

# **Addendum to Report of Deputies for Revision of Synod Rules to FRCSA Synod 2021, Belhar**


## **Additional information regarding the newly proposed Synod Rules**

Deputies for Revision of Synod Rules wish to inform Synod 2021 about an error in the updated version of the Synod Rules, as attached to our Report to Synod 2021.

For some unknown reason a rule for classical meetings was included under “Article 4: The Agenda” as point “4.14 Questions according to article 41, paragraph 2, of the Church Order” in both the Afrikaans and English versions of the Synod Rules. This clause was already (erroneously) present in the 1991 version of the “Sinodereëls”.

As article 41 of the Church Order has nothing to do with synodical activities and only refers to appointments of synod delegates, your deputies propose corrected Synod Rules as attached herewith.

Date of Addendum Report: 8<sup>th</sup> March 2021



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C. Roose



.....

E. Byker

## SYNOD RULES OF THE FREE REFORMED CHURCHES IN SOUTH AFRICA

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**Article 1: Synod schedule**

- 1.1. The Free Reformed Churches in South Africa will convene a Synod every three years.
- 1.2. Synod will be convened by the church appointed at the last synod to organise the date and meeting place for such synod.
- 1.3. In the event of a pressing issue requiring immediate attention, for which reason at least one classis requests an extraordinary (ad-hoc) synod, the convening church shall, in consultation with the other churches, convene such a synod.

**Article 2: Duties of the convening church**

- 2.1. The convening church shall prepare the synod in co-operation with the appointed Stated Clerk and shall conduct the following actions according to the indicated schedule:

**2.1.1. At least six months before commencement of synod:**

- 2.1.1.1. Invite the churches to submit any new items of business for inclusion on the provisional draft agenda, according to Article 30 of the Church Order. Such items should reach the convening church no later than two months before the synod commences;
- 2.1.1.2. Request the classes to submit items to be placed on the provisional draft agenda. These items should reach the convening church no later than two months before commencement of synod. Synod may decide to accept in exceptional circumstances items not sent in time;
- 2.1.1.3. Inform the secretaries of Deputies for Contacts with Churches Abroad and Deputies for Contacts with Churches in South Africa about the scheduled meeting dates of synod.
- 2.1.1.4. Request deputies to submit their reports in the prescribed format, which should reach the convening church at least three months before commencement of synod.
- 2.1.1.5. Supplementary reports on significant issues may be submitted up to one month before Synod commences.

**2.1.2. At least two months before commencement of synod:**

- 2.1.2.1. Provide a provisional draft agenda and forward one electronic copy to each church and one electronic copy to the secretary of the Deputies for Contact with Churches Abroad. This agenda shall be accompanied by one electronic copy of all the relevant information;
- 2.1.2.2. Send all the relevant documents to the church councils, synod delegates appointed by the classes and any other officially appointed attendees and all the non-confidential documents to the administrator of the FRCSA web site for immediate publication on that website;
- 2.1.2.3. Prepare a time schedule for the synod meetings.

**2.1.3. At least one month before commencement of synod:**

- 2.1.3.1. Place a notice of the forthcoming synod as well as the provisional agenda in the local newsletters or other regular publications of all the churches in the federation of the FRCSA;
- 2.1.3.2. Shall, in accordance with article 3 and upon proposals by deputies, request possible advisors to attend synod;
- 2.1.3.3. Shall give timeous notice to any deputies whose presence may be required at synod;
- 2.2. Shall report on the examination of delegates' credentials and oversee the signing of

the attendance register prior to constitution of synod;

- 2.3. Shall convene a prayer-meeting before the commencement of synod to ask for God's blessing on the work of Synod.
- 2.4. Shall report on proposals and amendments which were not delivered to the convening church in time (see articles 2.1.1.1, 2.1.1.2 and 2.1.1.4). Such documents shall not be taken into consideration by synod, except by special resolution.

### **Article 3: Members of Synod**

- 3.1. The synod shall be comprised of legitimate delegates from the classes. They shall, according to article 32 of the Church Order, present their credentials which shall bind them to the Holy Scriptures, the Three Forms of Unity and the Church Order.
- 3.2. Each classis shall be represented by three ministers or missionaries and three elders. In case three ministers or missionaries cannot be delegated because of vacancies or legitimate hindrances, more elders can be delegated. Should a deacon take the place of an elder in the delegation, the synod shall decide whether he has voting rights.
- 3.3. All ministers and missionaries of the Free Reformed Churches in South Africa, not delegated to synod, may be present at synod, where they can act as advisors upon invitation by the chairman.
- 3.4. Official delegates from churches with which the Free Reformed Churches in South Africa have official sister church relations, may also be admitted as advisors upon invitation by the chairman.
- 3.5. Classes and deputies are entitled to propose certain ministers to the convening church to serve as synod advisors.

### **Article 4: The agenda**

The following items of business shall appear on every agenda of ordinary Synods. Items marked (\*) may be omitted for extraordinary Synods and replaced with only the matter or matters for which it is convened:

- 4.1. Opening by the Convening Church.
- 4.2. Signing of Attendance Register, Examination of Credentials and Report of Findings.
- 4.3. Election of Officers and Constitution of Synod.
- 4.4. Delegates' agreement with the Three Forms of Unity.
- 4.5. Decision on cut-off date for admissibility of documents received after due date.
- 4.6. Adoption of the Agenda.
- 4.7. Adoption of Meeting Procedures.
- 4.8. \*Correspondence received by the convening church.
- 4.9. \*Instructions from classes.
- 4.10. \*Proposals from classes.
- 4.11. \*Reports by:
  - 4.11.1. Deputies for Relations with Churches Abroad

- 4.11.2. Deputies for Contact with Churches in South Africa
- 4.11.3. Mission Deputies
- 4.11.4. Deputies Curators for Theological Training and Art. 19 CO
- 4.11.5. Deputies Article 11 of the Church Order (Needy Churches)
- 4.11.6. Deputies Article 49 of the Church Order
- 4.11.7. The Synod Treasurer
- 4.11.8. Deputies for inspection of the Treasury
- 4.11.9. Stated Clerk & Archives
- 4.11.10. Deputies for Inspection of the Archives
- 4.11.11. Any other deputies appointed by the previous synod.
- 4.12. \*Appointment of Deputies, Archive Church and Classis for days of prayer ad article 69 CO.
- 4.13. \*Benedictory greetings to the President and the major of the town/city where the synod is convened.
- 4.14. Personal questions.
- 4.15. \*Appointment of the convening church, and place and time of the next synod.
- 4.16. Adoption of the Acts of Synod and the Press Release.
- 4.17. Censure according to Article 48 of the Church Order.
- 4.18. Closing of Synod.

## **Article 5: Officers of Synod**

- 5.1. The opening of synod will be conducted by an office bearer on behalf of the convening church. After a report on the credentials of the delegates, the election of the officers of synod shall take place and synod shall be constituted.
- 5.2. The three officers of synod are: the chairman, the vice chairman and the clerk. Officers of synod are chosen by election, according to the rules as described in Article 9.

### **5.3. The Chairman**

- 5.3.1. The chairman shall see to it that business is transacted in the proper order and is expedited as much as possible, and that members observe the rules of order and decorum, according to Article 34 of the Church Order.
- 5.3.2. He shall place before Synod every motion that is made and seconded, in accord with the accepted order; and he shall clearly state every question before a vote is taken, so that every member may know on what he is voting.
- 5.3.3. If the chairman feels the need to speak on a pending question, he shall relinquish the chair to the vice-chairman for that period of time.
- 5.3.4. He shall have, and duly exercise, the prerogative of declaring a motion or a person out of order. If his ruling is challenged, it shall be submitted to Synod for decision by majority vote.

### **5.4. The Vice-Chairman**

- 5.4.1. The vice-chairman shall, in the absence of the chairman, assume all his duties and privileges.
- 5.4.2. The vice-chairman shall render all possible assistance to the chairman as circumstances require.
- 5.4.3. The vice-chairman shall prepare the Press Release, which shall be approved by the Officers of Synod prior to its publication in a suitable publication.

#### **5.5. The Clerk**

- 5.5.1. The clerk shall be responsible for the preparation of the Acts of Synod. These will as far as practically possible be finalised during the meeting.
- 5.5.2. The clerk shall bear responsibility for any correspondence from the synod, and at the conclusion of synod arrange for all synod documents together with an index to be included in the Archives.

#### **Article 6: Visitors to synod**

- 6.1. Synod is open to all members of the Free Reformed Churches in South Africa.
- 6.2. Synod shall decide on the admission of non-members.

#### **Article 7: Closed sessions of Synod**

- 7.1. A closed session shall be used in delicate or unusual situations and when personal matters are discussed. The chairman, in consultation with the other officers of synod, will decide on closed sessions.
- 7.2. A closed session shall, as a rule, mean a session where delegates from the Free Reformed Churches in South Africa and the stated clerk only may be present. Synod may invite other persons to attend closed sessions when deemed necessary.

#### **Article 8: Correspondence from Synod**

- 8.1. Correspondence from the Synod to persons or consistories or other committees within the bond of churches shall be signed and handled by the clerk.
- 8.2. Official correspondence to persons or institutions outside the bond of churches shall be signed by the Officers of Synod.
- 8.3. Copies of all correspondence shall be kept in the archive.

#### **Article 9: Rules for Decision making and Voting**

- 9.1. Decisions will be formulated as follows: Material – Decision – Grounds.
- 9.2. Wherever possible decisions shall be made by consensus. Should a proposal, motion or amendment be put to the vote, a majority of votes shall be required before the proposal, motion or amendment is carried.
- 9.3. The chairman may determine how the vote is to be taken: by calling the roll (in any order) or by show of hands.
- 9.4. Should the voting result in a tie, the proposal, motion or amendment shall be rejected,

and where this occurs when examining a candidate, he will fail.

- 9.5. Voting about persons shall be by ballot. An outright majority of votes must be obtained. Blank votes are not valid and shall not be counted in determining a majority. This rule applies to the election of any person(s).
- 9.6. In the final count no blank votes or abstentions shall be considered, they are invalid.
- 9.7. Synod may appoint delegates, deputies, or office bearers by consensus. If there is no consensus, appointments will be made by voting, using the following procedure:
  - 9.7.1. By casting a free ballot.
  - 9.7.2. Should there be more than two candidates from which to choose and no majority vote is reached a second free ballot shall take place.
  - 9.7.3. If there is no result after two free ballots, any subsequent choice shall be restricted to the candidates who received the most votes in the previous ballot, with this proviso, that there shall be twice the number of nominations as is required to fill the positions.
  - 9.7.4. Should this ballot reveal no clear majority the oldest person or persons shall be appointed.
- 9.8. The chairman, in consultation with Synod, may rule that any matter be decided by ballot.

#### **Article 10: Deputies**

- 10.1. To assist Synod in the execution of their decisions, Synod shall appoint churches or classes or persons as Deputies with specific mandates. The officers of synod are responsible for the execution of decisions for which no deputies are appointed.
- 10.2. Duties shall be divided as equitably as possible. Deputies shall preferably not be appointed for more than three subsequent periods in the same deputyship.
- 10.3. In case of deputyships with a limited number of members, sufficient alternate members are to be appointed to ensure proper functioning of the deputies.
- 10.4. In cases where the functioning of deputies is hampered by a loss of members and non-availability of alternate members, deputies have the authority to co-opt additional members in order to fulfil their mandate. Such appointments should be mentioned and justified in their report to the next synod.
- 10.5. Such changes in membership are also to be reported to the Stated Clerk.
- 10.6. Deputies are mandated to consult advisers as required. Such consultations shall be mentioned in the report to Synod. Such advisers shall not be allowed to partake in discussion at Synod, unless so instructed by the chairman. Deputies shall make proposals to the convening church regarding invitations of advisers to attend synod, which they deem necessary.
- 10.7. The mandate to deputies shall be in effect from one synod to the next.
- 10.8. Deputies shall submit a written report of their activities to the following synod, which is to be sent to the convening church at least three months prior to the commencement of synod and shall contain the information and be in the format as indicated in the Appendix hereto. Such reports are preferably to be written in English, except in cases where deputies deal with mainly non-English language

issues. Those deputies, who report in other languages, are requested to submit with their report an English summary.

## **Article 11: Instructions to Deputies**

Each synod shall determine mandates for each deputyship. Apart from any specific instructions the following general instructions shall apply:

### **11.1. Deputies for Contact with Churches Abroad:**

- 11.1.1. Shall consist of five members, from which a secretary and chairman shall be appointed;
- 11.1.2. Shall send the Acts of Synod, the provisional agenda for the synod and the Report by Deputies for Contact with Churches Abroad to the deputies of churches with whom the FRCSA have official sister church relations;
- 11.1.3. Shall send letters of greetings on behalf of the Free Reformed Churches in South Africa, to the synods of churches with whom the FRCSA have official sister church relations;
- 11.1.4. Shall supply attestations for ministers and missionaries of the Free Reformed Churches in South Africa who wish to lead services in one of the churches with whom the FRCSA have official sister church relations;
- 11.1.5. Shall maintain correspondence with sister churches according to the adopted rules (Art. 25, point 2.1., Acts of FRCSA Synod 2014);
- 11.1.6. Shall report on decisions taken by synods of the churches with whom the FRCSA have official sister church relations;
- 11.1.7. Shall deliver any correspondence with, and Acts of Synod from, the churches with whom the FRCSA have official sister church relations); to deputies responsible for the care and maintenance of the Archives.

### **11.2. Deputies for Contact with Churches in South Africa:**

- 11.2.1. Shall consist of five members, from which a secretary and a chairman shall be appointed, and two alternate members;
- 11.2.2. Shall formulate proposals to synod with regard to exercising contact with churches in South Africa;
- 11.2.3. Shall deliver finalised correspondence and documents to deputies responsible for the care and maintenance of the Archives.

### **11.3. Synod Treasurer:**

- 11.3.1. Is responsible for the control of synod income and expenses;
- 11.3.2. Shall keep books of account where all income and expenses will be shown;
- 11.3.3. Shall reimburse any expenses incurred in the execution of a synod mandate and for which a specified account has been rendered;
- 11.3.4. Shall prepare a financial report documenting income and expenditure and a balance statement for scrutiny and audit by synod;
- 11.3.5. Shall arrange that the appointed deputies annually audit the abovementioned financial statements and present a report of their findings to the synod;
- 11.3.6. Shall propose detailed congregational contributions for the period until the next synod and ensure that the congregational contributions to the church federation as approved by the latest synod are timely paid.



**11.4. Stated Clerk and Archive:**

- 11.4.1. Shall run, upon instruction from the synod or the convening church, the administration of the synod;
- 11.4.2. Shall assist the deputyship mandated by Synod to organise an Indaba, and the convening church to prepare the next synod;
- 11.4.3. Shall record decisions and make minutes during the synod meetings and assist the elected synod clerk in compilation of the Acts of synod. The Stated Clerk may be present during closed sessions, the minutes of which he will deal with in a confidential manner;
- 11.4.4. Shall act as the archivist in collaboration with the archive church;
- 11.4.5. Shall offer surplus Acts of Synod for sale against cost price to those who are interested;
- 11.4.6. Shall request deputies ad article 49 CO to submit their reports of a visit to a classis immediately after that visit;
- 11.4.7. Shall request information from appointed deputies on the progress of their mandates during the inter-synodical period of time;
- 11.4.8. Shall request the various deputies to submit their report in English, except those deputies who deal with mainly non-English language issues. Those deputies, who report in other languages, are requested to submit with their report an English summary;
- 11.4.9. Shall arrange publication of the acts as follows (Acts of Synod 2008, art.16):
  - 11.4.9.1. The complete acts with appendices will be printed in limited numbers for distribution to consistories, archives, libraries and deputies;
  - 11.4.9.2. The complete acts with appendices will be made available electronically for those who are interested;
  - 11.4.9.3. Shall ensure that legal requirements are met with regard to the distribution of copies of the Acts of Synod to public institutions.

**11.5. Church in Charge of the Archives**

- 11.5.1. Shall in co-operation with the appointed Stated Clerk take care of the Archives;
- 11.5.2. Shall ensure that the appointed archivist maintains the Archives in such a way that they are complete and accessible.

The following documents shall be kept in the Archives:

The Acts of Synod.

The Acts of Synod of churches with whom the FRCSA have official sister church relations.

Reports and letters of all deputyships.

All incoming documents to have reached synod.

Copies of letters that synod has sent.

- 11.5.3. The Archive must be inspected prior to each synod by deputies appointed by the previous synod for that purpose.

**11.6. Any other Deputies for the execution of tasks as required by Synod**

**Article 12: Indabas (Preparatory interim meetings of all Deputies)**

- 12.1. Synods may decide to appoint Deputies (or add it as a task for any other Deputyship) to arrange preparatory meetings (known as “indabas”) of representatives of Deputies and FRCSA church councils.
- 12.2. The purpose of these meetings is to give Deputies the opportunity to report interim progress and to discuss their work in a wider forum in order to refine their report to the next synod and to improve contacts between the churches (Acts of the FRCSA Synod 2014, Article 28).
- 12.3. These meetings should preferably be arranged mid-way between Synods.
- 12.4. Deputyships will be required to report progress to these meetings. These reports must also be included as annexures to the report to the ensuing Synod.

**Article 13: Amendment of Synod Rules**

- 13.1. Amendments to the contents of these rules may only be considered by Synod if a proposal for such amendments is placed on the synod agenda by a classis, or if these are recommended by deputies appointed by Synod for this purpose.
- 13.2. All amendments must be approved by Synod before taking effect.

**Article 14: Interpretation of Synod Rules**

- 14.1. The chairman of Synod will have the final decision in case of a dispute concerning the interpretation of these Rules.
- 14.2. In case of a dispute concerning the interpretation of these Rules, the English version of the text shall take preference.

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***Approved by the Synod of the Free Reformed Churches in South Africa, held in Belhar on ..... April 2021.***

..... chairman

..... clerk

..... vice chairman

## Appendix

### Proposed Report Template

Report of Deputies to Synod .....

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Name of Deputyship

Date of Report

Version (e.g. Majority report, minority report, sequence number if more than one report).

Date and Place of mandating Synod.

Date and Place of proposed receiving Synod.

Mandate (quote the reference and full text, from the Acts of Synod appointing the Deputies)

Recommendations (no motivation here, that comes later, under Detailed Report). These should be on a form that could be used in Acts of Synod.

Membership (include resignations, co-options, reasons for membership changes)

Summary of activities and methods employed; include members' roles.

Detailed Report (by mandate, describing the process of reaching a conclusion, give supporting arguments)

- Material
- Decision
- Grounds.

Signatures of deputies and co-optees.

Annexures (Supporting documents; if mandate includes proposing any texts, these would also come here.) Annexures must be cross referenced to the report.

## SINODEREËLS VAN DIE VRYE GEREFORMEERDE KERKE IN SUID- AFRIKA

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**Artikel 1: Vergaderskema van die sinode**

- 1.1 Die sinodes van die Vrye Gereformeerde Kerke in Suid-Afrika sal elke drie jaar saamgeroep word.
- 1.2 Die sinode sal saamgeroep word deur die kerk wat deur die vorige sinode benoem is om die tyd en plek vir die sinode te reël.
- 1.3 Indien daar 'n dringende rede is om 'n buitengewone (ad-hoc) sinode saam te roep en minstens een klassis om dieselfde rede dit versoek, sal die sameroepende kerk in oorleg met die ander kerke, die tyd en plek van so 'n sinode vasstel.

**Artikel 2: Die take van die sameroepende kerk**

- 2.1. Die sameroepende kerk sal die sinode voorberei in samewerking met die benoemde Sinodale Administrateur en sal die volgende aksies uitvoer volgens die hieronder aangeduide tydskema:

**2.1.1. Ten minste ses (6) maande voor die aanvang van die sinode:**

- 2.1.1.1 'n Versoek aan die kerke rig om enige nuwe sake vir insluiting in die voorlopige agenda in te stuur volgens Artikel 30 van die Kerkorde. Sulke items behoort die roepende kerk nie later as twee maande voor die aanvang van die sinode te bereik;
- 2.1.1.2. 'n Versoek aan die klassis rig om sake vir die voorlopige agenda in te stuur. Hierdie sake moet tenminste twee maande voor die aanvang van die sinode by die roepende kerk ingehandig word. Die sinode kan besluit om in uitsonderlike omstandighede later ingehandigde sake te aanvaar;
- 2.1.1.3. Lig die sekretarisse van die Deputate vir Betrekkinge met Buitelandse Kerke en die Deputate vir Kontak met Binnelandse Kerke in oor die geskeduleerde vergaderdatums van die sinode.
- 2.1.1.4. Rig 'n versoek aan die deputate om hulle verslae ten minste drie maande voor die aanvang van die sinode, in die voorgeskrewe formaat, vir die roepende kerk te stuur.
- 2.1.1.5. Addisionele verslae oor belangrike sake mag ingedien word tot een maand voor die aanvang van die sinode.

**2.1.2. Ten minste twee maande voor die aanvang van die sinode:**

- 2.1.2.1. Stel 'n voorlopige agenda vas en stuur een elektroniese afskrif daarvan na alle kerke en ook aan die sekretaris van die Deputate vir Korrespondensie met Buitelandse Kerke. Hierdie agenda moet vergesel wees van een elektroniese afskrif van alle relevante inligting;
- 2.1.2.2. Stuur alle relevante dokumentasie na die kerkrade, sinodeafgevaardigdes, soos deur die klassis benoem en enige ander officieel benoemde afgevaardigdes en alle nie-vertroulike dokumente na die administrateur van die VGKSA webblad vir onmiddellike publikasie op dié webblad;
- 2.1.2.3. Stel 'n tydrooster vir die sinodevergaderings op.

**2.1.3. Ten minste een maand voor die aanvang van die sinode:**

- 2.1.3.1. Plaas 'n kennisgewing van die komende sinode sowel as die voorlopige agenda in die plaaslike nuusbriewe of ander gereëelde publikasies van al die kerke in die kerkverband van die VGKSA;
- 2.1.3.2. Rig in ooreenstemming met artikel 3 en volgens voorstelle van deputate, 'n versoek tot moontlike adviseurs om die sinode by te woon;
- 2.1.3.3. Stel deputate betyds in kennis van die tydstip waarop hulle teenwoordigheid by die sinode benodig word;
- 2.2. Rapporteer oor die ondersoek van die geloofsbriewe en sorg vir die ondertekening van die presensielys deur die afgevaardigdes voor die sinode gekonstitueer word;
- 2.3. Roep 'n bidstond saam voor die aanvang van die sinode om God se seën oor die

werk van die sinode te vra.

- 2.4. Rapporteer oor voorstelle en wysigingsvoorstelle wat te laat ingekom het (sien artikels 2.1.1.1, 2.1.1.2, 2.1.1.4). Sulke dokumente sal deur die sinode as onontvanklik verklaar word, tensy die sinode uitdruklik anders besluit.

### **Artikel 3: Samestelling van die sinode**

- 3.1. Die sinode word saamgestel uit wettige afgevaardigdes van die klassisse. Hulle moet, kragtens artikel 32 van die Kerkorde, geloofsbriewe van hul klassis saambring waarin hulle binding aan die Heilige Skrif, die drie Formuliere van Enigheid en die Kerkorde uitgedruk word.
- 3.2. Elke klassis vaardig drie predikante of sendelinge en drie ouderlinge af. Indien daar nie drie predikante afgevaardig kan word nie, as gevolg van vakatures of wettige verhinderings, kan daar meer ouderlinge afgevaardig word. As 'n diaken in plaas van 'n ouderling afgevaardig word, besluit die sinode of hy stemreg sal hê.
- 3.3. Alle predikante en sendelinge van die Vrye Gereformeerde Kerke in Suid-Afrika wat nie na die sinode afgevaardig is nie, mag die sinode bywoon, waar hulle, op versoek van die voorsitter, as adviseurs kan optree.
- 3.4. Amptelike afgevaardigdes van die kerke wat met die Vrye Gereformeerde Kerke in Suid-Afrika korrespondeer, kan op versoek van die voorsitter, ook as adviseurs toegelaat word.
- 3.5. Klassisse en deputaatskappe is geregtig om sekere predikante aan die roepende kerk voor te stel om as adviseurs te dien.

### **Artikel 4: Die agenda**

Die volgende items moet op die agenda van elke gewone sinode verskyn. Items met (\*) gemerk kan vir buitengewone sinodes weggelaat word en met die saak of sake, waarvoor die sinode saamgeroep is, vervang word:

- 4.1. Opening deur die sameroepende kerk.
- 4.2. Ondertekening van bywoningsregister, ondersoek van en verslag oor die geloofsbriewe.
- 4.3. Verkiesing van 'n moderamen en konstituering van die sinode.
- 4.4. Betuiging van instemming met die Belydenis deur die afgevaardigdes.
- 4.5. Vasstelling van finale datum vir toelating van dokumente wat na die normale sperdatum ontvang is.
- 4.6. Vasstelling van die agenda.
- 4.7. Vasstelling van die werkwyse van die sinode.
- 4.8. \*Sake wat by die sameroepende kerk ingekom het.
- 4.9. \*Instruksies van klassisse.
- 4.10. \*Voorstelle van klassisse.

- 4.11. \*Verslae van:
  - 4.11.1 Deputate vir Korrespondensie met Buitelandse Kerke.
  - 4.11.2 Deputate vir Kontak met Binnelandse Kerke (Kerkgroepe).
  - 4.11.3. Sendingdeputate.
  - 4.11.4. Deputate Kuratore vir Opleiding tot Woorddiens en Art. 19 KO
  - 4.11.5. Deputate Artikel 11 KO (Hulpbehoewende Kerke).
  - 4.11.6. Deputate Artikel 49 van die Kerk Orde
  - 4.11.7. Die Kwestor.
  - 4.11.8. Deputate vir Kontrole van die Kwestor.
  - 4.11.9. Sinodale administrateur & Argief.
  - 4.11.10. Deputate vir Kontrole van die argief.
  - 4.11.11. Alle ander deputate soos deur die vorige sinode benoem.
- 4.12. \*Benoeming van deputate, Argiefbewarende kerk en Klassis vir biddae volgens artikel 69 KO.
- 4.13. \*Seënwense aan die staatspresident en die burgemeester van die dorp/stad waar die sinode vergader.
- 4.14. Persoonlike rondvraag.
- 4.15. \*Aanwysing van die sameroepende kerk en die vasstelling van die tyd en plek van die volgende sinode.
- 4.16. Vasstelling van die Handeling en die Kort Verslag.
- 4.17. Sensuur volgens artikel 48 van die Kerkorde.
- 4.18. Sluiting.

## **Artikel 5: Die moderamen**

- 5.1. Die sinode word geopen deur 'n ampsdraer wat deur die sameroepende kerk daartoe versoek is. Nadat daar oor die geloofsbriefe verslag gedoen is, word 'n moderamen verkies en word die vergadering geconstitueer.
- 5.2. Die moderamen bestaan uit 3 lede, naamlik die voorsitter, die skriba en die 2de voorsitter. Die moderamen word deur stemming verkies volgens die riglyne soos beskryf in artikel 9.
- 5.3. Die voorsitter**
  - 5.3.1. Die voorsitter moet sorg dat sake in die korrekte orde behandel word en so spoedig as moontlik afgehandel word en dat die sinodelede die reëls vir 'n goeie orde, volgens artikel 34 KO, in ag neem.
  - 5.3.2. Enige voorstel wat gesekondeer word, sal hy aan die sinode voorlê, in ooreenstemming met die aanvaarde volgorde. In geval van sake waarvoor gestem moet word sal hy seker maak dat alle vrae en onsekerhede in verband met die saak duidelik uitgeklaar is, sodat elke lid weet waarvoor hy sy stem uitbring.
  - 5.3.3. Indien die voorsitter die behoefte voel om aan 'n bespreking van 'n sekere saak deel te neem, sal hy, vir die tydperk van die bespreking, die voorsitterskap aan die 2de voorsitter oordra.

- 5.3.4. Hy het die reg en sal dit ook uitoefen, om voorstelle of persone buite orde te verklaar. Indien sodanige verklarings vanuit die vergadering aangeveg word, sal dit aan die sinode voorgelê word vir 'n besluit daaroor by meerderheidsstem.

#### **5.4. Die 2de voorsitter**

- 5.4.1. Die 2de voorsitter sal, in die geval van afwesigheid van die voorsitter, al sy pligte en regte oorneem.
- 5.4.2. Hy sal soveel as moontlik die voorsitter ondersteun soos die omstandighede dit vereis.
- 5.4.3. Die 2de voorsitter is belas met die opstel van 'n Persverslag van die sinode, wat hy na goedkeuring deur die moderamen in 'n geskikte blad publiseer.

#### **5.5. Die skriba**

- 5.5.1. Die skriba is verantwoordelik vir die opstel van die Handeling van die Sinode. Hierdie Handeling word sover moontlik tydens die vergadering voltooi.
- 5.5.2. Die skriba is verantwoordelik vir enige korrespondensie van die sinode. Na die sluiting van die sinode dra hy die sinodedokumente, met 'n inhoudsopgawe, aan die argiefbewarende kerk oor om in die argief opgeneem te word.

### **Artikel 6: Bywoning van die sinode**

- 6.1. Die sinodevergaderings is toeganklik vir alle lidmate van die Vrye Gereformeerde Kerke in Suid-Afrika.
- 6.2. Die sinode besluit oor die toelating van nie-lidmate.

### **Artikel 7: Geslote vergadersessies van die sinode**

- 7.1. Van geslote vergadersessies sal gebruik gemaak word In gevalle van sensitiewe of ongewone situasies of wanneer persoonlike sake bespreek word. Die voorsitter sal, in oorleg met die ander moderamenlede, besluit oor geslote vergadersessies.
- 7.2. 'n Geslote sessie beteken as 'n reël 'n vergadersessie waarby slegs die sinodelede en die sinodale administrateur aanwesig mag wees. Die sinode kan ander persone nooi om by die sessie aanwesig te wees indien dit noodsaaklik geag word.

### **Artikel 8: Sinodale korrespondensie**

- 8.1. Korrespondensie van die sinode aan persone, kerkrade of ander kommissies binne die kerkverband, word deur die skriba onderteken en afgehandel.
- 8.2. Amptelike korrespondensie aan persone of instansies buite die kerkverband moet deur die moderamen onderteken word.
- 8.3. Afskrifte van alle korrespondensie moet in die argief bewaar word.

### **Artikel 9: Reëls vir Besluitneming en Stemming**

- 9.1. Besluite word as volg geformuleer: Dokumentasie – besluit – gronde.
- 9.2. Besluite sal verkieslik eenparig geneem word. By 'n moontlike stemming oor 'n voorstel of wysigingsvoorstel word 'n meerderheid van stemme vereis vir aanvaarding daarvan.



- 9.3. Die voorsitter het die reg om te besluit hoe 'n verkiesing gehou sal word, deur afroep van die presensielys (in enige volgorde) of daar handopsteking.
- 9.4. By staking van stemme word 'n voorstel verwerp, en in die geval van 'n eksaminering van 'n kandidaat word hy afgewys.
- 9.5. Oor persone sal skriftelik gestem word. Hierby geld dat 'n volstrekte meerderheid van stemme behaal moet word. Blanko stemme word nie as 'n geldige stem by die bepaling van die meerderheid gereken nie. Hierdie reëling geld vir enige stemming oor persone.
- 9.6. By die bepaling van die meerderheid van stemme word blanko stemme en onthoudings nie saamgetel nie.
- 9.7. Die sinode kan eenparig persone benoem wat deur die moderamen aanbeveel is. Indien geen eenparigheid bestaan nie, vind die verkiesing soos volg plaas:
  - 9.7.1. Deur middel van vrye stemming.
  - 9.7.2. Waar daar uit meer as twee persone gekies moet word en by 'n eerste stemming geen meerderheid verkry word nie, vind 'n tweede vrye stemming plaas.
  - 9.7.3. Indien daar na die tweede vrye stemming nog geen meerderheid verkry is nie, moet 'n herstemming gehou word tussen hulle wat die meeste stemme verkry het, met dien verstande dat dan gestem word uit twee keer die aantal benodigde persone.
  - 9.7.4. As by daardie stemming geen meerderheid verkry word nie, word die oudste persoon of persone benoem.
- 9.8. Die voorsitter mag, met advies van die Sinode, reël dat besluite oor enige saak deur middel van 'n skriftelike stemmings bepaal word.

## **Artikel 10: Deputate**

- 10.1. Die Sinode sal, vir die uitvoering van besluite van die Sinode, kerke of klassisse of persone as deputate met spesifieke opdragte benoem. Uitvoering van besluite waarvoor geen deputate benoem is nie, is die taak van die moderamen.
- 10.2. Take moet soveel as moontlik eweredig verdeel word. Deputate sal verkieslik nie meer as drie agtereenvolgende periodes in dieselfde deputaatskap benoem word nie.
- 10.3. In gevalle van deputaatskappe met 'n beperkte aantal lede moet voldoende plaasvervangende lede benoem word om 'n goeie funksionering van die deputaatskap te verseker.
- 10.4. Waar die deputate se funksionering nadelig beïnvloed word deur verlies van lede of nie-beskikbaarheid van plaasvervangende lede, het deputate die reg om addisionele lede te benoem sodat deputate hulle mandaat kan uitvoer. Sulke benoemings moet genoem en geregverdig word in die deputate se verslag aan die volgende sinode.
- 10.5. Sodanige wysigings in die deputaatskap se samestelling moet aan die sinodale administrateur gerapporteer word.
- 10.6. Deputate het 'n mandaat om adviseurs te konsulteer soos benodig. Sulke konsultasies moet in die deputateverslag aan die volgende sinode genoem word. Die betrokke adviseurs sal nie toegelaat word om aan die sinodebesprekings deel te neem nie, behalwe wanneer die voorsitter hulle daartoe versoek. Deputate sal die roepende kerk voorstel om adviseurs te nooi om die sinode by te woon, indien hulle dit nodig ag.
- 10.7. Die opdragte aan deputate duur van sinode tot sinode.

- 10.8. 'n Deputateverslag moet ten minste drie maande voor aanvang van die sinode aan die sameroepende kerk gestuur word en sal sover moontlik die inligting bevat en in die formaat wees soos aangedui in die Bylae hieronder. Sodanige verslae moet verkieslik in Engels geskryf word, behalwe in gevalle waar deputate hoofsaaklik nie-Engelse sake hanteer. Deputate wat in ander tale rapporteer, word versoek om met hulle verslag 'n Engelse opsomming daarvan te verskaf.

## **Artikel 11: Instruksies aan deputate**

Elke sinode sal die opdragte vir die onderskeie deputaatskappe vasstel. Behalwe hierdie spesifieke opdragte, sal die volgende algemene instruksies geld:

### **11.1. Deputate vir Betrekkinge met Buitelandse Kerke:**

- 11.1.1. sal uit vyf lede bestaan waaruit 'n voorsitter en 'n sekretaris gekies word;
- 11.1.2. stuur die sinodehandeling, die voorlopige agenda vir die sinode, en die verslag van die Deputate vir Korrespondensie met Buitelandse Kerke aan die deputate van kerke waarmee die VGKSA offisiële susterkerkverhoudings het;
- 11.1.3. stuur briewe met seënwense namens die Vrye Gereformeerde Kerke in Suid-Afrika, aan die sinodes van kerke waarmee die VGKSA offisiële susterkerkverhoudings het;
- 11.1.4. verskaf attestate aan predikante en sendelinge van die Vrye Gereformeerde Kerke in Suid-Afrika wat wil voorgaan in eredienste van kerke waarmee die VGKSA offisiële susterkerkverhoudings het;
- 11.1.5. sal korrespondensie met susterkerke onderhou volgens die goedgekeurde reëls (Art. 25, punt 2.1., Acts of FRCSA Synod 2014);
- 11.1.6. rapporteer oor besluite van sinodes van kerke waarmee die VGKSA offisiële susterkerkverhoudings het;
- 11.1.7. sal korrespondensie met, en Sinodehandeling van, die kerke waarmee die VGKSA offisiële susterkerkverhoudings het, aan deputate verantwoordelik vir die argief, oorhandig.

### **11.2. Deputate vir Kontak met Binnelandse Kerke (Kerkgroepe):**

- 11.2.1. sal uit vyf lede bestaan. waaruit 'n voorsitter en 'n sekretaris gekies word, en twee plaasvervangende lede;
- 11.2.2. sal voorstelle formuleer en aan die sinode voorlê in verband met die beoefening van kontak met binnelandse kerke (kerkgroepe);
- 11.2.3. sal afgehandelde korrespondensie en dokumente aan deputate verantwoordelik vir die argief, oorhandig.

### **11.3. Sinodale kwesoor:**

- 11.3.1. is verantwoordelik vir die beheer van sinodale inkomste en uitgawes;
- 11.3.2. sal 'n oorsigtelike boekhouding byhou waarby alle bewyse van inkomste en uitgawes getoon kan word;
- 11.3.3. sal vergoeding betaal vir enige onkoste wat in die uitvoering van opdragte van die sinode gemaak is en waarvoor gespesifiseerde rekeninge ontvang is;
- 11.3.4. sal 'n finansiële verslag opstel wat bestaan uit 'n inkomste- en uitgawestaat en 'n balansstaat vir kontrole deur die sinode;

11.3.5. sal toesien dat 'n jaarlikse kontrole van bogenoemde finansiële state deur die benoemde deputate uitgevoer word, en dat 'n verslag daarvan aan die sinode voorgelê word;

11.3.6. sal voorstelle insake die kerklike bydraes vir die tydperk tot die volgende sinode voorlê en sal toesien dat die gemeentelike bydraes vir die kerkverband, soos deur die laaste sinode vasgestel, betyds betaal word.

#### **11.4. Sinodale Administrateur en Argief:**

11.4.1. sal, in opdrag van die sinode of the roepende kerk, die administrasie van die sinode hanteer;

11.4.2. sal die deputaatskap behulpsaam wees, wat deur die sinode aangewys is om 'n Indaba te reël en ook die roepende kerk met die voorbereiding van die sinode;

11.4.3. sal besluite en ander relevante sake tydens die vergaderings van die sinode notuleer en sal die skriba bystaan met die samestelling van die Sinodehandelinge. Die sinodale administrateur mag ook tydens geslote vergadersessies aanwesig wees om notule te skryf wat hy as vertroulik sal behandel;

11.4.4. sal in samewerking met die argiefbewarende kerk, as argivaris optree;

11.4.5. sal oortollige Sinodehandelinge teen kosprys aan belangstellendes te koop aanbied;

11.4.6. sal deputate artikel 49 KO versoek om hulle verslae oor besoeke aan klassisvergadering onmiddellik na die besoeke in te dien;

11.4.7. sal by deputate inligting vra oor die vordering van hulle werk gedurende inter-sinodale periodes;

11.4.8. sal die verskillende deputaatskappe versoek om hulle verslag in Engels in te dien, met uitsondering van dié deputate wat hoofsaaklik nie-Engelse sake hanteer. In die laaste geval moet deputate versoek word om met hulle verslag 'n Engelstalige opsomming daarvan in te sluit;

11.4.9. sal reël dat die publikasie van sinodehandelinge soos volg plaasvind (Acts of Synod 2008, art,16):

11.4.9.1. 'n beperkte aantal gedrukte eksemplare van die volledige Handelinge met bylaes sal vir verspreiding na kerkrade, argiewe, biblioteke en deputate gebruik word;

11.4.9.2. die volledige Handelinge met bylaes sal ook elektronies beskikbaar gestel word vir belangstellendes;

11.4.9.3. sal daarvoor sorg dra dat aan wettelike vereistes voldoen word insake die verspreiding van eksemplare van die Handelinge na openbare instansies.

#### **11.5. Argiefbewarende kerk:**

11.5.1. sal in samewerking met die benoemde Sinodale Administrateur vir die argief sorg;

11.5.2. sal daarop toesien dat die benoemde argivaris sorg dat die argief volledig en toeganklik is.

Die volgende dokumente moet in die argief wees:

- Handelinge van die sinodes.
- Handelinge van sinodes van kerke waarmee die VGKSA offisiële susterkerkverhoudings het.
- Verslae en briewe van alle deputaatskappe.
- Alle dokumente wat by sinodes ingekom het.
- Afskrifte van briewe wat deur sinodes verstuur is.

- 11.5.3. Die argief moet voor elke sinode gekontroleer word deur die deputate wat deur die vorige sinode daarvoor benoem is.
- 11.6. Enige ander deputaatskappe vir die uitvoering van take soos deur die sinode noodsaaklik geag.**

### **Artikel 12: Indabas (Vorbereidende tussentydse vergaderings van alle deputaatskappe).**

- 12.1. Sinodes kan besluit om deputate te benoem (of om dit aan die takepakket van enige ander deputaatskap toe te voeg) om voorbereidende vergaderings (bekend as "indabas") van verteenwoordigers van deputaatskappe en kerkrade te reël.
- 12.2. Die doel van sulke vergaderings is om deputate die geleentheid te gee om tussentydse vorderings te rapporteer en om hulle werk in 'n breër forum te bespreek sodat hulle 'n meer akkurate verslag aan die sinode kan voorlê en om kontakte tussen gemeentes te bevorder. (Acts of the FRCSA Synod 2014, Artikel 28).
- 12.3. Sulke vergaderings moet verkieslik halfpad tussen sinodes gereël word.
- 12.4. Deputate word versoek om in hierdie vergaderings verslag te doen van die vordering van hulle werk. Sodanige verslae moet as 'n bylae ingesluit word by die verslag aan die komende sinode.

### **Artikel 13: Wysiging van Sinodereëls**

- 13.1. Wysiging van hierdie Sinodereëls mag slegs deur 'n sinode oorweeg word as 'n sodanige voorstel deur 'n klassis op die agenda van die sinode geplaas is, of indien dit deur 'n deputaatskap, wat deur die sinode hiervoor benoem is, aanbeveel word.
- 13.2. Alle wysigings moet deur die sinode goedgekeur word alvorens hulle van krag kan word.

### **Artikel 14: Vertolking van Sinodereëls**

- 14.1. Die sinodevoorsitter sal finaal besluit in geval van 'n geskil insake die vertolking van hierdie reëls.
- 14.2. In die geval van 'n geskil insake die vertolking van hierdie reëls sal die Engelse teks die voorkeur geniet.

**Goedgekeur en vasgestel deur die sinode van die Vrye Gereformeerde Kerke in Suid-Afrika te **Belhar**, ..... **April 2021**.**

..... voorsitter

..... skriba

..... 2de voorsitter

## Bylae

### Voorgestelde verslag templaot

Verslag van Deputate ..... aan Sinode .....

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Naam van Deputaatskap

Datum van verslag

Weergawe (byv. meerderheidsverslag, minderheidsverslag, volgordenommer indien meer as een verslag)

Datum en plek van opdraggewende Sinode.

Datum en plek van voorgestelde ontvangende Sinode.

Opdragte (verskaf verwysings en volledige teks, van die Handeling van die Sinode wat die deputate benoem het).

Aanbevelings (hier geen grone nie, dit kom later, onder Volledige Verslag). Hierdie aanbevelings behoort in 'n, vir die Sinode, bruikbare format te wees.

Samestelling van Deputaatskap (insluitende bedankings, geko-opteerde lede, redene vir wysigings).

Opsomming van aktiwiteite en gebruikte metodes, taakverdeling van die lede.

Volledige Verslag (volgens opdragte, beskryf die proses wat tot gevolgtrekkings gelei het, verskaf ondersteunende argumente)

- Dokumentasie
- Besluit
- Gronde.

Handtekening van deputate en geko-opteerde lede.

Bylaes (Ondersteunende dokumente, as opdragte die voorstelling van enige tekste inhou, behoort dit hier ingevoeg te word). Bylaes moet kruisverwysings na die verslag insluit.