

**STANDING ORDERS
SYNOD OF ALBERTA AND THE NORTHWEST
TABLE OF CONTENTS**

PART 1 POLICY STATEMENTS	PAGE 1
1.01 Objects of Regular Synod Meetings	Page 1
1.02 Principal Business	Page 1
1.03 Reporting Period for Committee Reports	Page 1
1.04 Submission of Reports Prior to Synod	Page 1
1.05 Distribution of Materials Prior to and Following Synod	Page 1
1.06 Dates of Meeting	Page 2
1.07 Roll of Synod	Page 2
1.08 Memorial Service	Page 2
1.09 Availability of Standing Orders	Page 2
1.10 Disposal of Old Correspondence	Page 2
1.11 Terms of Service on Synod Committees	Page 2
1.12 Permanent Certificates to Perform Marriages	Page 2
1.13 Temporary Certificates to Perform Marriages	Page 3
1.14 Chaplains on Presbytery Roll	Page 3
PART 2 TERMS OF REFERENCE FOR COMMITTEES AND OFFICERS OF SYNOD	PAGE 4
2.01 <u>Administrative Committee</u>	Page 4
2.01.1 Membership	Page 4
2.01.2 Mandate	Page 4
2.01.3 Nominating Committee	Page 5
2.02 <u>Synod Clerk</u>	Page 5
2.02.1 General Duties	Page 5
2.02.2 Administrative Committee Duties	Page 5
2.02.3 Synod Meeting Duties	Page 6
2.03 <u>Treasurer of Synod</u>	Page 6
2.04 <u>The Charles Roderick Brine Estate Fund</u>	Page 7
2.04.1 Agreement with PCBC	Page 7
2.05 <u>Camp Kannawin Committee</u>	Page 8
2.05.1 Mandate	Page 8
2.05.2 Terms of Reference	Page 8
2.05.3 Membership	Page 8
2.05.4 Terms of Office	Page 9

2.05.5	Camp Director	Page 9
2.06	<u>Synod Conference Committee</u>	Page 10
2.06.1	Purpose	Page 10
2.06.2	Mandate	Page 10
2.06.3	Membership	Page 10
2.06.4	Accountability	Page 10
2.06.5	Terms of Reference	Page 10
2.07	<u>Synod Meeting Workshop Committee</u>	Page 10
2.07.1	Purpose	Page 10
2.07.2	Objective	Page 11
2.07.4	Terms of Reference	Page 11
2.08	<u>Regional Staffing Council</u>	Page 11
2.08.1	Membership	Page 11
2.08.2	Mandate	Page 11
2.08.3	Position Description of Director of Regional Ministries	Page 12
2.09	<u>Synod Archivist</u>	Page 14
2.10	<u>Synod Sexual Abuse Resource Team</u>	Page 15
2.11	<u>Finance Committee</u>	Page 15
2.11.1	Membership	Page 15
2.11.2	Terms of Reference	Page 15
2.12	<u>Web Master</u>	Page 16
2.13	<u>Youth in Mission (YIM)</u>	Page 17
PART 3 THE BOUNDARIES OF PRESBYTERIES		PAGE 18
3.01	Calgary-Macleod Presbytery	Page 18
3.02	Central Alberta Presbytery	Page 18
3.03	Edmonton-Lakeland Presbytery	Page 19
3.04	Peace River Presbytery	Page 19

PART 4 APPENDICES

PAGE 20

4.01	Accommodation	Page 20
4.02	Travel	Page 20
4.03	Meals	Page 20
4.04	Moderator Handbook	Page 20
4.05	Guidelines for Synod Committee's Use of Email	Page 21
4.06	Local Arrangements Team	Page 23

PART 1: POLICY STATEMENTS

1.01 OBJECTS OF REGULAR SYNOD MEETINGS

Synod will meet regularly for:

- general supervision of the interest of the church within its bounds,
- promotion of the life of the church,
- fellowship and education so that the ministries of the constituent congregations and Presbyteries will be strengthened.

1.02 PRINCIPAL BUSINESS

The principal business of the Synod will be to consider:

- the reports of the Synod committees,
- referrals from the Presbyteries.

1.03 REPORTING PERIOD FOR COMMITTEE REPORTS

Synod programs will be carried out primarily through committees. Committee reports will be presented to Synod for information and decision, and should cover the period September 01 to August 31. The financial and narrative reporting periods may be different.

1.04 SUBMISSION OF REPORTS PRIOR TO SYNOD

All committee reports and reports of Synod representatives and appointees, copy-ready for duplication, are to be submitted to the Clerk of Synod by August 31 each year. If a supplementary report needs to be submitted, the committee Convener or representative is responsible for supplying 80 copies of the report to be available at the beginning of Synod. Reports will not be read from the floor of Synod.

Camp Kannawin Committee is formally granted a permanent extension on its Synod report due to the fact that the end of season meeting is not until mid September and it is unable to report until after that meeting. The report will be ready for dispersal prior to the opening sitting of Synod.

1.05 DISTRIBUTION OF MATERIALS PRIOR TO AND FOLLOWING SYNOD

The notice of meeting, together with all submitted reports, are to be distributed by the Clerk at least thirty days prior to the meeting of Synod. Only those on the Rolls of Presbytery as of August 31 of each year will receive reports in advance of Synod. Those added to the Roll of a Presbytery after August 31 but before Synod may request copies of the reports in advance of Synod.

The minutes of Synod will be sent to those on the Roll and the Appendix of each Presbytery.

1.06 DATES OF MEETING

Synod will ordinarily be constituted on the third Friday of October and will conclude with the Benediction at the last sederunt.

1.07 ROLL OF SYNOD

The Rolls of Presbytery, as of the date of the constitution of Synod, become the Roll of Synod.

1.08 MEMORIAL SERVICE

The Presbytery Clerks will submit to the Synod Clerk, prior to the meeting of Synod, the names of elders, ministers and members of the Order of Diaconal Ministries within the bounds who died since the previous Synod meeting, for a memorial service during Synod.

1.09 AVAILABILITY OF STANDING ORDERS

Copies of Standing Orders will be made available to each Kirk Session and every Minister and other professional church worker on the constituent roll.

1.10 DISPOSAL OF OLD CORRESPONDENCE

The Clerk of Synod, in consultation with the Synod Archivist, may destroy all correspondence of no historical value, after a period of three years.

1.11 TERMS OF SERVICE FOR SYNOD AND SYNOD COMMITTEES

Members of Synod Committees are re-appointed annually at Synod from the nominations submitted. The maximum term of service is normally six years after which a member would retire for at least one year.

The Moderator of Synod may serve two (2) consecutive one-year terms.

1.12 PERMANENT CERTIFICATES TO PERFORM MARRIAGES

Any Minister with a permanent certificate to perform marriages who moves from the Synod must return the certificate to the Clerk of Synod. The Clerk of Synod informs the Department of Vital Statistics that this certificate is no longer active. It can be reactivated on a permanent basis if the Minister returns to the roll of a Presbytery within Alberta; it can also be reactivated on a temporary basis (see below). On the death of a Minister, the certificate must be returned to the Synod Clerk for return to the provincial issuing agency. Ministers on the Appendix to the Roll of Synod are also eligible to have Permanent Certificates to Perform Marriages.

1.13 TEMPORARY CERTIFICATES TO PERFORM MARRIAGES

Ministers on the Roll or Appendix of a Presbytery outside the Synod but within The Presbyterian Church in Canada may be granted temporary certificates to perform a marriage, usually for one specific date only. Ministers in a sister denomination outside Canada may be granted a temporary certificate upon verification of their standing by the Clerk of the Presbytery to which they belong and approval by the Presbytery in which the wedding will take place. Application for a temporary certificate is made through the Clerk of the Presbytery in which the wedding will be held to the Clerk of Synod. This also applies to those whose permanent certificates to perform marriages are held by the Clerk of Synod. Such an application must include the names of bride and groom, date and place of wedding, indication of permission of the session whose church register will be used to record the marriage.

1.14 CHAPLAINS ON PRESBYTERY ROLL

Chaplains on the Roll of a Presbytery should not apply for such certificates through any other channels other than mentioned above.

PART 2: TERMS OF REFERENCE FOR COMMITTEES AND OFFICERS OF SYNOD

2.01 ADMINISTRATIVE COMMITTEE

2.01.1 MEMBERSHIP

The membership of the Administrative Committee shall be composed of the Moderator as Convener, Clerk, Treasurer, Chair of Regional Staffing Council, Convenor of the Camp Kannawin Committee, President (or representative) of Synodical, and Past-Moderator. The Director of Regional Ministries and Camp Director are non-voting members. The Archivist may attend if interested. In any year in which there is not at least one member of the Administrative Committee from each Presbytery Roll, the Clerk of that Presbytery or a member of the Presbytery designated by that Clerk shall be a member of the Administrative Committee.

2.01.2 MANDATE

The Administrative Committee shall:

- plan the business for each Synod
- arrange for format of Synod with the Presbytery organizing the Synod Meeting Workshop
- appoint worship leadership and individuals to examine minutes
- ask Synod attendees to submit ideas for the educational component in writing
- conduct any urgent business of the Synod between Synod meetings
- assign to the appropriate Synod committee, or deal with, correspondence received between Synod meetings
- receive overtures, petitions, memorials and appeals addressed to the Synod and make recommendations regarding their disposition
- hear progress reports from committee conveners
- set budget priorities and prepare a draft budget for presentation to Synod
- review honorariums for Synod Clerk, Webmaster, and Treasurer biennially
- consider requests from congregations for funds from the Brine Estate (terms of references below)
- arrange for review and revision of the Standing Orders of Synod at least every five years
- provide oversight to Web Master
- deal with grant requests or funding proposals

The Administrative Committee will meet at the call of the Moderator, when there is sufficient business to warrant the travel of its members, and at least once between Synod meetings. The Moderator and the Clerk are empowered to deal with minor matters between Administrative Committee meetings, if time constraints and other

urgent circumstances warrant it being dealt with before the next meeting. Such actions must be reported to the Administrative Committee for homologation.

2.01.3 NOMINATING COMMITTEE

The Nominating Committee will be: the Past Moderator and his/her representative elder/minister and Clerks of Presbytery or designate.

- Put into nomination the names of individuals for positions of: Moderator, Clerk, Treasurer and for Standing Committees of Synod and for General Assembly Agencies and Committees

2.02 SYNOD CLERK

The Clerk of Synod is appointed by Synod for a three-year term, on recommendation of the Administrative Committee. If a Clerk resigns between Synods, the Administrative Committee may make an appointment until the next Synod, at which time the Synod makes an appointment, on the recommendation of the Administrative Committee.

2.02.1 GENERAL DUTIES

The Synod Clerk shall:

- maintain Synod files
- receive and deal with correspondence, forwarding when appropriate
- review and update annually Permanent Certificates to Perform Marriages
- apply for Temporary Certificates to Perform Marriages as requested by Presbytery Clerks
- transmit to Presbytery Clerks the Synod allocations as received from the Synod Treasurer

2.02.2 ADMINISTRATIVE COMMITTEE DUTIES

The Synod Clerk shall:

- serve as administrator for Administrative Committee
 - prepare agenda for Administrative Committee meetings, in consultation with the Moderator
 - arrange and book the meeting place along with the refreshments for the meetings
 - distribute agenda to members of the Administrative Committee no later than ten days prior to the meeting
 - take minutes for the meeting
 - prepare and distribute minutes
 - follow up committee decisions
 - remind persons of their duties and dates that need to be met

- ensure courtesies are expressed orally by the court before adjournment of Synod
- liaison with the hosting congregation regarding local arrangements
- prepare the docket and agenda for the meetings

2.02.3 SYNOD MEETING DUTIES

The Synod Clerk shall:

- prepare and distribute notice of meeting, and copies of reports received from committee conveners, this material to be sent out prior to the meeting of Synod
- carry out preparations for Synod
- attend meetings of Synod and take minutes
- prepare and distribute minutes
- annually send the official signed copy of the minutes for attestation by the General Assembly
- carry out the instructions of Synod

2.03 TREASURER OF SYNOD

- The Treasurer is appointed by Synod for a three year term on recommendation of the Administrative Committee.
- Treasurer shall be appointed or reappointed annually at the meeting of Synod; or, when necessary, between meetings of Synod by the Administrative Committee
- The Treasurer shall have full signing authority and responsibility for all the funds of Synod. In the Treasurer's absence, the signing officers shall be the Clerk of Synod and one other person appointed by Synod for a 3-year term
- Prior to the annual meeting of Synod, The Treasurer shall compile a proposed budget to be presented for approval or amendment by the Synod. Committee conveners and representatives to various agencies in which the Synod participates shall submit their proposed financial needs in an itemized budget to the Treasurer prior to August 31 each year. This information and other factors will be taken into account by the Treasurer and the Administrative Committee in preparing a proposed budget for Synod to consider
- The Treasurer has authority to disburse funds to committees and agencies, or on their behalf to others, as approved by Synod in the annual budget. Funds not approved in the annual budget must be approved by the Administrative Committee before being disbursed
- The funds approved in the annual budget shall not be disbursed by the Treasurer until expenses are incurred by the committees or groups concerned, or a request for funds is received. The Treasurer may, from time to time,

advance funds to the Camp Committee to provide working capital in advance of receipt of expected revenues

- Expense claims shall be paid to committee members when properly claimed, with receipts, and in accordance with the policy of Synod on reimbursement
- All Synod funds which are not required for day to day operating of Synod should be invested in bank term deposits or Government of Canada Treasury Bills, as available
- The Treasurer shall calculate the allocations to Presbyteries on the basis of pro-rated communicant membership, as per the current Acts and Proceedings of the General Assembly, as soon as possible after approving the annual budget. He/she shall then advise the Clerk of Synod of the figures to be transmitted to the Presbytery Clerks
- The Treasurer shall submit an interim financial report at a meeting of the Administrative Committee between Synods, and complete audited reports at the annual meeting of Synod
- An auditor shall be appointed each year by the Administrative Committee to audit all Synod funds, including Camp Committee accounts
- Ensure that cash reserves not exceed \$25,000 and that budgeting for the Synod of Alberta and the Northwest be based on this policy
- In future youth events such as Canada Youth, any excess Synod funds available for the participants be disbursed to them directly by the Synod Treasurer

2.04 THE CHARLES RODERICK BRINE ESTATE FUND

The significant terms of the Brine Estate Fund (following paragraph) shall be included as information item Report of the Administrative Committee annually.

The Brine Estate Fund will be used by the Presbyterian Church Building Corporation in accordance with the terms of the Will of the late Charles R. Brine, namely, that the fund will be used as collateral for loans to churches solely within the Province of Alberta. The Administrative Committee is authorised to deal with any requests to the Brine Estate Fund in cooperation with the Presbyterian Church Building Corporation (pp. 26, 31, 37, 1971). The agreement between the PCBC and the Synod of Alberta and the Northwest is found on page 31 of the Synod Minutes of 1972.

2.04.1 AGREEMENT WITH PCBC (revised October 1998)

The agreement between the Presbyterian Church Building Corporation and the Synod of Alberta and the Northwest is reprinted here:

UNDERTAKING

TO: THE CORPORATION OF THE SYNOD of ALBERTA of THE PRESBYTERIAN
CHURCH IN CANADA
AND TO: THE DIRECTORS THEREOF

WHEREAS Charles Roderick Brine, late of the City of Edmonton in the Province of Alberta, deceased, did by his last will and testament bequeath to The Presbyterian Church in Canada, for church building and the maintenance of churches in Alberta, the sum of forty thousand dollars (\$40,000.00);

NOW, THEREFORE, The Building Corporation hereby undertakes with you that the said sum of forty thousand dollars or any part or parts therefore, will be held by the Building Corporation and used for no purpose other than for church building and maintenance of churches in Alberta, in accordance with the usual lending procedures of the Corporation.

Dated at Toronto, Ontario, this twenty-first day of June, 1972
THE PRESBYTERIAN CHURCH BUILDING CORPORATION

2.05 CAMP KANNAWIN COMMITTEE

2.05.1 MANDATE

1. To supervise the development, maintenance and use of Camp Kannawin at Sylvan Lake.
2. To organize and administer Camp Kannawin for the Synod of Alberta and the Northwest.
3. To encourage and support the ministry of camping within the Synod.

2.05.2 TERMS OF REFERENCE

The committee operates within the structures and laws of The Presbyterian Church in Canada and such further regulations as passed by the Synod of Alberta and the Northwest. The camp is subject to all provincial statutes, and under the Religious Societies Act is known as the Camp Kannawin Association.

2.05.3 MEMBERSHIP

The membership of the Camp Kannawin committee consists of twenty people inclusive of: the Convener, the co-Convener, the registrar, the treasurer, one representative of Synodical (WMS), and one representative of the Youth of the Synod and a member on the Roll of each of the Presbyteries within the Synod. The Director, as administrator of the camp may attend meetings without a vote.

Each sub-committee would have the power to co-opt members to a maximum of two with the approval of the Camp Committee.

Appointment to the Camp Kannawin committee shall be for a period of three years, with one-third of the appointments being rotated off each year. No member shall serve more than two consecutive terms.

2.05.4 TERMS OF OFFICE

The newly appointed committee assumes responsibility on November 01.

2.05.5 CAMP DIRECTOR

- The Camp Director is hired by the Camp Kannawin Committee.
- The Camp Director is a member of the Presbytery in which he or she resides.
- The Camp Director is accountable to the Synod of Alberta and the Northwest.

JOB SUMMARY

- Provides oversight and leadership of all camping activities of the Synod.
- Meets with the executive sub-committee and provides information/reports on request.
- Reviews annually job descriptions, assists in advertising, interviewing and hiring of job applicants, participates in performance evaluation, if required, administers discipline in accordance with camp policies.
- Assists in the development of the annual operating budget, provides the treasurer with a summary of cash expenditures, assists in the pursuit of additional funds.
- Registers campers, provides oversight in planning programs, training staff, provides oversight on assignment of Chaplains, including worship and study.
- Provides oversight on maintenance, safety, year round rental of the property.

GENERAL

- Review annually the Camp Kannawin Manual.
- Exercise creative, imaginative and innovative thinking in regard to the future direction of the camp's program and facilities.
- Attend at least one regular meeting of each of the Presbyteries.
- Attend Synod annually.

2.06 SYNOD CONFERENCE COMMITTEE

2.06.1 PURPOSE

To plan, publicize and lead an annual or biannual weekend conference, for men and women, in a suitable location within the Synod of Alberta and the Northwest (with invitations to the Synods of BC and Saskatchewan). The focus of the conference is to be a pertinent Biblical or Christian discipleship theme.

2.06.2 MANDATE

1. To arrange for the location of the conference.
2. To seek out and invite speakers who will benefit both laity and clergy within this Synod and the neighbouring Synods.
3. To plan the details of the conference.
4. To publicize the event.
5. To give leadership during the conference.
6. To seek evaluations of the conference from the participants.

2.06.3 MEMBERSHIP

The committee membership will be composed of a Convener and two other members of Synod from the same Presbytery and be granted power to co-opt others up to a maximum of six members.

2.06.4 ACCOUNTABILITY

The Synod Conference Committee is accountable to the Synod.

2.06.5 TERMS OF REFERENCE

This rotates through the Presbyteries every two years in alphabetical order.

2016 Edmonton Lakeland
 2018 Peace River
 2020 Central Alberta
 2022 Calgary Macleod

2.07 SYNOD MEETING WORKSHOP COMMITTEE

2.07.1 PURPOSE

The purpose of the Synod Meeting Workshop Committee is to advance education, learning opportunities, skill development for teaching and ruling elders, professional church workers, and other church leaders.

2.07.2 OBJECTIVE

- To obtain recognized Christian leaders to address the Synod of Alberta and the Northwest.
- To plan and provide a workshop in conjunction with the annual business meeting of Synod, with the Administration Committee.

2.07.3 TERMS OF REFERENCE

This rotates through the Presbyteries in alphabetical order.

2016/2017	Calgary Macleod
2018/2019	Central Alberta
2020/2021	Edmonton Lakeland
2022/2023	Peace River

2.08 REGIONAL STAFFING COUNCIL**2.08.1 MEMBERSHIP**

The membership of the Regional Staffing Council is comprised of a balance of Teaching and Ruling Elders with one member from each Presbytery and one member from the WMS along with the Director of Regional Ministries, the Moderator of Synod, and the Synod Treasurer serving as members without vote.

Appointment to the Regional Council shall be for a period of three (3) years, with one-third of the appointments being rotated each year.

Appointment to the Regional Staffing Council shall be for a period of three years, with one-third of the appointments being rotated off each year. No member shall serve more than two consecutive terms.

A member who misses more than three consecutive meetings, without cause, can be removed by the Synod Administrative Committee at the request of the committee convener.

2.08.2 MANDATE

The Regional Staffing Council shall:

- be accountable to the Synod
- be the channel of accountability for the incumbent to the Synod and the incumbent shall be accountable to the Regional Staffing Council
- recommend to Synod a yearly budget for the Director of Regional Ministries
- be responsible for search/interview/selection/appointment of a Director of Regional Ministries. (known as 'incumbent')

- be responsible for reviewing the job description on an annual basis and, if changes need to be made, shall bring the proposed changes to the Synod for approval.
- have the authority to adjust the job description, if necessary, between Synod meetings
- in consultation with the incumbent determine the needs of the Synod
- in consultation with the incumbent set the year's priorities for work to be carried out
- in consultation with the incumbent set measurable goals and objectives
- carry out a six month review and a yearly evaluation of goals and objectives of the council and of the "incumbent"
- have the right to clear expectations in the reporting of the incumbent for:
 - work log
 - Expenses - i.e.: mileage, food, accommodation- Capital Expenditures of more than \$500 - with approval by the Council (delegated to the convener and treasurer) before payment
- provide forms for reporting the above
- outline the incumbent's position in the Synod and support the incumbent's credibility as necessary
- handle any criticism of the incumbent. The incumbent should not deal with criticism
- be charged with assuring that support and pastoral care of the incumbent are provided.
- be responsible to administer the 'dissolution of pastoral tie' policy if it becomes necessary

The Regional Council will meet at least twice a year. Special meetings may be called by the Convener of the Council.

2.08.3 POSITION DESCRIPTION OF DIRECTOR OF REGIONAL MINISTRIES

Purpose:

To work together with the congregations and Presbyteries of the Synod, in providing support and coordinating resources to enable and empower those needing assistance. In working out the purpose the incumbent is considered to be a "general practitioner", a person with a variety of skills and experience able to coordinate, oversee, promote and plan for different areas of ministry and to create avenues of better communication between the Synod/Synodical and the congregations.

Accountability:

This position is accountable to the Synod. The channel of this accountability is through the Regional Staffing Council. The incumbent will be required to live in the central corridor of Alberta.

Key Responsibilities:

1. Mission Strategy

- a) Establish contact with each pastoral charge within the Synod.
- b) And upon request and in consultation with each pastoral charge, assess needs/select long and short term goals/implement proper strategies.
- c) Help each Pastoral Charge in the Synod and Presbytery create mission strategies to minister to Alberta and the Northwest.
- d) Facilitate the establishment of new worshipping communities.
- e) Encourage congregations and presbyteries to imagine new missions within their bounds.
- f) Promote the ongoing equipping of church leaders in the areas of mission, outreach and social action.

2. Program and Leadership Development

- a) Share resources and give support for current programs including Camp Kannawin.
- b) Encourage and develop programs with the WMS groups and other women's groups.
- c) Enhance congregational leadership by training elders, session committee members, board of manager members, church school teachers, stewardship teams, and other volunteers within congregations.
- d) Be a resource for Leading with Care teams of congregations.
- e) Be a resource and available for Synod Sexual Abuse Resource Team if the need arises.

3. Mission Coordination

- a) Create avenues to encourage Mission Education within the Synod.
- b) Present mission in all three areas: International/National/Within Alberta.
- c) At the local level provide assistance with planning and coordinating resources.
- d) Assist in the deputation plans and hospitality for visiting missionaries.
- e) The Director of Regional Ministries will provide oversight and keep Synod abreast of the work of Kairos.

4. Pastoral Care/Support for Church Leaders

- a) Provide pastoral care to congregations who are in the process of calling a minister or making major changes in ministry by invitation of the interim moderator and Session.
- b) Provide assistance to: Presbyteries/congregations/professional church workers and their families.
- c) Provide assistance through conflict management/direct consultation.
- d) Be a resource to Presbytery and Synod committees/commissions.
- e) Assist Presbyteries in their pastoral care of its ministers.
- f) Promote community building among the clergy within the bounds of Presbyteries.

Skills:

- Produce and present communication items to educate, inform and update the Synod/Synodical re: the responsibilities of the Synod/Synodical.
- Approachable, empathetic, discerning individual with a strong Christian faith.
- Excellent communication skills - both oral and written.
- Ability to set short and long term goals to meet identified needs.
- Willing to work within a system of accountability to the Regional Staffing Council.
- Ability to initiate, carry out and evaluate goals, objectives, programs at congregational, Presbytery and Synod/Synodical levels.
- Competence in the use of contract help.
- Interpersonal/net working.
- Computer skills.

Qualifications:

- Have been a member of the Presbyterian Church in Canada for at least five years.
- Clergy, lay.
- Working knowledge of the polity and ethos of the Presbyterian Church in Canada.
- Understand the dynamics and process of the WMS and other women's ministry.
- University degree related to the functions specific to the position, or, a minimum of five years progressively responsible related experience.
- A combination of education and experience related to this position will be considered.

Personal Suitability:

- self motivated
- creative
- flexible
- visionary
- team player
- "people person"
- generalist

2.09 SYNOD ARCHIVIST

The person appointed by the Synod of Alberta and the Northwest as Archivist will receive from the Clerk the original minutes of the Synod, together with correspondence and committee reports, and the occasional special publication or collection of private papers. These documents will then be microfilmed at the expense of the Synod and a positive copy of the 35mm microfilm will be lodged with the Presbyterian Church Archives in Toronto. The original Synod documents will be

deposited with the Provincial Archives of Alberta for safekeeping under climate-controlled conditions.

The Archivist will also deposit with the Provincial Archives other archival documents which may be received from time to time from individual Presbyteries or congregations within the bounds of the Synod of Alberta and the Northwest, though the cost of microfilming these documents are to be paid by the individual Presbyteries or congregations beforehand.

If a congregation within the bounds of the Synod of Alberta and the Northwest is closed, the official documents of that congregation are to be given to the Archivist for microfilming (at the cost of that congregation or the Presbytery if there are no remaining assets) and deposited with the Provincial Archives.

The Archivist operates under the terms of a formal agreement between the Synod and Alberta Community Development. The Archivist is the only person who may make deposits on behalf of the Synod. The formal agreement remains permanently in force and need not be reconfirmed annually, but upon the resignation of the Archivist an official letter of appointment of the new Archivist would have to be provided to the Provincial Archives by the Clerk of Synod. The Synod will make the appointment of the Archivist annually.

2.10 SYNOD SEXUAL ABUSE RESOURCE TEAM

The Synod Sexual Abuse Resource Team is appointed to provide advice, information and support, and is available for consultation with each presbytery.

The Team will be appointed annually by Synod, through the Nominating Committee.

2.11 FINANCE COMMITTEE

2.11.1 MEMBERSHIP

Shall consist of the conveners of the four Presbytery Finance Committees and the Synod Treasurer.

2.11.2 TERMS OF REFERENCE

- the Synod Treasurer will be the Convener of the Finance Committee
- the Committee is to meet at least one time per year at the call of the Convener

- the Committee will review the itemized budgets of all Synod Committees prior to preparing the Synod Budget
- the Committee is to consult with and assist the Synod Treasurer in preparing the Synod budget
- the Committee is to consult with and advise the Synod Treasurer regarding all referrals from Synod
- the Committee will consult with the Synod Treasurer during the Synod Meeting as required.
- all members of the Finance Committee are invited to attend Synod as expense-paid, non-voting members

2.12 WEBMASTER

2.12.1 TERMS OF REFERENCE

The Webmaster is appointed by Synod for a three year term on recommendation of the Administrative Committee.

- All content for the website must be received by the Webmaster at least 2 weeks prior to the date it is to be displayed on the website.
- The Presbyterian Synod of Alberta and the Northwest are the sole owners of all content on the website. The Webmaster waives all right to ownership of any aspect of the website.
- The Webmaster is responsible for the consistency of content and appearance of the website. To that end, the Webmaster has the ability to determine if content is or is not suitable for the Website and has the right to refuse to include any content to ensure the Website maintains a professional appearance. Any dispute can be appealed by the Synod Admin Committee.
- The Webmaster will contact all Presbyteries & Camp Kannawin monthly to gather any new content the Presbyteries or Camp may have for the website - primarily news and events.
- The Webmaster will contact all Presbyteries & Camp Kannawin quarterly to determine if any staffing changes have occurred.
- The Webmaster is responsible for registering and paying for the domain synodabnw.ca, as well as any necessary, reasonable web hosting costs. These costs will be reimbursed in a timely fashion by the Synod. The technical contact email for the domain name and primary contact for the website hosting will be web-master@synodabnw.ca. The administrative contact for the domain name and secondary contact for the website hosting will be treasurer@synodabnw.ca

2.13 YOUTH IN MISSION (YIM)

2.13.1 TERMS OF REFERENCE FOR SYNOD FUNDING

A. PURPOSE OF YOUTH IN MISSION (YIM)

Youth in Mission is a program of The Presbyterian Church in Canada whose purpose is to enrich and enliven our church and contemporary world, glorifying God by providing opportunities for young volunteers to:

- Give and receive through ministry
- Share in the work of Jesus Christ through action, lifestyle and conversation
- Expand the experience of youth
- Recognize and celebrate human worthy and dignity

Youth in Mission is for young people ages 16 to 30 and allows young people to put their belief into action, serve others, enhance their personal growth, learn skills, grow in faith, share in the mission of the church, travel and meet new people. By visiting and experiencing mission first-hand in Canada and internationally, Youth in Mission explores mission issues within a theological context, with partners, and in community. The YIM Webpage <http://www.presbyterian.ca/yim> provides current information about partner visits, short term volunteer opportunities for individuals, and study tours.

B. APPLICATION PROCESS:

1. In order to seek financial support from the Synod of Alberta and the Northwest, initially an application must have been submitted to YIM and approved.
2. Upon approval by YIM, the same application may be sent to the Regional Staffing Council, with the Director of Regional Ministries being the contact person. Requests for funding will be considered throughout the year.
3. Since YIM requests that congregations support both spiritually and financially all applicants, the Synod may support up to 1/3 of an applicant's cost, to a maximum of \$1,000.
4. It is understood that a brief written report of the YIM trip will be provided to the Regional Staffing Council and that any individual receiving funding will be open to sharing his or her experience with congregations, presbyteries or the synod.
5. At the end of each year, the Regional Staffing Council will make a recommendation regarding the disposition of any unused portion of funds.

PART 3: THE BOUNDARIES OF PRESBYTERIES**3.01 CALGARY-MACLEOD PRESBYTERY**

- A. The northern boundary shall be a straight line west from Crossfield to the eastern boundary of Banff National Park, then north along the eastern Park border to the intersection of Highway 11, and then west on Highway 11 to Saskatchewan River Crossing, and then slightly southwest in the direction of Rostrum Park to the Alberta-British Columbia border. The boundary will extend straight east from Crossfield to the Alberta-Saskatchewan border.
- B. The southern boundary shall be the border with the United States of America between the Alberta-British Columbia border and the Alberta-Saskatchewan border.
- C. The west boundary shall be the Alberta-British Columbia border between the northern and southern boundaries of the Presbyteries.
- D. The east boundary shall be the Alberta-Saskatchewan border between the northern and southern boundaries of the Presbyteries .

3.02 CENTRAL ALBERTA PRESBYTERY

- A. The northern boundary shall extend straight west from Hobbema to the Alberta-British Columbia border, and slightly southeast from Hobbema through Alliance and Bodo to the Alberta-Saskatchewan border.
- B. The southern boundary shall extend straight west from Crossfield to the eastern boundary of Banff National Park, then north along the eastern Park border to the intersection of Highway 11 and then west on Highway 11 to Saskatchewan River Crossing, and slightly southwest in the direction of Rostrum Park to the Alberta-British Columbia border. The community of Saskatchewan River Crossing will be within the Presbytery of Central Alberta. The boundary will extend straight east from Crossfield to the Alberta-Saskatchewan border.
- C. The west boundary shall be the Alberta-British Columbia border between the northern and southern boundaries of the Presbyteries.
- D. The east boundary shall be the Alberta-Saskatchewan border between the northern and southern boundaries of the Presbyteries .

3.03 EDMONTON-LAKELAND PRESBYTERY

- A. Part of the northern boundary shall be from Chisholm, south to the 55th parallel, straight west to the Alberta-British Columbia border.
- B. Part of the western boundary shall extend from Chisholm to the village of Hondo, some 80 kilometres north and west of the town of Athabasca, and from that point north, following the 5th meridian, until it intersects the 60th parallel which is the boundary between Alberta and the Northwest Territories.
- C. The western boundary below the Peace River Block shall extend along the Alberta-British Columbia border south from the intersection of the boundary from Chisholm to the intersection of the northern boundary of the Presbytery of Central Alberta.
- D. The eastern boundary shall be the Alberta-Saskatchewan border from the point of intersection of the northern boundary of the Central Alberta Presbytery, then north extended into the Northwest Territories to the Arctic.
- E. The western third of the Northwest Territories shall be part of the Presbytery of Edmonton-Lakeland (this includes the western Arctic).

3.04 PEACE RIVER PRESBYTERY

- A. The Presbytery of Peace River shall have full Presbyterian responsibility for the Peace River Block.
- B. The northern boundary of Alberta shall be west along the 60th parallel from the intersection of the 5th meridian to the eastern boundary of the Yukon Territory.
- C. The Yukon Territory shall be in the Peace River Presbytery.
- D. The southern boundary shall extend straight west from Chisholm to the Alberta-British Columbia border, then north to intersect with the British Columbia portion of the Peace River Block.
- E. The western boundary shall circle around the British Columbia area of the Peace River Block (which contains the communities of Tumbler Ridge, Dawson Creek, Chetwynd, Hudson Hope and Fort St. John) to Fort St. John, then northwest along the Alaska Highway to the point where it intersects the southern boundary of the Yukon Territory.
- F. The eastern boundary shall be along the 5th meridian from the 60th parallel south to the community of Chisholm.

PART 4: APPENDICES

4.01 ACCOMMODATION

Accommodation will be reimbursed to members of Synod at the actual hotel cost based on single occupancy effective January 2004.

Hotel coverage on Thursday night be provided for anyone coming over 2 hours to Synod or at the discretion of the moderator.

Persons on the appendix who are in active ministry including but not limited to, Presbytery clergy, interim moderators, committee chairs and lay missionaries have their Synod expenses covered, and that this would be effective this Synod 2016

4.02 TRAVEL

Travel costs will be tied to the rate of the National Church.

4.03 MEALS

Meals for members of Synod will be paid to a maximum of \$20/day upon submission of receipts.

4.04 MODERATOR HANDBOOK

Some helpful thoughts, in no particular order.

1. To robe or not to robe for the opening sederent:
 - a) Ruling elder. It has gone different ways
 - borrow a robe from a minister
 - wear a choir gown
 - wear a suit.
 - b) Clergy are robed.

2. Have the excerpts from the Book of Common Worship entitled:
 - a) Opening and Closing of a court.
 - b) Installation of a Moderator.
 - c) A copy of the previous year's Synod Minutes, which will help to guide you through the order of the Synod Meeting.

3. Prayers and Devotions
 - a) If so desired, the Moderator may name a chaplain to pray with and for him/her during Synod and throughout the year.
 - b) The Moderator is responsible for a third devotion at Synod should the need arise.

- c) The Moderator will be asked to offer a memorial prayer for the devotion and service of all teaching and ruling elders in the Synod who have passed away during the past year.
 - d) There may be times that prayer is requested or needed to deal with an issue; it is the Moderator's prerogative to decide when prayer will be used and to lead the prayer.
4. Helpful rules to establish at the opening of the first sederent:
 - a) Use the mics and ask members of the court to state their name and presbytery before proceeding to address the court.
 - b) Remind the court that when the moderator stands the discussion stops
 - c) Discussion is to be around policy and procedures not people and personalities
 5. Be sure to have a copy of the Standing Orders for the Synod. It is also useful to have read them as it gives an overview of the Standing Committees of Synod, their responsibilities and membership. A review of Chapter II - General Rules for Church Courts and Chapter VII - The Synod, has also proven very useful.
 6. It is the responsibility of the outgoing or returning Moderator to:
 - a) Arrange the Opening Worship service in conjunction with the host
 - c) Be prepared to say a little something about the outgoing moderator and thanking him/her for their work throughout their term.
 7. The Moderator becomes the convener of the Synod Administrative Committee and as such will set the dates and agenda for the meetings in consultation with the Clerk and then chair the meetings
 8. The outgoing Moderator becomes the convener of the Synod Nominating Committee which, depending on the term of the incoming Moderator, may be a one or two-year commitment.

4.05 GUIDELINES FOR SYNOD COMMITTEE'S USE OF EMAIL

We note that email is a fast and easy resource to disseminate information and even to take quick "straw votes" which we would be foolish not to use. This seeks to provide a framework for when it should and should not be used.

Email may be used:

- by the Secretary to send out minutes,
- by the Secretary to distribute reports or correspondence for upcoming meetings,
- by the Secretary to give notice of upcoming meetings, or to seek to set up meetings,
- by any member who wishes to receive feedback on a report or piece of work which is in process, in which case the report can be sent out by email, and comments made, using “reply all”, and with no decision being made.

When a decision by the committee is required in between meetings:

- a vote may be administered by the Convener using email;
- it will be regarding a decision which:
 - o is straightforward, involving a simple agree/disagree,
 - o would not normally be expected to generate a lot of discussion;
- the process will be:
 - o The Convener emails the committee, stating the question to be decided, with any background information, ask for a yes/no vote on the question from each member, with a stated deadline for responses,
 - o Anyone who objects to deciding the question by email may state his/her objection, and the process will be discontinued:
 - the Convener will communicate this development to the others, and may:
 - reframe the question to make it clearer or more acceptable, and ask again,
 - or call a special meeting (face to face or conference call) to consider the matter,
 - or leave the matter to the next regularly called meeting of the committee.
 - o For the matter to be decided, 80% of the members of the committee must respond, and a simple majority is required to adopt the motion.
 - o The Convener will announce the decision promptly to the committee, and this will become an item for information at the next meeting of the committee, and entered in the minutes of that meeting, with the details of the date and nature of the decision made.

Email should not be used:

- to discuss sensitive issues,
- to attempt to make decisions which are complicated or which would require a full discussion,
- which contains any language or comments which one would not use if the people involved were receiving it - remember, email is ultimately not private.

4.06 LOCAL ARRANGEMENTS TEAM

- The location of the next Synod Annual Meeting is chosen during the current event.
- Discuss with the Synod Treasurer (Richard Anderson in Eckville @ 403-746-3674 or randersonacres@gmail.com) the approximate budgeted amount for this event.
- As soon as possible visit several hotels/motels and negotiate a block of rooms for out-of-town attendees at a discounted price (10 each for Thursday and Saturday and 40-50 for Friday). Although most meals will be provided by the host church, breakfasts are not, so a nearby restaurant is necessary.
- Draw up an overall plan as to when various jobs need to be started/ completed.
- Early in the year choose a caterer for the Friday and/or Saturday evening meal and find out just what they include (i.e., dishes, tablecloths, napkins, etc.).
- Registration forms need to be drawn up and emailed, where possible, to members of presbytery rolls and appendices. The registration form should include a map of the area where the host church and hotel are located. As well, the Clerk's notice of meeting information page needs to be included in this registration mailing.
- As registration form responses come in to the host church set up a computerized list to track who will attend the various parts of Synod i.e., workshop, Synod meetings, meals, etc.), who has allergies, who needs a bag lunch for traveling home, who needs transportation to or from the local bus or airport, etc.
- Make local arrangements with the host church as to which groups/people will prepare, make food, host morning & afternoon coffee breaks, and lunches. As well an opening worship service followed by a reception needs to be planned for Friday evening. The host church minister and current/past/in-coming Synod Moderator are responsible for the worship service
- Have a registration area available in the host church for people when they arrive.

- Have welcome packages prepared for all those who have registered. These might include a map of the host city, a notebook, pen, pin or any pamphlets available from the local tourism office outlining things to do with special discounts in the host city, etc. It should also include a necklace nametag with the registrant's name printed on it.
- Have plans organized as to which areas the workshop, meetings, coffee breaks, luncheons, etc. will be held and how they need to be set up.
- Make up announcements for host church's Sunday bulletins to ask for items needed e.g., bag lunches, people to provide transportation, goodies for coffee breaks, etc.
- Phone for volunteers to help with various functions.
- Provide the church caretaker with a list of needs and what his responsibilities are.
- Make arrangements for sound system requirements, visual needs, blackboards, computer, and photocopier accessibility.
- Provide access to a private area for the Synod Treasurer where he can set up his laptop and issue cheques.
- Send thank you notes to all helpers involved.