

**Report of Deputy
Stated Clerk
and Archive
to FRCSA Synod
Belhar 2021.**

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General

Deputy Stated Clerk and Archive (SC&A) herewith submit his report to Synod Belhar, 2021.

Deputies

Synod Soshanguve, 2017, appointed as Deputy SC&A: br. C. Roose.

Mandate as decided by Synod Soshanguve, 2017 (Art. 48, Acts of Synod 2017).

- 1.1. To arrange the printing of the Acts of Synod 2017.
- 1.2. To request appointed deputies to provide information regarding the progress of their mandate on a regular basis.
- 1.3. To conduct upon instruction from the synod or the convening church the administration of the synod.
- 1.4. To act as the archivist in collaboration with the archive church and to implement an archiving system.
- 1.5. To eventually merge and publish the revised Church Order and Synod Rules in the main three languages used in our churches, as well as the order of the service, as established by Synod 1990 (Artikel 14, Handeling van die Sinode van ... Kaapstad, 1990), Rules for church relations as adopted by Synod 2014 and other documents as adopted by Synod 2017 (Refer to Articles 10, 25 and 26 of these Acts).
- 1.6. To handle administrative matters during the period between synod meetings on behalf of the Free Reformed Churches in South Africa.
- 1.7. To submit an interim report to an Indaba to be organised during 2019.
- 1.8. To report to the next synod and formulate recommendations according to the Synod Rules as adopted by Synod 2017.

During the Indaba 2019, it was suggested that the Stated Clerk should investigate the costs of an Indaba, in order to enable synods to decide on a budget for future Indabas.

Recommendations

Your deputy recommends that

Synod decides:

1. ***To appoint br A. Smit (FRC Pretoria-Maranata) and br. C. Roose (FRC Pretoria) as Deputies Stated Clerk & Archive with the following mandate:***
 - 1.1. ***To arrange the printing and publishing of the Acts of Synod 2021.***
 - 1.2. ***To request appointed deputies to provide information regarding the process of their mandate on a regular basis.***
 - 1.3. ***To conduct upon instruction from the synod or the convening church the administration of the synod.***
 - 1.4. ***To act as the archivist in collaboration with the archive church and to implement an archiving system.***
 - 1.5. ***On a clear approach regarding the creation of a 'church book' in terms of the content and time of publishing of such a book.***

- 1.6. *To eventually merge a final combination of church federational documents, as decided by Synod 2021, in the form of a 'church book', and to arrange printing and publishing of such a book.*
- 1.7. *To handle administrative matters during the period between synod meetings on behalf of the Free Reformed Churches in South Africa.*
- 1.8. *To submit an interim report for discussion during an Indaba to be convened according to decisions by Synod 2021.*
- 1.9. *To report to the next synod and formulate recommendations according to Article 10 and 11 of the Synod Rules.*

Reporting

Execution of mandate

- 1.1. ***To arrange the printing of the Acts of Synod 2017.***

The Acts of FRCSA Synods, up to the Acts of Synod 2014, normally included all the deputies reports and were, at least for the last three synods, printed in A4 format, meaning that the Acts were published in the form of a rather large and cumbersome book, which was also rather costly.

For the Acts of Synod 2017 a different approach was followed. For the first time, deputies reports and other relevant documents were published on the FRCSA-website, thereby making the printing of most of the deputies reports in the Acts superfluous. Furthermore a smaller format was used for the Acts of Synod 2017.

This approach resulted in considerable cost savings and in a more user-friendly booklet.

As in the case of the Acts of Synod 2014, 80 copies were printed which proved to be enough for the persons, churches and other institutions, who were entitled to receive a copy of the Acts, while an electronic version was also published on the FRCSA-website.

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

Your deputy did not specifically request information regarding the process of deputies mandates, but deputies, church councils, classes, ministers and/or missionaries were informed about approaching dates for submission of reports or proposals to the initially planned Synod 2020. But then the Covid-19 pandemic struck our country and your deputy assisted the convening church, the FRC Belhar, to re-arrange the coming Synod. All the relevant parties were informed about a postponement of Synod 2020 and, at a later stage, were informed about new meeting dates for Synod 2021, while deputies were informed about a new cut-off date for submission of reports.

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 Belhar to prepare Synod 2021, by handling the required correspondence with classes, church councils and deputyships on behalf of the convening church.

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 2017, were placed in the synodical archive in the vault of the archiving church, the FRC Pretoria. Your deputy continued to work on an archiving system, but due to the limitations caused by the Covid-19 pandemic and personal restraints, was unfortunately not able to finalise such a system, although the implementation of this system is already in a rather advanced stage.

It is therefore suggested that the, to be appointed Stated Clerk is again mandated with this task.

1.5. To eventually merge and publish the revised Church Order and Synod Rules in the main three languages used in our churches, as well as the order of the service, as established in 1990 (Article 14, Handeling van die Sinode van Kaapstad, 1990), Rules for church relations as adopted by Synod 2014 and other documents as adopted by Synod 2017 (Refer to Articles 10, 25 and 26 of these Acts).

There seemed to be some confusion caused by the fact that Synod mandated two different deputyships to print and publish certain documents. Your Stated Clerk and Deputies for Liturgical Forms and Prayers were both tasked with merging and printing some documents. There were some contacts between both deputyships regarding this matter, but when Deputies for Liturgical Forms and Prayers printed and published their booklets, not all the documents as indicated in the mandate above were included.

To print and publish another booklet with the remaining documents seemed to be a waist of money and also an impractical way of merging documents. Your deputy therefore decided not to act now on this mandate, but to propose to Synod 2021 to review the mandates of all deputyships involved in printing and publishing church federational documents and to decide on a final combination of the required documents. Only one deputyship should than be tasked to arrange the printing and publishing of such a “church book”. It is also suggested that Synod 2021 considers the urgency of such a book at this stage, in view of the fact that still no Northern Sotho translations are available of any of those documents.

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

Your deputy handled the correspondence regarding the requirements for the Legal Deposit Libraries in connection with the publication of the Acts of Soshanguve, 2017, and was involved in correspondence with the Department of Internal Affairs, mainly regarding ministers or missionaries of the FRCSA wanting to act as official marriage officers.

1.7. To submit an interim report for discussion during an Indaba to be held end 2018 or beginning 2019.

An interim report was submitted to Indaba 2019 (see Appendix). During the discussion it was noted that no provision was made by synods to cover the costs of Indabas. It was suggested that the Stated clerk would look into this issue and propose a guideline to enable future synods to propose a budget for future indabas.

1.8. To report to the next synod and formulate recommendations according to Articles 10 and 11 of the Synod Rules.

The report of Deputy SC&A is herewith submitted to Synod Belhar 2021.

Other activities

Regarding the suggestion from Indaba 2019 regarding a budget for Indabas, your deputy suggests to budget on the basis of the following cost items per person per day:

Air tickets (return): R3000
Overnight accommodation: R600
Meals and refreshments: R200

Replacement of Deputy Stated Clerk and Archive

Your deputy suggested to Synod 2017 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 him in order to prepare the new deputy to take over from br. Roose as from Synod 2020.

Synod 2017 appointed two persons for that functions, but unfortunately both persons declined and your deputy was back to square one. In the mean time your deputy found br. Ad Smit, member of the FRC Pretoria-Maranata, willing to take over on the condition that the present Stated Clerk should still be available during the next intersynodical period to support him. It is therefore suggested that Synod 2021 appoints both brs. Smit and Roose as Deputies Stated Clerk and Archive.

Proposed mandate

Based on above reporting your deputy recommends that

Synod decides:

- 1. To appoint br A. Smit (FRC Pretoria-Maranata) and br. C. Roose (FRC Pretoria) as Deputies Stated Clerk & Archive with the following mandate:**
 - 1.1. To arrange the printing and publishing of the Acts of Synod 2021.**
 - 1.2. To request appointed deputies to provide information regarding the process of their mandate on a regular basis.**
 - 1.3. To conduct upon instruction from the synod or the convening church the administration of the synod.**
 - 1.4. To act as the archivist in collaboration with the archive church and to implement an archiving system.**

Ground:

The above indicated mandate points 1.1. to 1.4. are considered to be standard functions of a Stated Clerk.

- 1.5. On a clear approach regarding the creation of a 'church book' in terms of the content and time of publishing of such a book.**

Grounds:

- 1.5.1. There seem to be misunderstandings regarding the required content of the 'church book'.**
- 1.5.2. Translation of the required documents in all three languages, as used in the FRCSA, are not yet available.**
- 1.5.3. Printing of incomplete 'church books' means additional costs.**
- 1.6. To eventually merge a final combination of church federational documents, as decided by Synod 2021, in the form of a 'church book', and to arrange printing and publishing of such a book.**

Ground:

- 1.6.1. The Free Reformed churches need published versions of the latest approved federational documents in order to avoid misunderstandings.**
- 1.7. To handle administrative matters during the period between synod meetings on behalf of the Free Reformed Churches in South Africa.**

Grounds:

- 1.7.1. Handling of administrative matters during inter-synodical periods is sometimes required.**
- 1.7.2. 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.**

1.8. To submit an interim report for discussion during an Indaba to be convened according to decisions by Synod 2021.

Ground:

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

1.9. To report to the next synod and formulate recommendations according to Article 10 and 11 of the Synod Rules.

Ground:

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

Report compiled on 21st December 2020.



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C. Roose

Appendix:

**Interim Report of the Stated Clerk to Indaba 2019 of the
Free Reformed Churches in South Africa**

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General

Deputy Stated Clerk and Archive (SC&A) herewith submit his interim report to Indaba 2019.

- **Deputies**

Synod Pretoria, 2017, appointed as Deputies SC&A: br. C. Roose and sr. C. Agema and as a substitute sr. T. Bijker (Art. 59, point 2.11, Acts of the FRCSA Synod 2017).

- **Mandate from the FRCSA Synod, 2017 (Art. 48, point 1, Acts of Synod 2017).**

1.2.1. To arrange the printing of the Acts of Synod 2017.

1.2.2. To request appointed deputies to provide information regarding the progress of their mandate on a regular basis.

1.2.3. To conduct upon instruction from the synod or the convening church the administration of the synod.

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

Ground:

Mandate points 1.1. – 1.4. are considered to be standard functions of a Stated Clerk.

1.2.5. To eventually merge and publish the revised Church Order and Rules of Synod in the main three languages used in our churches, as well as the order of the service, as established by Synod 1990 (Artikel 14, Handeling van die Sinode van die VGKSA, Kaapstad, 1990), Rules for church relations as adopted by Synod 2014 and other documents as adopted by Synod 2017 (Refer to Articles 10, 25 and 26 of these Acts).

Ground:

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

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

Grounds:

1.2.6.1. Handling of administrative matters during inter-synodical period is sometimes required.

1.2.6.2. 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.

1.2.7. To submit an interim report to an Indaba to be organised during 2019.

1.2.8. To report to the next synod and formulate recommendations according to the Rules of Synod as adopted by Synod 2017.

Reporting

- General

Srs. C. Agema and T. Bijker both decided to turn down the appointment as deputy Stated Clerk and Archive, leaving the writer of this report in the same position as before the commencement of Synod 2017, meaning that he is still looking for a replacement.

- Execution of mandate

The following activities were conducted within the frame of the mandate as given by Synod 2017.

Regarding 1.2.1.:

The compilation and printing of the Acts of Synod 2017 was completed during early 2018.

Regarding 1.2.2.:

Appointed deputies were not yet requested to provide information regarding their progress of their mandate.

Regarding 1.2.3.:

Conducting the administration of the coming Synod 2020 will only become necessary in a later stage.

Regarding 1.2.4.:

An inventory of all the documents in the synodical archive was started and about half of the total amount of documents is listed. The idea is to complete the list of documents present in the archive and then to group them in groups of related documents. This grouping is already partly done, but is not complete yet. The groups of related documents will then be given a code and then numbered. A sticker with the code and the number will then be put on the document. A hard copy of a register of the document, which will include the code and number and a short description of the specific document, will be placed in the archive space in a prominent position and an electronic version will be kept by the Stated Clerk.

Regarding 1.2.5.:

Your deputy started to compile a booklet, containing some of the indicated documents, but as the release of certain documents still depends on work by other deputyships, such a booklet cannot be completed at this stage.

Regarding 1.2.6.:

Handling of administrative matters on behalf of the FRCSA was not necessary up to the date of this report.

Regarding 1.2.7.:

Your deputy herewith complies with this instruction by submitting this interim report to Indaba 2019.

Regarding 1.2.8.:

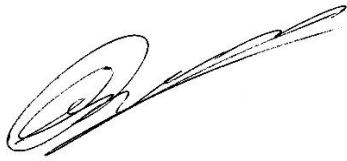
Your deputy intends to submit his final report to Synod 2020.

Proposed discussion points:

Budgeting for Indabas

Your deputy realised that Synod 2014 decided that Indabas should be convened on a regular basis, but up to now nobody thought of ways to cover the costs of such meetings. Your deputy proposes to discuss possible solutions for that problem.

Stated Clerk of the FRCSA

A handwritten signature in black ink, consisting of a large, stylized initial 'C' followed by a series of loops and a long, sweeping tail that extends to the right.

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