting synod is mandated, subjected to clause 2 of the Regulation of church unification, to determine the confessional standards and Church Order, the liturgical formularies and customs, the hymn book and order of service, and the name of the united church. The dissolution and subsequent unification take place on the moment when the founding or uniting synod passes the resolution to adopt the confessional standards, church order and name of the united church. The founding or uniting synod will not adopt a resolution in accordance with clause 2 of the Regulation of church unification before the representatives of the church at the founding or uniting synod have approved any amendments to the existing confessional standards, church order, liturgical formularies and customs, hymn books and order of services with a two thirds majority. Resolutions regarding church unity in the DRC family that were adopted by previous sessions of synod are being regarded as executions of the relevant directives of the *Regulation of church unification*.
6. With respect to the establishing of joint ventures between Congregations, Presbyteries, Regional Synods, General Synods, Ministries of churches within the Dutch Reformed church family the Provisional Order will be applicable:²
 - 6.1 In obedience to the call of Christ and on the basis of the acceptance of the Confession of Belhar the URCSA will establish joint ventures on the basis of the Provisional Order as signs of hope, reconciliation and love to the fulfilment of justice, the edification and witness of the church and the glory of God.
 - 6.2 The following regarding joint ventures will be applicable:

2 See Addendum *Provisional Order* on page 148.

- 6.2.1 A Ministry/ Congregation/ Presbytery/ Regional Synod of the participating Church and a Ministry/ Congregation/ Presbytery/ Regional Synod of the URCSA should:
 - 6.2.1.1 Draw up a written agreement containing the terms of the collaboration, in which the Belhar Confession is mentioned by name as supplying the guiding principles and ethos for the joint venture.
 - 6.2.2.1 Require the decision making structures of the participating church (Church Council, Presbytery, Regional Synod) from the side of the participating church, to take the following step:
 - a) the participating Church council or relevant church body officially adopts the Confession of Belhar;
- 7. This Rule/Regulation 12 remains the key Rule/Regulation for the unification process in URCSA and the following is mandatory:
 - 7.1 The Provisional Church Order serves as guideline for the process to unification, but not as a Regulation because it will be a church Order within the other Church Order and Regulations.
 - 7.2 The Provisional Church Order will be guideline for the unification process at all levels in the church namely: Congregations, Presbyteries, Regional Synods and General Synod.
 - 7.3 Any joint Ministry must be approved by the General Synod or the General Synodical Commission based on the Confession of Belhar.
 - 7.4 Regulation 12 remains the key Regulation for unification process in URCSA, and if there is a congregation or Presbytery or Regional Synod that wants to start unification process at that level, they must use the Provisional Church Order as the guideline on the basis of the Confession of Belhar [1986]. The General Synod must approve that arrangement.

REGULATION 13

REGLEMENT VIR DIE ALGEMENE SINODALE BEDIENING VIR DIENS EN GETUIENIS

1. ALGEMEEN

1.1 Doel van Bediening vir Diens en Getuienis

Die Bediening vir Diens en Getuienis se taak van die Kerk het ten doel om die heerskappy van Jesus Christus in die Kerk en samelewing te verkondig en effektief uit te leef.

1.2 Die Bediening vir Diens en Getuienis na Binne (gemeentebediening)

1.2.1 Die Bediening vir Diens en getuienis van die Kerk word in die gemeentebediening op die lidmate gerig ten einde die gemeente op te bou in hulle geestelike lewe en tot vervulling van hulle dienswerk in die wêreld.

1.2.2 Die Bediening vir Diens en Getuienis van die Kerk word deur gespesialiseerde gemeentebediening gerig op die kerkvervreemdes wat formeel nog lidmate is, ten einde hulle daadwerklik te bereik en hulle tot gemeenskap met Christus te bring.

1.3 Bediening vir Diens en getuienis na Buite (Sending en Evangelisasie)

1.3.1 Sending is die heilshandeling van die drie-enige God, Vader, Seun en Heilige Gees met die wêreld, waardeur Hy uit die hele menslike geslag vir Hom een gemeente deur sy Woord en Gees vergader. Deur die een gemeente:

a) laat God sy Woord aan die gevalle wêreld verkondig;

b) bring Hy die gemeenskap van die heiliges uit alle nasies tot stand;

c) laat Hy diens aan die wêreld in nood lewer;

d) laat Hy sy opdrag om die skepping te bewaar en te bewerk sigbaar tot uitdrukking kom; en

e) word sy reg aan die nasies verkondig.

Só laat Hy sy koninkryk kom tot by die voleinding van die wêreld. \

1.3.2 Die bediening vir Diens en getuienis van die Kerk word deur middel van evangelisasie gerig op diegene wat vervreemd is van Christus, sy Woord en sy kerk en wat om dié rede buite kerkverband geraak het, ten einde hulle tot die gemeenskap met Christus en sy gemeente terug te bring.

1.3.3 Sending en Evangelisasie is dus die gerigtheid van die Kerk na buite. Dit is die arbeid aan niegekerstendes en mense wat buite kerkverband geraak het.

1.3.4 Sending en Evangelisasie is die roeping van elke lidmaat asook die kerkraad.

1.3.5 Samewerking in bediening vir Diens en getuienis binne en buite eie kerkverband:

Waar die omvang en ander omstandighede van die bediening vir Diens en getuienis dit vereis, word dit in die kerkverband van ring en sinode onderneem, en waar nodig ook in samewerking met ander kerke.

2. OORHOOFSE KOÖRDINERING VAN DIE BEDIENING VIR DIENS EN GETUIENIS BINNE DIE VERBAND VAN DIE ALGEMENE SINODE VAN DIE VGKSA

2.1 Naam

Die Algemene Sinodale bediening vir Diens en Getuienis van die Verenigde Gereformeerde Kerk van Suider-Afrika.

2.2 Status

Die ABDG koördineer en bestuur die werksaamhede aan hom toegewys binne die sinodale ressort namens die Algemene Sinode.

2.3 Samestelling van personeel

2.3.1 Algemene vergadering

Die ABDG word saamgestel deur:

- Een verteenwoordiger uit elke streeksinode van die VGKSA, verkieslik 'n lid van die streeksinodale bediening vir Diens en Getuienis;
- die sekretarisse vir bediening vir Diens en getuienis in diens van streeksinodes;
- die kerklik bevestigde dosente in Missiologie en Praktiese Teologie / Diakoniologie.

Saam vorm hierdie lede die Algemene Vergadering van die BEDIENING.

2.3.2 Amptenare

Die Bediening wys die volgende amptenare aan:

2.3.2.1 'n *voorsitter* deur die vergadering verkies;

2.3.2.2 'n *ondervoorsitter* deur die vergadering verkies;

2.3.2.3 die *sekretaris* van die bediening sal die voltydse sekretaris vir bediening vir Diens en Getuienis van die streeksinode Kaapland wees.

2.3.3 Dagbestuur

Die Bediening wys 'n Dagbestuur aan wat bestaan uit die voorsitter, ondervoorsitter, sekretaris en een of twee addisionele lede.

2.4 Werksaamhede

2.4.1 Die ABDG sien toe dat die Kerkorde en Reglemente uitgevoer word en help vestig die kerk so diens en getuienis in die sinodale ressort, deur Streeksinodale, rings- en kerkraadskommissies vir Getuienisaksie.

2.4.2 Die ABDG voer die opdragte van die Algemene Sinode uit en bestuur nasionale sinodale projekte wat nie deur streeksinodes hanteer kan word nie.

2.4.3 Die ABDG verwys projekte wat gedurende die reses ontwikkel na streeksinodale kommissies vir diens en getuienis waar moontlik.

2.4.4 Die ABDG koördineer die werksaamhede van streeksinodale bedieninge vir diens en getuienis wanneer en soos nodig.

2.4.5 Die ABDG skakel met die diens en getuienisfunksies van ander kerke binne die ekumene en werk waar moontlik met hulle saam op grond van die kerkorde rakende nasionale projekte.

2.4.6 Die ABDG verteenwoordig die VGKSA by die diens en getuienisprojekte van ekumeniese organisasies soos die SARK, die WRK, die IKN en die "Church Unity Commission".

2.5 Kantoor

Die werksaamhede van die AKGA word vanuit 'n aangewese kantoor gekoördineer en bestuur.

2.6 Vergaderings

Die Bediening vergader een maal per jaar.

Die Dagbestuur vergader soos nodig.

2.7 Begroting

Die Bediening begroot vir sy werksaamhede en bestuur die finansies.

Die ABDG begroot vir die personeel in sy diens, ander kantooradministrasie, asook vir die onderskeie projekte.

Die begroting word aan die Algemene Sinode voorgelê vir goedkeuring en bekostiging.

2.8 Diens en Getuienis in gemeente en gemeenskap

Die Bediening hanteer die diens en getuienis van die VGKSA in samewerking met ander kerke ooreenkomstig die bepalinge van die kerkorde en reglemente.

Die ABDG onderskei gemeentebediening en gemeentebou as die werksaamheid wat op die kerk se eie lidmate gerig is.

Die ABDG onderskei verskillende gerigte bedieninge wat die opbou en die vernuwing van die samelewing op die oog het. Hiervoor onderneem die ABDG samewerkingsverbande met ander kerke binne die breë ekumene.

2.9 Verslaggewing

Die ABDG ontvang gereeld deur die streeksinodale bedieninge vir Diens en Getuienis verslag van hulle werksaamhede.

Die ABDG doen van sy werksaamhede verslag aan die Algemene Sinode

REGULATION 14

REGLEMENT VAN DIE ALGEMENE SINODALE KOMMISSIE VIR DIAKONALE DIENSTE

1. NAAM

Die Algemene Sinodale Kommissie vir Diakonale Dienste van die Verenigende Gereformeerde Kerk in Suider-Afrika (VGKSA).

(hierna die *Algemene Sinodale Kommissie DD* genoem).

2. DOELSTELLINGS

Die Algemene Sinodale Kommissie DD dien as algemene of nasionale liggaam van die VGK se onderskeie Sinodale Kommissies vir Diakonale Dienste en het ten doel:

- 2.1 om deur die liefde van Christus gedring en in gehoorsaamheid aan God armoede en menslike nood te bestry;
- 2.2 'n dinamiese, proaktiewe ontwikkelingsgerigte diens aan individue, groepe en gemeenskappe in streeksinodale gebiede te stimuleer en te bevorder wat volgehoue transformasie tot stand bring en gebruikers van die diens bemagtig.

3. SAMESTELLING EN LIDMAATSKAP

Die Algemene Sinode van die VGKSA stel gereeld tydens sy gewone vergadering die Algemene Sinodale Kommissie Diakonale Dienste soos volg saam:

- 3.1 Een verteenwoordiger (met sekundus) uit elk van die onderskeie streeksinodes – verkieslik 'n lid van die betrokke streeksinodes se SKDD.
- 3.2 Die sinodale amptenare van die onderskeie streeksinodale kommissies.
- 3.3 Koöptering van persone op 'n ad hoc-basis.

4. OPDRAGTE EN BEVOEGDHEDE

Die Kommissie

- 4.1 gee uitvoering aan die opdragte van die Algemene Sinode van die VGKSA;
- 4.2 bepaal en adviseer die Algemene Sinode rondom beleid, strategieë en beplanning van die VGK se diens van barmhartigheid insluitende 'n bediening van geregtigheid, vrede en versoening;
- 4.3 verteenwoordig as algemene of nasionale kommissie van die kerk, die Algemene Sinode by:
 - a) alle ekumeniese vennote van die kerk;
 - b) die staat op nasionale vlak, en
 - c) nasionale rade van vrywillige welsynsorganisasies t.o.v sake van beleid en befondsing van die diens van diakonale dienste;
- 4.4 fasiliteer, koördineer en monitor 'n proses van gelykheid op die terrein van die diens van barmhartigheid by verskillende ringe, gemeentes en streeksinodes ten einde hulle te bemagtig om selfversorgend te word;
- 4.5 verskaf aan verskillende streeksinodes die nodige leiding, en indien moontlik, (finansiële) hulp vir die lewering van nuwe dienste of uitbreiding van bestaande

- diakonale dienste;
- 4.6 is betrokke by insameling, beheer en toekenning van fondse verkry van internasionale en nasionale donateurs met die verantwoordelikheid dat die toekenning van geld deursigtig moet wees; en
- 4.7 lewer gereeld by elke gewone vergadering van die Algemene Sinode verslag van sy werksaamhede.

5. KONSTITUERING/ VERGADERINGS

- 5.1 Tydens elke gewone vergadering van die Algemene Sinode konstitueer die nuut saamgestelde Algemene Sinodale Kommissie vir Diakonale Dienste:
- 5.2 By dié geleentheid word 'n voorsitter, ondervoorsitter en twee addisionele lede verkies wat saam met een van die sinodale amptenare (ampsdraers) wat die skribaats hanteer, die dagbestuur vorm.
- 5.3 Die Algemene Sinodale Kommissie vir Diakonale Dienste vergader minstens een keer per jaar, en die dagbestuur so dikwels nodig.

6. FINANSIES

- 6.1 Finansiële jaar
Strek vanaf 1 April tot 31 Maart elke jaar.
- 6.2 **Boekhouding**
Die Algemene Sinodale Kommissie vir Diakonale Dienste open 'n bankrekening op sy naam by 'n erkende handelsbank en verrig sy rekeningkundige verantwoordelikheid volgens die erkende boekhoustelsel.
- 6.3 **Tekenregte**
Uitbetalings geskied alleenlik per tjek en die Kommissie magtig drie of vier persone om tjeks namens hom te onderteken. Twee handtekeninge word vir uitbetalings vereis.

7. WYSIGING VAN DIE REGLEMENT

Hierdie Reglement mag alleenlik deur die Algemene Sinode na advies deur die Algemene Sinodale Kommissie vir Diakonale Dienste gewysig word.

C H A P T E R 8

Agreements and documents for Church Unity

MEMORANDUM OF AGREEMENT

agreed to between

THE DUTCH REFORMED CHURCH

and

THE UNITING REFORMED CHURCH IN SOUTHERN AFRICA

and

THE NG KERK IN AFRIKA

and

THE REFORMED CHURCH IN AFRICA

PREAMBLE

WHEREAS the Dutch Reformed Church, Uniting Reformed Church in Southern Africa, the NG Kerk in Africa and the Reformed Church in Africa entered into a covenant to seek the unification of the four churches (Bloemfontein 2006); and

WHEREAS the Witness Ministries of the URCSA, the DRC and the RCA have been united in a single ministry known as the General Commission for Public Witness (GCPW); and

WHEREAS the Compassion and Diaconal Services of the Dutch Reformed Church and the Uniting Reformed Church in Southern Africa previously entered into Memorandums of Agreements to unite these respective ministries; and

WHEREAS the service and witness ministries of URCSA, the DRC, the RCA and DRCA agreed on 18 October 2006 to form a united ministry and approved a Constitution for the United Ministry for Service and Witness; and

WHEREAS the service and witness ministries of URCSA, the DRC, the RCA and the DRCA agreed to entered into a Memorandum of Agreement according to the Rules of their respective Church Orders

THEREFORE, the churches now agree as follows:

1. DEFINITIONS

The participating churches:

- 1.1.1 Dutch Reformed Church (General Synod)
- 1.1.2 Uniting Reformed Church in Southern Africa (General Synod)

- 1.1.3 NG Kerk in Afrika (General Synod)
- 1.1.4 Reformed Church in Africa
- 1.2 General Meeting: The UMSW is composed by the Ministries for Service and Witness of the different participating churches. Together these members form the General Meeting of the Ministry.
- 1.3 Management Group: The General Meeting appoints a Management Group consisting of the Chairperson, Vice-chairperson, Secretary and three additional members, with three secundi members.
- 1.4 Date of Implementation:
The initial agreement was made on 18 October 2006 and this Memorandum of Agreement will become effective after it has been signed by all the participating churches.

2. THE PURPOSE OF THE AGREEMENT

The Dutch Reformed Church (DRC), Uniting Reformed Church in Southern Africa (URCSA), NG Kerk in Afrika (NGKA) and Reformed Church in Africa (RCA) agree to join the current and future Service and Witness ministries of the participating churches into one united ministry to support and express the confession on the unity of the DRC, NGKA, RCA and URCSA and the ideal of a united church.

The Memorandum of Agreement takes into consideration the reality that the participating churches still remain independent entities and that this Memorandum is an interim arrangement until the churches unite into one official church structure.

In the execution of its calling to service and witness, the diaconal and witness functions of the participating churches act in unity, give a united witness, render a united service and speak with one voice to the participating churches, other churches and the world.

3. COMPOSITION

The UMSW is composed of the Ministries responsible for Service and Witness of the participating churches.

4. GUIDING AND INFORMING DOCUMENTS

The work of UMSW is guided and informed by:

- the three Formulae of Unity,
- the Confession of Belhar (1986),
- the Laudium Declaration (1990),
- the Joint Declaration of Intent (AKDB/ASKDD - 2003),
- the DRC declarations about calling (2002, 2004),
- the Declaration on mission and our calling to witness in and from Africa (2004) as included in the 2006 vision document of the UMSW.

5. FUNCTIONS AND AUTHORITIES

- 5.1 The UMSW handles the Service and Witness functions which are referred by the participating churches on behalf of these churches.
- 5.2 Advises the churches on the calling to service and witness in unity.
- 5.3 Undertakes research, planning, coordination, sharing of information, guidance and

- liaising in the field of service and witness and stimulate the programmes and projects of synods, presbyteries and congregations.
- 5.4 Manages and gives account of finances allocated to it.
 - 5.5 The General Meeting or the Management Group appoints ad hoc task groups for specific tasks or projects.
 - 5.6 The General Meeting or the Management Group appoints persons to represent the UMSW in other structures, forums etc.
 - 5.7 The UMSW receives regular information on the work done by the different task groups/commissions/actions on service and witness of the participating churches.
 - 5.8 The UMSW may draw up a Constitution (bylaws) regarding its functioning which must not be in conflict with this Memorandum.

6. ADMINISTRATION

- 6.1 The UMSW decides on how to manage its administration, preferably making use of the existing capacity (personnel, offices and administrative capacity) of the different synods.
- 6.2 When personnel of one of the churches is seconded to do work for the UMSW he/she remains an employee of the seconding church.

7. BUDGET

- 7.1 The UMSW budgets for its operational costs and submits this budget to the participating churches for approval and costing.
- 7.2 Where possible, the participating churches take responsibility for the costs of their representatives attending meetings.

8. REPORTING

The UMSW is responsible to report on its work to the participating churches.

9. AMENDMENTS

Any amendment to this Memorandum or any addition should be approved by the General Meeting of the UMSW and will become official after it has been approved by the participating churches. Notice of proposed amendments should be given to the participating churches three (3) months in advance.

10. FULL AGREEMENT

- 10.1 This Memorandum is the full agreement between the churches regarding the UMSW.
- 10.2 None of the participating churches made any representation or promise to any of the other churches in the Agreement other than the terms and conditions of this Agreement.
- 10.3 Any of the participating churches has the right to withdraw from the UMSW following a notice period of six (6) months.

APPROVED AND SIGNED

Dutch Reformed Church

APPROVED AND SIGNED

Uniting Reformed Church in Southern Africa

APPROVED AND SIGNED

NG Kerk in Africa

APPROVED AND SIGNED

Reformed Church in Africa

MEMORANDUM OF AGREEMENT

between

The Uniting Reformed Church in Southern Africa (URCSA)

and

The Dutch Reformed Church (DRC)

1. Introduction

The Executive of URCSA have met in Nov 2011, February and July 2012 to discuss the way forward after the DRC General Synod have started a process to get Belhar Confession to the included as a confession in a church orderly way.”

From these meetings and a mutual discernment of God’s will, the Executives has agreed to draw up a memorandum of agreement, sign it and present it to our various church structures for acceptance.

2. Preamble

2.1 We as churches have decided to covenant together, because we believe that the Lord, who graciously committed himself to us, requires this of us. We use the term covenanting because we want to bring ourselves and the reunification process under the authority of the word of God and the will of Christ. As the family of churches, we already decided together at Achterberg to journey together.

2.2 We envisage a new organically united reformed church, organized according to synodical-presbyterial structures, which lives missionally and is committed to the biblical demands of love, reconciliation, justice and peace. At the same time we are committed to non-racialism, inclusiveness and the acceptance and celebration of our multicultural composition. The different languages in our churches will be treasured.

2.3 From within our common faith in the triune God we commit ourselves anew to Africa, the continent where the Lord has placed us, and particularly to Southern Africa. We wish to take up this calling together to make a difference to the life-threatening problems facing our countries. In the process of spreading the gospel, we covenant to work together in concrete ways such as:

- inviting people to life in fullness in Christ
- promoting of healing and wholeness for all of life
- engaging in prophetic dialogue with others on societal matters
- embodying, modelling and promoting moral values of Scripture
- seeking and advocating justice for all
- achieving reconciliation, which is more than mere tolerance of one another
- opposing violence and abuse of power of all kinds in our society,
- promoting and embracing human dignity and gender equity

3. On church unity

3.1 We commit ourselves to the following model of unity:

From the different models for church unity in different churches, we intentionally choose a presbyterial-synodical church body (i.e. organic) that supports the Gospel of Jesus Christ who broke down the wall of separation between people (Ephesians 2: 14-16).

Ephesians 2

14 For he himself is our peace, who has made the two groups one and has destroyed the barrier, the dividing wall of hostility,

15 by setting aside in his flesh the law with its commands and regulations. His purpose was to create in himself one new humanity out of the two, thus making peace,

16 and in one body to reconcile both to God through the cross, by which he put to death their hostility.

3.2 We believe that this proposed model is a Scriptural embodiment of unity in the Southern African context. This model we believe can help the church on different levels to be the living body of Christ in the world.

3.3 As reformed churches we believe that the local congregation is the expression of the church of Christ in a local community, but we also believe that local congregations live in communion with one another and this communion is expressed in various manners e.g. presbyteries, synods.

The four churches undertake to identify ways in which the local churches can express their unity with each other inter alia forming uniting congregations, receiving ministers across cultures, starting uniting commissions and projects, re-aligning the congregations with their full consent to incorporate wards of other cultures.

3.4 We agree that getting the church to be fully one will be a process and that it will ask of us to commit ourselves to journey and grow together.

3.5 We propose that the churches start a process to obtain the permission of all the congregations of the churches (in the exact way currently prescribed in the church order of the particular church) for the following:

- the forming of a new General Synod as expression of new denominational ties (kerkverband)
- the formulating of the confessional basis for the reunited church
- to approve amendments to existing Church Orders needed for the formation and restructuring of a reunited church
- to approve that, after the forming of a new General Synod, a process will follow by which the regional synods and presbyteries engage in processes of expressing the reunited church at their respective levels
- the name of the reunited church
- The church orderly position of congregations with regard to ministry, property, etc.
- The actuarii of the General Synods form a task team to evaluate the existing church orders and to start a process to amend them in the correct way in order to make such a process possible.
- In the process of a General Synod being formed, the Regional Synods will assume

unification on the same principles as the General Synod although the finalization of the new General Synod will have precedence

4. On the Confession of Belhar

- 4.1 We agree that the Confession of Belhar will be taken up in the confessional basis of the reunited church.
- 4.2 We understand that the Dutch Reformed Church decided to make the Confession of Belhar part of the confessional basis of the Dutch Reformed Church in a church orderly way and we also understand that it proposed to do it in the following way:
- 4.2.1 The doctrine which the Church confesses in accordance with the Word of God, takes place in communion with the confession of our tradition as it is expressed in
- the Apostles Creed, the Nicene Creed and the Athanasian Creed through which the Church expresses her connectedness with the catholic Christian Church, and
 - the Heidelberg Catechism, Belgic Confession and Canons of Dort through which the Church expresses her connectedness with the reformed tradition.
- 4.2.2 In connectedness with our own context we acknowledge the Confession of Belhar.
- 4.3 We understand that the Dutch Reformed Church will have to follow the Dutch Reformed Church's Church Order to make the Confession of Belhar part of the confessional basis of the Dutch Reformed Church.
- 4.4 We agree that the churches will journey together in this process of acceptance and renewed engagement of the Confession of Belhar.
- 4.5 We understand that the decision of the 2011 General Synod of the Dutch Reformed Church is a journey towards full acceptance of the Confession of Belhar as part of the confessional basis of the Dutch Reformed Church.
- 4.6 Where congregations, ministers, and members of the Dutch Reformed Church do not underwrite the Confession of Belhar as an article of faith, we are committed to journey with them.

5. On restorative justice and reconciliation

- 5.1 We acknowledge that church unity and the Belhar Confession urges us to also speak about restorative justice and reconciliation. As churches we have therefore decided to embrace the following:
- 5.1.1 Restorative justice should not be an end in itself but always lead to reconciliation. Reconciliation should be the restoration of communities at different levels of society: personal, social, political, denominational, economical, emotional and spiritual reconciliation between God and us.
- 5.1.2 We believe that restorative justice is a Biblical imperative that restores life in its fullness. It restores imbalances of the past and imbalances in God's creation and glorifies God through our restored unity and reconciliation.
- 5.1.3 We accept that restorative justice is a complex process which will ask some sacrifices. We will therefore need good stewardship but also a clear vision on the possible outcomes of such a process.

5.2 Regarding reconciliation we agreed on the following statements:

- 5.2.1 We believe that true reconciliation is a deeply spiritual process. Christian principles like sacrifice and forgiveness should not be neglected. Without the necessary spiritual

maturity, it could fail dismally.

- 5.2.2 We accept the reality that conflict, bitterness, hatred, racism, ethnicism, classism, sexism and a lot of emotional pain is still very much part of society. We must address some of the core reasons for conflict like: misunderstandings and poor communication, bad and corrupt leadership, language, culture and religion, ideologies and the greed for political power, injustices, personalities, scarce resources and imbalances in society.

5.3 In order to effect reconciliation we believe that:

- We need to take the emotions of our people very seriously.
- We will have to develop greater passion and willpower to really make a difference. We will have to name the areas of conflict, face it and engage in the situation.
- At the heart of reconciliation is the matter of spirituality and the reconciliation that has already taken place in Jesus Christ.
- We will have to grow in integrity.
- We will have to define a common cause for all our people and enhance the principle of interpathy.

5.4 On restorative justice we want to propose the following practical measures

- Some initial successful examples which could be a model for future actions.
 - Cooperate with URCSA in the important 5-year strategic plan of URCSA. We believe that this plan could give us entry points into the restorative justice process.
 - To conduct a property audit.
 - To propose and undertake some concrete actions.
- 5.5 We firmly believe that any process of restorative justice and reconciliation must be guarded and guided by good stewardship, discipline, work ethic and healthy moral values.
- 5.6 We believe that essential to restorative justice and reconciliation is a need for a change of heart and attitude. This will only be possible if we engage with one another and are guided by the overwhelming power of the Holy Spirit.

6. Conclusion

- 6.1 We believe that this process should be accompanied by a specific and focused process that creates safe spaces for listening to God and one another and spiritual discernment on how we need to address all the challenges facing us on this journey and acknowledging our different experiences and stories.
- 6.2 In the spirit of this covenant, we agree to encourage agreements on different levels of the church that will embody this new unity.

We do this in obedience and dependence in Jesus Christ who is the Lord of the church.

THE PROVISIONAL ORDER WITH RESPECT TO THE RE-UNIFICATION OF CHURCHES WITHIN THE DUTCH REFORMED CHURCH FAMILY

INTRODUCTION

The Moderatures of the four churches of the DRC Family at their meeting of 25-26 of May 2015 at Hatfield, Pretoria envisaged together the prospect of a Provisional Order which will present us with an opportunity to proceed towards church unity and establish a final church order. This Provisional Order will be based on the confessional basis of the four churches.

PREAMBLE

- We as the four churches have decided to journey together called by the Triune God to participate in His mission to the world, so that the world may believe that God has sent Jesus as Saviour to the world.
- We therefore, envisage a new reunited church in the DRC Family, which is missional, committed to the Biblical demands of love, reconciliation, justice and peace.
- We realize this process will present many challenges and issues to contend with, but we accept the challenges in being obedient to our Lord and His Word.
- We are called to a life, ministry and ecclesiology of obedience and sacrifice. Knowing that walking this road will ask us to put all selfish ambition aside and to give ourselves as Christ did, we do this in active response to the gospel that Christ in His mercy poured out on us. We respond to Christ's love and Spirit who unites us to Christ in a deep and eternal fellowship. We acknowledge that Christ already gained the victory over all opposing forces so that we can look forward in hope to that day when all knees shall bow and every tongue confess that Jesus Christ is Lord (Phil 1:27 - 2:18).
- We are committed to accept all the gifts brought by the four churches to the reconciliation, restoration and reunification process.

STATEMENT OF INTENT

- We intend to become a faith community that will express the new humanity and identity in Christ in Southern Africa.
- We recognize that we are part of one holy catholic and apostolic Church sustained by the Holy Spirit, hearing and proclaiming the message of Jesus Christ and glorifying God our Father.
- The intention of this provisional order is to facilitate and encourage in practical ways our churches' visible reunification at all levels while being constantly informed primarily by the following issues:
 1. the broadening confessional basis
 2. the socio-historical challenges
 3. the historical pain and suffering
 4. our divided and unreconciled past
 5. injustices
 6. racism

INTRODUCTION

This Provisional Order deals mainly with those joint ventures which need special arrangements. Many other things which can and should happen between members of our churches, congregations, presbyteries and synods are not mentioned here. Together believers must discover in their different contexts what the Lord wants them to do. The intention is that in this new phase of our journey together towards unification the door is open for each member and each meeting for that which the Lord makes possible for them.

SECTION ONE: CONGREGATIONS

Joint congregations (saamgevoegde gemeentes)

1. The Agreement

- 1.1 When two or more congregations, belonging to at least two different churches within the DR church family, want to form a joint congregation, each of the competent church councils separately takes a decision to that effect. These decisions as well as the related stipulations are included in a written agreement.
- 1.2 A joint congregation can also include a ward (Afrikaans: wyk) of a congregation of one of the churches within the DR church family. In that case the decision as mentioned above will be taken by the church council of the congregation the ward is part of. The rights and duties – both in their original congregation and in the joint congregation – of the members of the latter congregation that participate in the joint congregation are written down in the aforementioned agreement. Any stipulation in this Provisional Order applies to them analogically. Such members can only be eligible for elder or deacon in one of the congregations, as laid down in the agreement.
- 1.3 A decision as meant above requires the approbation of the members of the congregation as well as the approval of the Presbytery or its mandatory, to be obtained according to the rules of the relevant church order.
- 1.4 The Agreement includes among other stipulations on:
 - worship services,
 - the administration of Word and sacraments,
 - the vocation of ministers,
 - the election of elders and deacons,
 - the functioning of the joint church council,
 - properties and finances
 - membership registration.
- 1.5 The agreement is made either for a limited time or for an unlimited time. If the agreement is made for a limited time, and none of the congregations involved has ended it by termination, it is silently prolonged for a similar number of years.
- 1.6 The agreement ends by termination. Termination is only effective one year after the decision to terminate is taken, unless the majority of the members of the joint church council as well as the majority of the church council members from each of the constitutive congregations separately agree on a shorter term.
- 1.7 The agreement can only be changed afterwards with the approbation of the members of the joint congregation.
- 1.8 In the official designation of the joint congregation the official names of the constitutive congregations have to be included.

2. The Joint Church Council

- 2.1 In every joint congregation there is a joint church council, constituted of the ministers, elders and deacons – as far as they are members of the church council – of the joining congregations. When at the moment of joining other members of a church council are in place, they complete their church orderly term in the joint church council.
- 2.2 In case of vacancies the joint church council elects new office-bearers. The members of the joint congregation will be given the opportunity to nominate persons for election. Only those members of the congregation are eligible who qualify in terms of the church order and stipulations of the church they originally belong to.
- 2.3 The approbation of the election and the confirmation of the elected elders and/or deacons will take place according to the stipulations and with use of the form of any of the churches involved.
- 2.4 The joint church council decides on the term of service of its elders and deacons, and on the possibility of re-election. The maximum term of service of an elder or deacon, including a re-election, is four years. A longer term is only possible with the permission of the competent Presbytery.
- 2.5 The agreement contains stipulations regarding the procedure for the election of ministers. These stipulations cannot conflict with the church order and stipulations of any of the constitutive churches.
- 2.6 The calling, the approbation, and the confirmation of an elected minister will take place in accordance with the church order and stipulations of the church the elected minister belongs to.
- 2.7 A consulent for a joint congregation is appointed by the joint Presbytery, or – if the congregation is not part of a joint Presbytery – by one of the competent presbyteries, as agreed upon between these presbyteries. Preferably the consulent is a not a minister of the same church to which the minister(s) of the joint congregation belong(s).

3. Responsibilities and Tasks

- 3.1 Life and work of a joint congregation are fully integrated, except where it is excluded in the agreement, where it is not possible or where the joint church council decides otherwise. In such cases the specific church order stipulations apply.
- 3.2 The joint church council acts with the authority and accountability of the church council of each of the congregations involved.
- 3.3 The agreement can imply, or the joint church council can decide, that issues of church discipline and issues that are directly related to the legal personality of one of the congregations will be dealt with by the church council members from that particular congregation, who – only in that case, or as agreed by the joint church council – act as the church council of that congregation and act in accordance with the church order and stipulations of that church.
- 3.4 If it is agreed that issues of church discipline will be dealt with by the (entire) joint church council, this council will keep to the procedural rules as given in the church order of the church to which the church member under discipline belongs, including the rules for appeal. No disciplinary action can be taken without the approval of the majority of the church council members from that particular church.
- 3.5 The joint church council meets at least four times a year.
- 3.6 One of the ministers acts as the chair of the meeting. In case of a vacancy the consulent/ interim minister chairs the meeting. It is only with the approval of the competent

presbyteries that an elder can be appointed chair of the joint church council.

4. The Ministry

4.1 In order to administer the Word and/or the sacraments, the church council can invite any person who is authorized to do so in one of the churches participating in the joint congregation, unless it is agreed differently. No person can be invited that has no authorization in any of the churches.

4.2 Within the possibilities as given in the church orders and decisions of the competent churches, the church council makes decisions regarding the liturgical order, liturgical forms, songbooks, Bible translations and other aspects of worship to be in use in the worship services of the congregation.

4.3 A common policy with regard to the admission to Holy Supper will be part of the agreement on which the joint congregation is based.

4.4 Issues regarding the ministry of the ministers will be dealt with according to the church order stipulations of the church he/she originally belongs to. Decisions in this respect can only be taken with the consent of the majority of the members of the joint church council that belong to the same church as the minister. In case this majority is not found, the issue will be referred for decision to the competent Presbytery.

5. Membership Registration

5.1 The joint congregation maintains the existing membership registration of the constitutive congregations. The membership registration of the joint congregation includes for each member a reference to the constitutive congregation he/she belongs to.

5.2 New members of the joint congregation choose for registration as members of one of the constitutive congregations.

5.3 Baptized children are registered as members of the constitutive congregation of their mother, unless both parents decide otherwise.

SECTION TWO

PRESBYTERIES

JOINT PRESBYTERIES (SAAMGEVOEGDE RINGE)

1. The Agreement

- 1.1 When two or more presbyteries, belonging to at least two different churches within the DR church family, want to form a joint Presbytery, each of the competent presbyteries separately takes a decision to that effect. These decisions as well as the related stipulations are included in a written agreement.
- 1.2 Before a decision as meant above is taken, the Presbytery gives all congregations in its constituency the opportunity to express their opinions in writing. Such a decision requires the approval of the (regional) synod(s) or its mandatory, to be obtained according to the rules of the relevant church order.
- 1.3 The agreement includes among other stipulations on:
 - the functioning of the joint Presbytery,
 - the specific tasks of the Presbytery,
 - properties and finances.
- 1.4 A joint Presbytery includes all congregations that are part of the respective separate presbyteries. After consultation of the competent presbyteries, the competent (regional) synod(s) or its mandatory can allow a congregation, on its request, to become part of another Presbytery.
- 1.5 The agreement is made either for a limited time or for an unlimited time. If the agreement is made for a limited time, and none of the presbyteries involved has ended it by termination, it is silently prolonged for a similar number of years.
- 1.6 The agreement ends by termination. Termination is only effective one year after the decision to terminate is taken, unless the majority of the members of the joint Presbytery as well as the majority of its members from each of the constitutive presbyteries separately agree on a shorter term.
- 1.7 The agreement can only be changed afterwards with the approval of the (regional) synod(s).
- 1.8 In the official designation of the joint Presbytery the official names of the constitutive presbyteries have to be included.

2. Responsibilities and Tasks

- 2.1 The responsibilities and tasks of a joint Presbytery include all responsibilities and tasks a Presbytery has according to the church orders and stipulations of the constitutive churches. Where applicable the joint Presbytery – in executing its responsibilities and tasks with regard to congregations and office-bearers – acts according to the rules as laid down in the church order and stipulations of the church the congregation or office-bearer belongs to.
- 2.2 Life and work of a joint Presbytery are fully integrated, except where it is excluded in the agreement, where it is not possible or where the joint Presbytery decides otherwise. In such cases the specific church order stipulations apply.
- 2.3 The joint Presbytery acts with the authority and accountability of each of the presbyteries involved.

- 2.4 If a joint Presbytery is part of two (regional) synods that have not themselves formed a joint (regional) synod, the Presbytery sends delegates to both (regional) synods. Such delegates only have voting rights in the (regional) synod if they are members of the particular church this (regional) synod is part of. Delegates that do not meet this requirement, can only have an advisory role or act as an observer, in accordance with the rules of that particular (regional) synod.
- 2.5 The agreement can imply, or the joint Presbytery can decide, that issues of church discipline, appeals and issues that are directly related to the legal personality of one of the congregations or presbyteries – including property issues – will be dealt with by the Presbytery members from that particular church;
only in that case, or as agreed by the joint Presbytery, the latter act as the Presbytery of that particular church and act in accordance with the church order and stipulations of that church.
- 2.6 If it is agreed that issues of church discipline (Afrikaans: tug en dissipline) will be dealt with by the (entire) joint Presbytery, this Presbytery will keep to the procedural rules as given in the church order of the church to which the office-bearer under discipline belongs, including the rules for appeal. No disciplinary action can be taken without the approval of the majority of the Presbytery members from that particular church.
- 2.7 If it is agreed that appeals and issues that are directly related to the legal personality of one of the congregations or presbyteries – including property issues – will be dealt with by the (entire) joint Presbytery, this Presbytery will keep to the procedural rules as given in the church order of the relevant church.
- 2.8 The joint Presbytery meets at least once in two years.
- 2.9 If a joint Presbytery is part of two (regional) synods that have not themselves decided to cooperate intensively or to become a joint (regional) synod – as stipulated below –, appeals against decisions of that Presbytery will be filed with both (regional) synods, and these synods or their mandatories will decide on it together.

SECTION THREE

REGIONAL SYNODS

1. THE AGREEMENT

- 1.1 In view of the unification of the churches of the DR church family and taking into account the present legal status and competences of the (regional) synods of these churches, such synods are challenged to cooperate to the best of their abilities.
- 1.2 When two or more (regional) synods, belonging to at least two different churches within the DR church family, want to cooperate intensively, each of the competent (regional) synods separately takes a decision to that effect. These decisions as well as the related stipulations are included in a written agreement.
- 1.3 If two (regional) synods, belonging to two different churches within the DR church family share the same geographical boundaries, they can decide to form a joint (regional) synod. In that case each of the competent (regional) synods separately takes a decision to that effect. These decisions as well as the related stipulations are included in a written agreement.
- 1.4 Before a decision as meant above (par. 2 and 3) is taken, the (regional) synod gives all congregations and presbyteries in its constituency the opportunity to express their opinions in writing. Such a decision requires the approval of the general synod(s) or its mandatory, to be obtained according to the rules of the relevant church order.
- 1.5 The agreement includes among other stipulations on:
 - the functioning of the cooperating (regional) synods/joint (regional) synod,
 - the specific tasks of the cooperating (regional) synods/joint (regional) synod,
 - properties and finances.
- 1.6 Cooperating (regional) synods as well as joint (regional) synods include all presbyteries that are part of the respective separate (regional) synods.
- 1.7 The competent (regional) synod(s) or its mandatory can allow a (joint) congregation or a (joint) Presbytery, on its request, to become part of another (regional) synod, if at least a two-thirds majority of the church councils of the congregations in that (joint) Presbytery express their approval.
- 1.8 The agreement is made either for a limited time or for an unlimited time. If the agreement is made for a limited time, and none of the cooperating (regional) synods or joint (regional) synods involved has terminated it, it is silently prolonged for a similar number of years.
- 1.9 The agreement ends by termination. Termination is only effective one year after the decision to terminate is taken, unless the majority of the members of each of the cooperating (regional) synods or joint (regional) synod agrees on a shorter term.
- 1.10 The agreement can only be changed afterwards with the approval of the competent general synods.
- 1.11 In the aforementioned agreement the cooperating (regional) synods or joint (regional) synod specify which of the responsibilities and tasks that they have, according to the church order and stipulations of the respective churches, will be executed together.
- 1.12 Appeals against (ratified) decisions of cooperating (regional) synods or joint (regional) synod will be filed with both general synods, and these synods or their mandatories will decide on it together.

3.1 COOPERATING REGIONAL SYNODS

Responsibilities and Tasks

- 2.1 Cooperating (regional) synods meet jointly as often as required from the perspective of the responsibilities and tasks they execute together.
- 2.2 Decisions as taken in a joint meeting of cooperating (regional) synods, only have power if ratified afterwards in separate meetings of all competent (regional) synods.
- 2.3 The moderation/executive and/or the moderamen/ synodical commission of the cooperating (regional) synods meet jointly; they only deal with a separate agenda if that is necessary for reasons of legal responsibilities.
- 2.4 The committees of the cooperating (regional) synods meet jointly; they only deal with a separate agenda if that is necessary for reasons of legal responsibilities.
- 2.6 The joint meeting of moderatures/executives prepares the joint meeting of the cooperating (regional) synods. Together the moderatures/executives take responsibility for the implementation of decisions as taken in a joint meeting of cooperating (regional) synods.
- 2.7 If it is agreed that appeals and issues that are directly related to the legal personality of one of the congregations or presbyteries – including property issues – will be dealt with in a joint meeting of the cooperating (regional) synods, this joint meeting will keep to the procedural rules as given in the church order of the relevant church.

3.2 JOINT REGIONAL SYNODS

Responsibilities and tasks

- 3.1 In the official designation of the joint (regional) synod the official names of the constitutive (regional) synods have to be included.
- 3.2 The responsibilities and tasks of a joint (regional) synod include all responsibilities and tasks a (regional) synod has according to the church orders and stipulations of the constitutive churches. Where applicable the joint (regional) synod – in executing its responsibilities and tasks with regard to congregations and presbyteries – acts according to the rules as laid down in the church order and stipulations of the church the congregation or the Presbytery belongs to.
- 3.3 Life and work of a joint (regional) synod are fully integrated, except where it is excluded in the agreement, where it is not possible or where the joint (regional) synod decides otherwise. In such cases the specific church order stipulations apply.
- 3.4 The joint (regional) synod acts with the authority and accountability of each of the presbyteries involved.
- 3.5 The joint (regional) synod elects its moderation/executive and its moderamen/synodical commission according to the stipulations as written down in the aforementioned agreement. It has its joint committees, and it appoint the members of such committees.
- 3.6 The joint (regional) synod sends delegates to both competent general synods. Such delegates only have voting rights in the general synod if they are members of that particular church. Delegates that do not meet this requirement, can only have an advisory role or act as an observer, in accordance with the rules of that particular general synod.
- 3.7 The agreement can imply, or the joint (regional) synod can decide, that issues of church discipline, appeals and issues that are directly related to the legal personality of one of the congregations or presbyteries – including property issues – will be dealt with

by the members of the joint (regional) synod from that particular church; only in that case, or as agreed by the joint (regional) synod, the latter act as the (regional) synod of that particular church and act in accordance with the church order and stipulations of that church.

- 3.8 If it is agreed that issues of church discipline (Afrikaans: tug en dissipline) will be dealt with by the (entire) joint (regional) synod or its mandatory, this joint (regional) synod will keep to the procedural rules as given in the church order of the church to which the office-bearer under discipline belongs, including the rules for appeal. No disciplinary action can be taken without the approval of the majority of the members of the joint (regional) synod or its mandatory belonging to that particular church.
- 3.9 If it is agreed that appeals and issues that are directly related to the legal personality of one of the congregations or presbyteries – including property issues – will be dealt with by the (entire) joint (regional) synod or its mandatory, this (regional) synod will keep to the procedural rules as given in the church order of the relevant church.
- 3.10 The joint (regional) synod meets at least once in four years.

4. PROVINCIAL CONVENT

- 4.1 If all (regional) synods of two or more churches of the DR church family within the boundaries of a province of the Republic of South Africa or in a neighbouring state agree, they can come together in a (provincial) convent, in order to witness to, to celebrate and to enhance the ongoing unification of the churches in the political and social context of that particular province/country, and to further our common service and witness.
- 4.2 The convent will elect its own leadership.

SECTION FOUR

GENERAL SYNODS

1. The moderatures/executives and/or the moderamens/synodical commissions of the general synods of two or more of the churches of the DR church family can meet jointly and take joint decisions.
2. These joint decisions only have power if ratified afterwards in separate meetings of the competent moderatures/executives and/or the moderamens/synodical commissions.

SECTION FIVE

JOINT MINISTRIES

1. Joint ministries must be encouraged, in accordance with existing agreements between the churches in the DR church family.
2. New ministries should only be undertaken after consultation with the other churches in the DR church family, with the explicit aim to do it together as far as possible.
3. Congregations, presbyteries, (regional) synods and general synods can establish joint ventures or joint legal entities (companies, NPO's, etc.) in order to enhance the joint ministries, as long as all relevant church assemblies agree.

SECTION SIX

PARTICULAR STIPULATIONS

1. A congregation of a church within the DR church family that is part of a Presbytery that transcends the geographical borders of one of the (regional) synods of the other churches within the DR church family, can apply for participation as an associate member in the Presbytery and/or the (regional) synod in its geographic area. Such application can only be granted with the consent of the Presbytery, the (regional) synod respectively the general synod of the church to which the congregation belongs. Such a congregation also continues its participation in its own ecclesial structures.
2. As pertaining to the RCA, the RCA can be awarded, on its request, a particular kind of participation in any of the general synods of the other churches within the DR church family, according to the church order and stipulations of each particular church.

THE PARTNERSHIP GUIDELINES FOR PARISH, PRESBYTERY AND SYNOD

PREAMBLE

A Parish, Presbytery or Synod partnership with an overseas church body provided opportunities for Parish, Presbyterians or Synods to express the unity of the Church throughout the world and to engage in the global mission of the church in creative ways • learning as well as teaching, receiving as well as giving. The General Synod must be ready to assist and give guidance to Parish, Presbyteries and Regional Synods that are interested in establishing partnerships with overseas partner churches or ecumenical agencies. The General Synod recommends the following guidelines or steps for the development of an international partnership.

PURPOSE OF THE PARTNERSHIP

The purpose of the Presbytery or Synod international partnership is to provide opportunities for mutuality in mission. The focus of a partnership is primarily on the building of a relationship that will strengthen the mission of both churches. The relationship is to be reciprocal, with activities in which each partner can and will participate. Partnership activities may include such things as: (1) the sharing of information about the respective countries and churches, (2) the study of issues of common interest, prayer and Bible study, and exchange visits for the purpose of getting to know each other, for mission education, and for volunteer service. (3) the reflection on issues of world economy and existing trade, and finance structure is desirable. (4) the reflection on the issues of the role of the church in its own context (culture, tradition, history, social and economic situation) is also part of the partnership work.

INITIATION OF A PARTNERSHIP

A partnership may be proposed by a Parish, Presbytery or Regional Synod in the Church in by a similar governing body in a church in another country, by an ecumenical agency in another country or region of the world. The governing body that initiates the partnership may suggest a potential partner (country and church), or the General Synod staff may be asked to suggest one or more possible partners.

STEPS TOWARDS A PARTNERSHIP

1. When a partnership is being considered by a Congregation, Presbytery or Regional Synod, the General Synod should be contacted for information and assistance with the development of a partnership. When the initiative comes from a governing body of an overseas church, they are asked to communicate their interest in a partnership through the offices of their national church.
2. A Partnership Proposal is prepared by the Congregation, Presbytery or Regional Synod. The committee should first identify the needs of the people and churches in the Parish, Presbytery or Regional Synod needs, which might be met by having an International relationship. They should also consider what gifts or opportunities they may have to share with a partner, and what kinds of activity they may want to engage in with the partner.

The proposal briefly lists the needs, the gifts or opportunities available, and the kinds of activity desired. The proposal may also suggest a potential partner in a particular country and give the reasons for this interest.

3. 'The Partnership Proposal is then reviewed and/or approved by the Congregation, Presbytery or Regional Synod. The Presbytery or Regional Synod may decide to present the proposal to the General Synod Commission or synod for their approval in principle, or to affirm their interest in the development of a partnership.
4. The proposal is then shared, by the General Synod, with the potential overseas partner for their consideration. When the overseas partner indicates to the General Synod they desire to enter into the proposed partnership, the Congregation, Presbytery or Regional Synod is put directly in touch with that governing body or agency. A process of getting acquainted follows, first by correspondence and, as soon as possible, by exchange visits. The proposal may serve as the basis for the initial exchange of ideas between the partners.
5. As the first contact is made, it is important that no premature commitments be made with respect to a partner's needs. It is also important to listen for, or to be mindful of the larger priorities of the partner church. This helps both to maintain the integrity of the existing mission relationship between the General Synod and the national church or agency in the other country, and to avoid any possible misunderstandings as the partnership develops.
6. As the partners get better acquainted, they need to negotiate an agreement, or Memorandum of understanding. The purpose of the Memorandum is to define clearly the mutually agreed objectives and/or activities of the partnership. It is also to provide a statement of the commitments made by both partners regarding the human material and/or financial resources needed in order to carry out the objectives of the partnership. The Memorandum will also state the limits with respect to time and re sources, and a definite plan for regular evaluation of the partnership.
7. The last step is to have the Memorandum of Understanding approved by the Parish, Presbytery of Regional Synod, and/or General Synod by the overseas partner governing body, by the overseas partner church.

DURATION OF A PARTNERSHIP

The initial duration of a partnership is three to five years. There should be a definite plan for the comprehensive evaluation of the partnership in the third or fourth years by the partners. I 'Mowing the evaluation the partnership may be ended with appreciation, or the Memorandum of Understanding may be re-negotiated, and the partnership continued for another definite period of time. Whenever the Memorandum is revised or amended, it needs the approval of all entities, as with the original Memorandum.

AGREEMENTS FOR CHAPLAINS

**CONSTITUTION OF THE SECURITY SERVICES
CHRISTIAN ADVISORY BOARD**

1. PREAMBLE

- 1.1 The Security Services Christian Advisory Board is the only body mandated by the participating denominations to deal with the Chaplains Services of SA National Defence Force, the Department of Correctional Services, and the SA Police Service with regard to matters of religious policy, ministry and service conditions.
- 1.2 Individual Religious Bodies have agreements with the relevant Departments concerning the secondments of their chaplains.

2. VISION

The Security Services Christian Advisory Board, as an ecumenical body, participates in ensuring effective ministry, relevant policy, and good service conditions within the applicable Departments of State.

3. MEMBERSHIP

- 3.1 Membership of the Board is limited to Christian denominations/groupings that have entered into an agreement as required by the Department of State concerned and have sufficient number to appoint a permanent Chaplain.
- 3.2 Each Denomination/grouping is entitled to two representatives, one of whom, where possible, shall be a Liaison Chaplain as appointed by the Denomination/Grouping for the three Services. An alternate to the Church Representative shall be appointed.
- 3.3 The Chaplains Services of the SA National Defence Force, the Department of Correctional Service and the SA Police Service will each be represented by the Head and two further representatives appointed by the Head of each Security Service Chaplain.

4. ORGANISATION

- 4.1 Secretarial services to the Board will be provided by the office of Head of any of the three Security Service Chaplaincies as appointed by the Board for a period of two years.
- 4.2 The arrangements and financial implications of the meetings of the Board are the joint responsibility of the three chaplains Services, Travel costs of Church representatives are borne by the individual Denomination.
- 4.3 The Board elects from amongst its members a Chairperson and Vice-Chairperson. Both persons are appointed for one year and are eligible for re-election.
- 4.4 The Chairperson should preferably not represent his/her denomination as Liaison Chaplain.

5. RESPONSIBILITIES

5.1 The Board

- 5.1.1 Advices on general policy with regard to the functioning of the ecumenical ministry within the various Departments of State in a spirit of mutual co-operation.
- 5.1.2 Upholds the principle that the Christian Church maintains a critical/prophetic stance towards the state.
- 5.1.3 Plays a co-ordinating role and seeks consensus amongst its membership concerning common matters of ministry and conveys these to the relevant authorities.
- 5.1.4 Ensures that the policy regarding the appointment, transfer and utilisation of chaplains is adhered to according to the particular agreement.
- 5.1.5 Protects the rights of Church to minister to their members in accordance with their particular agreement.
- 5.1.6 Ensures adequate opportunities for ministry.
- 5.1.7 Communicates all decisions to the Head of each Security Service Chaplaincy for liaison with the relevant authority.

6. MEETINGS

- 6.1 The Board meets not less than twice per annum.
- 6.2 A quorum consists of two third of the denominations/groupings represented on the Board.
- 6.3 The annual report of the Head of Chaplains Service shall be submitted to the Secretary by 31 March for transmission to the constituent Churches.
- 6.4 All decisions are preferably based upon consensus. In the event of a vote, a simple majority shall be required.
- 6.5 The normal rules of the conduct of meetings and debate are adhered to. A special meeting of the Board shall be convened upon the request of three-member churches/groupings or the chairperson.

7. CHANGES IN THE CONSTITUTION

Changes to this constitution may be made after due notice has been given and accepted by 80% of member denominations/groupings represented on the Board.

8. DISSOLUTION

The Board may dissolve upon its own decision.

GUIDELINES FOR THE SECURITY SERVICES AND THE DENOMINATIONS REPRESENTED ON THE SSCAB IN THE EMPLOYMENT OF CHAPLAINS

TERMINOLOGY

- a. Security Service/s refers to the SANDF DCS and SAPS individually or corporately.
- b. SSCAB refers to the Security Services Christian Advisory Board.
- c. Denomination/s refers to the Christian or Church groupings denominations or Christian grouping represented on the SSCAB
- d. Covenantal responsibilities/relationship refer to those responsibilities/relationships that ensure that the chaplain is in good standing with his/her denomination.
- e. Clearance refers to the confirmation of the current ordination status as well as written recommendation thereof.

THE NEED FOR THESE GUIDELINES

Chaplains are in a unique position as employees of the State. They are employed by and are in a contractual relationship with the Security Service concerned and are therefore responsible in the first instance to the authority and discipline of the Security Service. However, they continue to be in a covenantal relationship with their denomination and are also subject to the discipline and regulations of their denomination if they wish to remain in “good standing” with their denomination i.e. licensed / in full connection / in fellowship etc.

1. THE PURPOSE OF THESE GUIDELINES

- 1.1 To clarify the procedure and protocol to be followed for the appointment of chaplains to the Security Service from their denomination or grouping.
- 1.2 To protect the interest of both the Security Service and the denomination concerned.

2. APPOINTMENT AND PROVISION OF CHAPLAINS

- 2.1 Each Security Service will follow their relevant procurement procedures and will be responsible for selecting and appointing chaplains in harmony with current labour legislation.
- 2.2 Once candidates have been selected by the Security Service they should be referred to their denomination concerned for clearance, before making a final appointment. The final decision regarding such appointments, however, remains with the Security Service concerned.
- 2.3 If chaplains are appointed without the approval / blessing of their denomination they run the risk of not being in good standing or representing that denomination.

3. JOB DESCRIPTION AND CONDITIONS OF APPOINTMENT

- 3.1 The job and terms of employment for chaplains will be determined by the Security Service concerned.
- 3.2 Chaplains serve people of all faiths and not only those of their own denomination.
- 3.3 The utilisation of chaplains should however not be in conflict with the beliefs and practices of their of their denominations.
- 3.4 In the event of disciplinary action being taken against a chaplain, the Security Service concerned should inform the denomination of the charges and outcome of such action.

4. RESPONSIBILITIES OF THE CHAPLAIN TO THEIR DENOMINATION

- 4.1 Guidelines detailing the covenantal responsibilities / relationships of the chaplain to their denomination (if any) should be clarified in writing at the time of appointment.
- 4.2 Such covenantal responsibilities / relationships should not compromise the interest of the Security Service concerned.

5. TRANSFERS

- 5.1 The authority to transfer chaplains lies with the Security Service concerned.
- 5.2 When transfers take place it is the responsibility of the chaplain/s concerned to notify their denomination. Where possible, as a matter of courtesy, the Security Service concerned should inform the denomination when transfers take place.

6. LIAISON CHAPLAINS

- 6.1 The denomination may appoint a liaison chaplain who will be the officially recognised representative of the denomination at official meetings of the Security Services and on such bodies as the SSCAB.
- 6.2 The liaison chaplain will be the liaison person between the chaplains of their denomination and the Security Service concerned.

7. CHANGES TO THESE GUIDELINES

These Guidelines may be amended by mutual agreement between the Security Services and the denominations.

AGREEMENT

between the

UNITING REFORMED CHURCH IN SOUTHERN AFRICA (URCSA)

and

THE DEPARTMENT OF DEFENCE (DOD)

This agreement supersedes existing agreements and thereby amends all previous agreements.

INTRODUCTION

1. The church considers the provision of pastoral care for its members in the South African National Defence Force as its duty and inalienable right. The DOD also considers it necessary that everyone attached to the National Defence Force should receive spiritual care.

AIM

2. This agreement is entered into to provide URCSA chaplains for the pastoral care of members in the DOD.

PARTIES INVOLVED

3. The parties involved in this agreement are:
 - a. The URCSA as represented by the Liaison Committee through an elected member of the URCSA.
 - b. The Minister of Defence or his/her nominee(s).

CONTROLLING AUTHORITY

4. The controlling authority will be as follows:
 - a. Liaison Committee appointed by the URCSA.
 - b. A serving chaplain of the URCSA as Liaison Chaplain, nominated by the Synod of the URCSA and appointed by the Chaplain General.
 - c. The Chaplain General when required by invitation.
5. **The Liaison Committee** will meet regularly to decide on all matters concerning the URCSA chaplains and their ministry in the DOD. The committee is fully integrated with the Security Services Christian Advisory Board (SSCAB). The church representatives on the SSCAB will interact with all other role-players in achieving the objectives of the SSCAB.
6. **Provision of Chaplains**
 - a. Vacancies. The number of URCSA members in the DOD will determine the number of posts available, according to the policy of the DOD. The Office of the Cpln Gen liaises closely with the Liaison Committee of the URCSA to ensure the effective staffing of posts.
 - b. Recruitment. Whenever there is a vacancy for a chaplain of the URCSA the post will

be filled according to normal procedures as prescribed by the DOD. The post will be advertised by the DOD according to specific criteria of the SANDF and the post will also be officially made available to the Liaison Committee for the ministers of the URCSA. The Office of the Chaplain General may in extraordinary circumstances recruit possible candidates. The name(s) of the applicant(s) and nominee(s) must be submitted directly to the controlling URCSA Liaison Committee for their consideration and recommendation.

- c. Selection. The Office of the Chaplain General is responsible for the staffing process. A constituted staffing board in the DOD, as prescribed by DOD policy, will make the final selection(s).

APPOINTMENT OF CHAPLAINS

7. **Appointment to the Full Time Component.** Chaplains of the URCSA are appointed along the normal procedures for chaplains to be appointed in the Department. The following guidelines are provided:
 - a. The Department creates a post whereupon the selected candidate will receive an offer that he/she should respond to.
 - b. All chaplains will enter voluntarily on a term contract. The service conditions will be made clear to the candidate before entering into the contract.
 - c. Each chaplain will be a minister licensed and ordained for ministry in the URCSA. The URCSA Liaison Committee will be responsible for the recommendation / selection on behalf of the Church (See par 7/8).
 - d. After a chaplain has been appointed he/she must/should be linked to a local congregation. This process is further described in paragraphs 18 to 20.
 - e. If the Department identifies a chaplain of the URCSA for the post of Chaplain General or any other senior staff post, the DOD shall communicate the name of the nominee to the Liaison Committee for their cognisance.
 - f. The conditions of service are provided to the Chaplain when recruited. These conditions address the following:
 - Salary.
 - Accommodation.
 - Official transport.
 - Medical care (Contribution to the Medical Continuation Fund).
 - Additional allowances e.g. telephone, housing, uniform.
 - Leave.
 - Membership of the State Pension Fund with a compulsory personal contribution.
 - g. **Term contract.** It should be noted that all chaplains enter on a term contract of between 3 to 5 years renewable for a second term of between 5 and 10 years. It is, however, possible to serve under a long-term contract that will take the individual to retirement at 60 years. The contracts will not necessarily be renewed with implications for both the chaplain and the Church. If any party involved decides not to renew the contract, all parties involved will be notified in advance of that fact according to DOD policy.
8. **Appointment to the Reserve Force.** The following guidelines are provided:
 - a. All licensed and ordained ministers of the URCSA are possible candidates to serve as chaplains in the Reserve Force of the DOD on a voluntary basis.

- b. It will be expected of chaplains to submit:
 - i. Proof of their ordination and current status in the URCSA.
 - ii A letter of approval from the local parish that he/she may serve as a chaplain.
- c. The **appointment** of chaplains in the Reserve Force will follow normal procedures as prescribed by the Department.
- d. **Contract.** A formal contract must be entered into between the chaplain and the local congregation to which he/she is attached. The aim of this contract will be to protect the chaplain, the local congregation and the DOD from any misunderstanding that might occur. This contract is an internal matter between the local congregation and the Chaplain.

CAREER MANAGEMENT OF CHAPLAINS

- 9. **Controlling Body.** The Office of the Chaplain General is the controlling body and manages the careers of all Chaplains on behalf of the DOD. The promotion or transfer of URCSA chaplains will be communicated to the Liaison Committee. The career management includes the:
 - a. Planning of a career path for the individual.
 - b. Planned development, training and education of chaplains.
- 10. **Competence and Merit Assessment.** All URCSA chaplains will be subject to the approved system for the assessment of their performance and competence. They will also qualify for merit awards when applicable.
- 11. **Transfers.** All full time URCSA chaplains are subject to transfers whilst serving in the DOD. These transfers should be in line with the career planning process and policies within the DOD. The chaplain is transferred according to the needs of the Department.

CAREER MAINTENANCE OF CHAPLAINS

- 12. **Remuneration.** All chaplains are remunerated by the state for services rendered to the DOD.
- 13. **Pension.** All chaplains join in and contribute to the State Pension Fund.
- 14. **Termination of Service.** Whenever the license/ordination of the Chaplain are withdrawn by the Church, he or she will automatically leave the service of the DOD as a Chaplain. The following is important:
 - a. On reaching the age of 60 years (for regulars/full-time), and 65 (Reserve/part-time) the member retires from the service of the DOD.
 - b. The DOD is free to terminate the services of a chaplain with a view to early retirement with pension, or a voluntary severance package or an employer-initiated retrenchment package.
 - c. The URCSA may withdraw the chaplain from service in the DOD after completion of any of the contract periods. The URCSA will advise the department timeously of such a withdrawal.
 - d. If the chaplain wishes to resign as chaplain without consent of the URCSA, it is his/her responsibility to negotiate with the Church with regard to the retention of his/her status.
- 15. **The relation between the DOD and the Local Congregation.** The contract between the local Congregation/Parish and Chaplain should indicate that the DOD, as the

employer, would have the first priority in the services of the chaplain. This agreement will be confirmed and agreed upon between the chaplain, the local congregation, and the officer commanding concerned. The Office of the Chaplain General on behalf of the DOD will ensure, through the guidelines provided, that work related to the local congregation will not interfere with the availability or ability of the chaplain to serve in the DOD.

MINISTRY OF CHAPLAINS

16. **Appointment.** The appointment of a URCSA chaplain within the Chaplains Service will be to minister to members of the URCSA as well as all other members in the Department. The responsibility of the chaplain will therefore be to the DOD and their commitments to military tasks and priorities will receive preference. URCSA chaplains in the DOD are a professional corps and imply a specific ministry, skills and personal characteristics. The chaplain should be willing and prepared to be part of an inter-denominational ministry. It will therefore not be possible for a chaplain to minister only to the members of the URCSA.
17. **Discipline.** All chaplains will be subject to the Military Disciplinary Code as well as the Disciplinary Code of the URCSA. If ever a chaplain is disciplined, this is mutually communicated and acknowledged.

CAREER DEVELOPMENT OF CHAPLAINS

18. Military and Functional Career Development Courses/Training. All chaplains will be integrated into the training programme for chaplains as to enrich their chaplains knowledge and own safety within the military environment.
19. Professional development. Chaplains may, in principle, continue with professional development courses as approved by the Office of the Chaplain General.
20. Chaplains of the URCSA are expected to attend an annual conference/synod and spiritual retreat. This should not exceed more than 12 days a year (no more than five consecutive days at a time). The Liaison Chaplain shall act as nodal point for all members to attain the approval.

CHANGES/AMMENDMENT TO THIS AGREEMENT

21. This agreement may be amended by mutual agreement between the parties.

SIGNATURES:

Thus agreed and signed in _____ on the _____ day of _____

1. _____ 2. _____

On behalf of the Department of Defence Witness

1. _____ 2. _____

On behalf of the URCSA Witness

CONSTITUTIONS OF THE VARIOUS MINISTRIES

CONSTITUTION

CHRISTIAN WOMEN'S MINISTRIES

1. NAME

Christian Women's Ministries (CWM)

2. MOTTO

Women in Service of Christ and His Church

3. VALUES

The CWM of the URCSA is founded upon the following values:

- 3.1 Faith in the Divine God (Father, Son and the Holy Spirit).
- 3.2 Patience and dedication to the service of God.
- 3.3 Humility and humbleness, in serving God and one another.
- 3.4 Love, goodness and care towards others.
- 3.5 Truthfulness, trustworthiness towards one another.
- 3.6 Respect for oneself and one another.

4. VISION

To be a Christian Women's Ministry that strives to be dynamic in *unity, reconciliation, justice and obedience*.

5. MISSION

The mission of the CWM is to:

- 5.1 Worship, build the faith and the spirituality of women so that they can be faithful witnesses for Christ in the church and in the society, oppose that which is in conflict with the Christian faith both within and outside the church of Christ.
- 5.2 Work in partnership with other ministries within and with the church in its ecumenical relations in building a community of believers where the walls of gender, race, language and culture are demolished, and equality acknowledged.

6. OBJECTIVES

The objectives of the CWM are to:

- 6.1 Promote Christian belief and faithful living;
- 6.2 Pray together and for one another as women and families;
- 6.3 Encourage and empower women to care for the needy;
- 6.4 Encourage women to be faithful in formal worship and prayer meetings;
- 6.5 Encourage women to raise their children within the Christian faith, respect their parents and elders and to desire a Christian marriage;

6.6 Assist the Church in caring for creation.

7. CHURCH'S SUPERVISION

7.1 The CWM operates under the guidance and supervision of the Congregational Ministry of the local Church Council, Presbytery, Regional Synod and General Synod.

7.2 Any dispute with regard to the interpretation of the Constitution or relevant Bylaws of the CWM is subject to the adjudication of the relevant church authorities under whose jurisdiction such dispute may arise.

7.3 All members of the CWM are, with regard to doctrine and life, subject to the Church Order, Rules and Bylaws of the relevant Regional Synod as it pertains to the local congregation and applies to supervision, admonishment and discipline.

7.4 Each member has the right to appeal on any decision at the level of the Church Council, Presbytery or Regional Synod as may be applicable.

8. MEMBERSHIP

8.1 Acquiring membership

8.1.1 All confessing women members within the boundaries of a defined congregation of the URCSA, are by virtue of their faith connectedness to the congregation, as a body of Christ, part of the activities of the CWM.

8.1.2 Women shall, however, avail themselves for membership of the CWM at a meeting after they have been active participants for a minimum period of (6) six months.

8.2 Termination of membership

8.2.1 Membership may be terminated by resigning as member of the CWM in writing.

8.2.2.1 Membership is terminated when a member contravenes the principles laid down in the CWM Constitution and guidelines, after successful interventions by the Church Council.

8.2.2.2 A member who does not actively participate in the activities of the CWM for three consecutive months, without a valid reason, terminates her membership automatically.

9. UNIFORM

9.1 The uniform itself

9.1.1 A black long sleeved, collar-less approved jacket and black approved knee length straight skirt with a closed back pleat.

9.1.2 A white semi-circle collar with an approved pin.

9.1.3 An approved black CWM hat.

9.1.4 Black shoes and black stockings.

9.2 Wearing of the uniform

9.2.1 The wearing of the uniform will be determined by the CWM at Congregation Level.

9.2.2 Uniform must at all times be worn as prescribed above in 9.1.

9.2.3 Uniform will be worn at the following occasions:

- CWM prayer meetings;
- CWM Presbyterial Congress;
- Regional and General Synodical Congresses;
- Welcoming and farewell functions of leaders of the Church;
- Holy Communion and Baptism service and other church related functions;

- Official functions of ecumenical movement;
 - Funeral of clothed members of the CWM and Church Council members.
- 9.2.4 Any member who has been suspended by the Church Council may not wear the uniform until the suspension has been lifted.

9.3 The Clothing Ceremony

- 9.3.1 Only a CWM Minister's or Evangelist's wife in uniform will perform the clothing ceremony.
- 9.3.2 The CWM Minister's or Evangelist's wife in uniform is responsible for the clothing of a new CWM member or, if none are in uniform, the CWM executive with the church council of the said congregation will request the consulate's wife, provided she wears the uniform or another person of similar standing who wears the uniform to perform the clothing ceremony.
- 9.3.3 The member will be called to stand before the congregation.
- 9.3.4 The values, vision, mission and objectives are read from the Constitution, whereupon the member should respond in affirming subscription to it.
- 9.3.5 A text is read from the Bible.

10. FUNCTIONS OF THE CWM

The CWM functions at the following levels:

10.1 Congregational Level

- 10.1.1 The CWM Congregational comprises of:
- 10.1.1.1 An Executive Committee
- 10.1.1.2 A Congregational Committee
- 10.1.1.3 Congregational Wards
- 10.1.2 The CWM Executive Committee
- 10.1.2.1 The Executive Committee consists of the President, Vice-President, Secretary, Vice-secretary, Treasurer and one Congregational Ministry representative.
- 10.1.2.2 The election of the Executive Committee takes place at an Annual General Meeting, preferably in April of each year.
- 10.1.2.3 The CWM Minister's or Evangelist's wife is automatically the President of the CWM Executive Committee, unless circumstances determine otherwise.
- 10.1.2.4 Where there are 2 or more CWM Minister's or Evangelist's wives, they will alternate the position of President.
- 10.1.2.5 The quorum at a meeting of the Executive Committee shall be half the members plus one.
- 10.1.3 CWM Congregational Committee
- 10.1.3.1 The Congregational Committee consists of the Executive Committee plus one or two ward leaders depending on the circumstances.
- 10.1.3.2 Each ward elects its own leaders at a ward meeting.
- 10.1.3.3 The Congregational Committee meets at least quarterly or whenever necessary and reports to the Church Council accordingly.
- 10.1.3.4 The quorum at a meeting shall be half the members plus one.
- 10.1.4 Term of Office
The term of office for the Congregational Committee is two years.

- 10.1.5 CWM Congregational Wards
- 10.1.5.1 The CWM will function according to the congregational ward system wherever possible.
- 10.1.5.2 The women's work in the wards integrates with the general activities of the wards and each ward reports to the Congregational Committee.
- 10.1.6 CWM Congregational General Meetings
- 10.1.6.1 General Meetings must be held at least quarterly or when necessary.
- 10.1.6.2 A general planning meeting is held at least once a year.
- 10.1.6.3 A Congregational Conference is held annually, preferably in April.
- 10.1.7 Establishment of new branches
- 10.1.7.1 A new branch of the CWM comes into being under the guidance and supervision of the local Church Council.
- 10.1.7.2 The Church Council invites the Presbytery CWM Executive Committee to establish a new branch.
- 10.1.7.3 The Presbytery CWM Executive Committee, in a general meeting of the members in that congregation, conducts the election of the Executive Committee of the new branch, once it is established.
- 10.1.7.4 The Presbytery CWM Secretary should inform the Chairperson of the Regional Synod CWM about the new branch.

10.2 CWM Presbytery Level

The CWM Presbytery functions under the guidance and supervision of the Presbytery Congregational ministry and reports accordingly.

- 10.2.1 CWM Presbytery Conference
- 10.2.1.1 The Presbytery CWM meets at least once a year at the Presbytery CWM Conference except for the year in which the Regional Synod CWM Congress takes place, in which case it constitutes at the Regional Synod CWM Congress.
- 10.2.1.2 The Chairperson's report and all the other activities of the Conference are discussed and approved by all the delegates.
- 10.2.1.3 Delegates give a report on all the activities of the Congress to members at their respective congregations.
- 10.2.2 The CWM Presbytery Committee
- 10.2.2.1 The Presbytery CWM Committee shall consist of two delegates from each congregation from amongst whom the Presbytery CWM Executive Committee is elected.
- 10.2.2.2 The Executive Committee comprises of the President, Vice-President, Secretary, Vice-Secretary, Treasurer and one member from the Church's Presbytery Congregational Ministry.
- 10.2.2.3 The Executive Committee will be elected at the end of the Presbytery Conference, if local conditions necessitate it. The Executive Committee is elected from amongst Minister's and Evangelist's wives.
- 10.2.2.4 The quorum at a meeting of the Executive Committee shall be half the members plus one.
- 10.2.2.5 Duties and Responsibilities of the Presbyterial Committee:
- 10.2.2.5.1 President
 - Conducts the Presbyterial Committee meeting and the CWM Presbyterial Conference

in accordance to the prescripts for the convening, constituting and management of meetings in Regulation 1 – Rules of Order.

10.2.2.5.2 Vice-President

10.2.2.5.2.1 The Vice-President assists the President in the execution of her tasks.

10.2.2.5.2.2 The Vice-President takes the place of the President in her absence.

10.2.2.5.3 Secretary

10.2.2.5.3.1 Prepares the Agenda of all meetings in cooperation with the CWM the Presbyterial Committee.

10.2.2.5.3.2 Diligently takes minutes of all meetings and gatherings and executes decisions resorting under this office.

10.2.2.5.3.3 Manages all correspondence on behalf of the CWM Presbyterial Committee.

10.2.2.5.3.4 Prepares and presents the activity report to the CWM Presbyterial Committee, CWM Presbyterial conference and the Presbyterial congregational ministry report to the Presbytery.

10.2.2.5.3.5 Transfers all documentation and records belonging to this office to the new Secretary of the CWM Presbyterial Committee.

10.2.2.5.3.6 The secretary must take care of the secretarial equipment (Laptops; External hard drive and Printer) according to the asset policy of the CWM Regional Synod.

10.2.2.5.3.7 Archive all documentation and records belonging to the CWM Presbyterial Committee.

10.2.2.5.4 Treasurer

10.2.2.5.4.1 Receives all monies of the CWM on Presbyterial level per receipt and deposits it in the CWM bank account.

10.2.2.5.4.2 This account will be transferred to the Presbytery boundaries where the treasurer resides.

10.2.2.5.4.3 Draws up a budget in consultation with the CWM Presbyterial Committee.

10.2.2.5.4.4 Diligently keeps record / accounting of all transactions and cheques for all approved payments.

10.2.2.5.4.5 Presents an audited financial report of the CWM Presbyterial to the CWM Presbyterial Conference and to the Presbyterial Congregational Ministry to report to the Presbyterial meeting.

10.2.2.5.4.6 Transfer all documentation and records belonging to this office together with an up to date audited report to the new Treasurer.

10.2.2.5.4.7 Archive all documentation and records belonging to the CWM Presbyterial Committee.

10.2.3 Term of Office

The term of office for the Presbyterial Committee is two years.

10.3 CWM Sub-Regions

The provisions of these regulations and sub-regulations that are applicable to Regions shall apply, with the necessary amendments, to Sub-Regions in so far as no express provision is made hereunder.

10.3.1 Composition

A Sub-Regional consists of more than one Presbytery which, as far as possible, form

- a geographical unit.
- 10.3.2 Sub-Regional meetings
- 10.3.2.1 Sub-Regional Executive meets at least once per year to discuss the general activities at sub-Regional level.
- 10.3.2.2 Each CWM branch and Presbyterian Executive Committee in the Sub-Regional has one representative at the meeting. One member of the Presbyterian Congregational Ministries shall have a seat at the meeting.
- 10.3.3 Sub-Regional Executive Composition
- 10.3.3.1 The Sub-Regional Executive Committee shall consist of the President, a Vice President, Secretary, Assistant Secretary and Treasurer.
- 10.3.3.2 One representative from each Presbyterian Union Executive within the Sub-Region has a seat on the Sub-Regional Executive.
- 10.3.3.3 One member from the Presbyterian Congregational Ministries has a seat on the Sub-Regional Executive.
- 10.3.4 Sub-Regional Congress
- 10.3.4.1 *Frequency*
A Sub-Regional Congress takes place in the year before a Regional Congress.
- 10.3.4.2 *Representation*
- 10.3.4.2.1 Two representatives from each branch in the Sub-Region.
- 10.3.4.2.2 Two representative from each Congregational Executive within the Sub-Region.
- 10.3.4.2.3 Two representatives from each Presbyterian Executive within the Sub-Region.
- 10.3.4.2.4 One representative from each Presbyterian Congregational Ministries within the Sub-Region.
- 10.4 The CWM Regional Synod Level**
- The CWM Regional Synod comprises of all congregational CWM's within the jurisdiction of the Regional Synod and functions under the guidance and supervision of the Church's Regional Synod Congregational Ministry.
- 10.4.1 Regional Synod CWM Congress
- 10.4.1.1 The CWM Regional Synod Congress is held every four years prior to the meeting of the Church's Regional Synod.
- 10.4.1.2 It comprises of two CWM representatives from each congregation.
- 10.4.1.3 The CWM of each congregation submits credentials to the CWM Regional Synod Secretary three weeks prior to the sitting of the CWM Regional Synod Congress.
- 10.4.1.4 Each congregation pays a congress fee approved by the CWM Regional Synod Committee.
- 10.4.1.5 Six weeks prior to the sitting of the Congress, the CWM Regional Synod Secretary should send the agenda as well as all reports to the representatives.
- 10.4.1.6 Three months after the Congress, the CWM Regional Synod Executive Committee should discuss the resolutions, reports and recommendations made at the Congress and present a full report thereof to the congregations as well as to the Regional Synod.
- 10.4.1.7 The Actuarium and one Congregational Ministry representative of the Regional Synod should attend the Congress in an advisory capacity.
- 10.4.1.8 The quorum at a Congress shall be half the members plus one.
- 10.4.2 CWM Regional Synod Executive Committee

- 10.4.2.1 The CWM Regional Synod Executive Committee comprises of the President (if local conditions necessitate, a Minister's /Evangelist's wife will be President), Vice-President, Secretary, Vice-Secretary, Treasurer and one representative from the Church's Regional Synod Congregational Ministry serves in an advisory capacity.
- 10.4.2.2 The CWM Regional Synod Executive Committee is elected at the congress.
- 10.4.2.3 The CWM Regional Synod Executive Committee members may not serve for more than two consecutive terms in the same portfolio.
- 10.4.2.4 If a vacancy occurs, the CWM Regional Synod Executive Committee calls a meeting of the CWM Regional Synod Committee, where a member is elected from the CWM Regional Synod Committee.
- 10.4.2.5 The quorum at a meeting shall be half the members plus one.
- 10.4.3 The CWM Regional Synod Committee
- 10.4.3.1 The CWM Regional Synod Committee comprises of the CWM Regional Synod Executive Committee and not more than two representatives from each Presbytery.
- 10.4.3.2 The representatives report to the Presbytery Executive Committee.
- 10.4.3.3 The CWM Regional Synod Committee meets once a year.
- 10.4.3.4 The quorum at a meeting shall be half the members plus one.
- 10.4.4 Duties and Responsibilities of the Regional Synod Committee:
- 10.4.4.1 ***President***
 Conducts the Synodical Committee meeting and the CWM Synod Congress in accordance to the prescripts for the convening, constituting and management of meetings in Regulation 1 – Rules of Order.
- 10.4.4.2 ***Vice-President***
 The Vice-President assists the President in the execution of her tasks.
- 10.4.4.2.2 The Vice-President takes the place of the President in her absence.
- 10.4.4.3 ***Secretary***
- 10.4.4.3.1 Prepares the Agenda of all meetings in cooperation with the CWM the Regional Synodical Committee.
- 10.4.4.3.2 Diligently takes minutes of all meetings and gatherings and executes decisions resorting under this office.
- 10.4.4.3.3 Manages all correspondence on behalf of the CWM Regional Synod Committee.
- 10.4.4.3.4 Prepares and presents the activity report to the CWM Regional Synod Committee, CWM Regional Synod Congress and the Regional synod congregational ministry report to the synod.
- 10.4.4.3.5 Transfers all documentation and records belonging to this office to the new Secretary of the CWM Regional Synod Committee.
- 10.4.4.3.6 The secretary must take care of the secretarial equipment (Laptops; External hard drive and Printer) according to the asset policy of the CWM Regional Synod.
- 10.4.4.3.7 Archive all documentation and records belonging to the CWM Regional Synod Committee.
- 10.4.4.4 **Treasurer**
- 10.4.4.4.1 Receives all monies of the CWM on Regional Synod level per receipt and de posits it in the CWM bank account.
- 10.4.4.4.2 This account will be transferred to the Regional boundaries where the treasurer resides.

- 10.4.4.4.3 Draws up a budget in consultation with the CWM Regional Synod Committee.
- 10.4.4.4.4 Diligently keeps record / accounting of all transactions and cheques for all approved payments.
- 10.4.4.4.5 Presents an audited financial report of the CWM Regional Synodical to the CWM Regional Synod Congress and to the Regional congregational ministry to report to the Regional Synod.
- 10.4.4.4.6 Transfer all documentation and records belonging to this office together with an up to date audited report to the new Treasurer.
- 10.4.4.4.7 Archive all documentation and records belonging to the CWM Regional Synod Committee.

10.5 THE CWM General Synod Level

The CWM General Synod functions under the guidance and supervision of the Church's General Synod Congregational Ministry and reports accordingly.

10.5.1 The CWM General Synod Congress

The CWM General Synod Congress comprises of:

- 10.5.1.1 Five representatives from each Presbytery within the different Regional Synods.
- 10.5.1.2 Five office bearers from each CWM Regional Synod Committee.
- 10.5.1.3 The Actuarii and one Congregational Ministry representative of the General Synod should attend the Congress in an advisory capacity.

10.5.2 Meeting of the CWM General Synod Congress

- 10.5.2.1 The Congress shall meet once in four years. This should happen before the General Synod.
- 10.5.2.2 English should be used as medium of communication. Translations should be from other languages to English if any other language is used.
- 10.5.2.3 All correspondence (written material) shall for the sake of national and international communication be in English only.
- 10.5.2.4 A Commission of Order shall be elected at every Congress to direct and advise on the business and order of the meeting.
- 10.5.2.5 The agenda and reports to Congress shall be distributed to all representatives at least one month before congress meets.
- 10.5.2.6 The CWM General Synod Committee together with members in the area where the Congress will be held is responsible for all physical arrangements pertaining to the meeting.
- 10.5.2.7 The CWM General Synod Committee will meet at least the day before the Congress to finalise the planning, order and flow of the meeting.

10.5.3 Hosting of the CWM General Synod Congress

The hosting of the CWM General Synod Congress will rotate amongst the various Regional Synods.

10.5.4 CWM General Synod Committee

- 10.5.4.1 CWM General Synod Committee consists of one representative from each CWM Regional Synod. This representative is elected at the CWM Regional Synod congress.
- 10.5.4.2 The elected member should be a member of the CWM Regional Synod Executive.
- 10.5.4.3 The Actuarii of the General Synod should be consulted from time to time whenever his/her services are required.

- 10.5.5 CWM General Synod Committee Duties
- 10.5.5.1 Execution of decisions of the CWM General Synod Congress.
- 10.5.5.2 Give guidance between congresses.
- 10.5.5.3 Approving of Congress minutes before dispatching it to regions.
- 10.5.5.4 To ensure that women are represented in religious publications.
- 10.5.5.5 To ensure that the objectives of the Constitution are implemented.
- 10.5.5.6 Distribution of information, reports and correspondence pertaining to women matters to the CWM Regional Synod.
- 10.5.5.7 To draw up a year programme with themes that promotes unity.
- 10.5.5.8 Represent CWM at national and international ecumenical and other related meetings.
- 10.5.6 Meetings of the CWM General Synod Committee
- The CWM General Synod Committee will meet at least once a year. During the year of Congress, it will meet twice, one such meeting immediately preceding the congress.
- 10.5.7 CWM General Synod Executive Committee
- 10.5.7.1 The President, Vice-President, Secretary, Vice-Secretary, Treasurer are chosen at the CWM General Synod Congress out of the CWM General Synod Committee.
- 10.5.7.2 The CWM General Synod Executive Committee members (10.5.7.1) may not serve for more than two consecutive terms in the same portfolio.
- 10.5.7.3 Any vacancies are filled by the remaining CWM General Synod Committee members.
- 10.5.8 CWM General Synod Executive Committee Duties
- 10.5.8.1 **President**
- Conducts the General Synodical Committee meeting and the CWM General Synod Congress in accordance to the prescripts for the convening, constituting and management of meetings in Regulation 1 – Rules of Order.
- 10.5.8.2 **Vice-President**
- 10.5.8.2.1 The Vice-President assists the President in the execution of her tasks.
- 10.5.8.2.2 The Vice-President takes the place of the President in her absence.
- 10.5.8.3 **Secretary**
- 10.5.8.3.1 Prepares the Agenda of all meetings in cooperation with the CWM General Synod Committee.
- 10.5.8.3.2 Diligently takes minutes of all meetings and gatherings and executes decisions resorting under this office.
- 10.5.8.3.3 Manages all correspondence on behalf of the CWM General Synod Committee.
- 10.5.8.3.4 Prepares and presents the activity report to the CWM General Synod Committee, CWM General Synod Congress and the General Synod.
- 10.5.8.3.5 Transfers all documentation and records belonging to this office to the new Secretary of the CWM General Synod Committee.
- 10.5.8.3.6 Archive all documentation and records belonging to the CWM General Synod Committee.
- 10.5.8.4 **Treasurer**
- 10.5.8.4.1 Receives all monies of the CWM on General Synod level per receipt and deposits it in the CWM bank account. This account will be transferred to the Regional boundaries where the treasurer resides.
- 10.5.8.4.2 Draws up a budget in consultation with the CWM General Synod Committee.

- 10.5.8.4.3 Diligently keeps record / accounting of all transactions and cheques for all approved payments.
- 10.5.8.4.4 Presents an audited financial report of the CWM General Synodical to the CWM General Synod Congress and to the General Synod.
- 10.5.8.4.5 Transfer all documentation and records belonging to this office together with an up to date audited report to the new Treasurer.
- 10.5.8.4.6 Archive all documentation and records belonging to the CWM General Synod Committee.

11. FINANCES

11.1 General Financial Management

- 11.1.1 The levy will be determined by the different Congregations, Presbyteries, Regions according to their own circumstances.
- 11.1.2 The Treasurer at all levels will manage all CWM finances.
- 11.1.3 The signatories to all accounts will be any two of the Chairperson, Secretary and Treasurer, as well as a member of the CWM Regional Synod Executive Committee.
- 11.1.4 The Treasurers at all levels should submit their Annual Financial Reports to their respective levels as well as to the Congregational Ministry of the Church Council, Presbytery, Regional Synod and General Synod.

11.2 CWM General Synod

- 11.2.1 The main source of income is contributions from the congregations via the CWM Regional Synod.
- 11.2.1.1 The amount to be contributed by each congregation will from time to time be determined by the CWM General Synod Congress.
- 11.2.2 Every Congress appoints a Temporary Financial Committee to advise Congress on financial matters.

12. Amendments to the Constitution

The CWM General Synod Congress may only amend the Constitution with a two-thirds majority subsequent to recommendations made by each CWM Regional Synod Congress. Amendments only become effective after approval by the General Synod.

CONSTITUTION CHRISTIAN MEN'S MINISTRY

1. NAME

Christian Men`s Ministry.

2. MOTTO

Men in Service of Christ and His Church.

3. VALUES

The Christian Men`s Ministry of the URCSA is founded upon the following *values*:

Faith in the Holy Trinity (Father, Son and the Holy Spirit).

Patience and dedication to the service of God.

Humility and humbleness, in serving God and one another.

Love, kindness and care towards one another.

Truthfulness, trustworthiness toward one another.

Respect for one self and one another.

4. VISION

To be a Christian Men`s Ministry that strives to the optimal realization of the current and future potential skills in the URCSA Christian Men Community in order to participate actively in the Mission of God to the World.

5. MISSION

The *mission* of the Christian Men`s Ministry is to:

5.1 Worship, build the faith and the Spirituality of men so that they can be faithful witness for Christ in the Church and the Society, oppose which is in conflict with the Christian faith both within and outside the Church of Christ.

5.2 Work in partnership with other Ministries within and with the Church in its ecumenical relations in building a community of believers where the walls of gender, race, language and culture are demolished, and equality acknowledged.

6. OBJECTIVES

The *objectives* of the Christian Men`s Ministry are as follow:

6.1 To promote harmonization of the Church activities between Christian Men`s Ministry members and other Ministries.

6.2 To promote high standard of professionalism in preaching and practising the true Gospel of Jesus Christ.

6.3 To make Jesus Christ known to all.

6.4 To promote the stewardship among church members.

6.5 To promote harmonious holy living between men and their families.

6.6 To study God`s Word and enrich the lives of fellow Christians.

6.7 To address the unique problems / challenges, needs and aspirations of the church community.

7. CHURCH'S SUPERVISION

7.1 The Christian Men`s Ministry operates under the guidance and supervision of Congregational Ministries of the local Church Council, Presbytery, Regional Synod and General Synod.

7.2 Any dispute with regard to the interpretation of the Constitution or relevant Bylaws of the Christian Men`s Ministry is subject to the adjudication of the relevant church

authorities under whose jurisdiction such dispute may arise.

- 7.3 All members of the Christian Men's Ministry are, with regard to doctrine and life, subjected to the Church Order, Rules and Bylaws, of the relevant Regional Synod as it pertains to the local congregation and applies to supervision, admonishment and discipline.
- 7.4 Each member has the right to appeal on any decision at the level of the Church Council, Presbytery and Regional Synod as may be applicable.

8. MEMBERSHIP

8.1 Acquiring Membership

- 8.1.1 All confessing men members within the boundaries of a defined Congregation of the URCSA are by virtue of their faith connectedness to the congregation, as a body of Christ, part of the activities of the Christian Men's Ministry.
- 8.1.2 Men shall, however:
- 8.1.2.1 Avail themselves for formal induction and signing of the robing pledge.
- 8.1.2.2 Members shall be officially inducted on a specific day by the Church Officials duly authorised to perform such confirmation.
- 8.1.2.3 Membership shall be suspended when a member is put under the discipline by the Church Council.
- 8.1.3 Membership is open to all Ministers by virtue of their office.
- 8.1.4 A trial period for CMM members is a minimum of 6 months.

8.2 Termination of Membership

- 8.2.1 Membership may be terminated by resigning as member of the Christian Men's Ministry in writing.
- 8.2.2 Membership is terminated when a member contravenes the principles laid down in the Christian Men's Ministry Constitution and guidelines, after successful interventions by the Church Council.
- 8.2.4 A member who does not actively participate in the activities of the Christian Men's Ministry for three consecutive months, without a valid reason, terminates his membership automatically.

9. UNIFORM

9.1. The uniform itself

- 9.1.1 Black Shoes.
- 9.1.2 Black socks.
- 9.1.3 Black formal trousers.
- 9.1.4 Black tie with white Christian Men's Ministry pin.
- 9.1.5 Black single breasted (not leather) jacket with a standard (not Collarless/Chinese) collar with official Christian Men's Ministry badge.
- 9.1.6 Black waist coat with the white thin rim at the edges and pockets as well as five gold small buttons.
- 9.1.7 White formal shirts with normal (not Collarless/Chinese) collar.

9.2 Wearing of the Uniform

- 9.2.1 The wearing of the uniform will be determined by the CHRISTIAN MEN'S

MINISTRY at Congregational level.

- 9.2.2 Uniform must at all times be worn as prescribed above in 9.1
- 9.2.3 Uniform will be worn at the following occasions:
 - 9.2.3.1 Christian Men's Ministry Prayer meetings, Christian Men's Ministry Presbyterian Conference, Regional and General Synodical Congresses, welcoming and farewell functions of leaders of the Church, Holy Communion and Baptism service and other Churches related functions, official functions of ecumenical movement, funeral of clothed members of the Christian Men's Ministry, Christian Women's Ministry, Christian Youth Ministry and church council members.
 - 9.2.4 Any member who has been suspended by the Church Council may not wear the uniform until the suspension has been lifted.
- 9.3 The Clothing Ceremony**
 - 9.3.1 Only a Christian Men's Ministry Minister or Evangelist in uniform will perform the clothing ceremony.
 - 9.3.2 The Christian Men's Ministry Minister or Evangelist in uniform is responsible for the clothing of a new Christian Men's Ministry member or, if none are in uniform, the Christian Men's Ministry executive with the church council of the said congregation will request the consulate, provided he wears the uniform or another person of similar standing who wears the uniform to perform the clothing ceremony.
 - 9.3.3 The member will be called to stand before the Congregation.
 - 9.3.4 The values, vision, mission, and objectives are read from the Constitution, whereupon the member should respond in affirming subscription to it.
 - 9.3.5 A text is read from Bible.
 - 9.3.6 The new members must sign a robing pledge.(See the pledge at the end of the book.)

10. COMPOSITION AND FUNCTIONS OF THE CHRISTIAN MEN'S MINISTRY

The Christian Men's Ministry functions at the following levels:

10.1 CONGREGATIONAL LEVEL

- 10.1.1 The Christian Men's Ministry Congregational comprises of:
 - 10.1.1.1 A Branch Committee
 - 10.1.1.2 A Congregational Executive Committee
- 10.1.2 The Christian Men's Ministry Executive Committee**
 - 10.1.2.1 The Executive Committee consists of the Chairman, Vice-Chairman, Secretary, Vice-Secretary, Treasurer and one Church Council representative (Congregational Ministries)
 - 10.1.2.2 The election of the Executive Committee takes place at an Annual Congregational Meeting, preferably in January to April of each year.
 - 10.1.2.3 The quorum at a meeting of the Executive Committee shall be half the members plus one.
 - 10.1.2.4 Elections shall be made by secret ballot.
- 10.1.3 Duties of Congregational Executive Committee**
 - 10.1.3.1 To coordinate all Christian Men's Ministry activities at congregational level.
 - 10.1.3.2 To draft and carry-out a plan of action.
 - 10.1.3.3 To officiate at all congregational meetings.

- 10.1.3.4 To prepare and present reports at annual General Meetings.
- 10.1.3.5 To recruit new members.
- 10.1.3.6 To raise and collect finances through treasurer from members and dispatch them according to church procedures.
- 10.1.3.7 To ensure and compliancy of the Christian Men's Ministry Constitution.
- 10.1.3.8 To advocate and encourage members to participate in church activities and ecumenical movements.

10.1.4 Term of Office

The term of office is two years. A maximum of two years in one position.

10.1.5 Christian Men's Ministry Congregational General Meeting

- 10.1.5.1 General Meetings must be held at least quarterly or when necessary.
- 10.1.5.2 A General planning meeting is held at least once a year.
- 10.1.5.3 A congregational conference is held annually, preferably in April.

10.1.6 Establishment of new branches

- 10.1.6.1 A new Branch of the Christian Men's Ministry comes into being under the guidance and supervision of the local Church Council.
- 10.1.6.2 The Church Council invites the Presbytery Christian Men's Ministry Executive Committee to establish a new Branch.
- 10.1.6.3 The Presbytery Christian Men's Ministry Executive, in a general meeting of the members in that congregation, conducts the election of the Executive Committee of the new Branch, once it is established.
- 10.1.6.4 The Presbytery Christian Men's Ministry Secretary should inform the Chairperson of the Regional Synod Christian Men's Ministry about the new Branch.

10.2 Christian Men's Ministry Presbytery Level

The Christian Men's Ministry Presbytery functions under the guidance and supervision of the Presbytery Congregational Ministries and reports accordingly.

10.2.1 Christian Men's Ministry Presbytery Conference

- 10.2.1.1 The Presbytery Christian Men's Ministry meets at least once a year at the Presbytery Christian Men's Ministry Conference excepting the year of the Regional Synod Christian Men's Ministry Congress takes place, in which case it constitutes at the Regional Synod Christian Men's Ministry Congress.
- 10.2.1.2 The Chairperson's Report and all the other activities of the Conference are discussed and approved by all delegates.
- 10.2.1.3 Each Branch will be officially represented by five officially elected members who will come with a signed credential letter.
- 10.2.1.4 The five members of the Presbytery Executive. No letters of credentials
- 10.2.1.5 Observers. No letters of credentials.
- 10.2.1.6 Delegates give a report on all the activities of the Congress to the members at their respective Congregations.
- 10.2.2 The Christian Men's Ministry Presbytery Committee
- 10.2.2.1 The Executive Committee comprises of the Chairman, Vice-Chairman, Secretary, Vice-Secretary, Treasurer and one member from the Presbyterial Congregational Ministries.
- 10.2.2.2 The Executive Committee will be elected at the end of the Presbytery Conference.

10.2.2.3 The quorum at a meeting of the Executive Committee shall be half the members plus one.

10.2.2.4 Elections shall be made by secret ballot.

10.2.3 Term of Office

The term of office is two years with a maximum of two terms in one position.

10.3 Christian Men's Ministry Sub-Region

10.3.1 Composition

The Sub-Region shall comprise of Christian Men's Ministry Branches as well as neighbouring Presbyteries. The Sub-region is supervised by the Regional Synod.

10.3.2 Frequency

The Sub-Region shall meet bi-annually.

10.3.3 Sub-region Executive

The term of office is 4 years with a maximum of two years in one position.

10.3.4 Sub-Region Conference

10.3.4.1 The Sub-region Conference takes place in July/August.

10.3.4.2 The delegates to the Conference are:

10.3.4.2.1 The five Sub-Region Executive members. No letters of credentials needed

10.3.4.2.2 Two delegates from each congregation, with signed letters of credentials

10.3.4.2.3 Five Presbytery Executive members from each Presbytery. No credential letters

10.3.4.2.4 Observers. No letters of credentials.

10.3.4.3 Elections shall be made by secret ballot.

10.4 The Christian Men's Ministry Regional Synod Level

The Christian Men's Ministry Regional Synod, comprises of all congregational Christian Men's Ministries within the jurisdiction of the Regional Synod and functions under the guidance and supervision of the Regional Congregational Ministry.

10.4.1 Christian Men's Ministry Regional Congress

10.4.1.1 The Christian Men's Ministry Regional Congress is held every four years prior to the meeting of the Church Regional Synod.

10.4.1.2 It comprises of:

10.4.1.2.1 The five Regional Synod Executive members. No credential letters.

10.4.1.2.2 Five sub-regions Executive representatives. No credentials

10.4.1.2.3 Two Presbytery Executive representatives, with their credentials

10.4.1.2.4 Two Christian Men's Ministry representatives from each congregation, with their credentials.

10.4.1.2.5 Observers. No letters of credentials.

10.4.1.3 The Christian Men's Ministry of each congregation submits credentials to the Christian Men's Ministry Regional Synod Secretary three weeks prior to the sitting of the Christian Men's Ministry Regional Synod Congress.

10.4.1.4 Each Congregation pays a Congress fee approved by the Christian Men's Ministry Regional Synod Committee.

10.4.1.5 Six weeks prior to the sitting of the Congress, the Christian Men's Ministry Regional Synod Secretary should send the Agenda as well as all reports to the representatives.

10.4.1.6 Three months after the Congress, the Christian Men's Ministry Regional Executive Committee should discuss the resolutions, reports and recommendations made at the

Congress and present a full report thereof to Congregations as well as to the Regional Synod.

10.4.1.7 The Actuarii and the Chairperson of the Congregational Ministries of the Regional Synod should attend the Congress in an advisory capacity.

10.4.1.8 The quorum at the Congress shall be the half of members plus one.

10.4.2 Christian Men's Ministry Regional Synod Executive Committee

10.4.2.1 The Christian Men's Ministry Regional Executive Committee comprises of five namely the President, Vice- President, Secretary, Vice-Secretary and Treasurer.

10.4.2.2 The Christian Men's Ministry Regional Synod Executive Committee is elected at the Congress.

10.4.2.3 The Christian Men's Ministry Regional Synod Executive Committee members serve for four years. They may not serve for more than two consecutive terms in the same portfolio.

10.4.2.4 If a vacancy occurs, the Christian Men's Ministry Regional Synod Executive Committee calls a meeting of the Christian Men's Ministry Regional Synod Committee, where a member is elected from the Christian Men's Ministry Regional Synod Committee.

10.4.2.5 The quorum at a meeting shall be half of the members plus one.

10.4.3 The Christian Men's Ministry Regional Synod Committee

10.4.3.1 The Christian Men's Ministry Regional Synod Committee comprises of the Christian Men's Ministry Regional Synod Executive Committee and two representatives from each Presbytery.

10.4.3.2 The representatives report to the Presbyterial Executive Committee.

10.4.3.3 The Christian Men's Ministry Regional Synod Committee meets once a year.

10.4.3.4 The quorum at the meeting shall be half the members plus one.

10.5 The Christian Men's Ministry General Synod Level

The Christian Men's Ministry General Synod functions under the guidance and supervision of the General Synod's Congregational Ministries and reports accordingly.

10.5.1 The Christian Men's Ministry General Synod Congress

The Christian Men's Ministry General Congress comprises of:

10.5.1.1 Five representatives from each Presbytery within the different Regional Synods.

10.5.1.2 Five office bearers from each Christian Men's Ministry Regional Synod Committee. With letters of Credentials.

10.5.1.3 Two office bearers from the Sub-Region.

10.5.1.4 The Actuarii and the Chairperson of the Congregational Ministries of the General Synod should attend the Congress in an advisory capacity.

10.5.2 Meeting of the Christian Men's Ministry General Congress

10.5.2.1 The Congress shall meet once in four years. This should happen before the General Synod.

10.5.2.2 English should be used as medium of communication. Translations should be from other languages to English, if any other language is used.

10.5.2.3 All correspondence (written material) shall for the sake of national and international communication be in English only.

10.5.2.4 A Commission of Order shall be elected at every Congress to direct and advice on the business and order of the meeting.

- 10.5.2.5 The Agenda and reports to the Congress must be distributed to all representatives one month before Congress meets.
- 10.5.2.6 The Christian Men's Ministry General Synod Committee together with members in the area where the Congress will hold, are responsible for all logistical arrangements pertaining to the meeting.
- 10.5.2.7 The Christian Men's Ministry General Committee will meet at least the day before the Congress to finalise the planning, order and flow of the meeting.
- 10.5.3 Hosting of the Christian Men's Ministry General Congress**
- 10.5.3.1 The hosting of the Christian Men's Ministry General Synod Congress will rotate amongst the various Regional Synods.
- 10.5.4 Christian Men's Ministry General Synod Committee**
- 10.5.4.1 The Christian Men's Ministry General Synod Committee consists of one representative from each Christian Men's Ministry Regional Synod. This representative is elected at the Christians Men's Ministry Regional Synod Congress.
- 10.5.4.2 The elected member should be a member of the Christian Men's Ministry Regional Synod Executive.
- 10.5.4.3 The Actuarium of the General Synod should be consulted from time to time whenever his/her services are required.
- 10.5.5 Christian Men's Ministry General Committee's Duties**
- 10.5.5.1 Execution of decisions of the Christian Men's Ministry General Synod Congress.
- 10.5.5.2 Give guidance between Congresses.
- 10.5.5.3 Approving of Congress minutes before dispatching it to the Regions.
- 10.5.5.4 To ensure that the objectives of the Constitution are implemented.
- 10.5.5.5 Distribution of information, reports and correspondence pertaining to men matters to the Christian Men's Ministry Regional Synod.
- 10.5.5.6 To draw up a year programme with themes that promote unity.
- 10.5.5.7 Represent Christian Men's Ministry at national and international ecumenical and other related meetings.
- 10.5.6 Meetings of the Christian Men's Ministry General Synod Committee**
- 10.5.6.1 The Christian Men's Ministry General Synod Committee will meet at least once a year. During the year of the Congress, it will meet twice, one such meeting immediately preceding the Congress.
- 10.5.7 Christian Men's Ministry General Synod Executive Committee**
- 10.5.7.1 The President, Vice-President, Secretary, Vice-Secretary, Treasurer are elected at the Christian Men's Ministry General Synod Congress out of the Christian Men's Ministry General Synod Committee.
- 10.5.7.2 The Christian Men's Ministry Regional Synod Executive Committee members (10.4.2.1) may not serve for more than two consecutive terms in the same portfolio.
- 10.5.7.3 Elections shall be made by secret ballot.
- 10.5.7.4 Any vacancies are filled by the remaining Christian Men's Ministry General Synod Committee members.
- 10.5.8 Christian Men's Ministry General Synod Executive Committee's Duties**
- 10.5.8.1 The Chairman**
- 10.5.8.1.1 Conducts the General Synodical Committee's meeting and the Christian Men's

Ministry General Synod Congress in accordance to the prescripts for the convening, constituting and management of meetings in Regulation 1 – Rules of Order.

10.5.8.2 The Vice–Chairman

10.5.8.2.1 The Vice–Chairman assists the Chairman in the execution of his tasks.

10.5.8.2.2 The Vice – Chairman takes the place of the Chairman in his absence.

10.5.8.3 The Secretary

10.5.8.3.1 Prepares the Agenda of all meetings in cooperation with the Christian Men’s Ministry General Synod Committee.

10.5.8.3.2 Diligently takes minutes of all meetings and gatherings and executes decisions resorting under this office.

10.5.8.3.3 Manages all correspondence on behalf of the Christian Men’s Ministry General Committee.

10.5.8.3.4 Prepares and presents the activity report to the Christian Men’s Ministry General Synod Committee, Christian Men’s Ministry General Synod Congress and the General Synod.

10.5.8.3.5 Transfers all the documentation and records belonging to this office to the new Secretary of the Christian Men’s Ministry General Synod Committee.

10.5.8.3.6 Archives all documentation and records belonging to the Christian Men’s Ministry General Synod Committee.

10.5.8.4 Treasurer

10.5.8.4.1 Receives all monies of the Christian Men’s Ministry on General Synod level per receipt and deposits it in the Christian Men’s Ministry bank account. This account will be transferred to the Regional boundaries where the treasurer resides.

10.5.8.4.2 Draws up a budget in consultation with the Christian Men’s Ministry General Synod Committee.

10.5.8.4.3 Diligently keeps record/accounting of all transactions and cheques for all approved payments.

10.5.8.4.4 Presents an audited financial report of the Christian Men’s Ministry General Synodical to the Christian Men’s Ministry General Synod Congress and to the General Synod.

10.5.8.4.5 Transfer all documentation and records belonging to this office together with an up to date audited Report to the new Treasurer.

10.5.8.4.6 Archive all documentation and records belonging to the Christian Men’s Ministry General Synod Committee.

11. FINANCES

11.1 General Financial Management

11.1.1 The Treasurer at all levels will manage all Christian Men’s Ministry finances.

11.1.2 The signatories to all accounts will be any two of the Chairman, Secretary and Treasurer, as well as a member of the Christian Men’s Ministry Regional Synod Executive Committee.

11.1.3 The Treasurer at all levels should submit their Annual Financial Reports to their respective levels as well as to the Church Council, Presbytery, Regional Synod and General Synod.

11.2 Christian Men’s Ministry General Synod

11.2.1 The main source of income is contributions from the congregations via the Christian

Men's Ministry Regional Synod.

- 11.2.2 The amount to be contributed by each congregation will from time to time be determined by the Christian Men's Ministry General Synod Congress.
- 11.2.3 Every congress appoints a Temporary Financial Committee to advise Congress on financial matters.

12. AMENDMENTS TO THE CONSTITUTION

The Christian Men's Ministry General Synod Congress may only amend the Constitution with a two-thirds majority subsequent to recommendations made by each Christian Men's Ministry Regional Synod Congress. Amendments only become affective after approval by the General Synod.

CONSTITUTION OF THE CHRISTIAN YOUTH MINISTRY (CYM)

SECTION ONE – PRIMARY REGULATIONS

1. NAME

The name of the movement is: The Christian Youth Ministry (CYM) of the Uniting Reformed Church in Southern Africa (URCSA)

2. FOUNDATION

The CYM is based on the Bible as the unfailing Word of God and the doctrine that the church confesses, as contained in the three Formularies of Unity, namely the Belgic Confession, the Heidelberg Catechism, the Doctrinal Rules of Dordt, and also the Confession of Belhar (1986).

3. GOAL

The CYM as service organization of the Congregational Ministries (CM) in the Uniting Reformed Church in Southern Africa aims to form the church youth to become spiritual adult members of the body of Christ, who are competent in the doctrine, active in the mission, service and sacrifice.

In order to achieve this goal every member of the organization aims to:

- 3.1 Live in compliance with the will of God according to the Holy Scripture;
- 3.2 Be a true witness for Christ and never to be ashamed of the Gospel of Christ;
- 3.3 Go out into the practical life and tell the world that Christ can and will liberate her from sin, suffering and oppression;
- 3.4 Remain faithful to the doctrine of the URCSA which every member must confess and regularly attend the gatherings of the church, the church services and prayer meetings;
- 3.5 Regularly attend the meetings of the organization and faithfully attend to the responsibilities and activities that arise from his/her membership of the organization;
- 3.6 Preserve and conserve the environment, which is God's creation.

4. DENOMINATION

- 4.1 The CYM is a service organization of the URCSA and functions in accordance with the Regulations of the URCSA.
- 4.2 All branches of the CYM should be constituted in compliance with the regulations of Integrated Ministries as approved by the General Synod and be registered by the Central Executive. The names of the branch executive shall be submitted to the Synodical Congregational Ministries (SCM) for its notice.

5. STRUCTURE

5.1 Branches

- 5.1.1 Every branch chooses an executive whose names shall be submitted for the approval to the local church council and functions under the supervision of the church council.
- 5.1.2 The church council may only refuse to approve the name(s) of those under church censure. In such cases the matter will be referred back to the CYM.
- 5.1.3 At the end of each financial year the branch shall report to the church council about its activities.

5.1.4 Where there is more than one CYM branch in a congregation, a Congregational Union Executive (CUE) shall be established, which will reports annually on its activities. (See sub regulations).

5.2 Presbyterial Union Executive

5.2.1 Within each Presbytery, a Presbyterial Union Executive (PUE) shall be established. It shall be composed of:

5.2.2.1 Two representatives from each CYM branch and Congregational Union Executive (CUE) within the boundaries of the Presbytery, and

5.2.1.2 Two representatives of the Presbyterial Congregational Ministries (PCM);

5.2.2 Every Presbyterial Union Executive (PUE) chooses its own Executive Committee and annually presents a report on its activities to the local Presbyterial Congregational Ministries (PCM). (See sub regulations).

5.2.3 Presbytery Executive Committee shall to be elected every 2 years.

5.2.4 Each Presbytery has a Presbyterial Congregational Ministries (PCM) which functions in accordance with the Stipulations and Regulations of the URCSA.

5.3 Regions

Presbyteries are further integrated into Regions, which shall, as far as possible, form geographical units. Where necessary, Regions may be divided into Sub-Regions.

5.4 Central Executive Committee

5.4.1 A Central Executive Committee (CEC) for the CYM is elected at the General Congress, which takes place every four years. The General Synodical Congregational Ministries (GSCM) nominates two (2) of its members to serve on the CEC.

5.4.2 The Activities of the CEC are supervised by the GSCM.

6. MEMBERSHIP

6.1 Membership shall be subject to the following principles:

6.1.1 The age limit for youth in URCSA is from sixteen (16) years to thirty five (35) years.

6.1.2 Membership is open and not in addition to membership of the congregations.

6.2 Members

(Sub-regulation 15.1)

6.3 Associate Members

(Sub-regulation 15.2)

6.4 Honorary Members

(Sub-regulation 15.3)

7. SYNODICAL CONGREGATIONAL MINISTRIES (SCM) FEE

An annual fee per branch shall be payable to the SCM. The treasurer of the congregation shall send this fee to the SCM.

8. RELATIONSHIP WITH OTHER CONGREGATIONAL MINISTRIES

8.1 The particular tasks of the CYM namely service and offerings follows the Scriptural teaching done by the Sunday school and the development of a love for authority and order done by the church Youth Brigade (regulation 44.2.6.6.3). It also builds on the work done by the Christian Children's Ministries.

8.2 The CYM must constantly interact with the other service organizations in terms of ideas and activities.

9. CENSURE AND DISCIPLINE

- 9.1 All members and office-bearers of the CYM fall under the supervisions of the church meetings to the extent that they commit moral transgressions.
- 9.2 In case of infringements or disputes over the interpretation or application of the CYM Constitution, the final decision rests with the GSCM.

10. FINANCES

- 10.1 The church council under whom the branch functions acts as trustee of all the property of the CYM branch. It may only approve expenditure on receipt of a proper withdrawal request from the branch.
- 10.2 The church council may not appropriate any money for itself without the prior written approval of the relevant branch
The funds of the Presbyterian Union Executive are held in trust by the Presbyterian Quaestor.

11. DISSOLUTION CLAUSE

- 11.1 Before the dissolution of a branch, the church council, PCM and PUE should investigate the matter.
- 11.2 After due consideration by all the parties involved, they shall submit their recommendations to the Presbytery, which would have the authority to give a final ruling.
- 11.3 At the dissolution of the branch, the Presbytery should inform the following in writing of the reasons for its decision:
 - 11.3.1 The branch,
 - 11.3.2 Church council
 - 11.3.3 PUE
 - 11.3.4 PCM
 - 11.3.5 SCM
 - 11.3.6 GSCM
 - 11.3.7 CYM Regional Executive, and
 - 11.3.8 The CYM Central Executive.
- 11.4 The church council, under whose authority the branch exists, remains the trustee of all its property until the branch is revived. If the branch is not revived within five years, the property automatically becomes the possession of the church council.
- 11.5 At the dissolution of the Presbyterian Union Executive (PUE) the PCM remains the trustee of all its property until that PUE is revived. If it is not revived within five years, the property becomes the possession of the SCM.
- 11.6 All executives retain the right to appeal to the GSCM via the CYM Central Executive, if they feel aggrieved with decisions by the relevant church councils or presbyteries.

12. AMENDMENT CLAUSE

- 12.1 The underlying regulations may only be changed by the General Synod of the Uniting Reformed Church in Southern Africa. All draft resolutions for amendments are presented to the GSCM. The latter submits them, together with its recommendations, to the Support Ministry for Judicial Matters in accordance with the relevant articles.

- 12.2 The sub-regulations can be changed by the General Congress and after approval by the GSCM it will become effective in respect of all URCSA structures.

SECTION TWO – SUB-REGULATIONS

13. SUB-REGULATIONS

- 13.1 The sub-regulations can be changed by the General Congress and after approval by the GSCM it will become effective in respect of all URCSA structures

14. BRANCHES

14.1 Name

- 14.1.1 The name of the branch shall be: The Uniting Reformed Church Congregation _____ branch (Christian Youth Ministry (CYM)).

14.2 Goal

This branch strives for the achievement of the objectives of the CYM as contained in Article 3 of the Primary Regulations and tries to realize the motto of the CYM. The motto is: **“The Youth for Christ and His Church.”**

14.3 Establishment of Branches

- 14.3.1 Branches can be established within a congregation or along age lines, as determined by the young people in the local congregation.

- 14.3.2 These branches shall at all times be CYM branches and function in accordance with these regulations.

- 14.3.3 Where there is more than one branch in congregations a CUE shall be established.

- 14.3.4 The establishment of a branch may, at the request of the church council, and depending on the circumstances, be handled by any one of:

- 14.3.4.1 The Congregational Ministries

- 14.3.4.2 Congregational Union Executive,

- 14.3.4.3 Presbyterial Union Executive,

- 14.3.4.4 Presbyterial Congregational Ministries

- 14.3.5 Notice of the proposed establishment should in any case be given to the Presbyterial Congregational Ministries beforehand.

- 14.3.6 Immediately after a new branch has been established, the newly elected branch secretary should inform the:

- 14.3.6.1 Presbyterial Union Executive

- 14.3.6.2 CYM Regional Executive, and

- 14.3.6.3 CYM Central Executive

of the name of the branch, date of establishment, the congregation, number of members and the names and addresses of the chairperson and secretary of the branch.

14.4 Relationship with the local Congregation

The branch forms part of the activities of the local congregation and submits at the end of each financial year a written report of its activities and finances to the church council.

15. MEMBERSHIP

15.1 Ordinary Members

- 15.1.1 Baptized members; catechism candidates and communicants of a congregation are members of its CYM.
- 15.1.2 New members may be handed a membership card, containing the aim of the CYM, which they can sign and keep reminding them of the commitment they made when they joined the CYM.

15.2 Associate Members

- 15.2.1 Associate membership may be granted to young people (within the age group) who are not members of the URSCA or the local congregation but prepared to subscribe to the aims of the CYM.
- 15.2.2 Associate members have the right to vote but cannot be elected into any position of office.
- 15.2.3 Associate members, like ordinary members, fall under the supervision of the church council in collaboration with the PUE to the extent that they commit ethical and moral transgressions of whatever nature.

15.3 Honorary Members

- 15.3.1 Honorary membership may be awarded to persons who are above thirty five years and thus regarded as too old to be active as full-time members, but are truly friends of the youth.
- 15.3.2 They would normally be people who try to encourage, support and uplift the youth that they meet by means of their personal interest in them and the love they display.
- 15.3.3 Honorary members do not have a vote and may, consequently, not serve on the executive.
- 15.3.4 They receive a card or such other appropriate token when they join to show their association with the CYM.
- 15.3.5 On receiving such membership they undertake to:
 - 15.3.5.1 Support the CYM branch in all its activities.
 - 15.3.5.2 Assist with all youth activities of the congregation.
 - 15.3.5.3 Show hospitality to young people.
 - 15.3.5.4 Make an annual donation towards the funds of the CYM.

16. UNIFORM

- 16.1 The CYM shall have a uniform and each responsible level of the CYM will decide when the uniform shall be worn.
- 16.2 When a uniform is worn it shall consist of:
 - 16.2.1 *In the case of females*

Formal wear

 - 16.2.1.1 A black head-dress, white blouse, black skirt, black stockings, black shoes and a covering over the shoulders with the CYM badge and the words “CYM” embroidered on it in golden thread.

Casual wear

 - 16.2.1.2 White T-shirt with CYM logo, Sweater with CYM logo, Tracksuit in colours and logo of CYM, trouser or jean and any comfortable casual shoes or sneakers.
 - 16.2.2 *In the case of males*

Formal wear

- 16.2.2.1 Black shoes, black pants, a white shirt with a black tie and jacket. The CYM badge will also be worn with this uniform.

Casual wear

- 16.2.2.2 White T-shirt with CYM logo, Sweater with CYM logo, Tracksuit in colours and logo of CYM, trouser or jean and any comfortable casual shoes or sneakers.

17. BRANCH EXECUTIVES

17.1 Composition

- 17.1.1 The Branch Executives consists of;

17.1.1.1 The Chairperson,

17.1.1.2 Vice-chairperson,

17.1.1.3 Secretary, and Assistant Secretary

17.1.1.4 Treasurer

17.1.1.5 The chairpersons of the various service groups (Sub regulation 1.8); and

17.1.1.6 A member nominated by the Church Council.

17.1.2 The local minister is an *ex officio* member of the Executive.

17.1.3 At its annual general meeting the members of the Branch elect the chairperson, vice-chairperson, secretary, assistant secretary and treasurer. (Sub-regulation 22.1.3).

17.1.4 These elected office bearers in turn, decide on the number of the service groups.

17.1.5 Elected and nominated members of the Executive shall be members of the branch.

17.2 Duties of the Executive

17.2.1 The Executive

The Executive attends to the general management of the branch and ensures that a program for each year is drawn up.

17.2.2 The Chairperson

The chairperson attends to all the responsibilities normally associated with this office. She/he has the particular responsibility of looking after the interests of the branch and has to see to it that the service groups perform their duties.

17.2.3 The Vice-Chairperson

She/he supports the chairperson in the performance of her/his duties. She/he chairs all meetings in the absence of the chairperson.

17.2.4 The Secretary and Assistant Secretary

17.2.4.1 Regularly writes the minutes of all meetings and gatherings.

17.2.4.2 Follows instructions and implements decisions normally attended to by this office.

17.2.4.3 Handles the correspondence of the branch and responds in writing to letters.

17.2.4.4 Keeps a register of the names and addresses of the branch members and ensures that new members sign their membership cards.

17.2.4.5 Must ensure that an annual report on the activities of the branch is submitted on time to the church council, Presbyterian Union Executive and the PCM.

17.2.4.6 When a new branch secretary takes office, the Presbyterian Union Secretary and the Central Executive must be informed of the name and address of the new incumbent.

17.2.5 The Treasurer

17.2.5.1 Draws up an annual budget.

17.2.5.2 Receives all money of the branch and issues receipt for all amounts received.

- 17.2.5.3 Ensures that all transactions are recorded accurately.
- 17.2.5.4 Ensures that all moneys are deposited with the treasurer of the congregation.

18. NEGLECT OF DUTIES

- 18.1 Members of the executive who are repeatedly guilty of dereliction of duty should be reprimanded and ministered to with Christian love. If such persons persist in neglecting their duties, their office may be declared vacant by at least a two-thirds majority of the membership at a branch meeting.
- 18.2 The meeting then proceeds to elect a substitute and submits the name of the newly elected office-bearer to the church council for its approval.

19. EXECUTIVE COMMITTEE

- 19.1 The Chairperson, Secretary and Treasurer shall comprise an Executive committee to attend to urgent business.
- 19.2 The branch executive must ratify decisions made by the Executive committee. The Executive committee also provides the branch with advice about financial matters.

20. BRANCH ORGANISATION

- 20.1 The organization of the branch should at all times be of a high level. Each branch should at least keep the following books and files to ensure that the organization of the branch is placed on a solid foundation:
 - 20.1.1 two-minute books: One for branch executive meetings and one for ordinary meetings.
 - 20.1.2 One or more files for branch reports, circulars and important correspondence.
 - 20.1.3 A visitors' book.
 - 20.1.4 An analysis cash book.
 - 20.1.5 A receipt book to indicate all moneys received.
 - 20.1.6 An inventory book to indicate all property (including documents).

21. SUPERVISION BY THE CHURCH COUNCIL

Every year the executive of the branch must be submitted to the church council for approval.

22. BRANCH MEETINGS AND GATHERINGS

The branch meets at least once per month to attend to the general branch activities. The minutes of the previous general meeting are read. Reports of service groups are given, and the activities are planned in advance.

- 22.1 Annual General Meeting

Every year the branch holds an annual general meeting to attend to the following matters:

 - 22.1.1 Report of Activities

The executive presents a written report of all its activities for approval by the annual general meeting.
 - 22.1.2 Financial Report

The treasurer presents a written financial report for approval by the annual general meeting.

- 22.1.3 Election of the Members of the Executive
The new executive, with the exception of the chairperson of the different service groups, is elected by means of secret ballot.
- 22.1.4 Handing over of the Books
All books and documents are officially handed over to the new office-bearers per inventory.
- 22.1.5 Submission of Reports
The outgoing secretary remains responsible for submitting the annual branch report to the church council, Presbyterian Union Executive, Region Executive or Sub-Region Executive and National Executive. The compulsory contribution to the National Committee Fund is allocated and the treasurer is authorized to forward it.
- 22.1.6 Meetings
The branch meets weekly, or as often as local conditions allow for:
- 22.1.6.1 Religious Functions
The aim of the religious functions is to mould and intensify the spiritual lives of the members by means of Bible study, devotional evenings, and topic studies. Bible quizzes, Christian debates, activities relating to public testimony, etc.
- 22.1.6.2 Cultural and Recreational Functions
The aim of these functions is to provide the members with healthy recreation and to assist with their cultural development. Furthermore, it should serve to reach the youth that have not joined the CYM yet, and to win them for Christ and His church.

23. QUORUM

One more than half of the membership of a branch forms a quorum at meetings.

24. SERVICE GROUPS

- 24.1 Aims of the Service groups:**
In order to promote Christian Education and develop the youth into useful members, the executive and membership decides on service groups, based on local needs and conditions.
- 24.2 Establishment of Service Groups**
The establishment of the service groups occurs as follows:
- 24.2.1 The executive establishes each service group according to the needs and demands of the branch, e.g. service groups for Active Witnessing, Christian Charity or Aid, Culture and Recreation.
- 24.2.2 The branch executive elects the service group leader.
- 24.2.3 The service group appoints the secretary itself.
- 24.2.4 The service group also appoints an additional service group executive member itself.
- 24.2.5 The service group leader, the secretary and the additional member will constitute the service group executive.
- 24.3 Service Group Meetings**
Each service group meets regularly to plan its activities.
- 24.4 Service Group Reports**
- 24.4.1 Each service group has to report regularly on its activities to the general meeting.

- 24.4.2 Each service group submits an annual report on its activities to the general meeting.
- 24.4.3 Each service group submits an annual report on its activities to the branch executive who, in turn, includes it in the CYM report on its activities for the year.

24.5 Co-operation with Commissions of the Church Council.

The service groups perform their functions in collaboration with the commissions of the church council involved in the particular services.

25. FINANCIAL AFFAIRS

25.1 Financial Commitments

25.1.1 Branch Funds

Each member should regard herself/himself as being called to assist with fund-raising required for the maintenance, development and organization of the activities of the CYM and to attend to financial obligations related to youth work in the broader context.

25.1.2 Presbyterial Union Fund

Each branch will make an annual contribution of R30, 00 to the funds of the PUE. This amount will be reviewed at every General Congress.

25.1.3 Sub-Region Fund and Region Fund

Each branch with a region will make an annual contribution of R70, 00 to the regional fund. Where there is a Sub-Region the region will have to ensure the sub-region is adequately funded in proportion to those branches within that sub-region that actually paid their contributions. This amount will be reviewed at every National Congress.

25.1.4 Central Executive Fund

Every branch should contribute R50,00 to the National Executive fund. This amount shall be reviewed at every National Congress.

25.1.5 Synodical Youth Fund

- 25.1.5.1 The Central Executive annually contributes as generously as possible to the General Synodical Youth Fund to enable the General Synodical Commission for Christian Education to attend to its financial responsibilities. Regions and Sub-regions should similarly contribute to the youth funds of their Regional Synodical Commission.

25.2 Branch Account

Money of the branch is kept in trust for the CYM branch in the banking account of the church council. The procedures for requesting payments should be agreed upon by the church council and the branch (e.g. by means of a withdrawal request form).

25.3 Branch Property

The “property” of a branch means all the money, movable items and fixed assets, which belongs to a branch. A complete inventory should be kept and checked annually.

26. ANNUAL REPORT

- 26.1 Before the end of March of each year each branch executive should prepare an annual report for approval of the general meeting.
- 26.2 Before 15 April of each year the branch secretary of the branch secretary sends the approved and duly signed report to the church council, secretary of the Presbyterial Union Executive, Regional Executive and the Central Executive. The branch executive also approves the treasurer’s report and sends it to the treasurer of the Presbyterial

Union Executive.

27. DOMESTIC RULES

- 27.1 Each branch may, according to circumstances, draw up its own set of domestic rules, on condition that they are not at variance with the Set of Regulations.

28. CONGREGATIONAL UNION EXECUTIVE

- 28.1 In the event of there being more than one branch in a congregation, a congregational union executive, consisting of the chairpersons and secretaries of all the branches within the boundaries of the congregation, is established. This executive elects its own secretary and chairperson.

28.2 Duties

The congregational union executive shall attend to the following:

- 28.2.1 Do everything possible to attend to the spiritual needs of the youth, in close co-operation with the church council.
- 28.2.2 The secretary annually submits a report to the church council. It would contain statistical detail and a financial report based on the reports provided by the various secretaries. It could also contain ideas on how to promote the spiritual welfare of the youth in the congregation.
- 28.2.3 Regularly visit all the CYM branches in the congregation.
- 28.2.4 Co-ordinate the work of all the CYM branches in the congregation.
- 28.2.5 Elect one representative to serve on the Presbyterian Union Executive.

29. CYM PRESBYTERIAL (CIRCUIT) UNION EXECUTIVE

29.1 Determination of Boundaries

The CYM branches within the boundaries of each Presbytery of the church are grouped together and organized as a Presbyterian Union Executive of the Uniting Reformed Church in Southern Africa.

29.2 Composition

The Presbyterian Union Executive comprises:

- 29.2.1 Two representatives, preferably from the executive of each CYM branch in the Presbytery. For each of these representatives an alternate member should be appointed.
- 29.2.2 Two members nominated by the Presbyterian Congregational Ministries.
- 29.2.3 One representative from each congregational union executive.
- 29.2.4 The Regional or Sub-Regional representative has a seat in the PUE with an advisory vote.

29.3 Term of Office

- 29.3.1 The representatives of a branch or congregational union executive serve from 1 April of the first year to 31 March of the second year.
- 29.3.2 The representatives of the Presbyterian Congregational Ministries serve from one Presbyterian Session to the next.
- 29.3.3 The Regional or Sub-Regional representatives serve from one regional or sub-regional congress to the next.

29.4 Election of Office-Bearers

The members of the Presbyterian Union Executive elect their own chairperson,

vice-chairperson, secretary and treasurer by secret ballot under the supervision of the PCM, Regional Executive or Sub-Regional Executive.

29.5 Executive Committee

29.5.1 The chairperson, secretary and treasurer form an Executive committee, which attends to urgent matters.

29.5.2 The Presbyterian Union Executive must ratify decisions of the Executive Committee.

29.5.3 The Executive committee annually prepares a budget for the Presbyterian Union Executive and provides it with financial advice.

29.6 Duties of the Presbyterian Union Executive

The Presbyterian Union Executive essentially has to:

29.6.1 Link the CYM branches within the Presbytery with one another, and also serve as a link between the branches, the Presbytery and the Presbyterian Congregational Ministries.

29.6.2 Co-ordinate and organize all the activities of the CYM at Presbyterian level.

29.6.3 In collaboration with the Presbyterian Congregational Ministries, try to ensure that at least one branch in each congregation is functioning.

29.6.4 In collaboration with the Presbyterian Congregational Ministries, provide guidance to youth leaders and organize youth conferences, youth camps and training courses.

29.6.5 Assist with the development of youth campsites at Presbyterian and Regional levels.

29.6.6 Organize on an annual basis visits by the members of the executive committee to all the branches in the Presbytery. The purpose of these visits is to show interest in the work, provide encouragement and guidance to the branch and determine how effective the branch is functioning.

29.7 Presbyterian Union Conferences

29.7.1 Frequency

The Presbyterian Union Executive organizes at least one Presbyterian Union Conference at a venue and a time determined by the PUE.

29.7.2 Format

Details like the format, length, time and venue are decided upon by the PUE on an annual basis.

29.7.3 Notice

The Presbyterian Union secretary must notify all CYM branches in the Presbytery two months before the conference. The program should be attached to the notice.

Report of the Conference

Within not more than 3 weeks after the conference the Presbyterian Union secretary must present a report to all the CYM branches involved, church councils, PUE members, the Sub-Region Executive and the Presbyterian Commission for Christian Education.

29.8 Presbyterian Union Funds

29.8.1 A presbyterian Union Fund is kept under supervision of the Presbyterian Union Executive and controlled by the chairperson, secretary and treasurer of the Presbyterian Union Executive. This money is kept in trust for the PUE by the Presbyterian quaestor.

29.8.2 Administrative and other essential costs are paid from the Presbyterian Union Fund.

29.8.3 Official expenditure of Presbyterian Union Executive members visiting branches, in

the Presbytery and attending Sub-Region Executive or Region Executive meetings is refunded from this fund.

29.8.4 The treasurer of the Presbyterial Union Executive should not later than 30 April present an annual report on the finances of the Presbyterial Union Executive and the branches, as contained in the financial reports which the branches submitted to the PUE.

29.8.5 An amount of R50,00 per branch is levied by the PUE. The church council submits the levy to the Presbyterial quaestor annually, before the end of March.

29.9 Internal Rules

Presbyterial Union Executives may draw up internal rules, on condition that they are not at variance with the Underlying Regulations and the sub-regulations.

30. CYM REGION

30.1 Composition

30.1.1 A CYM Region consists of one or more Presbyterial Unions that form a geographical unit, as far as possible.

30.1.2 If a Region is too large to be effectively served by one Regional Executive, Sub-regions may be formed, as and when required.

30.1.3 Sub-Regions Executives shall function in terms of clause 31.

30.2 Regional Meetings

30.2.1 A Region meets at least once per year to discuss the general activities at Regional level.

30.2.2 Where there is no sub-region each CYM branch and Presbyterial Union Executive in the region has one representative at the meeting. Two members of the Presbyterial Congregational Ministries have a seat in the meetings.

30.2.3 Where there are sub-regions each Presbyterial Union Executive shall have two representatives at the meeting. Two members of the Presbyterial Congregational Ministries shall also attend this meeting.

30.3 Regional Executive Composition

30.3.1 The Regional Executive (RE) shall consist of the Regional representative, who is ex officio Chairperson of the Regional Executive, a Vice-chairperson, Secretary, Assistant Secretary and Treasurer. The members of the REC are elected at the Regional Congress.

30.3.2 One representative of each Presbyterial Union Executive has a seat in the Regional Executive.

30.3.3 One member of the Regional Congregational Ministries has a seat in the Regional Executive.

30.3.4 Where there are Sub-regional executives within a region then the Regional executive shall comprise of the Sub-Regional representative together with one member from the Regional Congregational Ministries.

30.4 Term of Office

30.4.1 The Regional Executive Committee serves from one Regional Congress to the next.

30.4.2 Representatives of the Presbyterial Union Executives serve from 1 April to 31 March of the next year. For the sake of continuity, it is desirable that these members serve for at least two years in the Sub-Regional Executive or the Regional Executive.

30.5 Vacancies

Vacancies in the Sub-Regional Executive or Regional Executive are filled by alternate members elected by the Presbyterian Union Executive.

30.6 Duties

30.6.1 The Regional Executive or Sub-Regional Executive plans, organizes and supervises the general activities of the CYM at Regional/Sub-Regional level.

30.6.2 Regional Congresses and camps are organized in accordance with the program of the Central Executive.

30.6.3 In consultation with the Regional Synodical Congregational Ministries, it endeavours to ensure that all Presbyterian Union Executives function well.

30.7 Regional Fund

30.7.1 A Fund is kept under the supervision of the Regional Executive or Sub-Regional Executive. All moneys in the Regional or Sub-Regional Fund are kept in trust by the Presbyterian quaestor nearest to the Regional treasurer.

30.7.2 The Regional Executive annually receives an amount of R100,00 from each branch within the Region. The Regional Executive must ensure that Sub-Regions are adequately funded in proportion to the contribution made by branches within the Sub-Region.

30.7.3 Administrative and essential costs are paid from the Regional Fund. The Regional representative's expenses for official visits to branches and attendance of Presbyterian Union Executive meetings are also paid from this fund.

30.8 Regional Congress

30.8.1 Frequency

A Regional Congress is held two years before the General Congress.

30.8.2 Format

The Regional Executive or Sub-Regional Executive itself shall determine the venue, date and format of the conference.

30.8.3 Representation

30.8.3.1 Two representatives from each CYM branch within the Region.

30.8.3.2 One representative of each Congregational Union Executive within the Region.

30.8.3.3 Two representatives of each Presbyterian Union Executive within the Region.

30.8.3.4 One representative of the Regional Congregational Ministry and the Regional Actuarium must attend in advisory capacity.

30.8.3.5 One representative from each Sub-Regional Executive where such exist.

30.9 Documents for presentation to Congress

30.9.1 The minutes of the last Sub-Regional Congress or Regional Congress.

30.9.2 The Secretarial Report.

30.9.3 The Financial Report

30.9.4 Any other reports decided upon by the Sub-Regional Executive or the Regional Executive.

31. CYM SUB-REGIONS

The provision of these regulations and sub-regulations that are applicable to Regions shall apply, with the necessary amendments, to Sub-Regions in so far as no express

provision is made hereunder.

31.1 Composition of Sub-Region

31.1.1 A CYM Sub-Region consists of one or more Presbyterian Unions which, as far as possible, form a geographical unit.

31.2 Sub-Regional Meetings

31.2.1 Sub-Regional Executive meets at least once per year to discuss the general activities at sub-Regional level.

31.2.2 Each CYM branch and Presbyterian Union Executive in the Sub-Region has one representative at the meeting. Two members of the Presbyterian Congregational Ministries shall have a seat at the meeting.

31.3 Sub-Regional Executive Composition

31.3.1 The Sub-Regional Executive Committee shall consist of the Chairperson, a Vice-chairperson, Secretary, Assistant Secretary and Treasurer.

31.3.2 One representative from each Presbyterian Union Executive within the Sub-Region has a seat on the Sub-Regional Executive.

31.3.3 One member from the Presbyterian Congregational Ministries has a seat on the Sub-Regional Executive.

31.4 Sub Regional Congress

31.4.1 Frequency

A Sub-Regional Congress takes place in the year before a Regional Congress.

31.4.2 Representation

31.4.2.1 Two representatives from each branch in the Sub-Region.

31.4.2.2 The representative from each Congregational Union Executive within the Sub-Region.

31.4.2.3 Two representatives from each Presbyterian Union Executive within the Sub-Region.

31.4.2.4 One representative from each Presbyterian Congregational Ministries within the Sub-Region.

32. CENTRAL EXECUTIVE (CE)

32.1 Composition

The Central Executive shall consist of:

32.1.1 The Chairperson, Vice-chairperson, Secretary and Treasurer who are elected at the General Congress.

32.1.2 One Regional Representative from each Region. Regional Representatives should be active members of their branches; plus

32.1.3 One representative of the General Synodical Congregational Ministry and the General Synod Actuarium must attend on advisory capacity.

32.2 General Executive Committee

The Chairperson, Vice-chairperson, Secretary and Treasurer constitute the Executive committee.

32.3 General Congress

Frequency

The General Congress shall take place every four years.

32.3.2 Format

The National Executive shall determine the venue, date and format of the General

Congress.

32.3.3 Representation

The following have a seat in the General Congress:

- 32.3.3.1 One representative of each Congregational Union Executive or where there is only one branch that branch shall send the delegate.
- 32.3.3.2 Two representatives of each Presbyterial Union Executive.
- 32.3.3.3 Two representatives of each Regional Executive.
- 32.3.3.4 Two representatives of each Sub-Regional Executive.
- 32.3.3.5 One representative of the General Synod Congregational Ministry.
- 32.3.3.6 Two representatives of each Synod Congregational Ministry and the General Synod Actuarius must attend in advisory capacity.

32.4 **Election of Office-Bearers**

- 32.4.1 The election of the Chairperson, Vice-chairperson, Secretary, Assistant secretary and Treasurer takes place during the Congress.
- 32.4.2 During the Congress Regions, which can change from one congress to the next, are determined. Sub-regions are determined during the Regional congress.
- 32.4.3 Sub-Regions shall be represented in the Central Executive via their Region Executives.
- 32.4.4 The Central Executive nominates two of its members, each with a substitute member, to serve on the General Synodical Congregational Ministries.

32.5 **Terms of Office**

- 32.5.1 Elected members of the Central Executive serve from one General Congress to the next.
- 32.5.2 The representatives of the General Synodical Congregational Ministries serve from one Synod to the next.
- 32.5.3 During the election at the Central Committee both the necessity of continuity and the desirability of healthy alternation should be considered.
- 32.5.4 The Chairperson and Vice-chairperson may serve for a maximum of two consecutive terms in the same capacity.

32.6 **Vacancies**

- 32.6.1 If Regional members change their Regions, they lose their seat in the Central Executive. In such cases they are replaced by one of the alternate members.
- 32.6.2 The Central Executive fills vacancies in the Central Executive Committee from the ranks of the Central Executive.

32.7 **Quorum**

One more than half of the franchised members in the National Executive constitute a quorum.

32.8 **Right to Co-opt**

The Central Executive has the right to co-opt members. Such members may only serve in an advisory capacity.

32.9 **Functions of the Central Executive**

The functions of the Central Executive include the following:

- 32.9.1 Contact Branch Executives, Congregational Union Executives, Presbyterial Union Executives, Area Executives and the General Synodical Commission for Christian Education.
- 32.9.2 Is responsible for organizing the General Congress.

- 32.9.3 Reports regularly to the General Synodical Congregational Ministries.
- 32.9.4 See to it that all relevant information is channelled via Regions to branches.

32.10 Meetings

The Central Executive meets at least once per year. Urgent matters may be attended to per circular or by the Central Executive Committee.

32.11 The Central Executive Fund

The Synodical Church Administrator keeps the Central Executive Fund in trust.

DIE JEUGBRIGADE

A. GRONDBEPALINGE

ARTIKEL 1: NAAM EN VOERTAAL

- 1.1 Die Jeugbrigade van die Verenigende Gereformeerde Kerk in Suider-Afrika.
- 1.2 Die voertaal kan geskied in die amptelike taal van die kadette.
- 1.3 Waar saamtrekke plaasvind, sal Engels en Afrikaans gebruik word.

ARTIKEL 2: VERBAND

Tot lede van die Brigade word toegelaat doop en belydende lidmate van die Verenigende Gereformeerde Kerk. Lede van ander kerke kan toegelaat word om lid van die Jeugbrigade te word, indien hulle die grondbepalinge van die Brigade onderskryf. Diesulkes mag egter nie 'n offisersrang beklee nie.

ARTIKEL 3: DOEL

Die doel van die Brigade is die geestelike, sedelike, liggaamlike en kulturele opvoeding en ontwikkeling van die jeug.

3.1 Geestelike Opvoeding

Dit word onder andere gegee deur middel van Bybelstudie, geestelike boodskappe, konferensies, ensovoorts. Goeie leesgewoontes word aangekweek deur die beskikbaarstelling van Christelike lektuur.

3.2 Sedelike Opvoeding

Dit sal geskied by wyse van reinheidsgesprekke asook lesings oor ander jongmenvraagstukke en die beoefening van goeie gewoontes.

3.3 Liggaamlike Opvoeding

Dit word bereik deur gimnastiek en dril oefening. Spanwerk, die verlening van noodhulp en die beoefening van dissipline is verdere vorme vir die bereiking van hierdie doel.

3.4 Kulturele Opvoeding

Dit word bevorder deur middel van sang, musiekkursusse, kompetisies, ensovoorts.

ARTIKEL 4: STRUKTUUR

- 4.1 Die Brigade bestaan uit verskillende kompanies wat op gemeentevlak bestuur word deur 'n kompanieraad wat bygestaan word deur 'n kadetteraad (Sien Bybepaling 1.3). Die kompanieraad funksioneer onder toesig van die Kerkraad Kommissie vir Christelike Opvoeding. (KCO)
- 4.2 Die Bataljonraad funksioneer op ringsvlak of as die kompanies nie almal in een ring geleë is nie, in die ring waar die meeste kompanies in die Bataljon is. Die Bataljonraad funksioneer onder die toesig van die RCO. (Sien Bybepaling 2)
- 4.3 'n Streekraad word saamgestel uit lede van die gebiedsinode soos deur die Sinode saamgestel en staan onder toesig van die Sinodale Kommissie vir Christelike Opvoeding. (SCO) (Sien Bybepaling 4)
- 4.4 Die Hoofraad is die gesagsliggaam wat die hele Brigade beheer en bestuur onder toesig van die Algemene Sinodale Kommissie vir Christelike Opvoeding. (ASCO)

ARTIKEL 5: AMPSDRAERS

5.1 Die Kompanie

Word saamgestel uit offisiere en onder-offisiere beide in die afdelings en orkes soos bepaal in Bybepaling 1.

5.2 Die Kompanieraad

Word saamgestel uit offisiere van beide seuns en dogters kompanies in 'n gemeente soos uiteengesit in Bybepalings.

5.3 Die Bataljonraad

Ampsdraers word gekies uit die offisiere van die Kompanies binne die Bataljon (sien Bybepaling)

5.4 Die Substreekraad

Ampsdraers word gekies uit amptenare van die sub-streek.

5.5 Die Streekraad

Ampsdraers word gekies uit offisiere van die streek.

5.6 Die Hoofraad

Ampsdraers word gekies uit sy lede soos in Bybepaling 7.

ARTIKEL 6: KLEREDRAG EN KENTEKENS

6.1 Die Brigade het kleredrag soos bepaal in Bybepalings. Daar is kentekens volgens rang soos van tyd tot tyd deur Hoofraad vasgestel.

ARTIKEL 7: KERKLIKE OPSIG EN TUG

7.1 Alle lede en ampsdraers van die Brigade val onder die toesig van die kerkvergaderings in soverre hulle hul skuldig maak aan sedelike of morele oortreding. Hierdie opsig en tug word uitgeoefen ingevolge die Bepalinge van die Sinode wat op elke lidmaat van toepassing is.

7.2 In die geval van oortredinge van die Bybepalinge van die Brigade Konstitusie sowel as geskille wat by nakoming daarvan mag ontstaan, berus beoordeling en uitspraak by die gesagsliggaam van die Brigade.

ARTIKEL 8: FINANSIES

Die Finansies word behartig ingevolge wat bepaal word in Bybepalinge 1 van die Reglemente en Bepalinge van die Kerk.

ARTIKEL 9: EIENDOM

Eiendom word behartig en geadministreer volgens die Bybepalings, Reglemente en Bepalinge van die Kerk.

ARTIKEL 10: ONTBINDINGSKLOUSULE

10.1 Voordat oorgegaan word tot die ontbinding van 'n kompanie moet die kerkraad en die Ringskommissie vir Christelike Opvoeding (RCO) tesame met die Bataljonraad die saak ondersoek, en nadat die kerkraad daaroor besluit het, moet skriftelik kennis gegee word aan die Bataljonraad en RCO, Substreek- en Hoofraad met opgaaf van redes.

10.2 By die ontbinding van 'n kompanie waarvan skriftelik kennis gegee is aan die Brigade Hoofraad, bly die kerkraad waaronder die Kompanie ressorteer, die trustee van al

sy eiendom totdat die Kompanie weer in die lewe geroep word. As die kompanie na vyf jaar nog nie in die lewe geroep is nie, word die eiendom die besitting van die kerkraad. Instrumente en of ander eiendom wat deur die Hoofraad vir kompanies, streke aangekoop/gesubsidieer was, bly die eiendom van die Hoofraad.

- 10.3 By die ontbinding van die Brigade bly die ASCO trustee van al sy eiendom tot tyd en wyl die Brigade weer in die lewe geroep word. As die Brigade na vyf jaar nog nie in die lewe geroep is nie, word die eiendom die besittings van die ASCO.

ARTIKEL 11: VERANDERING VAN BYBEPALINGS

Die ASCO tesame met die Hoofraad het die reg om wysigings in die Bybepalings aan te bring, met dien verstande dat enige Bybepalings wat in stryd met die Grondbepalings is, ongeldig is.

ARTIKEL 12: WYSIGINGSKLOUSULE

Die Grondbepalings kan alleen gewysig word deur die Algemene Sinode van die Verenigende Gereformeerde Kerk in Suider-Afrika nadat beskrywingspunte vir wysigings ingevolge Bepalings 43.6 van die Reglement en Bybepalings van die Kerk deur die ASCO opgestuur is vir die beoordeling deur die Sinode.

BYBEPALINGS

BYBEPALING 1: DIE KOMPANIE

1.1 WYSE VAN STIGTING VAN 'N KOMPANIE

- 1.1.1 'n Kompanie word geïnisieer deur die Kerkraad met kennisgewing aan die Ring en Brigade Hoofraad.
- 1.1.2 Die Brigade mag Kerkrade nader met die oog op stigting van nuwe kompanies.
- 1.1.3 Die stigting van kompanies, Bataljonne, sub-streke, streke asook die installering van offisiere geskied onder toesig van die Ring/SCO en of Hoofraad.
- 1.1.4 Seuns en dogters kan georganiseer word in afsonderlike kompanies.

1.2 LIDMAATSKAP

- 1.2.1 Tot 'n kompanie behoort lidmate/dooplidmate van die plaaslike gemeentes onder wie se opsig en tug hulle val.
- 1.2.2 Ander persone wat die grondbepalings onderskryf.
- 1.2.3 Waar in 'n gemeente meer as een kompanie bestaan, verval lidmaatskap van die kompanie sodra 'n lid sy kompanie verlaat.
- 1.2.4 Geen kompanie of deel van 'n kompanie kan as sodanig na 'n ander gemeente verskuif nie.
- 1.2.5 *Ere-Lidmaatskap*
- 1.2.5.1 Offisiere wat nie meer aktief aan die werksaamhede van die Brigade kan deelneem nie as gevolg van ho ouderdom en of swak gesondheid, maar tog lewend belangstel, kan ere-lidmaatskap bekom. Sodanige aansoek moet deur die kerkraad goedgekeur word.
- 1.2.5.2 Hulle behou die rang wat hulle beklee het by uittrede.
- 1.2.5.3 Erelede het geen stemreg nie.

1.3 DIE KADETTERAAD

- 1.3.1 'n Kadetteraad word jaarliks deur die Kadette aangewys.
- 1.3.2 Die kadetteraad bestaan uit minstens vyf lede.

1.3.3 Die kadetteraad vergader alleenlik onder toesig van 'n aangewese offisier.

1.3.4 Die kadetteraad staan die Kompanieraad by.

1.4 OFFISIERERAAD

1.4.1 Die seuns en dogters offisiere (kapteins, luitenant, kapelaan en sersant-majoor) fungeer afsonderlik as subkommissies van die kompanieraad, waar seuns en dogters as een kompanie fungeer is 'n offisiereraad nie nodig nie. Die funksie word dan deur die kompanieraad verrig.

1.4.2 Die offisiereraad kies sy eie voorsitter.

1.4.3 Hierdie raad word verantwoordelik gehou vir:

1.4.3.1 Werwing van nuwe lede.

1.4.3.2 Die algemene werksaamhede van die Brigadekompanie.

1.4.3.3 Die aanstel van onder-offisiere.

1.4.3.4 Die byhou van 'n inventaris.

1.4.3.5 Die hou van 'n programboek.

1.4.3.6 'n eie finansiële boekhouding

1.4.3.7 Alle take deur enige beherende liggaam of uitvoerende amptenaar van sodanige liggaam deur hom/haar gestel.

1.4.3.8 Die offisiereraad lewer verslag aan die kompanieraad.

1.4.3.9 Handhawing van orde en dissipline.

1.5 DIE KOMPANIERAAD

1.5.1 Die Raad word aangestel uit offisiere van die seuns- en dogterskompanie.

1.5.2 Die kerkraad vaardig twee verteenwoordigers, waarvan een 'n leraar kan wees, af na hierdie raad. Albei het stemreg.

1.5.3 Die kompanie word bestuur deur die kompanieraad, onder beheer van die kerkraad.

1.5.4 Hierdie raad wys sy eie voorsitter, sekretaris en kassier jaarliks aan.

1.5.5 Die offisiere word vir drie jaar benoem en word vir goedkeuring aan die kerkraad voorgelê.

1.5.6 Die kompanieraad lewer verslag van sy werksaamhede aan die KCO en die Bataljonraad.

1.5.7 Alle reëlings, besluite, organisasie, programme en ander werksaamhede in belang van die kompanie, word deur hierdie raad behartig.

1.5.8 Sien toe dat die finansies reg en ordelik bestuur word.

1.6 KIESING VAN KOMPANIE-OFFISIERE

1.6.1 Offisiere word vir 'n tydperk van drie jaar gekies deur die kompanieraad en belydende lidmate wat lede van die kompanie is. Die kiesing word waargeneem deur 'n verteenwoordiger van die kerkraad en word aan die kerkraad voorgelê vir goedkeuring.

1.6.2 Alle offisiere van die kompanie geniet dieselfde voorregte en status.

1.7 PLIGTE VAN KOMPANIE-OFFISIERE

1.7.1 Die Kaptein

1.7.1.1 Die kaptein is die uitvoerende amptenaar van die kompanie

1.7.1.2 Neem leiding by parades.

1.7.2 Die Eerste Luitenant

1.7.2.1 Neem leiding by parades wanneer kaptein ontstent is.

1.7.2.2 Die eerste luitenant word verkieslik verantwoordelik gehou vir liggaamlike opvoeding binne die kompanie.

1.7.3 Die Tweede Luitenant

Is verkieslik verantwoordelik vir die sedelike opvoeding binne sy betrokke kompanie.

1.7.4 Die Kapelaan

1.7.4.1 Is verantwoordelik vir die geestelike opvoeding van die kompanie.

1.7.4.2 Sorg dat godsdiensoefeninge soos Bybelklasse, bidure, en die opening en sluiting van byeenkomste waargeneem word.

1.8 PLIGTE VAN DIE ONDEROFFISIERS

1.8.1 Die Sersant-Majoor

1.8.1.1 Is verantwoordelik vir drilwerk in die kompanie.

1.8.2 Stafsersant

1.8.2.1 Hou 'n naamlys van al die lede.

1.8.2.2 Ontvang die ledegeld en oorhandig dit aan die kassier.

1.8.2.3 Organiseer en reël besoeke aan kadette wat afwesig is, in samewerking met die sersant.

1.8.3 Die Sersant

1.8.3.1 Is verantwoordelik vir die besoeke aan siekes.

1.8.3.2 Is verantwoordelik vir werwingswerk.

1.8.3.3 Doen gereeld verslag van sy/haar werk aan die offisiereraad.

1.8.4 Korporaal en Onderkorporaal

1.8.4.1 Staan sersante by met hulle werksaamhede.

1.9 DIE KOMPANIE-ORKES

'n Orkes bestaan uit blaas- en slaginstrumente, bespeel deur seuns en dogters en begelei die kompanie op parades.

PLIGSTAAT VAN ORKESOFFISIERS EN ONDEROFFISIERS

1.9.1 Die Orkesleier

1.9.1.1 Ontvang by aanstelling die rang van tweede luitenant. Hy/Sy moet 'n belydende lidmaat van die gemeente wees.

1.9.1.2 Is verantwoordelik vir die kulturele opvoeding binne sy/haar kompanie.

1.9.1.2 Is verantwoordelik vir opleiding en afrigting van die orkes.

1.9.2 Tamboermajoor

Bring die orkes tot orde op parades en oorhandig die orkes aan die orkesleier.

1.9.3 Ander

Sersante, korporaals, en onderkorporaals kan aangewys word om die orkesleier by te staan soos deur die kompanieraad benodig.

1.10 KOMPANIE SE FINANSIES

1.10.1 Die kompanie se finansies word beheer deur die kompanieraad en word in finansiële boeke van die gemeente as 'n trustrekening bestuur.

1.10.2 Geen ontvangste mag as kontant bestee word nie. Dit moet onmiddellik by die gemeente kassier inbetaal word met verkryging van 'n kwitansie.

1.10.3 Alle uitbetalings geskied per tjek op skriftelike versoek aan die gemeente-kassier. Hierdie skriftelike versoek moet onderteken word deur die kaptein of sy gemagtigde.

1.10.4 Die Brigade gebruik 'n kasboek, kwitansieboek, duplikaataanvraagboek.

- 1.10.5 Die kasboek word gebruik vir aantekeninge van inkomste en uitgawes.
- 1.10.6 Die kwitansieboek, wat genommer en ten minste in duplikaat is, vir alle geldelike ontvangste.
- 1.10.7 Die finansiële boeke moet voor elke kompanieraad-vergadering versoen word met die trustrekening in die finansiële boeke van die gemeente.
- 1.10.8 Die kaptein en offisiere moet toesien dat die finansies op 'n verantwoordelike wyse bestee word, asook toesien dat die Brigade kassier sy pligte volgens die konstitusie uitvoer.
- 1.10.9 Die kompanie kassier is verkieslik die tweede luitenant. Indien dit 'n ander persoon is, moet hy/sy 'n belydende lidmaat wees wat sy werk onder toesig van eersgenoemde doen. (Sien 1.11 – Pligte)
- 1.10.10 Die gemeente kassier moet as ouditeur van die Brigade se finansiële boeke optree.
- 1.10.11 Elke kompanieraad moet jaarliks teen die einde van die finansiële boekjaar die Brigade B/V vorm in drievoud voltooi. 'n Kopie moet onderskeidelik aan die sekretaris van die Hoofraad, Sub-, Streek en Kerkraad gestuur word.
- 1.10.12 By besoek van die Uitvoerende-/Streek-/Bataljonskommandant of hul gemagtigdes, moet 'n afskrif van die finansiële boeke en B/V vorm aan hulle voorgelê word.
- 1.10.13 Geen kompanie mag skuld aangaan sonder skriftelike verlof van die kerkraad.
- 1.10.14 Die kompanieraad moet toesien dat alle Bataljon-, Sub-, Streek, Hoofraad en Sinodale jaarfooië voor die einde van die finansiële boekjaar aan die Hoofraadkassier gestuur word.

1.11 DIE KOMPANIEKASSIER

- 1.11.1 Ontvang alle gelde en reik kwitansies uit, en hou die finansiële boeke op datum.
- 1.11.2 Doen binne 7 dae inbetalings by die gemeente-kassier met die verkryging van 'n amptelike kwitansie.
- 1.11.3 Lewer gereeld verslag van die finansies by elke kompanieraad vergadering.
- 1.11.4 Bring sy/haar kwitansieboek na elke byeenkoms, en alle finansiële boeke na die kompanieraad vergaderings.
- 1.11.5 Sien toe dat die finansiële boeke aan die einde van elke finansiële boekjaar afgesluit word, en so spoedig moontlik geouditeer word.
- 1.11.6 Met amptelike besoeke van die Uitvoerende-, Streek-, Bataljon- kommandant of hul gemagtigdes moet hy/sy die jongste B/V vorm en sy finansiële boeke voorlê.
- 1.11.7 Sien ook toe dat die verpligte fooie elke jaar voor die einde van die finansiële boekjaar aan die Streek-kassier gestuur word.
- 1.11.8 By beëindiging van die kassier se dienste moet die finansiële boeke eers geouditeer word voordat sy/haar ontslag kan geskied.

1.12 TUG EN DISSCIPLINE

1.12.1 Die Kompanie

- 1.12.1.1 Al die lede van die kompanie val onder die opsig en tug van die Kerkraad ingevolge die Kerkorde, Bepalinge en Reglemente van die Verenigende Gereformeerde Kerk in Suider-Afrika.
- 1.12.1.2 Al die lede is verbind tot die nakoming van die Bepalinge van die Brigade en hulle moet hulle aan die dissipline soos neergelê onderwerp.
- 1.12.1.3 Die kompanieraad hou toesig oor kadette en onder-offisiere in hierdie verband.

1.12.1.4 Offisiere oefen gesag en dissipline uit oor onder-offisiere en kadette ingevolge die konstitusie van die Brigade en rapporteer aan die kerkraad.

1.12.2 Stafoffisiere

1.12.2.1 Stafoffisiere val onder die opsig en tug soos bepaal in die Kerkorde, Bepalinge en Reglemente van die Verenigende Gereformeerde Kerk in Suider-Afrika.

1.12.2.2 Stafoffisiere is onder die toesig en dissipline van die Hoofraad met betrekking tot hulle nakoming van die bepaling van die konstitusie van die Brigade en hul onderwerping aan die dissiplinêre kode.

1.12.3 DISSIPLINÊRE KODE

1.12.3.1 EERBETOON

1.12.3.1.1 Alle mindere range, wanneer in uniform, kom op aandag in die teenwoordigheid van meerdere range. 'n Offisier word gesalueer.

1.12.3.1.2 Wanneer 'n persoon van mindere rang deur offisier aangespreek word kom en bly hy/sy op aandag totdat die offisier klaar gepraat het.

1.12.3.2 GESAG EN ORDE

1.12.3.2.1 Parades staan onder bevel van die offisier met die hoogste rang op kompanie-, Bataljon- en streekvlak of die hoogste rang deur hom/haar daartoe versoek. Hy/Sy is verplig om streng orde en dissipline te handhaaf.

1.12.3.2.2 Elke rang moet hom/haar onder alle omstandighede by elke geleentheid streng onderwerp en laat lei deur die rang wat oor hom/haar aangestel is.

1.12.3.2.3 Van offisiere en lede word verwag om by alle geleenthede van die Brigade teenwoordig te wees, onder andere kerkparades, dril en sangoefening, Bybelonderrig, bidure, Brigade lesings, weeklikse byeenkomste, kompetisies ensovoorts.

1.12.3.3 DISSIPLINÊRE MAATREËLS

1.12.3.3.1 Die Hoofraad-, Sub-, Streek-, Bataljon- en kompanieraad pas volgens die erns van die oortreding, die volgende dissiplinêre maatreëls toe:

1.12.3.3.1.1 Vermanings

1.12.3.3.2 Meer ernstige oortredings word verwys na die kerkraad vir optrede.

BYBEPALING 2 (BATALJON)

2.1 DIE BATALJONRAAD

2.1.1 Hierdie raad bestaan uit offisiere van die bataljonkompanies.

2.1.2 Twee verteenwoordigers van die RCO met stemreg dien in die raad.

2.1.3 Die vergadering kies sy eie ampsdraers vir 'n termyn van drie jaar met goedkeuring van Ring en Hoofraad.

2.1.4 Die Bataljonraad kies jaarliks sy eie voorsitter, sekretaris, kassier en sameroepers van kommissies wat saam met die uitvoerende amptenare die bestuur vorm. (Kassier: Sien Bybepaling)

2.1.5 Die Bataljonraad kies twee verteenwoordigers vir die RCO.

2.1.6 Die Bataljonraad lewer verslag van sy werksaamhede aan die RCO waaronder die kompanie sorteer.

2.1.7 'n Jaarprogram wat alle aktiwiteite dek word deur die Bataljon- vergadering opgestel en aan die sub- en streek vir inligting voorgelê.

2.1.8 Alle Bataljon offisiere geniet dieselfde voorregte en status by vergaderings.

2.2 BATALJONOFFISIERE

- 2.2.1 Bataljonoffisiere word deur die Bataljonraad by wyse van stembriefies gekies, onder toesig van RCO.
- 2.2.2 Die name van verkosenes word vir goedkeuring aan die Ringe voorgelê met kennis aan die Hoofraad.

2.3 PLIGTE VAN DIE BATALJONOFFISIERE

2.3.1 DIE BATALJONKOMMANDANT:

- 2.3.1.1 Is die Uitvoerende amptenaar van die Bataljon.
- 2.3.1.2 Skakel met RCO en kerkrade in sy/haar betrokke Bataljon ten opsigte van die gemeentelike en Ringsverpligtinge van die Brigade.
- 2.3.1.3 Voorsien die sub-streekkommandant met die jaarprogram van die Bataljon.
- 2.3.1.4 Besoek alle kompanies onder sy/haar toesig minstens een maal per jaar.
- 2.3.1.5 Neem leiding by Bataljonparades.

2.3.2 DIE STAFKAPTEIN

- 2.3.2.1 Neem leiding by Bataljon parades wanneer Bataljonkommandant ontstent is.
- 2.3.2.2 Staan die Bataljonkommandant by in sy/haar werksaamhede.
- 2.3.2.3 In elke Bataljon kan twee stafkapteine gekies word as dit nodig is:
 - 2.3.2.3.1 Een vir die dogters-afdeling.
 - 2.3.2.3.2 Een vir die seuns-afdeling.
 - 2.3.2.3.3 Die stafkaptein vir die seuns moet 'n man wees.
 - 2.3.2.3.4 Die stafkaptein vir die dogters moet 'n vrou wees.
 - 2.3.2.3.5 Wanneer 'n offisier gekies word as Stafkaptein mag hy/sy slegs met die goedkeuring van sy/haar Kompanie-, en Kerkraad van sy kompaniepligte verskoon word.
 - 2.3.2.3.6 As hy/sy die kompanie verlaat verloor hy/sy die aanstelling as stafkaptein.

BYBEPALING 3: SUBSTREEK

3.1 DIE SUBSTREEKRAAD

Hierdie raad bestaan uit:

- 3.1.1 Die Substreek uitvoerende amptenaar.
- 3.1.2 Alle bataljon uitvoerende amptenare. (Majoors)
- 3.1.3 Vier verteenwoordigers uit die ringe (Bataljon) nl. twee mans en twee dames waaruit die Substreek saamgestel is.
- 3.1.4 Alle lede van die Substreekraad moet lede van 'n bepaalde kompanie wees wat binne die Substreek ressorteer.

3.2 FUNKSIES

- 3.2.1 Die vergadering kies sy eie uitvoerende amptenaar vir 'n tydperk van 3 jaar met goedkeuring van die Hoofraad.
- 3.2.2 Die Substreek kies sy eie voorsitter, sekretaris, kassier en vorm saam met die uitvoerende amptenaar die dagbestuur met die reg van ko-opsie van nog lede. (Kassier: Sien Bybepaling)
- 3.2.3 Die Substreekkommandant kan indien nodig sy stafoffisiere byeenroep vir samesprekings en aanbevelings.
- 3.2.4 Die Substreekraad hou jaarliks sy eie Algemene en Geestelike Konferensie met inagneming van die Algemene Konferensie van die Brigade.

- 3.2.5 Die werksaamhede van die Substreek word by hierdie Konferensie by wyse van verslae en beskrywingspunte bespreek.
- 3.2.6 Lede van die Streekhoofkwartier woon die Konferensie amptelik by.
- 3.2.7 Die Substreekraad reël en is verantwoordelik vir sy eie byeenkomste, kursusse, parades, algemene- en geestelike konferensies.
- 3.2.8 'n Jaarprogram wat alle werksaamhede dek word deur die streekvergadering opgestel en aan die Hoofkwartier voorgelê.
- 3.2.9 Die Substreekkommandant is die streek afgevaardigde in die streekhoofkwartier. Die streek dra volle verantwoordelikheid vir vervoer en daggelde.
- 3.2.10 Notule van alle streekvergaderings word binne een maand aan die streekhoofkwartier voorgelê, asook verslae van kompetisie, kursusse, jeugkampe en ander aktiwiteite.
- 3.2.11 Die Uitvoerende Amptenaar (Hoofkommandant) of gemagtigde in opdrag van die Hoofkwartier, behou die reg om waar nodig in enige streek handelend op te tree om die vlot verloop van werksaamhede in 'n streek te verseker.
- 3.2.12 Alle stafoffisiere geniet dieselfde voorregte en status op vergaderings.
- 3.3 PLIGTE VAN DIE SUBSTREEKKOFFISIERE**
- 3.3.1 Die Substreekkommandant**
- 3.3.1.1 Die substreekkommandant is die uitvoerende amptenaar van die Substreek.
- 3.3.1.2 Hy/Sy of 'n gemagtigde dien amptshalwe in die Brigade-Streekhoofkwartier.
- 3.4 DIE SUB-STREEKKONFERENSIES**
- 3.4.1 Elke Substreek hou jaarliks sy eie Algemene en Geestelike Konferensie, behalwe in die jaar wat die Hoofraad en Streekhoofraad 'n konferensie reël.
- 3.4.2 Die volgende persone het sitting en stemreg:
 - 3.4.2.1 Die Uitvoerende kommandant, substreekkommandant, Bataljon-kommandant stafoffisiere.
 - 3.4.2.2 Twee offisiere uit elke kompanie.
 - 3.4.2.3 Die leraar(s) en een kerkraadslid van elke gemeente waar 'n kompanie bestaan.
 - 3.4.2.4 Die verteenwoordigers van die RCO van die Ring waar kompanies bestaan.
- 3.4.3 Die Substreekkonferensie neem die werksaamhede van die Brigade in die Substreek in oënskou deur middel van verslae en beskrywingspunte wat voorgelê word, besin en spreek hom daarvoor uit.
- 3.4.4 Die voorsitter van die Substreek is die voorsitter van die konferensie of by sy afwesigheid 'n persoon deur substreek aangewys.
- 3.4.5 Die Substreekraad is verantwoordelik vir die reëlings en administrasie van die konferensie.
- 3.4.6 Alle beskrywingspunte moet minstens een maand voor die konferensie by die sekretaris ingedien word.
- 3.4.7 DIE KONFERENSIE BEHARTIG DIE VOLGENDE:**
- 3.4.7.1 Die verslag van die Substreek Uitvoerende amptenaar.
- 3.4.7.2 Kursusse
- 3.4.7.3 Kompetisies
- 3.4.7.4 Eiendomme
- 3.4.7.5 Kampe
- 3.4.7.6 Bataljonne

- 3.4.7.7 Statistiek
 - 3.4.7.8 Die geouditeerde verslag van die Substreekkassier
 - 3.4.7.9 Die geestelike en sedelike verslag
 - 3.4.7.10 Beskrywingspunte
 - 3.4.8 Die skema van werksaamhede moet 14 dae voor die konferensie aan al die belanghebbendes gestuur word.
 - 3.4.9 Die notule van die konferensie asook sake wat die substreek onder die aandag van die Hoofraad wil bring moet binne 'n maand na afloop van die konferensie aan die sekretaris van die Hoofraad gestuur word vir voorlegging aan die eerskomende Hoofraadsvergadering.
 - 3.4.10 Die besluite van die konferensie is bindend in die substreek in soverre dit nie bots met die konstitusie van die Brigade en die Reglemente en Bepalings van die Kerk nie.
- 3.5 SUB-STREEKOFFISIERS**
- 3.5.1 Die Substreekkommandant word gekies vir 'n tydperk van drie jaar.
 - 3.5.2 By die kiesing van die streekkommandant tree die streekuitvoerende-kommandant of sy gemagtigde daartoe as voorsitter op.
 - 3.5.3 By die kiesing van substreekbestuur tree die uitvoerende amptenaar van die substreek as voorsitter op.
 - 3.5.4 Geen nuwe poste sal deur enige kompanie-, sub- en streekraad of Hoofkwartier geskep word sonder die vooraf goedkeuring van die Hoofraad nie.

BYBEPALING 4: DIE STREEKRAAD

4.1 SAMESTELLING

- 4.1.1 Die Streekraad bestaan uit 10 lede.
- 4.1.2 Die gebiedskommandant (uitvoerende)
- 4.1.3 Vyf lede deur SCO benoem uit 'n nominasielys voorgelê deur die Streekhoofraad van Sinode tot Sinode.
- 4.1.4 Vier lede (offisiere deur die gebiedskonferensie benoem) kan ook bestaan uit een (1) of twee (2) lede uit Sub-streke.

4.2 DIE BESTUUR

- 4.2.1 Die Gebiedsraad kies na elke gebiedskonferensie sy eie bestuur nl.:
 - 4.2.1.1 Die voorsitter
 - 4.2.1.2 Die ondervoorsitter
 - 4.2.1.3 Die sekretaris
 - 4.2.1.4 Die kassier

4.3 FUNKSIES

- 4.3.1 Die streekraad is die beherende liggaam van die Brigade in sy gebied uitgesluit wet en beleid en lewer verslag aan die SCO en aan die Hoofraad.
- 4.3.2 Die Streekraad mag opdragte en take deleger.
- 4.3.3 Die raad vergader minstens eenkeer per jaar.
- 4.3.4 Konferensies – Sien 3.4

4.4 DIE STREEKKOMMANDANT

- 4.4.1 Is die Uitvoerende Amptenaar van die Streek Hoofraad.
- 4.4.2 Word aangestel vir 'n tydperk van drie jaar en werk onder toesig van die Streek-

Hoofraad.

- 4.4.3 Dien in die Hoofkwartier asook op Hoofraad met stemreg.
- 4.4.4 Gee uitvoering aan die volgende:
 - 4.4.4.1 Die toepassing van Hoofraadsbesluite en opdragte
 - 4.4.4.2 Die uitbreiding, bevordering en bekendstelling van Brigade.
 - 4.4.4.3 Gee leiding aan alle afdelings van die Brigade.
 - 4.4.4.4 Installeer alle nuwe offisiere wat uit bestaande of nuwe kompanies deur die Kerkraad goedgekeur is, of by sy/haar onstentenis, die streekkommandant.
 - 4.4.4.5 By elke vergadering van die Hoofraad gee hy/sy skriftelike verslag van sy werksaamhede.
 - 4.4.4.6 Die Streek Uitvoerende Kommandant kan enige plig aan enige offisier opdra, maar verantwoordelik vir daardie taak.
- 4.5 KIESING VAN DIE STREEKKOMMANDANT**
 - 4.5.1 Die Gebiedstreek Uitvoerende kommandant word elke drie jaar gekies.
 - 4.5.2 Die Streek Hoofraad gee kennis aan alle Hoofraadslede, stafoffisiere en kompanierade om binne dertig dae na kennisgewing hul nominasies aan die Hoofraad voor te lê.
 - 4.5.3 Alle nominasies word aan die Streek Hoofraad gestuur wat 'n nominasielys saamstel en dit aan die Brigade Konferensie voorhou.
 - 4.5.4 Uit die nominasielys word die Uitvoerende kommandant deur Konferensie gekies.
 - 4.5.5 Die persoon met die volstrekste meerderheid stemme van die Konferensie, word die uitvoerende kommandant.
 - 4.5.6 As die stemme staak, beslis die lot.
 - 4.5.7 Dit word voorgelê vir bekragtiging deur SCO
 - 4.5.8 Die gekosene sal skriftelik in kennis gestel word en moet binne 21 dae skriftelik verklaar of hy/sy die amp aanvaar.
 - 4.5.9 Binne 21 dae na aanvaarding sal hy/sy amptelik in diens bevestig word.
 - 4.5.10 Indien 'n vakature ontstaan kan die Streek Hoofraad iemand tydelik benoem om die amp te beklee.

BYBEPALING 5: STREEKHOOFKWARTIER

Sien Bybepaling 6

BYBEPALING 6:

6.1 SAMESTELLING

- 6.1.1 Die Hoofkwartier bestaan uit die uitvoerende kommandant, 'n lid van elk van die Sekretariaat, sport, musiek, dril, getuienis aksie, finansies, kampe, noodhulp asook Regimentsorkes- en koorleiers, word deur die Hoofraad aangewys vir drie jaar.
- 6.1.2 Die Hoofkwartier kies jaarliks sy eie bestuur.

6.2 DIE PLIGTE VAN DIE HOOFKWARTIER

- 6.2.1 Opstel van werkskemas en jaarprogram vir voorlegging aan die Hoofraad.
- 6.2.2 Oorhoofse beplanning van Brigade werksaamhede.
- 6.2.3 Toesig oor alle roerende en onroerende eiendomme van die Brigade.
- 6.2.4 Die beskikbaarstelling van uniforms, mondering, en toerusting vir die Brigade.
- 6.2.5 Die daarstelling van verslag- en inspeksie vorms.

- 6.2.6 Die Hoofkwartier lewer gereeld skriftelik verslag van sy werksaamhede aan die Hoofraad.
- 6.2.7 Die Hoofkwartier vergader minstens vier (4) keer per jaar.
- 6.2.8 Die jaarlikse beplanning en voorlegging van program aan Hoofraad van werksaamhede waarvoor die kommissie verantwoordelik is.
- 6.2.9 Aanbieding van kursusse ten opsigte van die werksaamhede op streek/bataljonkompanievlak.
- 6.2.10 Reël van kompetisies en saamtrekke.
- 6.2.11 Verslag aan uitvoerende amptenaar vir voorlegging aan konferensie.
- 6.3 KWARTIERMEESTERKOMMISSIE – PLIGTE**
- 6.3.1 Kwartiermeesterkommissie word saamgestel om:
 - 6.3.1.1 'n Inventaris van eiendom te hou.
 - 6.3.1.2 Toe te sien dat met die oog op instandhouding die Hoofraad deur middel van sy Dagbestuur/Hoofkwartier op hoogte gehou word oor die toestand van vaste en roerende eiendom.
 - 6.3.1.3 Voorrade in bewaring te neem en te administreer.

BYBEPALING 7: NASIONALE HOOFRAAD

7.1 SAMESTELLING

Die Hoofraad bestaan uit:

- 7.1.1 Die Brigade Nasionale Uitvoerende Kommandant (Amptenaar).
- 7.1.2 Die Uitvoerende Kapelaan.
- 7.1.3 Streek Uitvoerende Amptenare
- 7.1.4 Twee lede gekies deur die Nasionale Algemene Konferensie.
- 7.1.5 Vier lede deur ASCO gekies uit 'n nominasielys voorgelê deur die Brigade.

7.2 DIE BESTUUR

- 7.2.1 Die Hoofraad kies na elke algemene konferensie sy eie bestuur naamlik:
 - 7.2.1.1 Die Voorsitter
 - 7.2.1.2 Die Ondervoorsitter
 - 7.2.1.3 Die Sekretaris

7.3 FUNKSIES

- 7.3.1 Die Hoofraad is die beleidmakende liggaam van die Brigade en lewer verslag aan die ASCO.
- 7.3.2 Vestig nuwe gebiede/streke en tree handelend.
- 7.3.3 Die Hoofraad kan in besondere omstandighede persone as offisiere benoem aan wie 'n spesifieke werksopdrag toegeken word.
- 7.3.4 Die Hoofraad kan opdragte en take delegeer.
- 7.3.5 Wys 'n afgevaardigde aan om in ASCO te dien.
- 7.3.6 Die Hoofraad bepaal die kleredrag van die Brigade.
- 7.3.7 Reël dril, sang, musiek, atletiek, noodhulp en ander kompetisies.

7.4 DAGBESTUUR

- 7.4.1 Die dagbestuur behandel in die reses alle spoedeisende sake en hou toesig oor aankope en uitbetalings en lewer verslag by die eerskomende Hoofraadsvergadering.
- 7.4.2 'n Dagbestuur wat bestaan uit minstens vier (4) lede word jaarliks gekies.

7.4.3 Die Uitvoerende-kommandant is ampshalwe lid van die dagbestuur.

7.5 KONFERENSIES

7.5.1 Die Hoofraad hou Algemene en Geestelike Konferensie.

7.5.2 Stemgeregtigdes:

1 Hoofraadslede

1 Diensdoende Stafoffisiere

2 Twee afgevaardigdes per kompanie Seuns en Dogters afsonderlik.

1 Afgevaardigdes word deur die Kompanieraad gekies, moet belydende lidmate van die gemeente wees en deur die Kerkraad goedgekeur word.

1 Een kerkraadslid deur die Kerkraad afgevaardig vir alle kompanies van die gemeente.

1 Leraar(s) van gemeente waar kompanie(s) bestaan.

7.5.3 By die Konferensie word die volgende behandel:

7.5.3.1 Verslag van die Uitvoerende Amptenaar

7.5.3.2 Hoofraad Finansies

7.5.3.3 Beskrywingspunte wat minstens 60 dae voor die datum van Konferensie ingedien moet word.

7.5.3.4 Beskrywingspunte wat oor die Konstitusie handel moet minstens 90 dae voor die Konferensie ingehandig word.

7.5.3.5 Opvoedkundige lesings i.v.m. Brigade werksaamhede.

7.5.3.6 Geestelike Konferensie.

7.5.3.7 Kiesing van amptenare wanneer nodig.

BYBEPALING 8: DIE NASIONALE UITVOERENDE AMPTENAAR

8.1 PLIGTE VAN DIE NASIONALE UITVOERENDE AMPTENAAR

8.1.1 Is verantwoordelik vir die breër uitbreiding van die Brigade.

8.1.2 Vestig sinodale streke.

8.1.3 Sorg vir opleidingsprogramme in streke.

8.1.4 Skakel oorhoofs met Streek Uitvoerende Amptenare.

8.1.5 Lewer skriftelik verslag aan Nasionale Hoofraad en Konferensie.

8.1.6 Installeer offisiere soos in punt twee.

8.1.7 Woon Streek konferensies by.

8.1.8 Mag enige van sy pligte delegeer.

8.2 KIESING VAN DIE NASIONALE UITVOERENDE AMPTENAAR

8.2.1 Die Uitvoerende kommandant word elke vier jaar gekies.

8.2.2 Die Hoofraad gee kennis aan alle Hoofraadslede, stafoffisiere en kompanierade om binne dertig dae na kennisgewing hul nominasies aan die Hoofraad voor te lê.

8.2.3 Alle nominasies word aan die Hoofraad gestuur wat 'n nominasielys saamstel en dit aan die Brigade konferensie voorhou.

8.2.4 Uit die nominasielys word die uitvoerende kommandant deur konferensie gekies.

8.2.5 Die persoon met die volstrekte meerderheid stemme van die Konferensie, word die uitvoerende kommandant.

8.2.6 As die stemme staak, beslis die lot.

8.2.7 Dit word voorgelê vir bekragtiging deur ASCO.

- 8.2.8 Die gekosene sal skriftelik in kennis gestel word en moet binne 21 dae skriftelik verklaar of hy/sy die amp aanvaar.
- 8.2.9 Binne 21 dae na aanvaarding sal hy/sy amptelik in diens bevestig word.
- 8.2.10 Indien 'n vakature ontstaan kan die Hoofraad iemand tydelik benoem om die amp te beklee.

BYBEPALING 9: DIE HOOFKAPELAAN

- 9.1 'n Leraar of enige offisier word benoem deur die Hoofraad.
- 9.2 Gee leiding aan al die Brigade kapelane.
- 9.3 Adviseer en gee voorligting aan die hele Brigade ten opsigte van die geestelike werk.
- 9.4 Voorsien die temas vir die konferensies.
- 9.5 Behartig sy/haar werk op Hoofkwartiersvlak in samewerking met die kapelane.

BYBEPALING 10

(Bybepaling 10 is terugverwys na ASCO om dit in lyn te bring met die besluite van die Algemene Sinodale Kommissie **rakende die hantering van fondse**)

FINANSIES

10.1 HOOFRAAD- EN STREEKFINSIES

- 10.1.1 Die Hoofraad ontvang en bestee sy fondse onder toesig van die ASCO/SCO.
- 10.1.3 Finansiële verslae wat voor die Hoofraad dien sal as deel van die notule aan die ASCO gestuur word deur die sekretaris van die Hoofraad.
- 10.1.3 'n Finansiële kommissie word deur die Hoofraad aangewys en die volgende pligte opgelê; opstel van begroting, Konsep aansoeke vir hulptoelae, voorstelle en riglyne vir insameling van fondse, verkryging van pryse kwotasies deur middel van betrokke kommissies, alle take soos deur die Hoofraad en Hoofkwartier verwys.
- 10.1.4 Bepaal heffings op Streek basis.

10.2 PLIGTE VAN DIE HOOFRAAD EN STREEK HOOFRAAD-KASSIER

- 10.2.1 Ontvang alle gelde van die Brigade en reik kwitansies uit.
- 10.2.2 Die kassier hou die boeke op datum en sien toe dat die finansiële boeke aan die einde van die boekjaar afgesluit word, en binne dertig dae geouditeer word.
- 10.2.3 Sien toe dat jaarfooie elke jaar voor die einde van die finansiële boekjaar inbetaal word.
- 10.2.4 Tjeks van die Hoofraad moet onderteken word deur die Hoofraad kassier en die mede-ondertekenaar soos deur die Hoofraad benoem.
- 10.2.5 Insamelings wat deur die kompanies, bataljonne en streke ten behoeve van die Hoofkas gehou word, moet binne 14 dae aan die Hoofraad kassier gestuur word.
- 10.2.6 Die Hoofraad kassier het ampshalwe sitting in die Brigade Hoofkwartier.
- 10.2.7 Die kassier word aangewys deur die Brigade Hoofraad.
- 10.2.8 Die Hoofraad kan die kassier oproep om wanneer nodig:
 - 10.2.8.1 Hoofraadsvergaderings by te woon.
 - 10.2.8.2 Die Hoofraad oor geldsake te adviseer.
- 10.2.9 Wanneer die Hoofraad kassier die Brigade verlaat of geskors word, moet die finansiële boeke eers geouditeer word, voordat sy/haar ontslag geskied.

10.3 BATALJON- SUB EN STREEKFINSANSIES

- 10.3.1 Bataljon en streekraade mag insamelings hou.
- 10.3.2 Alle gelde wat geëien word vir die bataljon word inbetaal by die Ringsquaestor.
- 10.3.3 Alle betalings geskied per tjek op skriftelike versoek aan die kassier van die Hoofraad.
- 10.3.3.1 Die skriftelike versoek vir uitbetalings aan die Hoofraad-kassier moet onderteken wees deur 'n bataljon-, of streekkomandant en bataljon- of streeksekretaris.
- 10.3.4 Die bataljon- of Streekkassier gee gereeld verslag van die bataljon- of streekfinansies by elke bataljon- of streeksraadvergadering en Ringsvergadering.

BYBEPALING 11: DIE REGIMENTSORKES, DIE TAAK EN OPDRAG VAN DIE REGIMENTSORKES

- 11.1 Die regimentsorkes is die amptelike orkes van die Brigade en staan onder toesig van die Hoofraad.
- 11.2 Die orkes word betrek by:
 - 11.2.1 Opleiding en bevordering van orkesmusiek binne die Brigade.
 - 11.2.2 Die aanbied van musiekkursusse, skoling en afrigting.
 - 11.2.3 Die daarstelling van musieksillabusse.
 - 11.2.4 In samewerking met streek, indien nodig, die verkryging van voorgeskrewe werke.
 - 11.2.5 Evaluering by kompetisies, kursusse, ensovoorts.
 - 11.2.6 Brigade seremonies.
- 11.3 Die orkes tree op uitnodiging, of by installering en stigting van kompanies of enige ander Brigade aangeleentheid.
- 11.4 Die orkes oorweeg in samewerking met die Uitvoerende amptenaar ook uitnodigings na optrede buite Brigade verband.

11.5 SAMESTELLINGS

- 11.5.1 Die Orkes word saamgestel uit kadette, offisiere en ander offisiere van die Brigade.
- 11.5.2 Die Hoofraad wys self die personeel en die personeel sterkte van die orkes aan wat uitsluitlik vir hierdie doel afgesonderd word.

11.6 DIE KASSIER:

- 11.6.1 Ontvang alle gelde en betaal dit in by die Hoofraad kassier.
- 11.6.2 Lewer verslag by die bestuur ten opsigte van die finansiële stand van die orkes.
- 11.6.3 Word jaarliks gekies.
- 11.7 **DIE ORKESLEIER:**
 - 11.7.1 Is in bevel van die orkes.
 - 11.7.2 Die orkesleier dien ampshalwe in die Brigade Hoofkwartier, of by sy afwesigheid, sy gemagtigde.
 - 11.7.3 Die Orkesleier is verantwoordelik vir:
 - 11.7.3.1 Afrigting en opleiding van manskappe en die handhawing van hoë musiekstandaarde.
 - 11.7.3.2 Toesig oor alle afdelings van die orkes.
 - 11.7.3.3 Die uitvoering van alle aktiwiteite en billike take van die orkes soos deur die Hoofraad opgedra.
 - 11.7.3.4 Stel jaarliks 'n verslag saam van orkes werksaamhede en lê dit voor aan die Brigade Hoofraad.

- 11.7.3.5 Die Orkesleier kan enige plig of gedeelte daarvan aan enige offisier opdra, maar dit onthef hom/haar nie van die verantwoordelikheid vir daardie taak nie.

BYBEPALING 12: DIE REGIMENTSKOOR

- 12.1 Die Regimentskoor is die amptelike koor van die Brigade en staan onder toesig van die Hoofraad.
- 12.2 Die Bestuur
- 12.2.1 Die Hoofraad wys die koorleier aan.
- 12.2.2 Die Koor kies jaarliks sy eie bestuur.
- 12.2.3 Die bestuur saam met die koorleier word verantwoordelik gehou vir alle aktiwiteite en take van die koor soos deur die Hoofraad opgedra.
- 12.2.4 Alle gelde wat ingevorder word, moet by die kassier van die Hoofraad inbetaal word.
- 12.2.5 Die leier en bestuur reël self oefentye, opleidingsprogramme en ander aktiwiteite.
- 12.2.6 Opvraging uit die trustfonds van die koor sal alleenlik per tjek uitbetaal word.
- 12.2.7 Lede van die koor moet lede van die Jeugbrigade van die Verenigende Gereformeerde Kerk in Suider-Afrika.

DIE CHRISTELIKE AFHANKLIKHEIDSBEDIENING (CAB)

1. GRONDBEPALINGE

1.1 NAAM

Die organisasie staan bekend as die **Christelike Afhanklikheidsbediening** van die Verenigende Gereformeerde Kerk in Suider-Afrika (hierna genoem CAB).

1.2 GRONDSLAG

Die CAB is gegrond op die Bybel as die onfeilbare Woord van God, die drie formuliere van Eenheid en die Belydenis van Belhar (1986).

1.3 VERBAND

1.3.1 Die C.A.B. bestaan onderhewig aan die beleidsbepalinge van die Verenigende Gereformeerde Kerk in Suider-Afrika.

1.3.2 Die C.A.B. funksioneer onder toesig en beskerming van die plaaslike kerkraad/e, ringkommissie/s vir Diakonale Dienste en sinodale kommissie/s vir Diakonale Dienste.

1.4 DOELSTELLINGS

Die C.A.B. se doelstellings is:

1.4.1 om 'n barmhartigheidsdiens i.v.m. **alkohol- en dwelmafhanlikheid** te lewer;

1.4.2 deur met alle aanvaarbare middele beskikbaar voorligting te gee, voorkomings- en motiveringswerk te doen, behandeling en nasorgdiens te ondersteun en langs dié weg **alkohol- en dwelmafhanlikes** te help tot 'n blywende en gelukkige soberheid.

1.4.3 Die C.A.B. is van oortuiging dat die mens die ware verlossing in Christus vind.

1.5 LIDMAATSKAP

Lidmaatskap is oop vir alle persone wat die konstitusie onderskryf.

1.6 STRUKTUUR

Die C.A.B. bestaan uit:

1.6.1 Takke wat elk 'n bestuur het, verkies volgens bybepaling 2.5, en onderhewig aan die goedkeuring van die plaaslike kerkraad/e.

1.6.2 Streekgroeperinge met 'n streekbestuur vir elk wat funksioneer volgens bybepaling 2.11.

1.6.3 'n Nasionale Kongres met 'n hoofbestuur volgens bybepaling 2.13.

1.7 FINANSIES

1.7.1 Die kerkraad/e waaronder 'n C.A.B. tak ressorteer, tree op as trustee van al die bates van die tak (bybepaling 2.9).

1.7.2 Die ring tree as trustee op van alle bates van sodanige streekgroepering. Indien prakties onmoontlik, tree die kerkraad, waar die streekkassier lidmaat is, as trustee op.

1.7.3 Die Algemene Sinodale Kommissie vir Diakonale Dienste tree op as die trustee van alle bates van die hoofbestuur (bybepaling 2.20).

1.8 WYSIGINGS

- 1.8.1 Die grondbepalings kan alleen deur die Algemene Sinode van die Verenigende Gereformeerde Kerk in Suider-Afrika gewysig word.
- 1.8.2 Alle beskrywingspunte vir wysigings van die grondbepaling word aan die algemene sinodale kommissie vir Diakonale Dienste en die Permanente Regskommissie van die Algemene Sinode ingevolge die Kerkorde en Bepalings van die Verenigende Gereformeerde Kerk in Suider-Afrika voorgelê.
- 1.8.3 Die bybepalings kan alleen gewysig word deur die Nasionale Kongres van die C.A.B. (bybepaling 2.17).

1.9 ONTBINDING

- 1.9.1 Wanneer 'n tak ophou om te funksioneer kan die kerkraad dit ontbind ná konsultasie met die streek- en hoofbestuur. Die bates gaan aan die barmhartighedsdiens van die gemeente in trust vir die behandeling van alkohol- en dwelmafanklikes.
- 1.9.2 Die C.A.B. kan alleen ontbind met die goedkeuring van die algemene sinodale kommissie vir Diakonale Dienste, na wie alle bates van die hoofbestuur gaan om bestee te word, ten bate van die rehabilitasie van alkohol- en dwelmafanklikes.

2. BYBEPALINGE

2.1 C.A.B.-TAKKE

Die naam van die tak sal wees: Die Christelike Afhanklikheidsbediening te

2.2 DOELSTELLINGS

- 2.2.1 Om 'n barmhartighedsdiens i.v.m. alkohol- en dwelmafanklikheid te lewer.
- 2.2.2 Deur met alle aanvaarbare middele beskikbaar voorligting te gee, voorkomings- en motiveringswerk te doen, behandeling en nasorgdiens te ondersteun en langs dié weg alkohol- en dwelmafanklikes te help tot 'n blywende en gelukkige soberheid.
- 2.2.3 Die C.A.B. is van oortuiging dat die mens die ware verlossing in Christus vind.

2.3 STIGTING VAN TAKKE

- 2.3.1 Takstigting vind plaas met die goedkeuring van die kerkraad (of kerkrade ingeval meer as een kerkraad betrokke is). Hierdie kerkraad/kerkrade sal as beskermheer van die C.A.B. optree.
- 2.3.2 Vyf is die minimum aantal lede nodig om tot stigting van 'n tak oor te gaan.
- 2.3.4 Die nuutgestigte tak is verplig om te registreer by die C.A.B. hoofkantoor op die volgende wyse: Die registrasieheffing tesame met die name en posadres van die bestuurslede vergesel die aansoek om registrasie direk ná die stigting van die tak.
- 2.3.5 Affiliasie geskied volgens reglement.

2.4 LIDMAATSKAP

- 2.4.1 Lidmaatskap is oop vir alle persone wat die konstitusie onderskryf en word soos volg omskryf:
 - 2.4.1.1 rehabiliterende alkohol- en dwelmafanklikes;
 - 2.4.1.2 huweliksmaats van bogenoemde en geaffekteerdes;

- 2.4.1.3 kerklike ampsdraers en ander vakkundiges wat bereid is om professionele dienste te lewer op uitnodiging van die bestuur;
- 2.4.1.4 vriende van alkohol- en dwelmafhandlikes wat 'n aktiewe diens lewer;
- 2.4.1.5 persone met 'n gesonde belangstelling in die welwese van die alkohol- en dwelmafhandlike.
- 2.4.2 Die bestuur kan die lidmaatskap van 'n persoon beëindig, maar slegs met opgaaf van redes.

2.5 TAKBESTUUR

- 2.5.1 Alle sober/dwelmvrye lede kwalifiseer vir verkiesing tot die bestuur.
- 2.5.2 Verkiesing van persone geskied met geslote stembriefies.
- 2.5.3 Op 'n algemene jaarvergadering gedurende Maart elke tweede jaar, waarvan lede twee weke voor die tyd behoorlik kennis kry, word 'n bestuur verkies.
- 2.5.4 Die bestuur word soos volg saamgestel:
 - 2.5.4.1 Die Voorsitter/ster
 - 2.5.4.2 Onder-Voorsitter/ster
 - 2.5.4.3 Sekretaris/esse / Tesourier/e (poste kan ook geskei word)
 - 2.5.4.4 Twee addisionele lede
 - 2.5.4.5 Die kerkraad/e benoem elk een verteenwoordiger op die bestuur, verkieslik 'n diaken.
 - 2.5.4.6 Indien hulle lede van die C.A.B. tak is, is die plaaslike leraar/s van die Verenigende Gereformeerde Kerk in Suider-Afrika, asook leraars van ander plaaslike kerke en die maatskaplike werker/s, ex officio lid/lede van die bestuur.
- 2.5.5 Die name van die bestuur word aan die kerkraad vir goedkeuring voorgelê en daarna aan die gemeenskap bekendgestel.
- 2.5.6 Vakatures in die interim word deur die bestuur by wyse van benoeming gevul, met goedkeuring van die kerkraad/e.

2.6 WERKSAAMHEDE VAN DIE TAKBESTUUR

- 2.6.1 Die Bestuur vergader minstens kwartaalliks met kennisgewing aan alle bestuurslede:
- 2.6.2 Die Bestuur hou 'n lederegister by.
- 2.6.3 Die Bestuur stel die program vir tak-byeenkomste op.
- 2.6.4 Die Bestuur wys 'n nuuskorrespondent aan.
- 2.6.5 Die Bestuur behandel sake wat die tak raak.
- 2.6.6 Die Bestuur beheer die finansies en laat die boeke jaarliks nasien.
- 2.6.7 Die Bestuur lewer jaarliks by die algemene jaarvergadering verslag op die voorgeskrewe vorm. Hierdie verslag word voor 10 April van elke jaar aan die Direkteur: C.A.B. gestuur, sowel as 'n afskrif daarvan aan die plaaslike kerkraad/e.
- 2.6.8 Die Bestuur benoem twee afgevaardigdes met secundi na die nasionale kongres en die streekkonferensie, en lewer die onderskeie geloofsbriewe op die bestemde tyd in.
- 2.6.9 Elke tak benoem een primarius en een secunduslid wat op die streekbestuur dien.

2.7 TAKBYEENKOMSTE

- 2.7.1 Takbyeenkomste word sover moontlik weekliks gehou.
- 2.7.2 Prosedures en praktiese werk word gereël aan die hand van die Handleiding vir die C.A.B.

2.8 KWORUM

Die helfte van die lede plus een is die kworum vir beide die takbestuur en die algemene jaarvergadering.

2.9 FINANSIES VAN DIE TAK

- 2.9.1 Die finansiële jaar eindig op 31 Maart.
- 2.9.2 Die tak se inkomste word verkry van lede, vriende, kerkrade, ander instansies en bemakings.
- 2.9.3 Fondse word deur die rekeninge van die kerkraad/e hanteer, met dien verstande dat 'n eie boekhouding ook gehou word en jaarliks saam met die gemeente se boeke geouditeer word. C.A.B.-gelde word deur die kerkraad/rade streng as trustfondse hanteer. Die aanwending van C.A.B. inkomste word volgens C.A.B.-doelwitte gebruik.
- 2.9.4 Vir alle ontvangstes word kwitansies uitgereik en alle uitbetalings geskied per tjek.

2.10 ONTBINDING VAN 'N TAK

Wanneer 'n tak ophou om te funksioneer, kan dit deur die kerkraad/kerkrade ontbind word. Hierdie handeling van die kerkraad/e kan egter slegs geskied, ná behoorlike konsultasie met die streek- en hoofbestuur. Na ontbinding gaan die bates aan die barmhartigheidsdiens van die gemeente/s in trust vir die behandeling van alkohol- en dwelmafhanlikes.

2.11 STREEKGROEPERING

- 2.11.1 Alle C.A.B. takke en geaffilieerde organisasies word tydens die nasionale kongres op aanbeveling van die streekbestuur in streke verdeel.
- 2.11.2 Tydens 'n spesiale streekbyeenkoms voor die aanvang van die nasionale kongres word 'n streekbestuur uit die lede van die takke in die streek, gekies.
- 2.11.3 Die streekbestuur bestaan uit 'n voorsitter, onder-voorsitter en sekretaris, waarvan een as kassier optree, plus 'n verteenwoordiger van elke ringskommissie vir Diakonale Dienste, sowel as een lid uit elke tak binne die streek. 'n Dagbestuur kan ook saamgestel word indien nodig.
- 2.11.4 Die streekbestuur bepaal 'n plek en datum vir 'n streekkonferensie wat opleiding sal insluit en wat verkieslik om die beurt by die verskillende takke in die streek aangebied word.
- 2.11.5 Die streekkonferensie word saamgestel uit twee afgevaardigdes van elke C.A.B.-tak en geaffilieerde organisasies, maar soveel as moontlik C.A.B.-lede woon die konferensie by.
- 2.11.6 Koste van konferensiegangers word deur hulle senders gedra.
- 2.11.7 Die streekkonferensie, wat handel oor aspekte van alkohol- en dwelmafhanlikheid, word in samewerking met die Direkteur: Voorkoming- en Nasorg gereël. Verslag word binne twee weke ná die konferensie aan die takke binne die streek en aan die C.A.B.-hoofkantoor gestuur.
- 2.11.8 Streekkonferensies dien die nasionale kongres met aanbevelings.
- 2.11.9 Streke is ook geregtig om nominasies voor te lê vir die verkiesing van die hoofbestuur tydens die nasionale kongres.
- 2.11.10 Streke verkies afgevaardigdes na die nasionale kongres.

2.12 NASIONALE KONGRES

Die kongres word gehou op 'n plek en datum soos deur die hoofbestuur bepaal.

- 2.12.1 Die *nasionale kongres* word soos volg aangestel:
 - 2.12.1.1 C.A.B.-takke
Twee afgevaardigdes van elke geregistreerde tak, waarvan een verkieslik 'n sober alkoholis en dwelmafhanglike is.
 - 2.12.1.2 Streekbestuur
Een afgevaardigde uit elke streekbestuur.
 - 2.12.1.3 Maatskaplike werkers, indien lid van C.A.B.-bestuur.
 - 2.12.1.4 Kerkrade
Een afgevaardigde uit elke gemeente in die gebied van die Verenigende Gereformeerde Kerk in Suider-Afrika, waar 'n geregistreerde C.A.B.-tak bestaan, en die leraar/s, indien lid van C.A.B.-bestuur (verwys 2.5.4.6).
 - 2.12.1.5 *Ringskommissie* vir Diakonale Dienste
Een afgevaardigde.
 - 2.12.1.6 *Streek sinodale kommissie* vir Diakonale Dienste
Twee afgevaardigdes.
 - 2.12.1.7 *Rehabilitasiesentra*
Twee afgevaardigdes elk uit die personeel van elke rehabilitasiesentra van die Gebied, sowel as die Voorkomings- en Nasorg Direkteur/s.
 - 2.12.1.8 *Hoofbestuurslede* indien nie afgevaardig nie.
 - 2.12.1.9 *Geaffilieerde organisasies*
Twee afgevaardigdes van elke geaffilieerde organisasie.
 - 2.12.1.10 *Genooides en belangstellendes* op eie koste.
- 2.12.2 Die volgende afgevaardigdes is stemgeregtigdes mits geloofsbriewe in orde is:
 - 2.12.2.1 Afgevaardigdes van C.A.B.-takke indien heffinge verantwoord is.
 - 2.12.2.2 Afgevaardigdes van streekbesture.
 - 2.12.2.3 Maatskaplike werkers (verwys 2.5.4.6).
 - 2.12.2.4 Leraars (verwys 2.5.4.6).
 - 2.12.2.5 Afgevaardigdes van rehabilitasiesentra van die V.G.K. in S.A.
 - 2.12.2.6 Hoofbestuurslede indien nie afgevaardig nie.
 - 2.12.2.7 Afgevaardigde van ringskommissie vir Diakonale Dienste indien daar C.A.B.-takke in die betrokke ringsressort bestaan.
 - 2.12.2.8 Afgevaardigde van die streeksinodale kommissie vir Diakonale Dienste.
 - 2.12.2.9 Afgevaardigdes van geaffilieerde organisasies met dien verstande dat sodanige stemme tot een minder as die helfte van die totale getal stemgeregtigdes gereken word.
- 2.12.3 Die volgende afgevaardigdes het adviserende stem:
 - 2.12.3.1 Afgevaardigdes van C.A.B.-takke en geaffilieerde organisasies wie se heffinge nie verantwoord is nie.
 - 2.12.3.2 Genooides
- 2.12.4 Kostes van afgevaardigdes word deur hul senders gedra.

2.13 VERGADERINGS VAN DIE NASIONALE KONGRES

- 2.13.1 Gewone vergaderings word elke twee jaar gehou. In die jaar waarin die Algemene-Sinode sit, word die kongres ten minste vier maande voor die Algemene Sinode gehou, met die oog op verslaggewing.
- 2.13.2 'n Spesiale vergadering kan belê word deur die hoofbestuur, met skriftelike kennisgewing van een maand en instemming van die helfte van die geregistreeerde takke.
- 2.13.3 'n Kworum bestaan uit die helfte plus een van die stemgeregtigde lede van die nasionale kongres.

2.14 WERKSAAMHEDE VAN DIE NASIONALE KONGRES

- 2.14.1 Behandel die verslag van die voorsitter van die bestuur.
- 2.14.2 Behandel die verslag van die Direkteur: Voorkomings en Nasorg .
- 2.14.3 Behandel die jaar- en finansiële verslae van takke.
- 2.14.4 Oorweeg voorstelle en mosies.
- 2.14.5 Bespreek en gee uitvoering aan beleidsake.
- 2.14.6 Konfereer oor onderwerpe rakende alkohol- en dwelmafhanlikheid.
- 2.14.7 Rig hom tot die Algemene-Sinode om punte van algemene belang.
- 2.14.8 Ontvang en beheer geld en subsidies.
- 2.14.9 Doen verslag aan die algemene sinodale kommissie vir Diakonale Dienste.
- 2.14.10 Doen sy werk deur komitees, indien nodig.

2.15 HOOFBESTUUR

- 2.15.1 Die Hoofbestuur word aan die einde van elke nasionale kongres vir die diensyd in die reses tot aan die einde van die volgende nasionale kongres gekies.
- 2.15.2 Alle stemgeregtigde afgevaardigdes kwalifiseer vir verkiesing tot die hoofbestuur.
- 2.15.3 Verkiesing van persone geskied met geslote stembriefies.
- 2.15.4 Die hoofbestuur word soos volg saamgestel:
 - 2.15.4.1 Die voorsitter/ster
 - 2.15.4.2 Onder-voorsitter/ster
 - 2.15.4.3 Sekretaris/esse (verkieslik Direkteur: Vookomings- en Nasorg)
 - 2.15.4.4 Drie addisionele lede
 - 2.15.4.5 Een verteenwoordiger van die personeel van elke rehabilitasiesentrum van die gebied.
 - 2.15.4.6 Die Direkteur/e: Voorkomings-Nasorg as ex officio-lede.

2.16 WERKSAAMHEDE VAN DIE HOOFBESTUUR

- 2.16.1 Die hoofbestuur neem die uitvoerende magte van nasionale kongres tot nasionale kongres waar en is verantwoordelik aan die nasionale kongres.

2.17 FINANSIES

- 2.17.1 Die nasionale kongres bepaal die registrasieheffing en jaarlikse heffing by elke gewone vergadering.
- 2.17.2 Die nasionale kongres ontvang sy inkomste uit bydraes van takke, donateurs, bemakings en subsidies.

- 2.17.3 Fondse word deur die C. A.B. geadministreer.
- 2.17.4 Vir alle ontvangstes word kwitansies uitgereik en alle betalings geskied per tjek.
- 2.17.5 Die algemene sinodale kommissie vir Diakonale Dienste tree op as Trustee van alle bates van die hoofbestuur en nasionale kongres.

2.18 WYSIGING

Die bybepalings kan alleen gewysig word deur die nasionale kongres van die C.A.B., met inagneming van die Grondbepalings.

2.19 ONTBINDING

Die C.A.B. kan alleen ontbind met die toestemming van die Algemene Sinodale Kommissie vir Diakonale Dienste, na wie alle bates gaan om bestee te word ten bate van die rehabilitasie van alkohol- en dwelmafhanlikes.

THE CONSTITUTION OF THE CHURCH CHOIRS OF THE URCSA

1. NAME

The name of organization shall be called **THE SUB-MINISTRY FOR CHURCH CHOIRS OF THE UNITING REFORMED CHURCH IN SOUTHERN AFRICA** hereafter to be known as SCCURCSA.

2. AIM

- 2.1 To sing to The Lord and praise Him.
- 2.2 To evangelize through music “*I will sing a new song unto Thee O God upon Psaltery an instrument of the string will sing Praise unto Thee.*”
- 2.3 To promote the interest of music in our congregations.
- 2.4 To raise the standard of singing in praise in our congregations/services and promote a love for our hymns.
- 2.5 To participate in our Church’ music festivals and competitions.
- 2.6 To broaden our scope and increase an awareness of brotherhood in music.

3. DENOMINATION.

- 3.1 The CCURCSA is a service organization of the URCSA and functions in accordance with the regulations of the URCSA.
- 3.2 All presbyteries and regions should be constituted in compliance with the Constitution of CCURCSA.

4. STRUCTURE

Congregation, Presbytery, Region/Sub-Synod, Synod, Inter-Synod and General Synod.

4.1 Sub-Ministry

Commissions may be divided as above structurally.

- 4.1.1 Who may serve in these Commissions?
 - 4.1.1.1 Only members of the URCSA may serve in the Commissions
 - 4.1.1.2 Those who have love and interest in Church Music/Hymns
 - 4.1.1.3 Those who understand the aims of this constitutions.
 - Those who have a bit of music literacy.
 - Those who can liaise with other musicians
 - Those who will be willing to sacrifice their time.

4.2 Congregation Sub-Ministry (See 4.1.1)

- 4.2.1 The Congregational Sub-ministry for Choir is the Sub-Ministry of the Congregational Ministries.
- 4.2.2 Two members of the Congregational Ministries should be members of the Sub-Ministry for Choir
- 4.2.3 A Congregational Sub-Ministry for Choir should at least have seven members with the two inclusive. (Par. 4.2.2)
- 4.2.4 The *Executive* should at least have three members.
- 4.2.5 Office Bearers
 - The office bearers will be as follows: Chairperson and Vice-chairperson, Secretary and

Vice-secretary, Treasure and two additional members

4.2.6 Functions

4.2.6.1 To see to it that there is discipline in the choir

4.2.6.2 To see to it that aims of this constitution are implemented.

4.2.6.3 Church Council to sign credentials.

4.3 PRESBYTERIAL SUB-MINISTRY FOR CHOIRS

4.3.1 Presbyterian Sub-Ministry for Choirs is Sub-Ministry of the Congregational Ministries of Presbytery.

4.3.2 Two members of the Congregational Ministries should be members of the **Sub-Ministry for Choirs**

4.3.3 At least one member of the Congregational Sub-Ministry for the Choir should be Member of the Presbyterian Sub-Ministry for Choir.

4.3.4 Executive can be between three and five members.

4.3.5 Office Bearers

Chairperson and Vice-chairperson, Secretary and Vice-secretary, Treasure the rest are additional members.

4.3.6 Functions

Presbyterial

4.3.6.1 To exercise discipline

4.3.6.2 To organize music competitions/festivals

4.3.6.3 To organize music workshops

4.3.6.4 To suggest new songs

4.3.6.5 To sign credentials.

4.3.6.6 To prepare reports

4.3.6.7 To set admissions

4.4 REGIONAL / SUB-MINISTRY FOR CHOIRS

A regional/sub-synod is composed of at least three presbyteries which are in geographical proximity to each other in a particular synod and demarcated by the music commission for the purpose of eliminating choirs to the Synodical Competitions.

Every region/sub-synod appoints, under the auspices of the Synodical Sub-Ministry for Music, a Sub-Ministry which will be responsible for organizing the annual church choir competitions for the region/sub-synod.

REGIONAL/SUB-SYNODICAL COMMISSIONS

4.4.1 Regional/Sub-Synodical Ministry for Choirs are Sub-Ministries of the Synodical Congregational Ministries.

4.4.2 The Regional/Sub-Synodical Sub-Ministry for choir will have seven members.

4.4.3 Office Bearers

Chairperson and Vice-chairperson, Secretary and Vice-secretary, Treasurer and additional members.

4.4.4 Functions

4.4.4.1 To exercise discipline

4.4.4.2 To organize competitions/festivals

4.4.4.3 To organize workshops

4.4.4.4 To suggest new songs

4.4.4.5 To sign credentials.

4.4.4.6 To prepare reports

4.4.4.7 To set admissions

4.5 Synodical Congregational Ministries

4.5.1 Synodical Sub-ministries for choirs are a sub-ministries of the Synodical Congregational Ministries.

4.5.2 The Congregational ministries will appoint the Sub-Ministry for choirs.

4.5.3 Three members of the Congregational Ministries will form part of the Sub-Ministry for Choirs.

4.5.4 Synodical sub-ministries should have seven members.

4.5.5 Office Bearers

Chairperson and Vice-chairperson, Secretary and Vice-secretary, Treasurer and two additional members.

4.5.6 Functions: Synodical

4.5.6.1 To exercise discipline

4.5.6.2 To organize competitions/ festivals

4.5.6.3 To organize workshops

4.5.6.4 To suggest new songs

4.5.6.5 To set admissions

4.6 Inter-Synodical

4.6.1 The Inter-Synodical Sub-Ministry for Choirs is a sub-Ministry of the various Congregational Ministries which through the Sub-ministries for choirs forms the Inter-Synodical Sub-Ministry for Choirs.

4.6.2 Each Synodical Sub-Ministry for choirs will be represented by three members

4.6.3 Office Bearers

Chairperson and Vice –chairperson, Secretary and Vice-secretary, Treasurer and additional members.

4.6.4 Functions: Inter-Synodical

4.6.4.1 To exercise discipline

4.6.4.2 To organize competitions/festivals

4.6.4.3 To organize workshops

4.6.4.4 To set admissions

4.6.4.5 To prescribe competition songs/hymns.

4.7 GENERAL SYNODICAL SUB-MINISTRY FOR CHOIRS

4.7.1 The General Synodical Sub-Ministry for Choirs will be the Sub-Ministry of the Congregational Ministries of the General Synod.

4.7.2 Every Synod shall be represented by two members.

4.7.3 The General Congregational Ministries shall be represented by the Chairperson and secretary.

4.7.4 Office Bearers

Chairperson and Vice-chairperson, Secretary and vice-secretary, Treasurer and additional members.

- 4.7.5 Functions: General Synodical
- 4.7.5.1 To exercise discipline and receive credentials
- 4.7.5.2 To organize competitions
- 4.7.5.3 To organize workshops
- 4.7.5.4 To set admissions
- 4.7.5.5 To prescribe competitions songs/hymns

5. MEMBERS

- 5.1 Sunday School Children, Catechism students and C.Y.M members only of URCSA.
- 5.2 Institutions of the URCSA can participate.

6. COMPETITIONS

- 6.1 Only members of a particular congregations of the URCSA or its Institutions, Catechism or Sunday School children of the congregation, may be choristers or conductors of choirs of that congregation.
- 6.2 Every congregation will be represented by the winning choirs in each section at the presbyterial competitions.
- 6.3 Institutions of the URCSA are permitted to compose choirs consisting of members of such an Institution and these choirs qualify to participate in the choir competition in congregational, presbyteral or sub synodical/regional competitions. A choir of an institution has to produce a Letter of Credence signed by the chairman and the secretary of the council institution.
- 6.4 Competition takes place in the following sections:
 - 6.4.1 Senior A: Any number between 30 and 60
 - 6.4.2 Senior B: Any number between 20 and 50
 - 6.4.3 Intermediate: Any number between 20 & 40 with and age restriction of 13 – 16 years.
 - 6.4.4 Junior: Any number between 15 & 40, consisting only of Sunday School Children of school going age up to, an including 12 years.
 - 6.4.5 Male voices: Any number between 15 and 30.
 - 6.4.6 Male Double Quartet: Only 8 members.
 - 6.4.7 Female Voices: Any number between 15 and 40.
 - 6.4.8 Mixed Double Quartet: Only 8 members
- 6.5 No person may participate in more than one section during the same competition with the exception of Male Voice, Female and Double Quartet. The conductor may not conduct more than two mixed choirs but may conduct one mixed choir and either Female and Male Choirs.
- 6.6 There may be more than one conductors, conducting the same choir when performing different songs. Conductors can be elected annually.
- 6.7 Every choir commission shall appoint competent adjudicators at least two per competition and the maximum number should not exceed four adjudicators.

7. SECTIONS

- 7.1 Junior Choir

The Junior choir with the highest marks in a song become the winner and qualifies for the subsequent competition. Similarly position two in individual songs qualifies for the subsequent competition. Positions on aggregate will not be considered. Junior choirs do not participate at the synodical/inter-synodical level.

- 7.2 **Mixed Double Quartet**
The Mixed Double Quartet with the highest marks becomes the winner and Qualifies for the subsequent competition. Similarly position two qualifies for the subsequent competitions.
- 7.3 **Male Voice**
The Male Voices with the highest marks becomes the winner of that section and qualifies for the subsequent competition. Similarly, position two qualifies for the subsequent competition.
- 7.4 **Female Voice**
The Female Voice with the highest marks becomes the winner of that section and qualifies for the subsequent competition. Position two also qualifies for the subsequent competition.
- 7.5 **Intermediate**
The Intermediate choir with the highest marks in a song becomes a winner and qualifies for the subsequent competition. Similarly position two in individual songs qualifies for the subsequent competition. Position one qualifies for the Synodical Competitions and does participate at the Inter-synodical competitions.
- 7.6 **Male Double Quartet**
Male Double Quartet with the highest marks becomes the winner of that section. Position two also qualifies for the subsequent competition.
- 7.7 **Senior A & B**
The Seniors with the highest marks in a song becomes the winner of that particular section and qualifies for the subsequent competition. Position two in individual songs qualifies for the subsequent competition. Positions on aggregate will not be considered.
- 7.8 No choir will be allowed to participate in two (2) sections, however a choir that lacks capacity to comply with the required number can augment with choristers from a lower group not exceeding the number fifteen (15) i.e. Senior A with Senior B and/or Intermediate and Senior B with Intermediate and not vice versa.

8. PRESCRIBED SONGS

The Prescription panel should alternate the language of various songs annually.

- 8.1 **Junior Section**
Two suitable songs of which at least one is from the church Hymnal Hosanna.
- 8.2 **Mixed Double Quartet Section**
One suitable song.
- 8.3 **Male Voice Section**
One suitable song.
- 8.4 **Male Voice Section**
One suitable song.
- 8.5 **Female Voice Section**
One suitable song.
- 8.6 **Intermediate Section**
Two suitable songs of which at least one is from the church Hymnal Hosanna.
- 8.7 **Senior B**

Two suitable songs of which at least one is from the church Hymnal Hosanna.

8.8 Senior A

Three suitable songs of which at least one is from the church Hymnal Hosanna.

9. TROPHIES

Every commission should get trophies for the different sections as to be able to award them to the winners of each section.

9.1 Junior Choir

One trophy for the winning choir of each prescribed song.

9.2 Mixed Double Quartet Section

One trophy for the Mixed Double Quartet with the highest marks.

9.3 Male Voice Section

One trophy for the winning choir of each prescribed song.

9.4 Male Double Quartet

One trophy for the male double quartet with the highest marks.

9.5 Female Voice Section

One trophy for the winning choir of each prescribed song.

9.6 Intermediate Section

One trophy for the winning choir of each prescribed song.

9.7 Seniors Section A & B

One trophy for the winning choir of each prescribed song.

9.8 Responsibilities for Trophies

It is the responsibilities of the secretary/treasurer of every choir commission to have the name of the choir plus the year engraved on the trophy won by each choir, and to maintain a trophy register. The Church Council of the winning choir is responsible for the return of trophies to the relevant choir commission's secretary in good condition a month before the subsequent competition.

9.9 Winning Three Successive Years

After winning in the same section for three successive years, the trophy becomes the permanent property of the choir.

10. FINANCE

10.1 Every choir commission will have a receipt book. All income is to be deposited in a Church banking account according to the structures: Congregation/Presbyteries Quaestor, Sub- Synod, Inter-Synod and General Synodical Commission for Christian Education (GSCE). All expenses are to be paid by cheques.

10.2 All monies are to be paid to the treasurer of the relevant Choir Commission, together with the door takings.

10.3 Registration fees for the competitions are determined by the relevant choir commission.

10.4 The Choir Commission of the Presbytery may assist with the traveling costs of the choirs which qualify for the subsequent competitions. The same applies to the choir commission of the Region/Sub Synod, Synod.

10.5 The financial books must be audited (by the relevant commissions or church office) annually with report to the Presbytery or the church office commission in the case of the synodical choir commission.

11. DISCIPLINE

- 11.1 Choristers should not expose themselves to alcohol.
- 11.2 Choristers should not carry weapons to threaten anybody or authority. If found in possession of such weapon, further steps will be taken. A detailed report of the suspension be sent to the relevant structure.
- 11.3 Any form of misconduct will not be tolerated.
- 11.4 After any disciplinary mechanisms have failed, Presbyterial/Regional Synodical/ Inter-Synodical commission shall have the right to disqualify or suspend a choir at its level.

12. AMENDMENT CLAUSE

All draft resolutions for amendments are presented to the Synodical Commission for Christian Education (SCCE). The latter submits them with recommendations to the GSCCE who will in turn submit them together with its recommendations to the Support Ministry for Judicial Matters in accordance with the relevant rules and regulations.

EXTRACTS OR LIST OF IMPORTANT RESOLUTIONS

1. STATUS VAN DIE BEDIENAARS VAN DIE WOORD – POLITIEKE VERKIESING

Algemene Sinode April 1997

Persone wat hulself vir plaaslike owerhede beskikbaar stel, sowel as verkose lede tot die Parlement/Wetgewende Vergadering, ministers in die regering op provinsiale of nasionale vlak, verloor hulle status kragtens die Reglement vir Status van die Bedienaar van die Woord. Ringe en streeksinodes moet egter in die eerste instansie handel en dan kennis gee dat hulle status ingetrek moet word.

(Interpretasie van Reglement vir die Status van Bedienaars van die Woord – Reglementsartikel 3.2)

1. CHURCH UNITY

2012 SYNOD AT OKAHANDJA, NAMIBIA SYNOD

Decision 135

“The URC GS is deeply thankful to God for the positive and fundamental change that the Holy Spirit worked towards the Confession of Belhar within the DRC between 2010 and 2012 on the Belhar Confession (Refer the decisions and interactions with the URCSA on this matter at the DRC GS level 2011 as well as the very positive developments within several regional synods).”

Therefore, the URCSA GS 2012 decides that the 2008 moratorium decision on church unity discussions is rescinded.

The URCSA GS 2012 calls on its leadership both on national and regional level to pursue the process of unification in the DRC family on the basis of Belhar and to seek the Lord’s face together, while we work towards greater visible unity, real reconciliation and compassionate justice in church and society.

The URCSA GS 2012 urges the URCSA membership to ensure that we know the content of Belhar and do live according to its focus and message in all our thoughts, conversations and deeds, in order that the coming of God’s Kingdom may be positively assisted through our own willingness to encourage and accompany our brothers and sisters in the DRC family with their probable challenges and difficulties on the way.”

SYNOD 2016 AT BENONI

Decision 59

The Synod of URCSA noting the delaying tactics of the DRC to stall the unity process.

1. Invites the members of the DRC as individuals to join URCSA congregations at local level.
2. Invites presbyteries of the DRC to unite within URCSA presbyteries at Presbytery level.
3. Invites Regional Synods of DRC to unite within URCSA Regional Synods.
4. This unity is based on Belhar Confession’s imperatives.

SYNOD 2016 AT BENONI

Decision 161 Church Reunification with DRC

The GS requests the General Synod of the DRC to amend Regulation 24 as well as Article 44.1 and 44.2 of the Church Order of the General Synod of the DRC in totality in order to make church reunification possible.

The GS urges the DRC to confront recalcitrant members and congregations and regional synods of the DRC with the inescapable demand of the gospel that they should strive and indefatigably work towards the goal to become members of one non-racial reunited church.

The GS declares emphatically that restorative justice should shift hence on from the periphery to the axis of bilateral and multilateral talks of the DRC Family. Justice does not pass over wrongs. Wrongs in church and society should be faced and addressed in a comprehensive manner. In doing so the DRC Family will be able to overcome past divisions and find a new and richer unity. Without attending to the issue of restorative justice church reunification

The GS approves that the MOA is still the basis for our relationship with the DRC

The GS approves that the joint projects of our churches: *Season of Human Dignity* and *Churches addressing Racism* continue to assist in making unity a reality.

SYNOD 2016 AT BENONI

Decision 46: Relationship with Calvin Protestant Church

1. The GS approves the meeting between URCSA and CPC.
2. The GS requests the scribes of the two churches to work on a Memorandum of Agreement for the churches.

3. MINISTERIAL FORMATION

SYNOD 2005 AT PIETER MARITZBURG

Decision 98:

Synod mandates the Curatorium of the General Synod, in collaboration with the Regional Formation Centres and Regional Curatoria to develop programmes of ongoing ministerial formation for URCSA's ministers that address concrete ministry challenges, such as HIV/AIDS, poverty, financial management, etc.

Decision 106

Synod instructs all its Core Ministries as well as its Support Ministries to make our African Heritage part of their programs and processes during recess.

Synod instructs all the Theological Institutions where members of URCSA are trained to ensure that these students be instructed on our Reformed African Tradition as emerged from the decisions and deliberations of General Synod.

2012 SYNOD AT OKAHANDJA, NAMIBIA SYNOD

Decision 59

- 3.7.1 General Synod encourages regional MFTTs to collaborate with VBO structures in the

- DRC to develop and present CMD programmes to members of the two churches;
- 3.7.2 GS requires all ministers to enrol for CMD developmental courses and instructs CMPW to develop a full-fledged program to implement this with report to the next GSC
- 3.7.3 General Synod encourages congregations to support their ministers to attend CMD courses.

SYNOD 2016 AT BENONI

Decision 98

Synod approves:

- 2.13.3 That MFTTs should not allow applicants into the ministerial formation programme unless there is a distinct possibility that they can be licensed before reaching the age of 60.
- 2.13.4 That no ministry student will be licensed if she/he is older than 61;
- 2.13.5 That this policy will commence with new applicants who start their ministry studies in 2017, and does not apply retrospectively;
- 2.13.6 That this rule will be included in the Ministerial Formation Manual.

Decision 111: Financial Support for Student's Tuition and Subsistence

- 6.6.3 That all students are encouraged to apply for NSFAS loans;
- 6.6.4 That a church council is encouraged to give a ministry student a honorarium for the 100 hours of practical ministry that she/he renders each year in their congregation;
- 6.6.5 That MFTTs and SMFAs of regional Synods MFTTs are encouraged to fund-raise for bursaries for their ministry students.

Decision 105: MFTT

- 5.6.1 A regional MFTT carries the full responsibility for all the ministry students from its synodical region, even when they study in the formation centre of another MFTT;
- 5.6.2 When a student moves physically from one formation centre to another, the "sending" MFTT must transfer the responsibility for her/his formation to the "receiving" MFTT;
- 5.6.3 The sending MFTT effects such a transfer by sending a letter of recommendation to the receiving MFTT, along with copies of the student's whole file, including the application form, testimonials from the congregation and Presbytery, and previous academic records.

4. PUBLICATIONS, COMMUNICATIONS AND ARCHIVE

2012 SYNOD AT OKAHANDJA, NAMIBIA SYNOD

Decision 4: Publication of Church Order on Website

The GS approves the directive of the GSC and requests the SMCPA to publish the CO on the URCSA website as previously decided by GS.

5. OFFICES FOR THE GENERAL SYNOD; EXPENSES OF SYNOD

2012 SYNOD AT OKAHANDJA, NAMIBIA SYNOD

Decision 124: Motion of Order: Buying of a property for GS:

The following recommendation to General Synod is made:

Recommendation:

General Synod decides that after negotiations with donors to support the proposed General Secretary Post has successfully been concluded and the funds for this post has been secured:

The SMFA will make available R 2 000 000 of the money currently invested to buy an open land which can be developed for the purposes of an office and conference facilities.

SMFA is further mandated to apply for a loan of R 1 000 000 from the CDT Foundation should it be necessary to acquire the land.

The SMFA in conjunction with the Moderamen will then oversee the setting up of an investment company with directors knowledgeable in investment and development of conference facilities to spearhead this project.

The SMFA will spearhead a fundraising campaign for this purpose involving the synods, ministries and members in general.

In Pastoral Letter 2012

1. OWN PROPERTY AND HEAD OFFICE FOR URCSA GENERAL SYNOD IN JOHANNESBURG

Synod took a major step to approve a draft Business Plan to acquiring land (near the Oliver Tambo International Airport, in Johannesburg) where our own **URCSA General Synod: Head Office** could be built. In order to make this project a success, we invite members of our church to invest in this dream to be realized.

We also need to generate funds in order to recruit and appoint a full-time General Secretary, who would manage the Head Office.

2012 SYNOD AT OKAHANDJA, NAMIBIA SYNOD

Decision 102: Love Offering

General Synod calls on all congregations to pledge an annual amount as love offering for the work of General Synod. Presbyteries and Regional Synods are requested to monitor these contributions and shall see to it that each congregation in its resort contributes according to its ability. The SMFA is requested to provide congregations and presbyteries annually with the needs of the General Synod as well as a specific target for this fundraising drive. SMFA shall see to it that all contributions are properly acknowledged and reports are provided to presbyteries and regional Synods.

Decision 121 Compliance to church orderly and regulatory requirements

The GS request the SMFA to appoint a task team to advise and strengthen regional synods, presbyteries and congregations to comply with legal and church order requirements.

6. HOMOSEXUALITY

2005 SYNOD AT PIETERMARITZBURG, KWAZULU NATAL

Decision 90:

- a. Synod confirms that the Bible is the living Word of God and the primary source and norm for the moral debate about homosexuality.
- b. Synod acknowledge the diversity of positions regarding homosexuality and pleads that differences be dealt with in a spirit of love, patience; tolerance and respect.
- c. Synod confirms that homosexual people are members of the church by nature of faith in Jesus Christ.
- d. Synod rejects homophobia and any form of discrimination against homosexual persons.
- e. Synod appeals to URCSA members to reach out with love and empathy to our homosexual brothers and sisters and embrace them as members of the body of Christ in our midst.
- f. Synod acknowledges the appropriate civil rights of homosexual persons.
- g. Synod emphasizes the importance of getting clarity about the theological and moral status of homosexual marriages. Or covenantal relations.
- h. Synod emphasizes the importance of getting clarity about the ordination of practicing homosexual persons in ministry:
- i. Synod assigns the following tasks to the moderamen:-
 - i. do an extensive study on Christian faith and homosexuality while taking into consideration above mentioned principles.
 - ii. table a report with recommendations to the General Synodical Commission during the coming recess,
 - iii. and encourage and direct discussions on the theme of homosexuality in URCSA.

2008 SYNOD AT HAMMANSKRAAL, NORTHERN SYNOD

Decision 93

1. GS takes note of the report on homosexuality as tabled before it;
2. GS appreciates the endeavours done by the task team.
3. GS further refers the report and its recommendations to the Regional Synods, Presbyteries and local congregations for discussion;
4. GS instructs the Executive to appoint another task team for another scientific study which will add other perspectives on homosexuality; and
5. GS re-affirms points a - f of decision 90 of Pietermaritzburg 2005 that reads:
 - a. Synod confirms that the Bible is the living Word of God and the primary source and norm for the moral debate about homosexuality.
 - b. Synod acknowledges the diversity of positions regarding homosexuality and pleads that differences be dealt with in a spirit of love, patience; tolerance and respect.
 - c. Synod confirms that homosexual people are members of the church by nature of faith in Jesus Christ.
 - d. Synod rejects homophobia and any form of discrimination against homosexual persons.
 - e. Synod appeals to URCSA members to reach out with love and empathy to our homosexual

- brothers and sisters and embrace them as members of the body of Christ in our midst.
- f. Synod acknowledges the appropriate civil rights of homosexual persons.

2012 SYNOD AT OKAHANDJA, NAMIBIA

Decision 20, Recommendation 10

1. The General Synod affirms the decision of the General Synod 2005 as the Interim Policy on homosexuality of URCSA.
2. The General Synod classifies the Report on Homosexuality which had been tabled at the General Synod 2008 as a “background resource” offering assistance to church councils, presbyteries and regional synods faced with the task of evaluating homosexuality in church and society.
3. The General Synod calls on all regional synods to actively attend to the Report on Homosexuality of 2008 and supply the General Synodical Commission during the recess with their responses.
4. The General Synod appoints and instructs the task team on homosexuality to move forward in the preparation of reader friendly study material on the biblical and theological appraisal of homosexuality and issue it to the regional synods during the recess after approval by the General Synodical Commission.
5. The General Synod affirms the URCSA’s long tradition of social justice, founded on the fundamental human dignity of every individual, as well as its bearing on the controversial and emotional issues of gay rights. The General Synod URCSA, therefore, calls on all its members to exhibited concern over the protection of homosexuals from discriminatory practices.
6. The General Synod affirms that the denial of human and civil rights to homosexuals is inconsistent with the biblical witness and Reformed theology.
7. The General Synod denounces all forms of homophobic conduct.
8. The General Synod encourages church leaders to enter into constructive dialogue with LGBTI persons or groups representing them with the aim of better understanding them. General Synod requests the task team on homosexuality to organize opportunities for such dialogue.

Decision 220 as part of the 2012 Pastoral Letter

Synod deliberated on this matter and stressed that the church should be a caring community. The Synod calls on all believers to continue discussions on this matter. This matter is referred back to Regional Synods and their presbyteries to debate the matter and report back to the next General Synodical Commission meeting in 2013. The Synod also issued a strong statement on the violence directed at lesbian women. (Refer to the discussion during synod).

2016 SYNOD AT BENONI, SOUTHERN SYNOD

Decision 94:

1. The GS takes note of position 1.
2. The GS takes note of position 2.
3. The GS accepts position 3:
 - a. General Synod approves a process position in which we continue dialogue within URCSA with all relevant stakeholders (congregations, presbyteries, regional synods, theological training centers, homosexual members etc.) with the two different positions

- as basis for the dialogue with feedback to the next General Synodical Commissions and a final report to the next General Synod.
- b. General Synod mandates the Task team on Homosexuality to facilitate this dialogue in consultation with the Regional Synods.
 - c. General Synod commits itself to fund the Task team on Homosexuality and or to seek funding from partner churches for these consultations in collaboration with the GS Moderamen.
4. The GS re-affirms its decisions of 2005, 2008 and 2012 as our current policy.

7. HEALING OF MEMORIES

SYNOD 2012 AT OKAHANDJA, NAMIBIA SYNOD

Decision 44 Process of Healing of Memories as part of Strategic Plan 2010-2016

As members of URCSA we carry the hurt of the past with us for the past few years. Our past in Southern Africa leaves us with wounded hearts and we face different challenges as people of God. Many times, we make our decisions from our hearts that are wounded and hurt. And many times, we don't read Scripture to discern God's will, but just to ease our conscience.

GS commits itself to a process of Healing of Memories throughout URCSA to help all our members to leave the past behind and to move forward to the new future that God has in store for us,

GS appoints a task team to visualise and execute this process.

The Task team will be tasked to

- Identify an institution that will facilitate the healing of memories process;
- Make viable proposals for funding;
- Present a comprehensive project proposal to the next GSC meeting in 2013.

8. ECUMENICAL RELATIONSHIPS

SYNOD 2012 AT OKAHANDJA, NAMIBIA SYNOD

Decision 47 The Reformed Church in Zimbabwe

1. The GS tasks its executive to take up ecumenical relationships with the Reformed Church in Zimbabwe as well as other Reformed Churches in Africa.

SYNOD 2016 AT BENONI, SOUTHERNN SYNOD

Decision 61: Reformed Church in Hungary

The GS appreciates this new ecumenical partnership with the Reformed Hungarian Church.

1. The GS tasks the new Executive to continue this partnership.

Decision 62: PCUSA

The GS appreciates the invitation to URCSA delegation for ministering opportunities in the USA.

Decision 126: Relationships with African Reformed Churches

The Executive / GS appreciate and approve participation of GS Scribe in the Reformed Family Forum.

1. The Scribe is mandated to communicate the URCSA strategic plan focus areas.
2. The Scribe, with support of the Executive, to continue engaging other Reformed African denominations on the consideration of Belhar Confession.

Decision 127 Church in Asia

1. The GS approves the request from the church in Pakistan to be called the Uniting Reformed Church in Pakistan.
2. The GS mandates the newly elected Moderamen to enter into dialogue with our brothers and sisters in Pakistan and to assist them.

Decision 138 Ministers from other denominations

GS approves that there is a need for broadening our unity talk to Reformed churches like Maranatha Reformed Church, where we need to start a partnership with the view of unity with these churches. The partnership agreement will allow the movement of ministers between these churches and URCSA.

Membership of the United Evangelical Mission (UEM)

1. The GS requests the Regional Synod Cape to table annually a report of the partnership at the GSC or the General Synod.
2. The GS requests all the regional synods to table annually reports concerning partnerships with overseas partners of the URCSA at the GSC or the General Synod.
3. The GS takes with gratitude notice of the possibility of research funded by the UEM regarding the Rhenish Mission Society work in South Africa.
4. The GS urges eligible members of URCSA to apply for the Masters during 2016.
5. The GS applies for full membership to the UEM.

Decision 50: Relationship with UPCB

1. The GS takes note with appreciation the ongoing relationship with UPCB.
2. The GS approves decision of the Executive to accept the offer from the UPCB for financial assistance to build a Head Office for URCSA.
3. The GS takes note with appreciation that attention had been given to request no 1 (Rev. Marc Loos) and 2 (Climate Change) by the Moderator.
4. The GS approves the partnership agreement between the district O.W. Flanders of UPCB and URCSA Southern Synod.
5. The GS approves the Agreement of exchange of persons between URCSA and UPCB.
6. The GS takes note that the UPCB has appointed Mr. Johan Troukens to be the liaison person between URCSA and the UPCB.

9. GENDER EQUITY

SYNOD 2005 AT PIETERMARITSBURG

1. Preamble

At the first general synod 1994 URCSA accepted the following gender policy:

The Synod decided to test her total theology, practice and all the other facets of the church, honestly and critically in order to identify every possible form of sexism. The Synod points to the following guidelines:

1. The dismantling of all partitions that still separates women and men within church communities;
2. To listen afresh to the Biblical evidence regarding the status and association of men and women;
3. The recognition of women's talents for the broader service, and the consequent involvement of women in leadership positions and positions of authority on all levels;
4. The testing of the current oral and written use of language in the church's liturgy, confessing and official documents, and the truthful strive to use of language that:
 - 4.1. Confirms the underlying community of women and men;
 - 4.2. Reflects the experiences of both men and women;
 - 4.3. Describes God by using a variety of Biblical images in both male and female metaphors;
5. To give men and women equal access to job opportunities, and to ensure that women receive equal salaries and benefits. (URCSA 1994)

2. Vision statement

We are a URCSA that acknowledges and embraces the equality of men and women as created by God redeemed by Christ and gifted by die Spirit and we will continue to reject any teachings and practices which perpetuate gender inequalities.

3. Mission:

URCSA develops biblically and theologically grounded gender practices and teachings which deal with gender justice with integrity.

4. Theological basis

The competency of the church in reflecting on gender policy and practice must be biblically and theologically grounded as we seek to understand what God requires of us in God's mission. We undertake this task in the conviction that the power of the Holy Spirit will guide us in guiding just and right relationships among individuals and groups as the foundation of koinonia (fellowship), as Jesus Christ intended.

We begin with the basic biblical affirmation that God created people in God's image, male and female God created them (Gen 1:27). At the same time, we recognize that we do not live in but after Eden, that we live in broken power relationships between women and men, where women are often undervalued and treated as inferior to men. We strive to understand God's will in the face of unjust gender relations and broken human relationships in the church and society. Sexism is a structural sin, like racism and must be denounced and eliminated. Gal 3:28: There is neither Jew nor Greek, there is neither bond nor free, there is neither male nor female: for ye are all one in Christ Jesus.

5. Objectives

- 5.1 To change unjust structures and distorted symbol systems reflected in gender relations
- 5.2 To strive towards a complete mind-shift regarding gender relations and work towards the creation of a new community of believers and a new society.
- 5.3 To uproot all instruments e.g. (Sexist Language, literacy, discriminatory tradition, sexist interpretation of the Bible) within the church that perpetuate inequalities between men and women
- 5.4 To provide education on gender justice.
- 5.5 To redress the negative effects of gender injustices.
- 5.6 To monitor the effects of our policy by putting in place systems for reporting and accountability.
- 5.7 To disseminate information and collaborate with partner churches on gender justice.
- 5.8 To develop a database of women ministers and theologians
- 5.9 To ensure that women be represented in all decision-making structures of our church
- 5.10 To develop and adopt an affirmative action strategy to address the gender imbalances
- 5.11 To prayerfully confess the sin of excluding women in the service of God, as such denying women their God given right to participate as equals in the household of faith and depriving the church an opportunity of being enriched by the contribution of women in serving God and the world.
- 5.12 To work towards a statement of faith concerning gender equity.

6. Program of Action

- 6.1 To create gender commissions of women and men on all levels of the church that will spearhead the work on gender equity in the church.
- 6.2 To appoint a coordinator for gender issues on general and regional synod level
- 6.3 To ensure that women have at least 30% representation and strive for 40% on all decision-making structures of the church i.e. Church Councils, Presbyteries, Regional Synods, General Synod and all Commissions.
- 6.4 To highlight the month of October on the church calendar to focus on gender awareness.
- 6.5 To train women serving in church structures on church polity to enable them to participate effectively.
- 6.6 To include gender studies in the curriculum of theological training.
- 6.7 To ensure the continuous theological training of ministers on gender justice issues
- 6.8 Reviewing and reforming the curriculum of the Sunday school etc. to ensure equal access and participation of women and men/boys and girls.
- 6.9 Providing guidelines for a smooth inclusion of women ministers in this male-dominated service. The process should involve women to ensure that women's concerns are addressed. For example, women most of the times are confronted with serious contradictions between tradition, culture and Christianity.
- 6.10 To break the tradition of making theological training a condition for serving on Commissions and structures of the church.
- 6.11 Create a fund for training of women ministers, scholarships development, and give incentives to congregations considering calling women ministers.

10. TRAINING FOR LEADERS IN CONGREGATIONS

SYNOD 2012, AT OKAHANDJA, NAMIBIA SYNOD

Decision 58 Broad training process of URCSA members

- 3.6.1 General Synod approves the use of Veritas College material for the training of leaders in URCSA congregations;
- 3.6.2 General Synod encourages church councils, presbyteries, regional synods and MFTTs to negotiate with Veritas College to develop joint strategies for training facilitators who can present these courses to leaders in congregations.

11. CONTINUING MINISTERIAL DEVELOPMENT

SYNOD 2012, AT OKAHANDJA, NAMIBIA SYNOD

Decision 59 Continuing Ministerial Development (CMD)

- 3.7.1 General Synod encourages regional MFTTs to collaborate with VBO structures in the DRC to develop and present CMD programmes to members of the two churches;
- 3.7.2 GS requires all ministers to enrol for CMD developmental courses and instructs CMPW to develop a full-fledged program to implement this with report to the next GSC
- 3.7.3 General Synod encourages congregations to support their ministers to attend CMD courses.

12. MINISTERIAL FORMATION

SYNOD 2016 AT BENONI

Decision 98

Synod approves:

- 2.13.3 That MFTTs should not allow applicants into the ministerial formation programme unless there is a distinct possibility that they can be licensed before reaching the age of 60.
- 2.13.4 That no ministry student will be licensed if she/he is older than 61;
- 2.13.5 That this policy will commence with new applicants who start their ministry studies in 2017, and does not apply retrospectively;
- 2.13.6 That this rule will be included in the Ministerial Formation Manual.

Decision 111 Financial Support for Student's Tuition and Subsistence

- 6.6.3 That all students are encouraged to apply for NSFAS loans;
- 6.6.4 That a church council is encouraged to give a ministry student a honorarium for the 100 hours of practical ministry that she/he renders each year in their congregation;
- 6.6.5 That MFTTs and SMFAs of regional Synods MFTTs are encouraged to fund-raise for bursaries for their ministry students.

Decision 105: MFTT

- 5.6.1 A regional MFTT carries the full responsibility for all the ministry students from its synodical region, even when they study in the formation centre of another MFTT;
- 5.6.2 When a student moves physically from one formation centre to another, the “sending” MFTT must transfer the responsibility for her/his formation to the “receiving” MFTT;
- 5.6.3 The sending MFTT effects such a transfer by sending a letter of recommendation to the receiving MFTT, along with copies of the student’s whole file, including the application form, testimonials from the congregation and Presbytery, and previous academic records.

13. UNITED MINISTRY FOR SERVICE AND WITNESS

SYNOD 2016 AT BENONI, SOUTHERN SYNOD

Decision 75:

GENERAL SYNOD

- a) that the United Ministry for Service and Witness makes a significant contribution and can continue to do so in the establishment of a joint service and witness ministry by the four participating churches. At the same time, it can be one of the pilot projects for a united church;
- b) requests the Executive with the GSC to, in the current conversation with the other three churches in the DRC family on an interim order, to ensure that the mission and mandate of the UMSW, as contained in the existing Memorandum of Understanding, be clearly defined in order to ensure that the UMSW receives the church orderly space and ability to make this contribution;

Request the Support Ministry for Finance to, in the 2016/2020 budget process, to capacitate the UMSW to fulfil its responsibilities.

14. BOUNDARIES OF SYNODS

SYNOD 2016 AT BENONI

Decision 165 Restructuring of Synodical Boundaries

The GS refers the matter of restructuring of synodical boundaries to the Permanent SMJM.

Decision 154 Presbyteries

- 1. The GS takes note of an ongoing process of possible inclusion of the Presbyteries of Amandelboom and Steinkopf from the Cape Synod into the Phororo Synod.
- 2. The GS further takes note that there is dire need to restructure all URCSA regional synods and mandates the GS Executive Committee and Regional Synods Moderamen to jointly initiate the process with progress feedback to subsequent GSC meetings during recess and report to the next GS for decision.

15. ISRAELI/PALESTINIAN CONFLICT AND PEACE PROCESS

2016 SYNOD AT BENONI, SOUTHERN SYNOD

Decision 19

Executive Report 2016 Recommendation 8: WCC Peacebuilding and Reconciliation Consultation: The Place of the Church”

1. The General Synod of URCSA takes with appreciation note of the Peace-Building and Reconciliation Consultation held in Soweto.
2. The General Synod of URCSA takes cognisance of the following ways indicated at the Consultation to help the churches engage in peacebuilding in the context of justice and peace, namely:
 - i. Solidarity and witnessing together (accompaniment) at national, regional and international levels, such as Program to Combat Racism (PCR), *the Ecumenical Accompaniment Program in Palestine and Israel (EAPPI)*, International Centre for Inter-Faith Peace and Harmony (ICP), the WCC’s Ecumenical Office to the United Nations (EUNO).
 - ii. *Theological reflection and teaching, such as Kairos South Africa and Kairos Palestine, and the Palestinian and Israeli Ecumenical Forum (PIEF).*
 - iii. Capacity-building for peacebuilding, such as the Ecumenical Framework for Advocacy for Peace, the Ecumenical Peace Advocacy Network (EPAN), and the Arms Trade Treaty campaign.
3. The URCSA commit her based on the principles embedded in the Confession of Belhar, namely, unity, reconciliation and justice, to promote peace-building and reconciliation in church and society.

Decision 157 WCC Israeli-Palestinian Conflict and Peace Process

1. Based on the principles of the Belhar Confession, unity, reconciliation and justice the General Synod of URCSA calls on all congregations and regional synods
 - a. To recognize the danger of using scripture to in any way justify occupation, and to recognize Christian Zionism as a form of Christian fundamentalism endangering especially indigenous Palestinian Christian communities.
 - b. To listen to and respond to the voices of Palestinian Christians (including those expressed through the ‘Kairos Palestine’ document);
 - c. To promote and support all non-violent efforts to end the occupation (including considering appropriate economic and other measures);
 - d. To promote inter-faith dialogue and cooperation with Jewish and Muslim partners on the pilgrimage of justice and peace in South Africa.
 - e. The General Synod of URCSA invites congregations to join together annually the World Week for Peace in Palestine/Israel of advocacy and action in support of an end to the illegal occupation of Palestine and a just peace for all in Palestine and Israel.
 - f. The General Synod of URCSA requests the Scribe Synodi of the General Synod and/ or General Secretary to forward information concerning the World Week for Peace in Palestine/Israel on an annually basis to regional synods which on their account will ensure to furbish information to the local congregations.

Decision 158 Christian Zionism And Anti-Semitism

Decision taken by GS:

1. GS decides that URCSA encourages Bible studies that unpack issues of Christian Zionism, anti-Semitism, to make sure we as Christians in URCSA are not unknowingly or unintentionally support an ideology that resemble the nature and features of apartheid.
2. GS decides that URCSA on the basis of the Belhar Confession critically condemns any justification of Christian Zionism or religious/theological/biblically interpretations that equates the present Israel with the Old Testament Israel and preaches it.

16. RELIGIOUS LEADERS FROM AFRICA REGION ON PREVENTING INCITEMENT THAT COULD LEAD TO ATROCITY CRIMES

Decision 159

The General Synod of URCSA affirms based on the Belhar Confession the human dignity of all notwithstanding race, class, culture and affirms resistance to hate speech, incitement, institutional racism, state-sanctioned violence in all of its forms. Noted

1. The General Synod of URCSA takes note of the upsurge of racism worldwide as well as in South Africa. Noted
2. The General Synod of URCSA takes note of the *Blacks lives Matter movement*.
3. The General Synod of URCSA takes note of *the Plan of Action for Religious Leaders from Africa to Prevent Incitement to Violence that could lead to Atrocity Crimes*. Noted
4. The General Synod of URCSA affirms to protect and to promote universal human rights and human dignity.
5. The General Synod of URCSA affirms to prevent and counter incitement to discrimination, hostility and violence
6. The General Synod of URCSA affirms to reinforce interfaith alliances and networks and, when necessary, release joint press statements and carry out joint missions.
7. The General Synod of URCSA affirms to confront any ideology that promotes violent extremism
8. The General Synod of URCSA affirms to prevent and counter incitement to gender-based violence
9. General Synod of URCSA affirms that religious leaders and actors should work to ensure that government demonstrate respect for all religions and do not discriminate against any religion, or the practitioners of any religion.

17. #FEES MUST FALL

Decision 114

Due to our prophetic calling we should respond to the demands of the Gospel.

The Belhar Confession inspires us to act in accordance to the Word of God and adhere to the Biblical imperative to stand where God stand and to walk with God.

Therefore:

GS decide:

To issue a public statement to support our call to adhere to the Biblical imperative of solidarity. In

the statement we declare that we:

- Believe tertiary education is not a privilege, but a right enshrined in the Constitution of South Africa;
- Condemn all forms of violence;
- Also condemn the violence of poverty towards the poor students of South Africa;
- Continue to fundraise for students as funds are available;
- Affirm the issue of equity when addressing the struggle of students pertaining to student fees;
- Support that parents who are in the position to contribute proportionally to the paying of fees, do so;
- Support fully that free education be made available to all financially needy students as well as the lost-middle

Immediate action proposed:

- The Executive of URCSA meet the student leadership of #feesmustfall before the end of 2016;
- To act on our Confession that calls us to physically stand with the oppressed and the marginalized

Decision:

1. To call on congregations close to campuses to specifically institute pastoral and support structures to student communities and lectures t talk through the matters of students protests.
2. The GS to arrange a meeting with the minister of higher education and university principals to discuss the spaces that can be created for honest debate and dialogue and to explore this in collaboration with all ecumenical structures.
3. The GS and all Regional synod condemn in a strongest possible terms the violent character of the police conduct and call on SAPC as well as the university management to restrain the security personnel in the handling of the student protest.
4. That a call be made to students to engage all agencies who have the interest of their protest and struggles at heart and to also act with restrain when it comes to the issue of respecting properly at institutions of higher learning.

18. JUDICIAL MATTERS

Decision 137 Register of Ministers of the Word and Status Card

1. GS approves that the register is fully updated in 2017 and published in the URCSA News.
2. GS approves the card system as the identification for ministers.
3. GS approves, the insertion in regulation 4 (8) as regulation 4 (8.4)

Decision 156 URC Lehika Court Case

1. The GS take note with appreciation the perseverance of URC Lehika to pursue the matter in defence until finality of the court case against DRCA Lehika,
2. The GS take note that the full bench judgement assists in interpretation of the SCA 1998 judgement against URCSA,
3. The GS receive the attached full bench judgement (Annexure B) for use and reference by URCSA Congregations.

19. FRACKING AND OUR RESPONSIBILITY TO CARE FOR THE EARTH

SYNOD 2012 AT OKANHANDJA, NAMIBIA

Decision 185 MOTION ON FRACKING IN THE KAROO

Mindful of Psalm 24 verse 1, “The earth is the Lord’s and everything in it, the world and all who live in it: for He founded it upon the seas and established it upon the waters,” the General Synod of the Uniting Reformed Church recognises and confesses, that the earth is our home, in which we live, but that have not build. Although God has given us dominion and responsibility over the fish of the sea, the birds in the air, the cattle on the hill, the resources in the earth, God have not given us the right to misuse and exploit the earth for our own selfish purposes or the endangerment of the health of Human and beast, but we do.

We as a Church therefore, confess our and humanity’s constant misunderstanding of the privilege and responsibility to the earth and all who live on and in it. We confess our mismanagement of the treasure God has created. We confess that we lack the appreciation for God’s Lordship over the earth when we act irresponsible in our home, the earth. We confess our lack of trustworthiness in caring for the earth and all its inhabitants. We confess our lack of love for one another, when we act in the environment in such a way, that our actions endanger the health of people.

Synod, mindful of who the owner of the earth is and mindful of what might be the possible health damage to people, animals and the whole environment as a result of Hydraulic Fracturing in the area of the Karoo, we resolve:

1. To actively take up the issue of Hydraulic Fracturing and other environmental issues based on our Biblical understanding of responsibility for the earth.
2. To applaud the public Prophetic leadership exemplified by the Presbytery of Graaff Reinet.
3. To support their stance on Hydraulic Fracturing as stated in their press release, issued during their annual Presbytery meeting.
4. To share in their concerns for a catastrophic impact on the environment
5. Express our deep concern that the Hydraulic Fracturing may have the same or worse effects on the environment that it had in other parts of the world.
6. To mandate the Executive and the Core Ministry for Service and Witness to make a comprehensive Biblical and Scientific study of the issue of Hydraulic Fracturing and other environmental issues, on the basis of which the URCSA can witness publicly and to disseminate the information to the broader church. Since this issue is urgent, Synod calls on the Executive and CMSW to try and complete this study before the end of 2012.
7. To mandate the Executive and the Core Ministry for Service and Witness on General Synodical as well as Regional Synod level (Cape), to stay in touch with the Presbytery of Graaff-Reinet in order to monitor the developments in the situation and to witness together.
8. To call on every member of URCSA and its institutions to witness constantly and boldly for environmental Justice in Southern Africa and the world.
9. To release this motion after adoption as a press release and to attach the statement of the Presbytery of Graaff-Reinet to it.



CREDENTIALS



FORM 7

The Church Council of the Uniting Reformed Church in Southern Africa Congregation of:

at its meeting held on (date): _____

designated the following members/brothers who are the Christian Men's Ministry members of this congregation as the ministry delegates to the prospective meeting of the Christian Men's Ministry (CMM) _____ Presbytery Sitting or Congress which will be held on:

Date: _____

As:

PRIMARIUS

SECUNDUS

1. _____

1. _____

2. _____

2. _____

These delegates are authorized to represent the Christian Men's Ministry at the said meeting in everything stated in the agenda, to participate on behalf of the Christian Men's Ministry, and subject to, and subject to the Word of God; the Articles of Faith and the Church Order of the Uniting Reformed Church in Southern Africa. We pray for God's richest blessings on the activities of the meeting.

Signed:

Chairperson: _____ (Reverend/ Konsulent)

Secretary/scribe: _____ (Church Council)

Date: _____

Church Stamp



Uniting Reformed Church in
Southern Africa

Christian Men's Ministry



CMM INDUCTION PLEDGE

I, member of CMM at
..... congregation,
confirm that I have read and understood the **CMM Constitution**.

I commit myself to its provisions and promise to abide therewith.

I am aware that if I fail to comply with its provisions, **section 8.2**
will be applied against me.

Signed on: of
.....

at

Signature:

As Witnesses:

Chairperson (Congregational):

Signature:

Reverend:

Signature:

Date:



Uniting Reformed Church in Southern Africa

REGISTER FOR MINISTERS OF THE WORD

(Form to be completed in duplicate by Ministers of the Word / one copy for the presbytery)

Surname: _____

Maiden Name: _____

First Names: _____

I.D. Number: _____

Date of Birth: _____

Marital Status: _____

Current Status In Church:

Since when (Date)

1. Candidate for the ministry (Proponent)		
2. Full time minister		
3. Tentmaking minister as chaplain		
4. Tentmaking minister at University, School		
5. Tentmaking minister in Synodical Service		
6. Full time evangelist		
7. Further studies with retention of status		
8. Minister assigned with special duties		
9. Emeritus Minister		
10. Prior minister who has lost status		
11. Minister who is censured		

QUALIFICATION: [(Degrees, Diplomas, Certificates, Year obtained, Institution issued) i e: BA. 1980 Unisa]

1. _____

2. _____

3. _____

Area of Specialisation/...

Area of Specialisation (When applicable)

- 1. _____
- 2. _____
- 3. _____

Year legitimized (Granted status of candidate for the ministry): _____

Year Ordained: _____

List of Congregations ministered to and dates

[i e: Windhoek (1991 – 1994); Durban (1995 -)]

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Present Information

- 1. Physical Address: _____
- 2. Postal Address: _____
- 3. Phone: (W) (_____) _____
(H) (_____) _____
- 4. Cell: (_____) _____
- 5. Facsimile: (_____) _____
- 6. E-Mail: _____

.....
SIGNATURE

.....
DATE COMPLETED

PRESBYTERY CONFIRMATION LETTER

Presbytery: Regional Synod:

Full Names Of Minister:

Congregation:Town:

First Admittance of Service: (Year) (Month)..... (Day)

Since hen in your Presbytery:

Current Status in the URCSA:

Status	Indicate with X	Since when (date)
1. Candidate for the ministry (proponent)		
2. Full-time minister		
3. Tent-making minister as chaplain *		
4. Tent-making minister at University, School		
5. Full-time evangelist		
6. Doing further studies, with retention of status		
7. Tent-making minister in Synodical Service		
8. Emeritus minister		
9. Former minister who lost his/her status		
10. Censured minister/evangelist		
11. Minister doing other special duties #		

* If in tentmaking capacity, is the Agreement between Congregation and minister approved by Presbytery? _____ Specify other work _____

If minister with special duties please specify: _____

I.....(print) declare as
 (position in Presbytery) that is a minister
 under supervision of the Presbytery of

Signed on this day of 20.....

 Signature (on behalf of Presbytery)

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DECLARATION

This Church Order, Stipulations and Regulations have been prepared in accordance with the acceptance by the seventh General Synod of the Uniting Reformed Church in Southern Africa. As the authentic signed by the Executive Committee of the General Synod under the Regulation for the Activities of the Executive and the General Synodical Commission in paragraph 1.3.1.

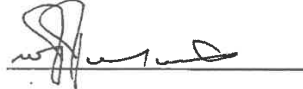
Signed at KEMPTON PARK. on this 7TH day of FEBRUARY 2018:



Prof. dr. Rev. Leepo J. Modise
(Moderator)



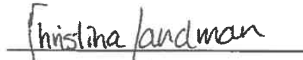
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