

**Report of Deputy  
Stated Clerk  
and Archive  
to FRCSA Synod 2017,  
Soshanguve**

# Contents

<b>Table of Contents</b>		Page
<b>1.</b>	<b>General</b>	<b>3</b>
1.1	Deputies	3
1.2	Mandate	3
<b>2.</b>	<b>Recommendations</b>	<b>3</b>
<b>3.</b>	<b>Reporting</b>	<b>4</b>
3.1	Execution of mandate	4
3.2	Other activities	5
<b>4.</b>	<b>Replacement of Deputy Stated Clerk and Archive</b>	<b>5</b>
<b>5.</b>	<b>Proposed mandate</b>	<b>6</b>

## 1. General

Deputy Stated Clerk and Archive (SC&A) herewith submit his report to Synod Soshaguve, 2017.

### 1.1 Deputies

Synod Pretoria, 2014, appointed as Deputy SC&A: br. C. Roose.

### 1.2 Mandate as decided by Synod Bethal, 2014 (Art. 39 point 5, Acts of Synod 2014).

- a. To arrange the printing of the Acts of Synod 2014.
- b. To request appointed deputies to provide information regarding the process of their mandate on a regular basis.
- c. To conduct upon instruction from the synod or the convening church the administration of the synod.
- d. To act as the archivist in collaboration with the archive church and to implement an archiving system.
- e. To eventually merge and publish the revised Church Order and Rules of Synod in all three languages used in our churches, as well as the order of the service, as established in 1990, Article 14.
- f. To submit an interim report for discussion during an Indaba to be held end 2015 or beginning 2016.
- g. To report to the next synod and formulate recommendations according to Article 11 of the Rules of Synod.

## 2. Recommendations

Your deputy recommends that

### **Synod decides:**

- 2.1. To appoint Deputies Stated Clerk and Archive with the following mandate:
  - 2.1.1. To arrange the printing of the Acts of Synod 2017.
  - 2.1.2. To request appointed deputies to provide information regarding the process of their mandate on a regular basis.
  - 2.1.3. To conduct upon instruction from the synod or the convening church the administration of the synod.
  - 2.1.4. To act as the archivist in collaboration with the archive church and to implement an archiving system.
  - 2.1.5. To eventually merge and publish the revised Church Order and Rules of Synod in all three languages used in our churches, as well as the order of the service, as established in 1990, Article 14.
  - 2.1.6. To handle administrative matters during the period between synod meetings on behalf of the Free Reformed Churches in South Africa.
  - 2.1.7. To submit an interim report for discussion during an Indaba to be convened according to decisions by Synod 2017.
  - 2.1.8. To report to the next synod and formulate recommendations according to Article 11 of the Rules of Synod.

- 2.2 To re-appoint br. C. Roose for a final 3-year period and to appoint a new additional deputy, to be introduced in the functioning of Stated Clerk by br. Roose, with the aim to enable the new deputy to replace br. Roose as Deputy Stated Clerk and Archive as from the date of Synod 2020.

### **3. Reporting**

#### **3.1. Execution of mandate**

##### **3.1.1. *To arrange the printing of the Acts of Synod 2014.***

80 Copies of the Acts of Synod 2014 were printed, in stead of the 100 copies of previously printed Acts, based on estimated requirements of persons, churches and other institutions, who were entitled to receive a copy of the Acts. This number of copies proved to be enough and represented a saving of about R 3500.

##### **3.1.2. *To request appointed deputies to provide information regarding the process of their mandate on a regular basis.***

Your deputy did not regularly request deputies to provide information regarding the progress of their work, but he did send timely reminders to all deputyships to encourage them to submit interim reports to Indaba 2016 and to submit final reports to Synod 2017, in accordance with the relevant Rules of Synod.

##### **3.1.3. *To conduct upon instruction from the synod or the convening church the administration of the synod.***

Your deputy assisted the church council of the FRC Soshanguve for their preparation of Synod 2017 by handling the required correspondence with classes, church councils and deputyships on behalf of the convening church.

##### **3.1.4. *To act as the archivist in collaboration with the archive church and to implement an archiving system.***

Newly received documents, including documents handled by Synod 2014, were placed in the synodical archive in the vault of the archiving church, the FRC Pretoria. Your deputy started to establish an archiving system, but was unfortunately not able to complete and implement such a system. It is therefore suggested that the, to be appointed Stated Clerk is again mandated with this task.

##### **3.1.5. *To eventually merge and publish the revised Church Order and Rules of Synod in all three languages used in our churches, as well as the order of the service, as established in 1990, Article 14.***

As not all the indicated documents are yet available in the three indicated languages, your deputy was not able to act upon this specific mandate. It is therefore suggested that the, to be appointed Stated Clerk is again mandated with this task.

Your deputy also suggests that Synod 2017 considers to mandate the Stated Clerk to merge and publish the indicated documents in the two languages in which they are available (English and Afrikaans) in order to provide an updated document, that can be used by the churches.

If Synod 2017 decides to approve the newly proposed Rules of Synod, your deputy suggests to appoint deputies for translation of above documents in the Sotho language with the aim to add those translations to the above indicated church documents booklet as soon as they become available. For Gounds refer to Acts of Synod 2014, Article 39, point 2.

**3.1.6. To submit an interim report for discussion during an Indaba to be held end 2015 or beginning 2016.**

An interim report was submitted to Indaba 2016. In the discussion of this report it was suggested that less paper copies of the Acts should be printed, although such paper copies should still be made available for church councils. (Your deputy calculated that 50 hard copies seem to be sufficient to provide for the minimum required number (2 for each church council = 14, 1 for each of the 11 deputyships = 11, 2 for each of the 3 sister churches = 6, 2 for Deputies Ecumenical Affairs of the RCSA (GKSA), 6 for SA libraries and 5 for the synod archive and a few for ad-hoc cases = about 45 copies).

It was also suggested that the Acts should be published on the FRCSA web site.

**3.1.7. To report to the next synod and formulate recommendations according to Article 11 of the Rules of Synod.**

The report of Deputy SC&A is herewith submitted to Synod Soshanguve 2017.

**3.2. Other activities**

Apart from the execution of the mandate as given by Synod 2014, your deputy was also involved in a few other activities on behalf of the FRCSA. Ministers and missionaries from Classis South requested support for their applications to be appointed or re-appointed as official marriage officers. Your deputy contacted the relevant office of the Department of Home Affairs and provided them with the required information. Those activities resulted in the case of Rev. van 't Foort in his re-instatement as official marriage officer. The other cases were still pending at the date of this report.

As those activities were not indicated as a part of your deputies mandate, it is suggested that an additional item, indicated as 2.1.6. under "2. Recommendations" above, should be added to the standard mandate.

**4. Replacement of Deputy Stated Clerk and Archive**

Your deputy would like to suggest to Synod, to start a procedure for replacing your deputy Stated Clerk and Archive, due to his somewhat advanced age and to allow a newly appointed deputy to work together with br. Roose in order to prepare the new deputy to take over from br. Roose as from Synod 2020.

Your deputy tried to find persons who seem to have the required qualifications, such as e.g. a thorough knowledge of English and Afrikaans, and who are willing to act as Stated Clerk, but he was not sure whether that function has to be conducted by a male person or whether female Stated Clerks are also allowed. As the Stated Clerk is not allowed to take part in synod discussions and in the formulation of

decisions, there seems to be no reason why female persons should not be allowed in that capacity.

As the deputy Stated Clerk is also responsible for the synod archive, which is situated in the church building of the FRC Pretoria, your deputy searched mainly in the FRC congregations of Pretoria and Pretoria-Maranata, but members of the FRC Johannesburg are also considered to be within an acceptable distance from the archive.

Your deputy contacted a number of members of the Pretoria congregations, who he considered to be able and in a suitable position to act as Stated Clerk, for their willingness to serve as Stated Clerk.

The following members were in principle willing to serve as the second Stated Clerk for the 2017 – 2020 intersynodical period:

Sr. Tanya Bijker (FRC Pretoria-Maranata)  
Br. Hendrik Zweers (FRC Pretoria)

## 5. Proposed mandate

Based on above reporting your deputy recommends:

***To appoint Deputies Stated Clerk and Archive with the standard mandate as represented by points 2.1.1, 2.1.2, 2.1.3 and 2.1.4 above.***

Ground:

The indicated mandate points are considered to be standard functions of a Stated Clerk.

***To eventually merge and publish the revised Church Order and Rules of Synod in all three languages used in our churches, as well as the order of the service, as established in 1990, Article 14.***

Ground:

The Stated Clerk was not able to act on this point as not all the required documents are available yet. This point is therefore still outstanding and should be completed before the next synod.

***To handle administrative matters during the period between synod meetings on behalf of the Free Reformed Churches in South Africa.***

Grounds:

1. Handling of administrative matters during inter-synodical periods is sometimes required.
2. Handling of administrative matters on behalf of the FRCSA should be conducted by a person who is officially authorised by a synod of the FRCSA to take care of such matters.

**To submit an interim report for discussion during an Indaba to be convened according to decisions by Synod 2017.**

Ground:

Synod 2014 expressed a need for regular Indaba's between synods (Art 28, Synod decides 2, Acts of Synod 2014).

**To report to the next synod and formulate recommendations according to Article 11 (Article 10 of the newly proposed Rules) of the Rules of Synod.**

Ground:

To submit reports is a standard rule in the present - and in the newly proposed Rules of Synod.

Report compiled on 24<sup>th</sup> April 2017.



.....  
C. Roose