

Regulations
of the
PRESBYTERIAN CHURCH
of
SOUTH AUSTRALIA

Index

Regulation	Page	Last Update
General Regulations	3	BB 2004 Minute 40
Acceptance and Oversight of Candidates for Ministry	6	BB 2006 Minute 115.2
Appointment of Assembly Officers	8	Oct 1981
Architectural Committee	9	Oct 1981
Auditors and Congregational Accounts	10	BB 2005 Minute 31.5
Ballot Committee	11	BB 2006 Minute 33
Board to Nominate the Moderator	12	BB 1997 Minute 41.3
Business Committee	13	BB 2002 Minute 109.8
Church and Nation Committee	14	BB 2006 Minute 50
Code Committee	15	BB 2003 Minute 68
Diaconal Ministry – Guidelines	16	BB 2006 Minute 100.13
Dunbar Homes for the Aged	18	BB 2002 Minute 109.7
E-mail Guidelines	19	BB 2002 Minute 109.9
Finance and Administration	20	May 1983
Law Agent	21	Oct 1981
Long Service Leave	22	BB 1999 Minute 32.6
Maintenance of Ministry Committee	23	BB 2000 Minute 18.6
Missions Committee	26	BB 1998 Minute 85
Minutes on Computer – Guidelines	34	BB 2006 Minute 65
Moderator’s Committee	44	1983
Pastoral Ethics Committee	45	BB 2004 Commission 2003 Minute 17.5
PCA Ministries	46	BB 2003 Minute 65
PCA Ministries Constitution	47	BB 2006 Minute 115.1
Presbyterial Visitation	49	Oct 1981
Presbyterian Church of South Australia Act 1899	51	Reprint 2005 current
Presbyterian Trust Corporation	54	BB 1999 Minute 32.5
Procedure in Vacancy	57	Oct 1981
Selection Committee	61	Oct 1981
South Australian Basis of Union	62	Reprint 2003 current
Study Leave	63	BB 2006 Minute 70
Sustentation Fund	64	Oct 1981
Theological and Christian Education	65	BB 2006 Minute 115.3

GENERAL REGULATIONS

BB 2004 Minute 40

1. In these regulations, unless the context otherwise requires, "committee" includes "standing committee", and "ordinary committee". Likewise "convenor" includes "chairman".
2.
 - 2.1 Standing Committee Definition: A Standing Committee is a permanent committee of the Assembly appointed to transact the general work of the Church at home and abroad, which is directly maintained and regulated by the General Assembly and requires constant administration throughout the year. Committees shall have a convenor, a secretary who shall minute its meetings and, if necessary, a treasurer.
 - 2.2 The General Assembly appoints a certain number of Standing Committees which discharge their functions under Acts passed, or Regulations approved, by the General Assembly and report annually to the General Assembly. (The proposed deliverance on the Report of a Committee should not contain matter not dealt with in the Report.)
 - 2.3 The General Assembly appoints also such special or temporary committees as it may judge necessary, and their functions and powers depend on the minute of their appointment. When the Assembly resolves that such a committee be appointed, it is not nominated and elected until the final sitting, unless in the case of urgency.
 - 2.4 Every member of a committee or a commission is expected to contribute to the business of the committee by attendance and/or by correspondence.
 - 2.5 It is essential that every member, whether of a commission or a committee, be under the jurisdiction of the appointing court, so that such members may be called to account by it.
 - 2.6 The Convenor or his appointee and two(2) other members of a committee (Standing or Ordinary) shall constitute a quorum. If the Convenor is unable to be present at a meeting the Convenor of the committee may appoint another member of the committee to act in his stead.
 - 2.7 Notice of all meetings must be given or sent to each member of the committee in sufficient time before the meeting (normally at least seven(7) days).
 - 2.8 To determine the extent and authority delegated to any committee, reference must be made to the Assembly resolution appointing the committee, any later amendments, and any other orders agreed to by the Court subsequent to the committee's appointment.
3.
 - 3.1 Every committee, unless expressly excepted, shall send a list of nominations for its own membership and convenorship to the Business Committee not less than fourteen(14) days before the meeting of the General Assembly and the nominations shall be included in the White Book.
 - 3.2 The names of the representatives of the Presbyteries on standing committees, as provided hereafter, shall be published in the White Book, but shall not be subject to Assembly ballot.
 - 3.3 Nominations alternative to those made by the Business Committee in the White Book may be made by members of the Assembly, provided they are submitted in writing to the Convenor of the Business Committee not later than the close of the sitting immediately preceding the sitting in which any ballot is to take place.
 - 3.4 If required, appointment shall be determined by ballot as provided for in the regulations of the Business Committee.

Presbyterian Church of South Australia

- 3.5 Appointments to Standing Committees (apart from presbytery representatives) shall be made for a period of two(2) years.
- 3.6 Such members shall be eligible for re-election. One half(1/2) of the members shall retire annually.
4. Unless where otherwise provided by the rules or regulations of the Assembly, the convenor of an Assembly committee shall be appointed (in a leap year) to hold office for a period of four(4) years, and may be re-elected for a further four(4) years, but after serving for two(2) consecutive terms the convenor must stand down for an interval of four(4) years, he/she then shall be eligible for re-appointment. During this time he/she may be a member of the committee.
5. Persons whose advice may be specially useful may, unless otherwise provided in any particular case, be co-opted by any Committee as advisors. Such co-opted advisors shall not exceed one fourth(1/4) of the members otherwise appointed to the committee and they shall not vote at any meeting of such committee.
6. All committees shall hold annual meetings at least five(5) weeks before the date fixed for the meeting of the General Assembly for the purpose of approving their reports and proposed deliverances. The report and proposed deliverance of each Committee shall be approved by that Committee before submission to the General Assembly. All formal matter, such as thanks to workers and committees shall be put in the report only and only in very exceptional cases repeated in the proposed deliverances.
7. No payment shall be made out of the funds placed under the management of any Assembly committee unless ordered by the Assembly, or approved at an ordinary meeting of the committee and duly recorded in the minutes of the said committee
8. Conflict of interest. When any item of business comes before a committee for discussion and/or decision, members having a conflict of interest are duty bound to declare that interest and, if the committee judges it appropriate, desist either from the discussion or the vote or both; such resolutions being noted in the minutes.
9. Any member of an Assembly committee shall, upon ceasing to reside within the bounds of a Presbytery of the South Australian Assembly shall cease to be a member of such committee.
10. In accordance with the provision of these Regulations A committee may appoint, a person to fill a casual vacancy in an Assembly committee and that person shall, in the first instance, be appointed for the remaining period of the term for which his predecessor was appointed.
11. Members of the Assembly may attend any Assembly committee meeting but shall not have any voting rights.
12. The following shall be the Standing Committees of the Assembly:
- 12.1 Business Committee.
 - 12.2 Church & Nation Committee.
 - 12.3 Code Committee.
 - 12.4 Finance & Administration Committee, incorporating
 - 12.4.1 Maintenance of the Ministry Committee,
 - 12.4.2 Architectural Committee,
 - 12.4.3 Pastoral Ethics Committee, and
 - 12.4.4 Chaplaincy Committee.

Presbyterian Church of South Australia

- 12.5 Missions Committee, incorporating
 - 12.5.1 Social Mission Committee.
- 12.6 Theological & Christian Education Committee.
- 13. Each Standing Committee shall consist of
 - 13.1 ex-officio, the Moderator
 - 13.2 ex-officio the Clerk of Assembly
 - 13.3 one(1) representative appointed by each presbytery
 - 13.4 not less than three(3) or more than five(5) persons appointed by the Assembly.
- 14. Each Standing Committee shall include at least one(1) minister and one(1) non ministerial elder.
- 15. The Assembly shall appoint the convenor of each Standing Committee.
- 16. The ordinary meetings of the Standing Committees shall be held at least three(3) times a year. All convenors are requested to confer with the convenors of other Standing Committees when calling meetings to minimise the duplication of travel time and expense. Notification of such meetings should be given to the Clerk in writing.
- 17. No minister, except those holding office ex-officio, shall be on more than two(2) Standing Committees or two(2) ordinary committees without the approval of the Assembly.

ACCEPTANCE AND OVERSIGHT OF CANDIDATES FOR THE MINISTRY

BB 2006 Minute 115.2

1. Those contemplating the work of the ministry should notify their own minister and session and apply to the clerk of their presbytery, presenting a letter of recommendation from their local session. They should also confer with the Convener of the Theological and Christian Education Committee of the General Assembly of South Australia.
2. In considering the acceptance of candidates for the ministry, the presbytery shall bear in mind the seriousness of the decision it is called on to make and its bearing on the welfare of the whole Church, and shall exercise every care in the matter of his application. When a candidate applies to be accepted as a student for the ministry, the presbytery shall examine him in terms of the following instructions:
 - 2.1. It shall instruct the student to appear in person before a duly convened meeting of the Presbytery's Students' Committee, or the Committee especially appointed for the purpose, his own minister being associated with the Committee if he is not a member.
 - 2.2. By this means and by any other means it chooses to adopt the presbytery shall satisfy itself as to the following points:
 - 2.2.1. The student's Christian character and conviction and his sense of Divine call.
 - 2.2.2. His satisfactory length of membership in and service to the Presbyterian Church.
 - 2.2.3. His ability in lay preaching or public speaking.
 - 2.2.4. His capacity of making acceptable contacts with people.
 - 2.2.5. The support of his local congregation as attested by the letter of recommendation from his local session.
 - 2.2.6. His plans for financing himself during the course, especially in the case of a married man.
 - 2.2.7. His general health including a medical report from an approved medical examiner.
3. If, after examination, the candidate's application is received, the presbytery shall notify the Theological and Christian Education Committee of the Assembly and communicate to the Committee full particulars of its enquiries together with all relevant documents. The Committee shall arrange a request for the candidate to be examined by the Theological Education Committee of the Presbyterian Church of Victoria.
4. The Theological Education Committee of the Presbyterian Church of Victoria shall be requested to:
 - 4.1. Interview and test candidates for their fitness in all respects for the office of the ministry.
 - 4.2. Report its recommendation to the candidate's presbytery and to the Theological and Christian Education Committee of the Assembly. The recommendation of the Theological Education Committee of the Presbyterian Church of Victoria shall be followed unless for the gravest reason presbytery decides otherwise.
5. On receiving the report of the Theological Education Committee of the Presbyterian Church of Victoria, the presbytery shall come to a decision about the candidate, and if it judges him to be a satisfactory candidate, shall admit him as a student on probation. A presbytery shall not finally accept a student until:
 - 5.1. A period of probation, normally for one (1) year, has been satisfactorily fulfilled;
 - 5.2. A report has been received concerning his progress in his studies from the Theological College where he is doing his theological studies;
 - 5.3. In cases where either the presbytery or the Theological and Christian Education Committee thinks it necessary there shall be a personal interview by the Committee or its representatives and the presbytery.
6. The presbytery shall require each candidate under its oversight to present each year a certificate from the Theological College where he is doing his theological studies that his year's work has been sustained. It shall also require the candidate to appear in person at least once a year before Presbytery, or its Student's Committee.

Presbyterian Church of South Australia

Summary

7. Prospective Candidate's Procedure:
 - 7.1. Notifies his own minister that he is contemplating the work of the ministry.
 - 7.2. Applies to the clerk of presbytery concerned for guidance in his application for acceptance as a candidate, presenting a letter of recommendation from his local session.
 - 7.3. Confers with the convenor of the Theological and Christian Education Committee of the General Assembly of the Presbyterian Church of South Australia, for particulars regarding academic pre-requisites and the course of training.
8. Presbytery Procedure:
 - 8.1. Instructs the candidate to appear before the Presbytery's Students' Committee.
 - 8.2. Presbytery receives the Students' Committee report in terms of 2.2.5 (session recommendation) and 2.2.7 (medical examination). Forms are available from the convenor of the Theological and Christian Education Committee.
 - 8.3. Presbytery notifies the Theological and Christian Education Committee of the Assembly, forwarding full particulars, together with all relevant documents.
 - 8.4. Presbytery receives the report and recommendation on the candidate from the Theological Education Committee of the Presbyterian Church of Victoria, and the Theological and Christian Education Committee of the General Assembly of the Presbyterian Church of South Australia.
 - 8.5. Presbytery admits him as a student on probation and advises the Theological and Christian Education Committee.
 - 8.6. Final acceptance as a candidate after satisfactory fulfilment of probation, according to Rule 4.4.
 - 8.7. Presbytery oversight - as under Rule 4.6.
9. Theological and Christian Education Committee Procedure:
 - 9.1. Receives the report from the convenor on enquiries concerning, candidature.
Receives the prospective candidate's application from Presbytery and arranges for them to be referred to the Theological Education Committee of the Presbyterian Church of Victoria.
 - 9.2. Receives the report on applications from the Theological Education Committee of the Presbyterian Church of Victoria.
 - 9.3. Receives reports from Presbyteries on candidates accepted on probation.
10. Procedure of the Theological Education Committee of the Presbyterian Church of Victoria:
 - 10.1. Receives prospective candidates' applications from presbyteries through the Theological and Christian Education Committee of the General Assembly of the Presbyterian Church of South Australia.
 - 10.2. Interviews and tests candidates at duly notified times.
 - 10.3. Reports its recommendations to presbyteries and the Theological and Christian Education Committee of the General Assembly of the Presbyterian Church of South Australia.
11. Theological College [Where student undertakes his studies] Procedure:
 - 11.1. Receives report from the Convenor of the Theological and Christian Education Committee of the General Assembly of the Presbyterian Church of South Australia on enquiries concerning candidature.
 - 11.2. Receives prospective candidates' applications from the Theological and Christian Education Committee of the General Assembly of the Presbyterian Church of South Australia, and at their request, refers them to the Theological Education Committee of the Presbyterian Church of Victoria.

End of Regulation

APPOINTMENT OF ASSEMBLY OFFICERS

October 1981

- (1) The appointment of for South Australia shall be made by the General Assembly of South Australia on nomination/or nominations submitted by a Nominating Commission appointed for that purpose by the Assembly.
- (2) The Nominating Commission shall consist of the Moderator (Chairman), Clerk, the Chairmen for the time being of the Departments (5) and five (5) others.
- (3) The Nominating Commission shall take the preliminary steps necessary to make the first appointment to the Office and to fill any vacancy from time to time occurring therein by appropriately advertising the same and inviting applications and receiving nominations from presbyteries and any member of the Assembly wishing to make nomination.
- (4) Every application shall be accompanied by a certificate of health, recent testimonials, and the names of two referees from whom, among others, confidential enquiries can be made.
- (5) Every nomination by a Presbytery, or from a member of Assembly, shall be accompanied by a statement setting out the reasons for the nomination and the Presbytery's assessment of the qualifications of the nominee.
- (6) The Nominating Commission shall make a unanimous recommendation to the Assembly. The Commission shall hold *in retentis* a second preference should the Assembly decide to vote on preference.
- (7) If the Nominating Commission is unable to arrive at a recommendation of one candidate, as provided by Regulation 5, it shall report to the Business Committee, which committee shall take the steps necessary to bring the names of the first three(3) applicants and/or nominees, with a summary drawn from the relevant documents concerning each candidate, before the Assembly in a confidential paper and after adequate time has been given to members to study the material, the Assembly shall proceed by preferential ballot to elect a candidate, or do otherwise as in their wisdom they may deem fit.
- (8) Should the Assembly reject either recommendation, it shall adjourn the business to allow consultation with the members of the Nominating Commission present at the Assembly.
- (9) Terms of Appointment shall be those laid down for Assembly appointments under the provision of the Maintenance of the Ministry.
- (10) In the case of the appointment of the Commissioner, additional provision is made that prior to any nomination being submitted to the General Assembly of South Australia, consultation with the appropriate committee in Victoria must take place and its consent be secured.

End of Regulation

ARCHITECTURAL COMMITTEE

October 1981

1. There shall be a committee of the General Assembly entitled Committee on Architecture.
2. The duties and responsibilities of this committee shall devolve upon the General Purposes Committee.
- 3 The duties of the committee shall be to -
 - (a) assist in securing that churches chapels manses, Sunday schools and other congregational buildings and all church furnishings including memorials and alterations to existing buildings are planned, designed, constructed and equipped (or prepared for equipment) in accordance with;
 - i. the needs of the particular parish
 - ii. the principles authorised by the Assembly with such variations as the committee may in any special case approve.
 - (b) assist in securing sites that are;
 - i. suitable in area, situation and character to the needs of the particular parish,
 - ii. laid out to ensure full, proper and economic utilization.
 - (c) consider and if satisfied, having regard to the above requirements of sites and buildings, approve plans and specifications of such new buildings or alterations.
4.
 - (a) Before making any purchase or initiating any programme of building whether of new work or of alteration, a congregation shall secure for the proposal the approval of the presbytery concerned.
 - (b) Notice of intention to build, purchase or alter shall be sent to the convener of the committee through the presbytery so that preliminary advice may be given and suggestions made as to the steps to be taken
 - (c) All plans and specifications for new work or for alterations to churches chapels, manses, Sunday schools and other congregational buildings shall be prepared only by an architect, and the work carried out under the supervision of an architect, except that on application the committee shall have power to exempt in special cases.
 - (d) To ensure full and proper utilisation of sites, sketch plans of the building project shall, after approval by the presbytery, be submitted to the committee together with a plan of the entire property at a scale of not less than 1/240, showing all existing, and all proposed future buildings and complete site layout.
 - (e) No building shall be purchased, erected or altered without the approval of the committee unless the presbytery concerned, after consultation with the committee shall give permission, but in every case the presbytery concerned shall report its reasons for giving such special permission to the Assembly or Commission of Assembly.
 - (f) No land shall be purchased for a church manse or Sunday school site without the approval of the committee unless the presbytery concerned gives permission; but whenever the circumstances permit the advice and approval of the committee shall be sought.
5.
 - (a) Plans shall be approved by the committee before working drawings and specifications are prepared, and may be later modified only with the approval of the committee.
 - (b) The committee shall approve sketch plans, site layout drawings and specifications before tenders are called.
 - (c) The committee shall forward notice of approval of working drawings and specifications, together with required or suggested alterations, to the presbytery concerned.

End of Regulation

AUDITORS AND CONGREGATIONAL ACCOUNTS

BB 2005 Minute 31.5

1. For boards of management

- 1.1 The congregation of every parish or mission field where the income of the board is less than \$30,000 per annum and the assets under its control (other than buildings and freehold property) are less than \$30,000 may appoint annually, ordinarily at the annual congregation meeting, two(2) persons to audit the accounts prepared by the board of management, these two(2) persons should be competent persons with financial knowledge and with experience of compiling books of account.
- 1.2 No elder or manager of the board may serve as auditor of the accounts of the board of management of which he or she is a member, but a member of a federal board of management may serve as auditor of the accounts of the board of management of a local congregation other than his or her own.
- 1.3 Where the income and assets exceed the limits shown in Clause 1.1 (above) the auditor appointed should be a person who is qualified in accounting and who holds a degree or equivalent qualification from;
 - 1.3.1 A University or TAFE College or
 - 1.3.2 The Institute of Chartered Accountants or
 - 1.3.3 The Institute of Certified Practising Accountants.
- 1.4 The audit shall be an examination of the books according to current approved accounting practices.
- 1.5 All monies received by the treasurer of the board for whatever purpose shall be banked in a recognised financial institution as received without deduction of any kind, and all payments made by cheque. This does not preclude the use of a small Petty Cash fund.
- 1.6 A receipt book shall be kept to record the offerings and each entry shall be certified by the managers on duty.

2. For congregational organisations

- 2.1 The organisations of every congregation where the income of the organisation is less than \$10,000 per annum and the assets under its control (other than buildings and freehold property) are less than \$10,000 may appoint annually, ordinarily at the annual general meeting, two(2) persons to audit the accounts prepared by the organisation, these two(2) persons should be competent persons with financial knowledge and with experience of compiling books of account.
- 2.2 No member of an organisation may serve as auditor of the accounts of the organisation of which he or she is a member.
- 2.3 Where the income and assets exceed the limits shown in Clause 2.1 (above) the auditor appointed should be a person who is qualified in accounting and who holds a degree or equivalent qualification from;
 - 2.3.1 A University or TAFE College or
 - 2.3.2 The Institute of Chartered Accountants or
 - 2.3.3 The Institute of Certified Practising Accountants.
- 2.4 The audit shall be an examination of the books according to current approved accounting practices.
- 2.5 All monies received by the treasurer of the organisation for whatever purpose shall be banked in a recognised financial institution as received without deduction of any kind, and all payments made by cheque.
 - 2.5.1 This does not preclude the use of a small Petty Cash fund.
- 2.6 A receipt book shall be kept to record the receipts and each entry shall be certified by the treasurer.

End of Regulation

BALLOT COMMITTEE

BB 2006 Minute 33.

1. There shall be an ordinary committee of the Assembly called the Ballot Committee which will consist of three (3) members elected from the floor of the house for the purpose of conducting any and every ballot as required by the Assembly.
2. Only members of the Assembly are eligible to be members of this Committee.
3. The members shall be elected at the first business sitting. The members of the Ballot Committee shall be appointed for two (2) years with at least one (1) member to retire annually. (The reason for this is the desire for continuity.)
4. A quorum shall consist of two (2) members. If there is not a quorum the Assembly shall co-opt members to the Committee.
5. The Convener shall be elected from among the members of the Ballot Committee by the Assembly.
6. This Committee is exempt from having an annual meeting (General Regulations 6).
7. 7.1 Nominations for Standing Committees shall be made on the Assembly Nomination Form according to General Regulation 3.
 - 7.1. Nominations for other Committees or Offices shall be made on the Assembly Nomination Form as required by the Assembly.
8. The ballot (if required) shall be prepared by the Committee and conducted at a time set by the Assembly on that day.
9. Instructions for conducting the Ballot where required.

The Ballot Committee prepares and issues ballot papers containing;

 - 9.1. A list of the nominees arranged in alphabetical order, and such other instructions as may be deemed necessary,
 - 9.2. These ballot papers will be available from the Convener of the Ballot Committee, the vote shall be cast and the ballot paper shall then be returned to the Convener of the Ballot Committee before the time specified for the voting to cease.
 - 9.3. After the close of voting in the election the Ballot Committee counts the votes cast for each person, and declares elected those with the highest number of votes up to a number not exceeding the number required to fill the vacancies on the committee[s] involved in the election.
10. The Ballot Committee report shall be the first item of business on the second business day, except for ad hoc elections, which shall be determined as quickly as possible during the Assembly.
11. The Ballot Committee shall report back to the Assembly with the list of the members of the Assembly Committees and other representatives. This list is to be printed and distributed to enable the Assembly to confirm it in, or before, the final sitting of the meeting.

End of Regulation

BOARD TO NOMINATE THE MODERATOR

BB 1997 Minute 41.3

1. Title: There shall be a Board to Nominate the Moderator.
2. Membership: The Board shall consist of the Moderator, the immediate past Moderator, the Clerk of Assembly, one minister and one elder, appointed annually by each Presbytery, under the jurisdiction of the General Assembly.
- 3 Chairman: The Moderator for the time being shall be the Chairman of the Board and shall have a casting vote, but not a deliberative vote.
- 4 Secretary: The Clerk of the Assembly shall act as secretary of the Board.
- 5 Time of meeting: The Board shall meet at a time determined by the Moderator and Clerk.
- 6 Persons Eligible: The Moderator shall be elected from those who are eligible for membership of the General Assembly.
- 7 Nominations: Each Presbytery may submit not more than two(2) nominations and the Board may add no more than one(1) name to that list of nominations. Presbytery nominations will be in the form of an extract minute of the Presbytery.
- 8 Written consent from those nominated shall be given to the secretary of the Board.
- 9 Election: The Board shall report to the next Assembly with two(2) nominations from which the Assembly shall elect, by ballot, the next Moderator, whom it will declare "Moderator Designate".
- 10 Nomination Inoperative: Should the person elected as the moderator of the next General Assembly for any reason be unable to assume office, The Board shall resolve on another nomination in terms of regulations seven(7) and eight(8) and submit it to the Assembly.

End of Regulation

BUSINESS COMMITTEE

BB 2002 Minute 109.8

1. There shall be a committee of the General Assembly entitled the Business Committee (Rule 5.3.5)
2. The duty of this Committee shall be to arrange the order of business for the General Assembly and the Commission of Assembly, both of which, in these regulations, are designated by the word "Assembly" unless the context otherwise requires.
3. The Clerk of the Assembly shall receive all papers proposed to be submitted to the Assembly and make them available to the Business Committee (except appeals, petitions, complaints and references, for which see rule 5.6.5).
4. The Committee shall decide whether papers sent to them are duly attested, drawn up in proper form, and competent, and shall transmit them to the Assembly either as written or with comment as it shall determine.
5. The Committee shall not transmit papers containing proposals which seem to it incompetent, or which are in language it considers disrespectful.
6. The Convenor and the Clerk shall determine the date on which it is necessary that papers shall be received to enable the reports and other papers submitted to the Assembly 'White Book' to be put in proper form and printed and issued on such date as to be in the hands of members at least ten(10) days before the meetings of the Assembly.
7. Business other than that contained in the White Book or in Assembly Papers issued there with shall be taken only when recommended by the Committee and approved by the Assembly.
8. The Committee shall submit to the Assembly a report of the papers which have been brought under its review and the manner in which these have been disposed of by it, and shall also indicate the order in which it proposes to have the various items of business in the papers taken up.
9. The consideration of the report of the Business Committee shall be the first matter submitted to the Assembly after the rolls have been adjusted and the Moderator elected.
10. The Convenor and the Clerk shall meet from day to day during the sittings of the Assembly at the rising of the House at 5.00 p.m. to finalise any items of business for the following day and call the Committee together if necessary. The daily report shall be approved or modified as the Assembly may determine, and no business, except what is included in the report so approved, may be dealt with on the day to which it refers, unless other-wise provided in standing orders.
12. The Committee shall recommend to the Assembly such fixed orders of the day as appear essential to assure the presence in the court of some person or persons not able to be in constant attendance.

End of Regulation

CHURCH AND NATION COMMITTEE

BB 2006 Minute 50

1. Title: In accordance with the General Regulations of the Presbyterian Church of South Australia there shall be a standing committee of the Assembly known as the Church and Nation committee.
2. Responsibilities:
The committee shall:
 - 2.1. consider all matters referred to it by the Assembly.
 - 2.2. monitor issues in public life, promoting general awareness of such issues to the Church.
 - 2.3. select for special attention in the light of the Church's standards such of these issues and recommend to the general Assembly:
 - 2.3.1. to issue guidance to the church as a whole,
 - 2.3.2. to acquaint the government or other relevant authorities of the Church's attitude and the Revealed Will of God on such matter.
 - 2.4. keep the Moderator and Clerk up to date of the Committees activities.
 - 2.5. advise and assist the Moderator in composing and issuing pastoral letters and public statements as approved by the Assembly.
3. Communication with the church:
 - 3.1. The committee shall aim to inform the members of the Church via Church publications such as "S.A. News" and, with the co-operation of the Ministers, Interim Moderators and Moderators of the churches, via weekly newsletters about its activities and/or resources it would recommend as helpful for the Christian to study.
 - 3.2. Advise the members of the Church, through the channels mentioned in 3.1 above, of practical ways in which they can be involved in the promotion of a wholesome, Christian "worldview" "approach" "outlook" on issues in public debate.
 - 3.3. With the concurrence of the Moderator, inform other like-minded Christian denominations/groups of the position of the Presbyterian Church of South Australia on issues, so as to foster unified action.

End of Regulation

CODE COMMITTEE

BB 2003 Minute 68

1. There shall be a standing committee of the General Assembly entitled the Code Committee.
2. The committee shall –
 - 2.1 take necessary action to keep the Rules and Regulations in line with the changing policy of the Church;
 - 2.2 remit to presbyteries proposed changes in Rules and Regulations and report to the General Assembly on their return;
 - 2.3 receive and consider overtures and report to the General Assembly any bearing they may have on the Rules;
 - 2.4 supply to presbyteries, sessions and convenors of committees on request a considered opinion on the interpretation of Rules and regulations and also guidance on matters of procedure.

The committee shall be consulted by any committee contemplating changes or additions to regulations before such changes or additions are proposed to the Assembly.

End of Regulation

DIACONAL MINISTRY - GUIDELINES

BB 2006 Minute 100.13

Introduction

We are encouraged that the GAA encourages local Presbyterian Churches to have a Diaconal ministry.

General Principles from the GAA

The diaconal ministry is an office of mercy, with responsibilities different to those of the eldership and the board of management.

Diaconal ministry is to be concerned firstly with the poor and needy within the local body of believers, then with believers further abroad, and finally with the temporal welfare of all humanity according to established biblical guidelines.

Service in the diaconal ministry is open to both men and women.

There is need for some training for all deacons. (e.g. the ThA 'Pastoral Care' subject)

Some Operational Guidelines from the GAA

Sessions may establish diaconal ministries in the congregations under their care by the formation of a Pastoral Care Team.

Duties: Deacons shall be responsible to promote the material well being of believers in the local Church community; believers further afield; and people in the community at large as resources permit. In fulfilling this duty, deacons shall perform a ministry distinct from that of the session and the board of management.

Deacons must have been communicant or adherent members of the congregation for at least 12 months, be 21 years of age, have demonstrated a personal commitment to Jesus Christ, and show giftedness as for diaconal ministry within the life of the congregation. (1 Timothy 3:8-13)

The diaconal ministry is to be exercised under the supervision and direction of the session. Session will receive and deal with any resignation of a deacon, or remove a deacon from office should that deacon renounce the responsibilities of the office, become mentally unsound, or breach the qualifications of a deacon.

The session shall set the number of deacons to be appointed, set the course of training, and determine the manner of their election and the suitability of those elected. Deacons are to be elected by the communicants and adherents of the congregation. It is suggested that the procedure be along the same lines as in the election for boards of management.

Deacons shall be set apart for their ministry by prayer during corporate worship.

Deacons shall hold office for 2 years, after which they shall be eligible for re-election. On joining another congregation, a deacon is not entitled to recognition as a deacon until admitted to the office in the usual way.

Deacons shall be formed into a Pastoral Care Team for the purposes of mutual prayer, support, and communication. The minister shall chair their meetings, or he may appoint an elder or a deacon to chair the meeting.

Financial provision shall be made by the board of management for the funding of a Pastoral Care Team.

Job Description of Deacons of the Para Hills Presbyterian Church Pastoral Care Team

1. Meetings, Action, Co-opting, courses:

1.1 The Deacons will meet at least four (4) times a year to discuss, pray about, and record the progress of their ministry.

They will annually appoint a:

- 1.1.1 Convener
- 1.1.2 Secretary and
- 1.1.3 Treasurer.

Presbyterian Church of South Australia

- 1.2 While the minister is ex officio the Chairman of the Pastoral Care Team and is responsible for calling the regular Pastoral Care Team meetings:
 - 1.2.1 Nevertheless the Convener will call the Deacons for meetings to discuss the emergency issues that arise at any time during the year and how they can be handled.
 - 1.2.2 The Convener is to inform all Deacons when such meetings are to be held so that the decisions for action are taken by the Pastoral Care Team and not by any member(s) independently. [Sometimes a Team like this can avoid accusations of favouritism, lobbying, personal preferences, etc.]
- 1.3 The Pastoral Care Team members may, themselves, carry out the acts of mercy, etc, and they can also co-opt other helpers in the congregation to do what is needed. All the work is done in a voluntary and honorary capacity (i.e. an act of glad serving).
- 1.4 Some Pastoral Care team workers may choose to enrich and widen their thinking and ideas for handling this ministry by sitting in on the Pastoral Care course at "Prezra"; or other beneficial conferences, workshops, or seminars on Pastoral care may be encouraged for Deacons to attend.

2 Finances:

- 2.1 The Church, through the Board of Management's annual budget, shall set aside a Pastoral Care Team budget (e.g. \$500) for its use over the year.
- 2.2 The Convener will have access to at least \$50 of this budgeted money in ready cash for its application to needy situations, as determined by the Pastoral Care Team. A receipt book is kept of all transactions made by the Convener.
- 2.3 Non-emergency budgeted money shall be given only by cheque through the Church Treasurer, after the Pastoral Care Team has agreed to its being given.

3 The People the Pastoral Care Team is entrusted to assist:

- 3.1 Firstly – people who belong to the Church, including members, worshippers, and those who come to any of the Church's activities (e.g. Kids Co., Prezra, etc.)
- 3.2 Secondly – Friends of people who associate actively with the Church and then... only after these ones, and according to the availability of time, resources, expertise, etc...
- 3.3 Thirdly - outsiders in the community. (No cash resources are to be provided for such).

The acts of mercy and humanitarian compassion are aimed at showing practical love and care within

the life of the congregation; and they can be a kind of pre-evangelism activity to outsiders as they see

Christian love demonstrated in a practical way. Ultimately, we desire that God is glorified in this

ministry.

4 Areas of Mercy and Compassion (not exhaustive):

- 4.1 Provide meals for people and families in hospital (e.g. birth times; illnesses, etc.)
- 4.2 Baby-sit to enable people to get to important events (e.g. parent-teacher interviews, not recreational)
- 4.3 Do one-off heavy gardening assistance.
- 4.4 Carry out odd jobs of an essential nature (e.g. check some faulty and essential equipment, etc; where something has crashed, fallen in, broken down unexpectedly, etc. – not to avoid their responsibility, but to help get over a mini or maxi crisis!)
- 4.5 Talk to a neighbour, etc. where crisis issue has arisen.
- 4.6 Give an emergency lift to doctor, hospital, etc., because no other family or friend is available.
- 4.7 Offer immediate help and comfort where distress (e.g. news of bereavement, loss of pet, bad news, etc.)
- 4.8 Help check for free goods advertised in local papers if people are in need – arrange to collect/deliver if they have no other means.

End of Guidelines

Dunbar Homes for the Aged

BB 2002 109.7

It is resolved that:

1. "Dunbar Homes Incorporated" is not a Standing Committee as defined in the Regulations.
2. Dunbar Homes Inc is a separate incorporated body which is governed by its own Rules and Regulations which are approved by General Assembly.
3. The Assembly appoints the Convenor and members of the Board of Management subject to them being suitable under current Federal Government Regulations.
4. As Dunbar Homes receives grants from the Federal Government its Rules and Regulations and members of the Board of Management can be subject to such Laws and Regulations as are approved by the Federal Government relating to homes and facilities for aged persons. This does not deprive the church from its right to manage Dunbar Homes according to principles satisfying the Assembly.

End of Resolution

EMAIL - GUIDELINES

BB 2002 Minute 109.9

1. Classification

Other than when email is personal there needs to be a specific classification clearly marked at the top e.g. Convenor of the Code Committee, Clerk of Presbytery of Torrens, member of the Theological and Christian Education Committee etc.

2. Authentication

Care must be taken when we move into the area of more official document, this must be sent with a proper letter head, have the appropriate signature at the bottom to authenticate the documentation. This would be to do with appeals complaints etc. No document without these marks of authentication should be dealt with as an official document of any meeting.

3. Notification

This also raises the question on notification of meetings. In most cases an email would suffice but when meetings are of a more serious nature, like dealing with appeals and complaints, then hard copy notifications might be required. Emails do go **astray** and others don't open their email regularly like they would the daily mail.

4. Notice of motion

Something like a notice of motion which needs to be signed we believe could be sent via email but at the meeting, say of the Assembly, a signed version must be handed to the Clerk prior to the sitting to authenticate the document.

End of Guidelines

FINANCE AND ADMINISTRATION COMMITTEE

May 1983

1. There shall be a standing committee of the General Assembly entitled the Finance & Administration Committee.
2. Deleted (May 1983)
3. The functions of the committee shall be:
 - 3.1 to appoint and control office staff in accordance with the procedures set out in General Regulations;
 - 3.2 to invest the funds of the Church in the name of the State Assembly in securities approved by the State Assembly, authorised by law for the investment of trust funds, as directed by the Assembly; all such investments to be treated as a consolidated fund and all interest and all losses shall be apportioned 'pro-rata'; provided that with the consent of any committee, any sum of money forming part of such fund may, if the committee thinks fit be invested separately, and in that case any interest or loss arising therefrom shall be applied to that fund alone;
 - 3.3 to care for the safety of the money in the hands of the treasurer;
 - 3.4 to ascertain that the collections and rates ordered by the Assembly are statedly made and remitted to the treasurer within thirty days after being made, and, unless they have been so remitted, to report defaulting congregations through their respective presbyteries and further, to submit to the Assembly the reports there anent received back from presbyteries;
 - 3.5 to prevent as far as possible, committees of Assembly incurring expenditure beyond their means;
 - 3.6 to administer the Church Office Fund and the Assembly Expenses Fund;
 - 3.7 to supervise the affairs of the Church office, the revenue for the maintenance of which shall be raised by assessments on the funds of the various spending committees of the Church in such proportions as the committee shall determine from time to time,
 - 3.8 to take order that the treasurers accounts are properly kept, and duly vouched and audited;
 - 3.9 generally to watch over the monetary interests of the Church, but with authority in cases of urgency after consultation with the Presbyterian Trusts Corporation and the Missions Committee and the Moderator to sell any land or buildings, the property of the Assembly, and power at the request of the Missions Committee to expend the capital monies of the Missions Committee in land and buildings for Church purposes;
 - 3.10 to recommend to the Assembly what part of the traveling expenses of committee and Assembly members shall be refunded.

End of Regulation

LAW AGENT

Oct 1981

1. When the business to be transacted by the Law Agent involves an important question, he shall submit it to the Code Committee, by whom he shall be instructed as to the action to be taken. When the business does not involve an important question, but is a matter of detail or routine, it may be transacted by the Law Agent without reference to the Committee.
2. All title deeds conveying property to the Church or any of its congregations, institutions or agencies, not prepared by the Law Agent, shall be submitted to his for revision, also all transfers, conveyances, mortgages, exchanges or losses authorised by the General Assembly.
3. The Law Agent shall be entitled to remuneration for legal business committed to him as follows:
 - 3.1 for conveyancing business - according to the provisions of the Conveyancing Costs Scale of the Supreme Court;
 - 3.2 for contentious matters not covered by such Scale and not included in clause (c) hereof - according to the usual scale of legal costs applicable to such business;
 - 3.3 for advising the Moderator, courts of the Church, trustees, ministers, congregations and Assembly committees on matters affecting the civil rights and properties of the Church and on such other matters as the General Assembly may by rule, regulation or resolution refer to him for his opinion - a general retainer fee to be fixed from time to time by the Department of Administration.
4. Any vacancy in the office of Law Agent occurring when the Assembly is not sitting shall be filled by the appointment of a Law Agent to hold office until the next succeeding meeting of the Assembly, such appointment to be made by joint resolution of the Department of Administration and Code Committee.

End of Regulation

LONG SERVICE LEAVE

BB 1999 Minute 32.6

1. Each Parish shall maintain a Register of Long Service Leave for their Minister.
2. Details to be included are as follows:
 - (2.1) Amount of Long Service Leave due to Minister by previous Parish and not taken prior to his appointment. This to be verified by letter from the previous Parish or from the State Fund involved if the Minister comes from another state.
 - (2.2) Long Service Leave due by the current Parish should be entered annually in the Register.
3. When the Minister has his full entitlement for Long Service Leave he be asked to take leave as soon as practicable to both him and the Parish, provided that it does not extend to more than one year after it is due.
4. Leave may be taken in portions if both parties desire with a minimum of four(4) weeks on each occasion.
5. At such time as it has been decided that the Minister will go on leave the Assembly Treasurer should be informed. Details of the leave due and the amount to be taken to be sent to him.
6. The Assembly Treasurer shall reimburse to the Parish out of the Long Service Leave Fund such amounts that are paid to the Minister while on leave viz: Salary, Manse Allowance, Travel Allowance.
7. If portion of the leave is for service in another State, the Assembly Treasurer shall apply to the relevant State Fund for a refund applicable to that service.
8. The amount of Long Service Leave payable to a Minister for service in South Australia shall be calculated on the basis as is applicable to employees in South Australia who are covered by the S.A Long Service Leave Act.
9. If any Parish receives a demand from another Parish interstate for a refund for Long Service leave due to a Minister previous employed by them, that demand should be verified and then forwarded to the Assembly Treasurer.
10. All payments made for Long Service Leave shall be reported to the next meeting of the Finance and Administration Committee.
11. The Presbytery concerned to be advised by the Parish as to when a Minister will be on Long Service Leave.
12. Long Service is taken to commence from the time an employee commences work for the Church in South Australia.

End of Regulation

MAINTENANCE OF THE MINISTRY

BB 2000 Minute 18.6

1. There shall be a committee within the Finance and Administration Committee entitled Maintenance of the Ministry.
2. It shall be the duty of the committee, subject to the direction of the General Assembly, to ensure that adequate provision is made for the Maintenance of the Ministry and for all ministerial appointments, and to this end the committee shall -
 - 2.1 recommend annually the amount of the basic stipend for the ensuing year, and any alterations to the minimum term of settlement which it judges advisable;
 - 2.2 approve or disapprove the proposed terms of settlement in respect to each proposed settlement of a minister in any charge;
 - 2.3 approve or disapprove the proposed term for all ministerial appointments;
 - 2.4 initiate through the Presbytery a review of any existing term of settlement if in the opinion of the committee a change in the circumstances requires such a review, and when required by these regulations;
 - 2.5 administer the sustentation fund and all other funds provided for it by the General Assembly, together with any other money of which it may become from time to time possessed for augmenting ministerial stipends;
 - 2.6 report to the General Assembly on all matters connected, with the maintenance of the ministry, and make such recommendations thereto as it sees fit from time to time.
3. "Stipend" (i.e. actual stipend) shall hereinafter mean the actual amount of money received or to be received by a minister per annum from Church sources for his ordinary ministerial duties after all his necessary professional expenses have been fully met.
4. "Minimum terms of settlement" shall hereinafter mean a proposal for the settlement of a minister promising at least provision for -
 - 4.1 ordinarily a costs of removal of the minister's family and goods to his new place of residence; but the committee may approve a variation in special circumstances;
 - 4.2 rent free occupation of a suitable dwelling or an allowance sufficient to rent a suitable dwelling in the locality,
 - 4.3 allowances sufficient to meet all necessary professional expenses including travelling, telephone, stamps and stationery;
 - 4.4 pulpit supply for four(4) Sundays annually and one(1) week Study Leave as approved by Presbytery. Study Leave is not accruable.
 - 4.5 a stipend equal to or greater than the basic stipend.
5. The General Assembly, after a recommendation by the Finance and Administration Committee shall fix and declare annually a basic stipend and allowances.
6. All charges concerned shall be notified of any increase in the basic stipend at least one(1) month before the increase takes effect.

Presbyterian Church of South Australia

7. Each Presbytery shall cause Form MM2 to be completed in duplicate in respect to each vacant charge within its bounds -
 - 7.1 after the date on which the Presbytery dissolves the pastoral tie,
 - 7.2 before any application is made for a call to a minister,
 - 7.3 when the charge is still vacant twelve(12) months after the completion of the last form.
8. The Presbytery or a committee thereof to which authority to act in the matter has been given, shall examine MM2 Forms paying particular attention to the estimate of necessary expenses. If it is judged that the stipend proposed is not in keeping with the resources of the charge, the charge shall be urged to greater liberality. When this has been done, or if initially the stipend proposed is judged to be in keeping with the resources of the charge, and it is found -
 - 8.1 that the proposed stipend is equal to or in excess of the basic stipend, the terms may be approved and recommended to the Finance and Administration Committee,
 - 8.2 that the proposed stipend is less than the basic stipend, but is suitable for a part time appointment the terms may be approved and recommended to the committee.
9. The Finance and Administration Committee shall carefully examine each Form MM2 properly submitted to it and consider any accompanying recommendations; and it may make further enquiry as it deems fit, and may refer part or all of the term back to Presbytery for further negotiations with the charge. The committee shall in no case approve proposed terms of settlement unless it judges that the allowances are adequate and the stipend is appropriate to the charge. Where these two(2) conditions are fulfilled and a charge proposes terms including a stipend -
 - 9.1 equal to or in excess of the basic stipend the committee may approve;
 - 9.2 less than the basic stipend but suitable for a part time appointment the committee may approve.
10. The Finance and Administration Committee, after examination of Form MM2 shall determine and declare the terms of settlement, and inform the Presbytery and the charge of its decision, which shall be final. In the case of differences of opinion with the Presbytery or the charge, the committee shall report the facts to the Assembly.
11. It shall be the equal responsibility of the minister and the treasurer of the Board of Management to report promptly to the Presbytery any failure of which they become aware to pay stipend and allowances at least monthly, and in any other respect, to implement the terms of settlement as declared by the committee. Should the Presbytery be unable speedily to rectify the matter and judge it inexpedient at that stage to assist in the removal of the minister to another sphere of labour or to dissolve the pastoral tie, it shall promptly inform the Finance and Administration Committee. The committee shall thereupon take all steps which it judges necessary to correct the situation and may formally intimate to the Presbytery that as the terms of settlement are not being fulfilled the further action required by the rules and regulations of the General Assembly should be taken. On receipt from the committee of an intimation to that effect, the Presbytery may take such further action under Rule 4.13.12 as it deems fit and shall ensure that the pastoral tie is not prolonged beyond six(6) months of the date of the intimation from the committee, unless it sees cause in the meantime to grant the prayer of petition from the minister to remain in the charge, or unless the committee is satisfied did the declared terms of settlement have in the meantime been implemented.

Presbyterian Church of South Australia

12. Under no circumstances shall any charge proceed to an election in a vacancy or any Presbytery proceed with a settlement on terms which have not been approved by the Finance and Administration Committee within the preceding twelve(12) months. The approval by the committee of the terms of settlement shall not prevent the Presbytery from exercising its inherent power to decide against proceeding with the settlement for its own reasons even though they may arise out of the proposed terms of settlement as approved by the committee.
13. The Finance and Administration Committee may at anytime require relevant information in respect of any charge.
14. The sum declared by the committee to be the stipend of a specified charge shall be for all official purposes the stipend of that charge.
15. The Finance and Administration Committee shall have authority to make the following grants:
 - 15.1 grants approved for a parish by the General Assembly or a Commission of Assembly;
 - 15.2 grants not exceeding \$5,000 to Parishes for emergency purposes to be paid out of the Sustentation Fund,
 - 15.3 such grants under (15.2) only to be approved after the Finance and Administration Committee has a report on the finances of each parish concerned and deems such grant is necessary. Such grants to be reported to the next General Assembly,
 - 15.4 grants payable out of the Missions Committee Funds approved by the Missions Committee which if not approved by the General Assembly are approved by the Finance and Administration Committee as being urgently necessary. Such grants shall be advised to the next General Assembly.
16. The Finance and Administration Committee its annual report shall deal with:
 - 16.1 the level of the basic stipend;
 - 16.2 any other matter in connection with the maintenance of the ministry which it deems necessary.

End of Regulation

MISSIONS COMMITTEE

BB 1998 Minute 85

MEMBERSHIP

There shall be a committee of the General Assembly entitled the Missions Committee, hereinafter called the Committee. The Committee shall consist of a minimum of six(6) members including a Convener appointed by the Assembly, and a representative from the State PWA.

DUTIES - HOME MISSIONS

1. While spiritual oversight of a home mission Charge remains within the jurisdiction of the presbytery and session, the Committee will be responsible together with them, to extend the Church's mission and to maintain a ministry within the State, to originate and organise home mission Charges, and together with presbytery to have a general control and oversight over their organisation and practical affairs and the missionaries serving them. The duties of the Committee shall be:
 - 1.1 to make provision for the spiritual needs of the population in districts where there is no regular charge, or where new settlement and growth of population require additional provision to be made;
 - 1.2 to confer with Presbytery before initiating new work within the bounds of any presbytery, and to endeavour to have home mission charges raised to sanctioned status as soon as possible.
 - 1.3 to make recommendations to the Assembly regarding grants to charges or for development work;
 - 1.4 to administer the finances of the Missions Committee in conjunction with the Assembly.
 - 1.5 to accept for appointment suitable applicants as Home Missionaries. In carrying out its functions in relation to Home Missionaries, the Committee will act in a consultative way with presbyteries and sessions wherever possible recognising that such consultations appropriately can take place through the Committee Convener (hereinafter called the Convener) and the Moderator of a Home Mission charge as well as the session of the Home Mission Charge.

DUTIES - APWM

2. The Committee shall undertake and promote the work of APWM (Australian Presbyterian World Mission) in South Australia and the Committee shall:
 - 2.1 report to the Assembly upon overseas and cross-cultural mission fields, and in particular those in which Presbyterian missionaries from the State of South Australia are engaged and/or for which the General Assembly has accepted particular responsibility;
 - 2.2 make recommendations to the Assembly concerning the raising and distribution of funds;
 - 2.3 when circumstances permit, undertake responsibility for the appointment, support, location and movements of missionaries, arrange for and assign deputation work for missionaries on furlough, and provide, as far as practicable, for their accommodation;
 - 2.4 carry out necessary liaison with other bodies engaged in the work of overseas mission and appoint and instruct representatives for this purpose.

Presbyterian Church of South Australia

DUTIES - CHAPLAINCY etc.

3. The Committee shall:

3.1 liaise with the Presbyterian Inland Mission on matters of concern and interest to the Church in this State and the Commonwealth;

3.2 make recommendations to the Assembly for the appointment of chaplains to hospitals, defence forces, institutions seeking appointment of chaplains, Inter-Church Trade and Industry Mission, etc;

3.3 advise the Assembly, presbyteries and congregations on ecumenical relations;

3.4 provide representation for the Church on request from interdenominational missions and societies.

HOME MISSIONARIES

4. The Committee shall observe the following general regulations in relation to the selection and appointment of home missionaries, in consultation with committees, sessions and presbyteries concerned.

4.1 Home Missionaries must be communicants of the Presbyterian Church for a period of at least twelve(12) months, be medically fit, have approved achievements, gifts and character (such being declared by recommendations from an applicant's minister, session and presbytery), and satisfactorily complete the required entrance examination, and shall sign the necessary agreement (see Appendix No 2 FORM OF AGREEMENT FOR HOME MISSIONARIES) before acceptance or appointment.

4.2 Parishes or stations seeking the services of a Home Missionary shall apply to the committee only with the approval of the presbytery of the bounds.

4.3 Home Missionaries shall generally be appointed for a period of twelve(12) months. The Committee shall determine the time of service in one(1) station or position, but the request or recommendation of the presbytery shall receive special consideration.

4.4 The name of a home missionary shall be on the roll of communicants of the home mission station or pastoral charge in which he is currently serving, but a home missionary shall not be subject to the jurisdiction of the session.

4.5 The spiritual supervision of any home mission station and of the home missionary supplying it belongs to the presbytery of the bounds. The presbytery shall report to the Committee in October of each year on the work of home missionaries within its bounds.

4.6 Each home missionary shall report regularly to the moderator of the home mission station and shall seek his advice upon all matters of concern. The Moderator shall be expected to take a keen interest in the welfare of the home mission station under his supervision and be a friend and counsellor to the home missionary. The moderator shall:

4.6.1 be the channel of communication with the presbytery, both for the home missionary and the Convener when dealing with matters relating to the parish under the moderator's oversight;

4.6.2 make provision for the administration of the Sacraments of Baptism and the Lord's Supper;

4.6.3 seek to secure local support for the home missionary in keeping with the financial resources of the people; and

4.6.4 preside at congregational and session meetings.

4.7 With the consent of the Committee and the presbytery concerned a home missionary may be nominated for registration as a minister of religion entitled to celebrate marriages subject to his undertaking not to exercise the privilege beyond the bounds of the parish for which it is granted; except with the consent of the moderator of the parish concerned.

4.8 All matters pertaining to the administration of the sacraments are the responsibility of the moderator, and no home missionary shall be permitted to dispense the Sacraments of Baptism and the Lord's Supper except as provided for in the regulations of the General Assembly of Australia.

4.9 The home missionary will supply quarterly reports to the Committee and the Moderator.

APPOINTMENT AND DISMISSAL

5. The committee shall appoint, suspend, dismiss or transfer home missionaries, but recommendations of Presbytery on appointment or removal shall receive special consideration. Upon appointment, home missionaries shall have the right, if they feel aggrieved, to state their case to the Committee.

5.1 Any complaints against home missionaries must be submitted to the Committee through the session, and the presbytery.

5.2 Dismissal shall be on the grounds of character, doctrine, or failure to fulfil an appointment or direction. A home missionary feeling aggrieved at such action shall have the right to the normal process of appeal as provided in the Rules and Regulations of the Presbyterian Church of South Australia.

HOME MISSIONARIES - DUTIES

6. Home Missionaries shall be required to:

6.1 conduct public worship and preach at the various centres within the parish to which they are appointed.

6.2 systematically visit the homes under their care and especially minister diligently to the sick, whether at home or in hospital, the aged, and the bereaved.

6. take an active interest in and foster the work of Sunday Schools and young people's groups.

6.4 endeavour by all possible means to evangelise the community in his appointed area.

6.5 in places where no Sunday School exists and in isolated homes, recommend the advantages of "Letterbox Lessons" and suggest other methods whereby children may be instructed in the faith.

6.6 co-operate with the board of management in the organisation of the finances of the home mission station or pastoral charge.

HOME MISSIONARIES - FINANCES

7. The Stipends of all home missionaries in full time service shall be fixed by the Assembly from time to time after recommendation by the Committee.

7.1 Home missionaries will be entitled to the same leave conditions as ministers.

7.2 Upon appointment Home Missionaries shall be required to join a superannuation fund.

7.3 Normal removal costs to be borne by the receiving parish as with a minister.

Presbyterian Church of South Australia

7.4 All proposals for terms of settlement, including any review, shall be approved by the Missions Committee.

7.5 A suitable manse shall be provided or the allowance paid for suitable rented accommodation.

7.6 When a home missionary retires, the committee has authority to contribute to removal and insurance costs, if appropriate.

IN-SERVICE TRAINING

8. Home Missionaries shall attend an in-service training conference from time to time at the direction of the Committee, at which Biblical, theological and applied subjects will be taught. Home Missionaries shall also undertake study as specified from time to time by the Committee.

SERVICE OF INTRODUCTION

9. When a home missionary is first appointed, or transferred, there shall be a Service of Introduction conducted by the Presbytery, at which the home missionary shall testify to his faith and affirm his adherence to the doctrines and practices of the Church, after which the Moderator shall charge the missionary to be faithful in his tasks and shall offer prayer setting the missionary apart for the sphere of service and commending the missionary to the grace of God (see Appendices Nos. 1-3).

ASSISTANTS

10. The appointment of a home missionary as an assistant to a minister in a pastoral charge shall be deemed an appointment under the regulations governing the employment of home missionaries. Such appointment may be made at the request of a minister or session or upon their approval of representations made by the Committee.

10.1 Where it is proposed to employ an assistant to a minister in a pastoral charge or in a vacant pastoral charge under the supervision of an interim moderator, priority of consideration shall be given to the appointment of a home missionary and the Committee shall be invited to make a nomination.

10.2 When appointed, the assistant to a minister shall take all instructions as to his work from the minister of the parish; but the Committee may at any time call for a report upon the work of the assistant from the minister of the parish or through him from the home missionary.

10.3 When a minister, with the concurrence of his session, asks for the removal of an assistant, the Committee shall endeavour to comply with the request within a period of three(3) months from the date of the request.

10.4 The Committee, at its discretion, may recall an assistant to a minister subject to one(1) month's notice being given to the minister and session concerned.

GRANTS

11. The Committee may make grants from its funds to:

11.1 supplement the local income of stations that are unable after a systematic and self-denying effort to provide for a missionary;

11.2 make possible the payment of the minimum stipend approved by the Finance and Administration Committee when a new charge is being formed on condition that the congregation becomes self-supporting as soon as possible;

11.3 Grants to parishes or stations shall not be made to extend for more than one(1) year, but may be renewed from year to year.

Presbyterian Church of South Australia

11.4 All applications for grants shall be forwarded through the presbytery of the bounds, and with its approval.

11.5 The Committee shall regularly review all grants renewed beyond one(1) year with a view to ensuring that congregations become financially independent of the committee as early as possible.

11.6 Congregations in a state of long term decline shall not be made dependent upon grants to maintain full status as home mission station for a period exceeding one(1) year.

11.7 Grants may be made from committee funds, as available, for the purposes of purchasing church or manse properties for new work, or aiding the extension of new work, for the fostering of mission and youth work or evangelism related to church extension, and for the provision of training or materials of a specialised kind for church extension.

11.8 Every parish or station in receipt of grants of any kind from committee funds shall furnish to the committee at the end of each financial year or on request, a certified copy of the balance sheet duly audited.

HOME MISSION STATION FINANCES

12. Boards of Management in home mission Charges shall ensure that the amount to be contributed to the stipend of the home missionary is a first charge on Board finances, and where subsidy is being received, all extraordinary expenditure beyond that required for normal running expenses, must be authorised by the Committee. The Treasurer of the Board shall remit the stipend monthly.

DEACONESSES

13. In consultation with the presbytery, session and churches concerned, the Committee shall be responsible for the appointment and general supervision of Deaconesses.
- 13.1 The duties of a Deaconess shall include the visitation of the needy, the sick and infirmed and general pastoral care of those in her district. A Deaconess shall be responsible in her duties to those charged by the Presbytery with her oversight.
- 13.2 Applicants shall be communicants of the Presbyterian Church for at least twelve(12) months and have completed an accredited level of training.
- 13.3 Terms of appointment and salary shall be negotiated by the Committee, the Finance and Administration Committee and presbytery.
- 13.4 Deaconesses in active service in connection with a congregation are under the spiritual jurisdiction of the presbytery but work under the local session, and shall confer with them as required.
- 13.5 Deaconesses shall submit quarterly reports to the committee and the presbytery.
- 13.6 Complaints against a deaconess must be submitted in writing to the committee through the session and presbytery.
- 13.7 Dismissal shall be on the grounds of character, doctrine, or failure to fulfil an appointment or direction. A deaconess feeling aggrieved at such action shall have the right to the normal process of appeal as provided in the Rules and Regulations of the Presbyterian Church of South Australia.

End of Regulation

APPENDIX No. 1

SERVICE OF INTRODUCTION - QUESTIONS

When a Home Missionary is first appointed, or transferred to a charge, assistantship or other work, there shall be a Service of Introduction conducted by the presbytery at which the Home Missionary shall testify to his faith and affirm his adherence to the doctrines and practices of the Church by answering in the affirmative the following questions:

1. Do you confess anew your faith in God as your heavenly Father, in Jesus Christ as your Saviour and Lord, and in the Holy Spirit as your Sanctifier?
2. Do you profess your faith in the Gospel of the love and grace of God, wherein through Jesus Christ His only Son our Lord, He freely offers to all men forgiveness and eternal life, and calls them into the fellowship and service of His kingdom?
3. Do you believe the Scriptures of the Old and New Testaments, which are the Word of God written, to be the only rule of faith and practice?
4. Do you own and accept the Westminster Confession of Faith, read in the light of the Declaratory Statement contained in the Basis of Union adopted by this Church on the 24th day of July, 1901, as an exhibition of the sense in which you understand the Holy Scriptures and. as a confession of your faith?
5. Are the glory of Almighty God, love to the Lord Jesus Christ, and an earnest desire to see men and women of all ages come to a saving faith in Christ, your chief reasons for accepting the position of home missionary within the Presbyterian Church?
6. Do you engage in the strength of the Lord Jesus Christ to lead a life worthy of your office, to discharge with integrity and cheerfulness the duties entrusted to you and to seek the furtherance of the Kingdom of God?
7. Will you, by God's grace, carry out all lawful instructions issued directly by the courts of the Church, and by the Home Missions Committee of the Assembly of the Presbyterian Church of South Australia, or through their delegated officers?
8. All these things you profess and promise, through grace as you would answer to your Lord, and enter into His eternal glory?

After which the Home Missionary shall be charged to be faithful in his tasks and shall have prayer offered setting the Home Missionary apart for the sphere of service and commending him to the grace of God.

APPENDIX No. 2

The Presbyterian Church of South Australia

FORM OF AGREEMENT FOR HOME MISSIONARIES

I AGREE that my employment as a Home Missionary is, and is at all times to be, subject to the Missions Committee Regulations of the Presbyterian Church of South Australia.

AND I acknowledge that I have studied and become acquainted with the contents of the above document and the codes, books of faith and practice etc. referred therein.

My employment, I understand and agree, is also subject to the following express conditions:

1. That I will faithfully fulfil all appointments and instructions given me by competent authorities in accordance with the laws of the Church.
2. That I will continue to affirm the faith, doctrines and practices of the Church as required by the Regulations.
3. That I, at the date of my acceptance and employment, agree as a condition precedent to my being accepted and employed by the Church that the Church may terminate my appointment and cease to employ me at any time upon giving one(1) month's previous notice as set out in the Regulations. Similarly, I am to have the right of at any time terminating my engagement by a like notice to the Church.

Date:Home Missionary:

This form certifies thatwas accepted as a

Home Missionary on Probation on

..... Convener, Missions Committee

APPENDIX No. 3

MODEL SERVICE OF INTRODUCTION - ORDER OF SERVICE

Call to Worship

Praise

Prayer

Scripture Lesson - Old Testament, Isaiah 2:1-5, 6:1-13, 52:7-10.

Praise

Scripture Lesson - New Testament, John 4:1-26; Ephesians 3:14-21.

Praise

The Moderator. The extension of the Kingdom of God amongst us is ordinarily carried on in Charges, to which Ministers are inducted by the presbytery of the bounds. In places where a Charge has not yet been formed or where a Minister is not available, this vital work is entrusted to those approved and appointed by the Missions Committee.

Home Missionaries are called upon to conduct Public Worship and to preach the Gospel, to guide the work of Christian education in Sunday Schools and Youth organizations, to minister to the spiritual needs of the people, and generally to assist in the work of the Congregation to which he is appointed.

..... has heard and answered the Master's call to serve His Church and Kingdom; he has been accepted by the Church to labour in this ministry.

The Minister calls upon the Home Missionary to stand, and addresses him.

Dear Brother and fellow-worker in Christ: we rejoice in your call to the service of the Kingdom of our Lord and Saviour. In His name we are about to introduce you to the work to which you have been appointed. But first you will testify to your faith and integrity of purpose and your adherence to the doctrines and practices of the Church by answering the following questions:

(The questions as listed in Appendix No. 1)

The Minister shall now charge the Missionary to be faithful in his tasks and shall offer prayer setting him apart for the sphere of service and commending him to the grace of God concluding with the words:

Almighty God accept and bless you, and grant you grace to be faithful in all these things.

Prayer

The Minister: In the name of the Lord Jesus Christ, the King and Head of the Church, I declare you duly set apart to this service in the office of Home Missionary. We commend you to the grace of God in the discharge of the duties of your office. We give you the right hand of fellowship and bid you God-speed.

Praise

Sermon

Praise

Benediction

MINUTES ON COMPUTER - GUIDELINES

BB 2006 Minute 65

EITHER use the format shown on the next page with the instructions below,

OR follow the instructions on the subsequent pages and search Rules and Regulations to use those to set out and keep minutes suitable for Presbyterian Church of South Australia organisation's meetings.

Instructions

The format shown on the next page has been developed using the Rules and Regulations and is presented in a simple way for secretaries to follow and is available from the Convener Code Committee in electronic form by disc or email clerk@pcsa.org.au.

It is not exhaustive of the possibilities available when considering the variations that a detailed study of the Rules and Regulations will give.

There is only one choice for the Clerk or Secretary to make and that is of the font type to use, either Tahoma, as is this document **OR** Times New Roman as is shown in this phrase.

The size of the font in Tahoma is 10 point, or Times New Roman 12 point to give clear reading and a reasonable quantity of minutes to be written on each page.

'Fully justify' the text and use a 'hanging indent' of 2.0cm on each minute.

The sample is written for Session but may, of course, be used for **ANY** meeting with small adjustment in names and subject to the following guidelines:

Session, Presbytery and Assembly all have a **Moderator**; Board, PWA, Sunday School, Guild etc have a **Chairman, President, Leader**, etc.

Session, Presbytery and Assembly all have a **Clerk**; Board, PWA, Sunday School, Guild etc., have a **Secretary** or **Minute Secretary**.

Presbytery, Assembly, Board, PWA, Sunday School, Guild etc., have a **Treasurer** where appropriate.

Assembly **Dissolves** while Session and Presbytery **Adjourn**; Board, PWA, Guild, etc. all **Close**.

All meetings are opened and closed with **prayer**.

Common meeting procedures apply to ALL meetings, i.e. Confirming Minutes, Seconding Motions, one speaker at a time, Moderator/Chairman with only a casting vote etc., except where exempted by our Rules and Regulations.

Print on ONE side of the paper only.

Moderator/Chairman AND Clerk/Secretary must both sign the minutes when they are confirmed, and also initial each page and all corrections.

A blank space after the printed minutes must be crossed with a line and signed across the line by the Clerk/Secretary and Moderator/Chairman when the minutes are confirmed.

A 'header' or 'footer' must be used on each page giving the name and date of the meeting, e.g. "Ordinary Session meeting 31 May 2005", the date of entering the minutes and the page number.

Presbyterian Church of South Australia

Numbering of all minutes must be in the format '15/05', indicating minute 15 of the year 2005, and minute numbering to start at the first meeting of each year.

Page numbering must be consecutive until the loose leaves are bound into a book for archiving, then the numbering must start again from 'Page 1'.

Binding for archiving may be simply stapling, or by formal binding, the pages for one (1), two (2) or more years together in a secure 'book form' with a printed cover stating the title of the meeting and the starting and finishing dates of the minutes.

For Extract Minutes see Rule 6.4.9.

Sample Minutes

The Presbyterian Church of South Australia Session of St Andrew's Town Church Ordinary (*Special, Urgent, Annual General*) Meeting at Highland Downs 31 May 2005

Minutes of Proceedings

1/05 **Constitution:** At 7.30pm in the meeting room of St Andrew's Highland Downs, Session was

constituted by the Rev G. Ospel reading from Matthew 1:1-4 and with prayer.

2/05 **Members present:** Rev. G. Ospel (Moderator), Messer's C. D., E. F., G. H. (Clerk), I. J. Mrs K. L., M. N., O. P. and Miss Q. R.

3/05 **Apologies:** Mrs S. T. Apologised for absence. **It was moved to sustain the apology. The motion was seconded and carried.**

4/05 **Order of business:** (Note: Write and distribute an Agenda for each meeting.)

1. constitute by prayer;
2. record of members present;
3. apologies for absence;
4. adopt agenda;
5. confirm minutes of previous meeting(s);
6. business arising from the minutes;
7. correspondence out and in;
8. reports;
9. other business;
10. adjourn with prayer and the benediction.

5/05 **Framing and approval of minutes:** Every meeting usually takes down draft minutes, to be put in permanent form afterwards.

Minutes may be taken at the meeting on a portable computer, take care to save regularly during the meeting and make back up copies.

6/05 **What must be recorded:** Usually discussion is not recorded, but **all MOTIONS MUST be recorded.**

A motion is moved then seconded (if it is not seconded it lapses and does NOT appear in the minutes), then it is discussed, amended if thought fit, and when the Moderator/Chairman considers it has been discussed sufficiently the motion is put and the Moderator/Chairman declares the outcome.

7/05 **Benediction:** The Ordinary Meeting of Session adjourned at 9.35pm with the pronouncement of the benediction.

8/05 Confirmed

On the ____/____/____

Moderator/Chairman _____

Clerk/Secretary _____

Presbyterian Church of South Australia

Use of template: This file may be used as a template for minutes of the meetings of the Church, just copy the file to a folder (e.g. Session) on your computer, rename it to identify which minutes (e.g. 20050531(yearmonthday)) will keep all your minutes in chronological order on your computer and be easy to find in future.

If you do not want to be confined by the limits of the previous sample then feel free to follow these guidelines and the appropriate Rules and Regulations.

**Presbyterian Church of South Australia
Board of St Andrew's Town Church (Board, Session, Presbytery etc.)
Ordinary (Special, Urgent, Annual General)
Meeting at Highland Downs 31 May 2005**

Minutes of Proceedings

Constitution	Minute number e.g. 1/05	At 7.30pm in the meeting room of St Andrew's Highland Downs, Board was constituted by the Rev G. Ospel reading from Matthew 1:1-4 and with prayer.
Members present	2/05	Rev. A. B. (Chairman), Messer's C. D., E. F., G. H. (Secretary), I. J. Mrs K. L., M. N., O. P. and Miss Q. R.
Apologies	3/05	Mr S. T. Apologised for absence. It was moved to sustain the apology. The motion was seconded and carried.
Order of business	4/05	Normally the order of business, as taken from, a presbytery meeting is: 4.2.11.1 constitution by prayer; 4.2.11.2 recording of members present; 4.2.11.3 apologies for absence; 4.2.11.4 presentation of elders' commissions; 4.2.11.5 adjustment of the roll; 4.2.11.6 association of eligible persons, and welcomes; 4.2.11.7 confirmation of minutes of previous meeting(s); 4.2.11.8 attention to any reasons for dissent from decisions recorded in the minutes of the previous meeting; 4.2.11.9 other business arising from the minutes; 4.2.11.10 correspondence out and in; 4.2.11.11 reports; 4.2.11.12 other business; 4.2.11.13 tabling of notices of motion for a future meeting; 4.2.11.14 adjournment with prayer and the benediction. This is included as a guide from Rule 4.2.11 of the Rules.
Form of minutes	6.4.3	Every court of the church keeps accurate minutes of its proceedings. Minutes should be a statement of fact only and always include: 6.4.3.1 the circumstances of the meetings, whether by appointment, following adjournment, urgent or special purpose, and the place, date, and time; 6.4.3.2 the fact that the meeting was constituted with prayer; 6.4.3.3 a list of those present and the names of members for whose absence apologies were received and sustained; 6.4.3.4 all decisions of the court; 6.4.3.5 notices of motion (Standing Orders 17-21); 6.4.3.6 the appointment of the next meeting if this needs to be made;

- 6.4.3.7 when kept loose leaf, should include a header with the name of the meeting, date and page number on each page, and each page initialled by the moderator and clerk;
- 6.4.3.8 the fact that the meeting was closed with prayer.
- Framing and approval of minutes**
- 6.4.4 Every court frames its minutes in common form as far as that is possible and the clerk:
- 6.4.4.1 takes down draft minutes, to be put in permanent form afterwards, and either read to the court at its next meeting or circulated, except in the case of meeting in private, among members of the court before the question of the confirmation of the minutes is put; or
- 6.4.4.2 in grave or urgent matters or in formal process of discipline or when extracts are likely to be required, immediately frames all its minutes or any particular minute as the business proceeds in order that the minutes may be confirmed at once; or
- 6.4.4.3 in the case of the final sitting of the General Assembly before its dissolution follows the procedure indicated in Rule 6.4.4.2 or submits the permanent minutes to a commission appointed to scrutinise and confirm them.
- Approval of what appears in minutes**
- 6.4.5 A court is entitled to decide what shall have a place in its minutes (subject to overruling by a superior court), and, if a motion is made which it is resolved not to record, no reference is made to it.
- Keeping of minutes**
- 6.4.6 Every court sees that its minutes are accurately recorded without unnecessary corrections or alterations.
- The following general rules apply to the keeping of minutes:
- 6.4.6.1 corrections may be made on the following basis:
- 6.4.6.1.1 typographical errors need only to be initialled by the clerk;
- 6.4.6.1.2 if words need to be struck out, the number of them (or of the lines) is noted in the margin and signed by the clerk;
- 6.4.6.1.3 if words need to be inserted, they are written in the margin and signed by the clerk;
- 6.4.6.2 no records are deleted without the authority of the superior court;
- 6.4.6.3 no blank spaces that would give opportunity for unauthorised insertions are left;
- 6.4.6.4 headings of subjects are made in the margin;
- 6.4.6.5 nothing is allowed in the keeping and recording of its minutes which would permit a doubt as to the authenticity of the record.
- Record apart**
- 6.4.7 To keep its ordinary minutes free from the presence of undesirable matter every court keeps a record apart for use in cases where moral delinquency is alleged, whether they come before it as the court of first instance or of appeal, or in other cases where it seems desirable to safeguard the church against damages or to protect the reputation of individuals. The resolution to keep the proceedings of a case in the record apart is minuted in the record apart, not in the ordinary minutes.
- The session enters the minutes of all cases of discipline which it resolves to record in a separate and permanent Minute Book of Discipline reserved for this purpose alone. The minutes are recorded as described in Rules 6.4.3 – 6.4.6 above

The record apart is kept on separate sheets consecutively numbered, each page signed by the clerk. No entry is made in the ordinary record of the court until the case is finally disposed of.

Extracts

6.4.9 A court grants full extracts of the minutes relevant to any case to a party who:

6.4.9.1 is entitled to them; and

6.4.9.2 requests them.

Extracts may be applied for and granted both before and after a decision is made on a case, and these extracts are certified by the clerk as extracted from the record of the court.

A court also grants copies of any papers held or reserved in relation to the case. These are certified by the clerk.

In every case a court exercises caution in granting extracts in matters affecting private interests only, in case such extracts may be required merely for the purpose of a civil action.

A court is entitled to fix a charge for the making of extracts.

See also Rule 6.4.4.2.

Benediction

41/03 The Ordinary Meeting closed at 9.35pm with the pronouncement of the benediction.

Note: Assembly 'dissolves', Presbytery 'adjourns', Session 'adjourns', other meetings 'close'.

Confirmed

42/03 On the ____/____/____

Chairman

Secretary

Notes

The above layout shows a possible arrangement for minutes when recorded on a computer and kept in a loose-leaf folder.

The first few lines up to '**Order of Business**' follow the layout and order suggested by the Rules 4.2.11 and 6.4.3 to 6.4.9.

The Rules 4.2.11 indicate the Order of Business which should be used for Presbytery but it also is an excellent guide for every other meeting of the Church, where particular items are not applicable they, of course, may be ignored.

The Rules 6.4.3 to 6.4.9 are the General Rules which apply to all meetings of the Church.

Use of template

This file may be used as a template for minutes of the meetings of the Church, just copy the file to a folder on your computer, (I suggest a separate folder for each meeting e.g. Session and within that folder, separate Minutes, Correspondence etc. folders,) rename it to identify which minutes e.g. 20050531(yearmonthday) will keep all your minutes in chronological order on your computer and be easy to find in future.

Printing

Be consistent within your loose-leaf folder, if you only print on one side of the paper, then do this throughout the whole folder.

Presbyterian Church of South Australia

If you want to, then print both sides, but there are risks with this. If, for example, the minutes have been confirmed and signed on one side and you need to print on the other and the printing is incorrect then you will need to;

reprint and have the previous minutes reconfirmed, or
continue with a damaged print on one side, or
leave the damaged page and have a mixture of blank and printed reverse sides.

This may lead to confusion with the accuracy of minutes at a later date. (It may be possible for some other person to insert or change the minutes later and so cause confusion.)

If you have a mixture, rule a line through each blank page and sign across this line.

Also the Clerk/Secretary AND Moderator/Chairman should sign all pages in the loose-leaf folder as the minutes are confirmed.

For archival purposes please record your minutes on paper, i.e. a 'hard copy', preferably A4, and not on CD or other electronic form.

Just remember the old advice to new Clerks "Keep It Simple ..."

Signed

Signed

The following text format may also be used.

You may use 'left justified', 'centre justified', 'right justified' or 'fully justified' but remember the idea is to have a high level of continuity so later when others come to read your minutes they can easily see that they are most likely authentic and have not been altered unofficially.

You may use any font that you like but the above statement on continuity still applies.

Bold the headings and motions so they are easy to find.

'Left justified' and 'indented' to help find parts to the minutes.

**The Presbyterian Church of South Australia
Board of St Andrew's Town Church (Board, Session, Presbytery etc.)
Ordinary (Special, Urgent, Annual General) Meeting at Highland Downs 31st May 2005
Minutes of Proceedings**

Minute number, may be before or after the minute heading, easier before if using just text format e.g.

1/05 **Constitution**, At 7.30pm in the meeting room of St Andrew's Highland Downs, Board was constituted by the Rev G. Ospel reading from Matthew 1:1-4 and with prayer.

2/05 **Members present**, Rev. A. B. (Chairman), Messer's C. D., E. F., G. H. (Secretary), I. J. Mrs K. L., M. N., O. P. and Miss Q. R. (Treasurer).

3/05 **Apologies**, Mr S. T. Apologised for absence. **It was moved to sustain the apology. The motion was seconded and carried.**

4/05 **Order of business**, Normally the order of business of a presbytery meeting is:

- 4.2.11.1 constitution by prayer;
- 4.2.11.2 recording of members present;
- 4.2.11.3 apologies for absence;
- 4.2.11.4 presentation of elders' commissions;
- 4.2.11.5 adjustment of the roll;
- 4.2.11.6 association of eligible persons, and welcomes;
- 4.2.11.7 confirmation of minutes of previous meeting(s);
- 4.2.11.8 attention to any reasons for dissent from decisions recorded in the minutes of the previous meeting;
- 4.2.11.9 other business arising from the minutes;
- 4.2.11.10 correspondence out and in;
- 4.2.11.11 reports;
- 4.2.11.12 other business;
- 4.2.11.13 tabling of notices of motion for a future meeting;
- 4.2.11.14 adjournment with prayer and the benediction.

This is included as a guide from Rule 4.2.11 of the Rules, however, you need only use those items of business which apply to your meeting.

A different format, 'fully justified', you may not want to 'indent', you may like to not have a blank line between each complete minute.

6.4.3 **Form of minutes**, Every court of the church keeps accurate minutes of its proceedings.

Minutes should be a statement of fact only and always include:

- 6.4.3.1 the circumstances of the meetings, whether by appointment, following adjournment, urgent or special purpose, and the place, date, and time;
- 6.4.3.2 the fact that the meeting was constituted with prayer;
- 6.4.3.3 a list of those present and the names of members for whose absence apologies were received and sustained;
- 6.4.3.4 all decisions of the court;
- 6.4.3.5 notices of motion (Standing Orders 17-21);
- 6.4.3.6 the appointment of the next meeting if this needs to be made;
- 6.4.3.7 when kept loose leaf, should include a header with the name of the meeting, date and page number on each page, and each page initialled by the moderator and clerk;
- 6.4.3.8 the fact that the meeting was closed with prayer.

6.4.4 **Framing and approval of minutes**. Every court frames its minutes in common form as far as that is possible and the clerk:

- 6.4.4.1 takes down draft minutes, to be put in permanent form afterwards, and either read to the court at its next meeting or circulated, except in the case of meeting in private, among members of the court before the question of the confirmation of the minutes is put; or
- 6.4.4.2 in grave or urgent matters or in formal process of discipline or when extracts are likely to be required, immediately frames all its minutes or any particular minute as the business proceeds in order that the minutes may be confirmed at once; or
- 6.4.4.3 in the case of the final sitting of the General Assembly before its dissolution follows the procedure indicated in Rule 6.4.4.2 or submits the permanent minutes to a commission appointed to scrutinise and confirm them.

6.4.5 **Approval of what appears in minutes**. A court is entitled to decide what shall have a place in its minutes (subject to overruling by a superior court), and, if a motion is made which it is resolved not to record, no reference is made to it.

6.4.6 **Keeping of minutes**. Every court sees that its minutes are accurately recorded without unnecessary corrections or alterations.

'Centre justified' or 'right justified' does not often work well for minutes.

'Centre justified'

The following general rules apply to the keeping of minutes:

- 6.4.6.1 corrections may be made on the following basis:
 - 6.4.6.1.1 typographical errors need only to be initialled by the clerk;
 - 6.4.6.1.2 if words need to be struck out, the number of them (or of the lines) is noted in the margin and signed by the clerk;
 - 6.4.6.1.3 if words need to be inserted, they are written in the margin and signed by the clerk;
 - 6.4.6.2 no records are deleted without the authority of the superior court;
 - 6.4.6.3 no blank spaces that would give opportunity for unauthorised insertions are left;
 - 6.4.6.4 headings of subjects are made in the margin;
 - 6.4.6.5 nothing is allowed in the keeping and recording of its minutes which would permit a doubt as to the authenticity of the record.
- 6.4.7 **Record apart**. To keep its ordinary minutes free from the presence of undesirable matter every court keeps a record apart for use in cases where moral delinquency is alleged, whether they come before it as the court of first instance or of appeal, or in other cases where it seems desirable to safeguard the church against damages or to protect the reputation of individuals. The resolution to keep the proceedings of a case in the record apart is minuted in the record apart, not in the ordinary minutes.

'Right justified'

'Left justified' and 'hanging indent' (Find this under 'format – paragraph' in Microsoft Word.)

The session enters the minutes of all cases of discipline which it resolves to record in a separate and permanent Minute Book of Discipline reserved for this purpose alone. The minutes are recorded as described in Rules 6.4.3 – 6.4.6 above.

The record apart is kept on separate sheets consecutively numbered, each page signed by the clerk. No entry is made in the ordinary record of the court until the case is finally disposed of.

6.4.8 Record apart~~Error! Reference source not found.~~ – **disposing of case.** If the judgment that finally disposes of the case, by whatever court of the church pronounced, involves any degree of censure of the accused, then the court of first instance records in its ordinary minute book the first minute of the record apart, the libel or a summary of each of the charges if a libel was served, and the final judgment.

When a case has ended in entire acquittal:

6.4.8.1 except in the session, the record apart, with all papers in the case, is sealed up in the presence of the court, endorsed with a note of the subject matter and with the date of the final judgment, and kept for six years and then destroyed; and

6.4.8.2 the person whose innocence has been proved receives a certified copy of the judgment of the court.

6.4.9 Extracts. A court grants full extracts of the minutes relevant to any case to a party who:

6.4.9.1 is entitled to them; and

6.4.9.2 requests them.

Extracts may be applied for and granted both before and after a decision is made on a case, and these extracts are certified by the clerk as extracted from the record of the court.

A court also grants copies of any papers held or reserved in relation to the case. These are certified by the clerk.

In every case a court exercises caution in granting extracts in matters affecting private interests only, in case such extracts may be required merely for the purpose of a civil action.

A court is entitled to fix a charge for the making of extracts.

41/03 **Benediction** The Ordinary Meeting closed at 9.35pm with the pronouncement of the benediction by the Moderator.

Left justified and indented with a line between minutes. This is quite a neat layout and easy to use.

- 1. Notes** The above layout shows a possible arrangement for minutes when recorded on a computer and kept in a loose-leaf folder. The first few lines up to '**Order of Business**' follow the layout and order suggested by the Rules 4.2.11 and 6.4.3 to 6.4.9.
- 2. The Rules 4.2.11** indicate the Order of Business which should be used for Presbytery but it also is an excellent guide for every other meeting of the Church, where particular items are not applicable they, of course, may be ignored.
- 3. The Rules 6.4.3 to 6.4.9** are the General Rules which apply to all meetings of the Church from Board to Assembly as applicable. These may be a useful guide for all meetings.
- 4. Use of template;** This file may be used as a template for minutes of the meetings of the Church, just copy the file to a folder on your computer, (I suggest a separate folder for each meeting e.g. Session and within that folder, separate Minutes, Correspondence etc. folders,) rename it to identify which minutes e.g. 20050531(yearmonthday) will keep all your minutes in chronological order on your computer and be easy to find in future.
- 5. Printing;** Be consistent within your loose leaf-folder, if you only print on one side of the paper, then do this throughout the whole folder.
 - 5.1. If you want to, then print both sides, but there are risks with this. If, for example the minutes have been confirmed and signed on one side and you need to print on the other and the printing is incorrect then you will need to;
reprint and have the previous minutes reconfirmed, or
continue with a damaged print on one side, or
leave the damaged page and have a mixture of blank and printed reverse sides.
 - 5.2. This may lead to confusion with the accuracy of minutes at a later date. (It may be possible for some other person to insert or change the minutes later and so cause confusion.)
 - 5.3. If you have a mixture, rule a line through each blank page and sign across this line.
6. Also the Clerk/Secretary AND Moderator/Chairman should sign all pages in the loose-leaf folder as the minutes are confirmed.

Presbyterian Church of South Australia

7. Just remember the old KISS advice to new Clerks "Keep It Simple S..."

Always leave sufficient space for the confirmation

Confirmed ____/____/____

Chairman

Secretary

End of Guidelines

MODERATOR'S COMMITTEE

1983

1. Title: There shall be a committee of the General Assembly entitled the Moderator's Committee.
2. Membership: The committee shall consist of:
 - 2.1 a convener who shall be a minister and two(2) laymen appointed by the Assembly;
 - 2.2 the moderator for the time being and his chaplains;
 - 2.3 the Moderator Designate and his chaplains, to be co-opted when necessary;
 - 2.4 past Moderators who are members of the Assembly.
3. Duties: The committee shall:
 - 3.1 arrange the itineraries of the Moderator;
 - 3.2 have general oversight of arrangements for visits of the Moderator, and safeguard him from undue demand and strain;
 - 3.3 give to the Moderator, on request, advice on matters that necessitate action, and assist the Moderator in the arrangement of services of civic or national importance.

End of Regulation

PASTORAL ETHICS COMMITTEE

BB 2004 Commission 2003 Minute 17.5

1. There shall be a standing committee of the General Assembly of the Presbyterian Church of South Australia known as The Pastoral Ethics Committee.
2. The duties of the committee shall be:
 - 2.1 To provide policy development for the Assembly in personal ethics and behaviour of those involved in ministry, either paid or voluntary e.g. in the areas of; Clergy pastoral behaviour, congregational education, screening and counseling procedures.
 - 2.2 To provide continuing education for the wider Church in personal ethics with particular reference to the dangers of physical, sexual and emotional abuse. Such education to have a special, but not exclusive. relevance to the issues involved in working with minors.
 - 2.3 To annually recommend to the Assembly the appointment of a Co-ordinator and members to a Duty of Care Panel. The Committee to relate to the Panel on an advisory/liaison level on policy and in particular cases.
 - 2.3.1 This Panel is to function as a pastoral care arm of the church in ethical cases where deemed necessary. The Panel is under the authority of the Assembly and reports to the local Presbytery wherever it is called upon to act. The general guidelines for The Panel in any case that may arise are as approved at its inception by Assembly. The nature of pastoral ministry requiring the exact method of approach to be left to the discretion of the Panel.

End of Regulation

PCA MINISTRIES

BB 2003 Minute 65

The Committee shall -

1. be responsible for administering PCA Ministries [*Proclaiming Christ to Australia through the Presbyterian Church of South Australia*] which has as its purpose 'to equip lay men and women to enable them to engage in useful and effective ministries in the Church and in the world' according to the PCA Ministries Constitution.
2. report on PCA Ministries annually to the Assembly.
3. present and promote the aims of PCA Ministries; encourage lay-people to consider being equipped and trained; and to provide suitable courses of study for Christian service with PCA Ministries.
4. have the oversight of the work of the Prezra School of Theology in its provision of courses of study in Adelaide; and also to seek to establish suitable extension locations.
5. interview PCA Ministries applicants, and ensure that the approval requirements are met before proceeding to giving them Approved PCA Worker status. The Theological and Christian Education Committee shall review this status annually.
6. encourage local Churches to appoint Approved PCA Workers under the Rules and Regulations of the Church according to the Financial Arrangements outlined in the PCA Ministries Constitution. Such workers would then be Appointed PCA Workers for the duration of the time they are appointed by a Church. The Theological and Christian Education Committee makes no appointments of PCA workers, nor is it responsible for any payments of their financial arrangements.
7. operate a PCA Ministries Account in order to receive and disburse any monies that are designated for PCA Ministries.

End of Regulation

PCA MINISTRIES CONSTITUTION

BB 2006 Minute 115.1

PCA MINISTRIES

(Proclaiming Christ to Australia through the Presbyterian Church of Australia)

Purpose: "PCA Ministries" – equipping men and women to enable them to engage in useful and effective ministries in the Church, and in the world.

1. Activity

PCA Ministries is an activity of the Presbyterian Church of South Australia.

- 1.1. PCA Ministries provides equipping of people through a teaching and training course approved by the Theological and Christian Education Committee of the Presbyterian Church of South Australia.
- 1.2. PCA Ministries provides a means for equipped men and women to be channelled into a wide variety of ministries for which Churches engage them – such as Church Planting, Supply Preaching, Pastor and Teacher, Sunday School Teaching, Eldership, Music, Youth work, Daily Vacation Bible School leaders, Diaconal, Missionary, Counselling, Pastoral care, Leadership and Evangelism.

2. Categories

Categories of PCA Workers.

- 2.1. Church Planters or Pastors Those pastoring a Church, or those beginning and establishing a new church under the auspices of an existing congregation.
- 2.2. Church Lay Assistants Those exercising a ministry in an existing congregation under the oversight of its authorized leadership.

3. PCA Workers

Approved and Appointed PCA Workers.

3.1. Approved

- 3.1.1. A person applies to the Theological and Christian Education Committee to inquire about becoming a PCA worker.
- 3.1.2. Approval requires a satisfactory completion of the PCA Application Form, acceptance by the Theological and Christian Education Committee of the Presbyterian Church of South Australia, the support of the applicant's minister and session, and the support of two (2) mature Christians who know the applicant personally.
- 3.1.3. Acceptance includes the applicant's **Doctrine** (which requires full acceptance of the Westminster Confession of Faith, read in the light of the Declaratory Statement), their **gifts and calling**, and their ability to work with good **Relationships** under the authority of other Christians.
- 3.1.4. PCA Applicants need to show they have undertaken suitable Christian teaching and service whereby their doctrine, gifts and calling, and relationships with others have been tested and assessed.
- 3.1.5. The PCA worker shall have his/her approved status reviewed annually by the Theological and Christian Education Committee of the Presbyterian Church of South Australia.

3.2. Appointed

- 3.3. An Appointed PCA worker is appointed in compliance with the Church's Rules (PCA Ministries, as such, makes **no** appointments of PCA workers.)
- 3.4. For example in the Rules and Procedure of the Presbyterian Church of South Australia;
 - 3.4.1. Rule 4.11.2 – the appointment is subject to the appropriate approvals of the session, presbytery and the relevant Assembly Committee.
 - 3.4.2. Rule 4.9.7.3 – The Interim Moderator can only delegate powers while remaining as such, and these powers are subject to the presbytery which confers them.
 - 3.4.3. Rule 3.8.8 - The appointment is subject to the powers of the session as well as the rights and responsibilities of the minister of the parish.

4. Financial Arrangements

Financial Arrangements To Be Provided for Appointed PCA workers.

4.1. For a PCA Pastor or Church Planter

4.1.1. The provision of suitable housing accommodation by the parish appointing the pastor or church planter, giving consideration to its suitability for hospitality; the provision of a stove, refrigerator and washing machine; and the payment of gas, electricity and ministry-related phone calls; and all legally required expenses in their employing someone (e.g. Superannuation, Work Cover, etc). Where the PCA worker has his or her own housing accommodation, a mutually agreed housing allowance is to be paid.

4.1.2. The PCA worker receives at least 2/3 of the weekly monies from the local church in which he/she is working.

4.2. For a PCA Church Lay Assistant

4.2.1. The provision of suitable housing accommodation by the parish appointing the church lay assistant, giving consideration to its suitability for hospitality; the provision of a stove, refrigerator and washing machine; and the payment of gas, electricity and ministry-related phone calls; and all legally required expenses in their employing someone (e.g. Superannuation, Work Cover, etc). Where the PCA worker has his or her own housing accommodation, a mutually agreed housing allowance is to be paid.

4.2.2. The PCA worker receives at least ¼ of the weekly monies from the local church in which he or she is working.

5. Financial policy of PCA Ministries;

5.1. While PCA Ministries does not employ workers, nor is it responsible for any payments of their financial arrangements the Theological and Christian Education Committee of the Presbyterian Church of South Australia shall have a PCA Ministries account in order to receive and disburse any monies that are designated by the Theological and Christian Education Committee and/or others for this Ministry.

5.2. All monies given to a designated PCA worker shall go fully to that worker.

5.3. All monies given to a PCA Ministries project/work shall go fully to that project/work. Should any PCA project/work have surplus monies at its conclusion, these shall be returned to the Theological and Christian Education Committee.

5.4. A PCA worker may engage in tent making work to supplement his or her income up to a maximum of 2 days, or 16 hours of employment per week.

5.5. Should PCA Ministries cease to exist, any remaining monies shall return to the Theological and Christian Education Committee of the Presbyterian Church of South Australia.

End of Constitution

PRESBYTERIAL VISITATION OF CONGREGATIONS

1981

Purpose

1. The presbytery visits every parish and mission station within its bounds, as far as possible in rotation, at least once in every five(5) years (Rule 4.14.1).

The purpose of this visitation is for the presbytery to acquaint itself with the state of affairs within the parish or mission station, to strengthen the hands of the minister, session, office bearers and members of the congregation, to advise them should anything appear to be unsatisfactory or not in accord with the law of the church, and in general to give counsel and encouragement as may be suitable to the circumstances.

Committee

2. Normally the visitation will be conducted by a committee of the presbytery, consisting of at least three(3) members, the majority of whom shall be ministers.

Who is interviewed

3. When a parish or mission station is to be visited the presbytery shall give to the congregation through the session at least four(4) weeks' notice prior to visitation. If the presbytery wishes to interview appointed representatives only it shall be the duty of the session, unless the presbytery otherwise directs, to ensure that two(2) representatives appointed from each of the following: the session, the board of management and the congregation. Those representing the congregation will not normally be elders or board members.

Further, if thought desirable by the presbytery, two(2) representatives from the Sunday School, and one(1) from each of the other organisations shall be appointed. The bodies represented shall be given an opportunity of instructing their representatives.

Visitation questions

4. Sufficient copies of presbytery's approved visitation schedule shall be sent to the session, which shall see that the required questions are duly answered in writing by all the parties concerned. The completed schedules shall be returned to the convener of the committee at least seven(7) days prior to the date of visitation or be available at the time of visitation as presbytery may decide.

The committee shall then consider the answers, examine the documents, and determine what matters shall be specially mentioned during the visitation.

Records, returns made available

5. The committee shall visit the parish or mission station, confer with the minister and others appointed, and make any inquiries it sees fit. The committee shall have access to the records of the session, board, congregation and other organisations of the parish or mission station, and a copy of the last annual report and balance sheet, as well as the most recent statistical returns. The committee shall be provided through the presbytery clerk with the finding of presbytery from the last visitation, together with all the schedules of questions and answers then submitted.

Presbytery's discretion in method

6. The different parties concerned may be interviewed in the way the presbytery thinks best, according to circumstances. Normally, separate interviews should be held with the minister, the session, and members of the board, or boards of management. The board members may be interviewed either alone or in the presence of the congregation, as presbytery may determine. When the presbytery requires the appointment of a representative only for interview, or when representatives are appointed as spokesmen, this shall not preclude others

Presbyterian Church of South Australia

from speaking or being questioned. The process may also include public worship, at this service an offering may be received for the presbytery fund.

Committee Report

7. The committee shall prepare for the presbytery:
 - a) a report on the conduct of the visitation;
 - b) a proposed finding concerning the state of the affairs of the parish or mission field;
 - c) recommendations based on the finding.

Proposed finding sent to congregation first

8. The committee shall send the relevant parts of the proposed finding (Rule 4.14) before it is considered by presbytery, to the minister, session clerk and secretary of the board of management at least seven(7) days before it is considered by the presbytery. The board shall receive only the part relating to its own work, the session, all except the part relating to the minister. All parties concerned shall have opportunity at the meeting of presbytery when the proposed finding is considered to make representations relating to it.

Finding arrived at and recorded

9. Presbytery shall:
 - a) receive the committee's report;
 - b) consider the proposed finding and hear any representations from parties concerned; this step being conducted in private;
 - c) arrive at its finding, which shall be recorded in the minutes;
 - d) based on the finding together with the committee's recommendation, formulate specific recommendations.

Finding reported back to congregation

10. A specified portion of the finding and recommendations, as the presbytery determines, and this portion only, shall be read to the congregation by a minister appointed. Any finding and recommendations made to the minister or to the session shall be communicated to them by the presbytery privately.

A copy of the parts concerning the session and of the board of management shall be inserted in their minute books. A copy of the finding, recommendations and the schedules of questions and answers submitted to the presbytery shall be filed by the clerk for future use.

Review after twelve(12) months

11. Twelve(12) months after the adoption of the finding, the presbytery shall inquire through the session how far the recommendations (if any) have been carried into effect.

By presbytery as a whole

12. If, in the opinion of presbytery, special circumstances make it more desirable that visitation should regularly or occasionally be made by presbytery as a whole, the above forms of visitation may be used; but the procedure set out shall be followed so far as it is possible. Where visitation by presbytery as a whole is made, the person appointed to draft the proposed finding shall be appointed before the interview with the minister and others begin.

Special visitations

13. The rules above apply only to the regular and systematic five(5)-yearly visitation of congregations and do not preclude the presbytery from conducting other special visitations in the way which seems most appropriate to the needs of the particular case, but care shall always be taken to see that substantial justice is done to all parties concerned.

End of Regulation

V. PRESBYTERIAN CHURCH OF SOUTH AUSTRALIA ACT

Private Act

An Act to regulate the Temporal Affairs of the Presbyterian Church of South Australia, and to confer certain Powers on Trustees and others in relation to Properties held in Trust for or in connection with the said Church, and for other purposes.

[Assented to, December 21, 1899.]

WHEREAS prior to the month of May, one thousand eight hundred and sixty-five, there existed in the Province of South Australia three sections of the Presbyterian Church known as the Church of Scotland, the United Presbyterian Church, and the Free Church of Scotland:

And whereas on the tenth day of May, one thousand eight hundred and sixty five, the aforesaid three sections of the Presbyterian Church became united, and formed themselves into one Church under the designation of 'The Presbyterian Church of South Australia': And whereas prior to the said union the several congregations of the said three sections of the Presbyterian Church were seized and possessed of real and personal estate, and such real and personal estate was vested in trustees upon trust for the several congregations of the aforesaid three sections of the Presbyterian Church, and trustees were and are seized of hereditaments upon trust for congregations then or to be formed in connection with or under the spiritual and ecclesiastical superintendence of and for other purposes in connection with each of the said sections of the said Presbyterian Church: And whereas it is desirable and expedient that all the real and personal estate which prior to the said union was held upon the respective trusts declared respecting the same should now be held upon trust for the said Presbyterian Church of South Australia and the congregations thereof, as the case may be, and subject only to jurisdiction of its Supreme Court and judicatories, and that the other matters and things herein contained should be declared and set forth: And whereas by an indenture made the seventeenth day of March, one thousand eight hundred and seventy five, between John Davidson, therein of the one part, and John Gordon, John Robertson, Thomas Fergus McCoull, Thomas Freebairn Monteith, and Henry Brown all therein described of the other part, the trusts were declared of 'A fund in aid of ministers of the Presbyterian Church of South Australia who may be aged or infirm' (hereinafter called the "said fund"), and provision therein made for the administration of the said fund: And whereas in order to increase the said fund and to further promote its efficiency usefulness it is desired to revoke the hereinbefore recited indenture. and the trusts and provisions therein declared and contained, and to make new rules for the regulation and administration of the said fund: And whereas the rules contained and set forth in the Schedule hereto have been approved of by The General Assembly of the Presbyterian Church of South Australia, Incorporated, hereinafter called "the said Assembly," and by the present trustees of the said fund, and it is desired to give them force and render them operative in lieu of the trusts and provisions of the hereinbefore recited indenture: And whereas negotiations are now proceeding for a union of the Presbyterian Churches of New South Wales, Victoria, Queensland, South Australia, and Tasmania — Be it therefore enacted by the governor of the Province of South Australia, with the advice and consent of the Legislative Council and House of Assembly of the said province in this present Parliament as follows:

Property to be held in trust for the Presbyterian Church of South Australia

1. All the members, office-bearers, and congregations from time to time forming The Presbyterian Church of South Australia, and under the spiritual superintendence of the judicatories of the same, shall be recognized as The Presbyterian Church of South Australia, hereinafter called "the said Church," unconnected with any other church or ecclesiastical judicatory whatever, and all lands, hereditaments, estates, and temporal privileges, and all equitable rights belonging to any of the aforesaid sections of the Presbyterian Church and the congregations thereof, or to any such other congregation or congregations as may be formed in time to come under the spiritual superintendence of the said church and the judicatories thereof, shall belong to the said church and to the several congregations thereof as fully and effectually to all intents and purposes as the time of the aforesaid union or of the coming into operation of this Act such lands,

Presbyterian Church of South Australia

hereditaments, estates, privileges, and equitable rights were vested in or belonged to the aforesaid sections of the Presbyterian Church and the congregations thereof respectively, and shall, subject to the provisions of the Act, be administered in terms and according to the provisions of the deeds or instruments under which the same lands, hereditaments, estates, temporal privileges, and equitable rights have accrued to the said sections of the Presbyterian Church and congregations, subject to the decisions and judicatories of the said church only, anything in such deeds or instruments to the contrary notwithstanding.

2. It shall be lawful for trustees of lands belonging to congregations of the said church, or for trustees of vacant hinds belonging to the said church or of any congregation thereof to be hereafter formed, and for the said Assembly (in cases where it is a trustee), from time to time to sell, mortgage, or lease the said lands of which they are trustees or any part or parts thereof, upon such terms and conditions, and with such powers and subject to such covenants and restrictions in all respects as the said Assembly may from time to time authorise and determine, notwithstanding the deeds or instruments declaring such trusts shall expressly forbid such sale, mortgage, or lease: Provided that where lands are held upon trust for any presently existing congregation the consent of such congregation or such majority thereof, not being less than two-thirds thereof for the time being, as shall be personally present at a public meeting of the said congregation, called and held pursuant to notice on that behalf duly given from the pulpit on at least two consecutive Sundays immediately preceding the holding of such meeting, and also in three successive numbers of the *Government Gazette*, shall be first obtained to such sale; mortgage or lease.

Power to revoke Trust and declare new Trusts

3. It shall be lawful for any incorporated congregation of the said church, and for the trustees of any congregation of the said church, or for any property held upon trust for the said church, or of any congregation thereof now or hereafter to be formed, to revoke any existing trusts, and hold the said lands and hereditaments or other property the subject of such trusts upon the trusts set forth and declared in the model trust deed authorized and adopted by the said Assembly, or any amendment or amendments of such model trust deed, or upon such other trusts as the said Assembly may approve. A copy of the said model trust deed, or as the same may be amended by the said Assembly, certified under the hand of the Moderator for the time being of the said Assembly to be a copy, shall be deposited in the General Registry Office of the said province within three calendar months after the first meeting of the said Assembly which shall be held after the coming into effect of this Act. A copy of any amendment or amendments of the said model trust deed which may be made after such deposit as aforesaid, certified as aforesaid, shall be deposited in the said General Registry Office within one calendar month after such amendment or amendments shall have been approved by the said Assembly.

Revocation of Indenture of 17th March, 1875, and Release to Trustees

4. The hereinbefore recited indenture of the seventeenth day of March, one thousand eight hundred and seventy-five, and the trusts and provisions therein declared and contained, is and are hereby revoked, annulled, and made void. The trustees of the said indenture shall forthwith after the coming into operation of this Act pay and transfer all the moneys and securities held by them under the said indenture and in connection with the said fund to the said Assembly, and, upon such payment and transfer, shall be absolutely freed and discharged from the trusts of the said indenture, and from all liabilities, duties, and obligations thereunder: Provided that nothing herein contained shall take away, alter, or prejudice the rights of any present beneficiary of the said fund or under the said indenture, nor any existing rights.

Rules for administration of Aged and Infirm Ministers Fund

5. The rules contained and set forth in the Schedule hereto shall forthwith after the coming into operation of the Act be the rules for the regulation and administration of the said fund.

Presbyterian Church of South Australia

Adherence to the Basis of Union and Formula required	6. Adherence to the basis of union and formula of the said church, or, in the event of the Presbyterian Churches of Australasia and Tasmania, or any of them, becoming united, and the said church forming part of such union, then adherence to the basis of union formula and articles of agreement of such united church, shall be required as entitling the said church and the congregations and office-bearers of the same respectively to continued possession in all them coming of the said lands, hereditaments, estates, temporal privileges, and equitable rights whatsoever, and such as in time coming may accrue to the said church or to all or any of the several congregations and office-bearers respectively forming the said church or such united church, as the case may be.
Power to unite with other Presbyterian Churches of Australasia	7. It shall be lawful for the said Assembly at any time to effect an union of the said church with any one or more of the Presbyterian Churches in any one or more of the Australasian colonies and Tasmania, upon such terms and conditions as the said Assembly shall determine, and notice of the consummation of union published in the South Australian Government Gazette, and purporting to be signed by the Moderator of the said Assembly, shall be prima facie evidence of such union having been effected, and of all other facts therein stated.
Short Title	8. This Act may be cited as "The Presbyterian Church of South Australia Act."

In the name and on behalf of Her Majesty,
I hereby assent to this Bill.
TENNYSON, Governor.

THE PRESBYTERIAN TRUSTS CORPORATION

BB 1999 Minute 32.5

1. A Corporate Body of Trustees shall be constituted for the purposes of the Presbyterian Trusts Act 1971.
2. The name of the Corporate Body of Trustees shall be "The Presbyterian Trusts Corporation".
3. The following persons Mr R.W. Arstall, Mr R.G. Hanna, Miss M. McGregor, Mr S. McLean, Mr B. Burgess, Rev W. Zurrer and Mr B. Redpath (Chairman) and their successors in office shall now be the Corporate Body of Trustees.
4. The persons named in paragraph 3 hereof and their successors in office shall now be the Corporate Body of Trustees.
5. The following Regulations for the Presbyterian Trusts Corporation shall be enacted:
 - 5.1 The members of the Corporate Body set out in paragraph 3 and their successors in office shall hold office until:
 - 5.1.1 their term expires at a General Assembly referred to in paragraph 5.2; or
 - 5.1.2 death, resignation or removal by resolution of the General Assembly. A resignation shall take effect from the date on which the Clerk of the General Assembly received notice of the resignation.
 - 5.2 At the General Assembly three(3) years after the General Assembly at which the persons set out in paragraph 3 were appointed and at each General Assembly after that at three(3) year intervals:
 - 5.2.1 the office of each member of the Corporate Body shall be declared vacant; and
 - 5.2.2 members may be re-appointed to the Corporate Body and/or new members appointed to the Corporate Body by resolution of the General Assembly.
 - 5.3 A member of the Corporate Body may be removed from office by resolution of the General Assembly in the following circumstances:
 - 5.3.1 if he ceases to be a member of the Presbyterian Church of South Australia; or
 - 5.3.2 if he shall leave South Australia and remain absent without leave for six(6) consecutive months; or
 - 5.3.3 if he shall be absent from three(3) consecutive meetings of the Corporate Body without leave; or
 - 5.3.4 if he shall become incapable to act by reasons of bodily or mental infirmity; or
 - 5.3.5 if he shall be guilty of any conduct which in the opinion of the General Assembly renders him unfit to be a member of the Corporate Body.

The General Assembly shall be the sole and final judge of the incapacity or unfitness to act of any member of the Corporate Body.
 - 5.4 Any vacancy in office shall be filled by the General Assembly at the meeting of the General Assembly at which such vacancy occurs, but if such vacancy occurs otherwise than at a

Presbyterian Church of South Australia

meeting of the General Assembly the vacancy shall be filled at the next meeting of the General Assembly held after the date when that vacancy occurred.

5.5 The number of the members of the Corporate Body shall not be less than five(5) and not more than seven(7).

5.6 Three(3) members of the Corporate Body present at any meeting of the Corporate Body shall be a quorum.

5.7 The General Assembly shall appoint the Chairman of the Corporate Body who shall hold office during the period of appointment by the General Assembly. Any vacancy in the office of Chairman occurring between meetings of the General Assembly may be filled by the Corporate Body and the person so appointed shall hold office until the next meeting of the General Assembly held after his appointment.

5.8

5.8.1 The Corporate Body shall appoint one(1) of its members as Vice-Chairman who shall hold office during the pleasure of the Corporate Body, and any vacancy occurring in such office shall be filled by the Corporate Body.

5.8.2 The Corporate Body shall appoint a person as Secretary/Treasurer who shall hold office at the pleasure of the Corporate Body, and any vacancy occurring in such office shall be filled by the Corporate Body.

5.9

5.9.1 Meetings of the Corporate Body may be called at any time by the direction of the Chairman, or in his absence by the direction of the Vice-Chairman.

5.9.2 Any three(3) members of the Corporate Body may request a meeting of the Corporate Body, and upon receipt of that request, the Chairman, or, in his absence, the Vice-Chairman, shall convene a meeting of the Corporate Body.

5.9.3 Seven(7) days' notice of every meeting shall be given to the members of the Corporate Body in writing.

5.9.4 The Corporate Body is empowered to act by a simple majority of those present at any meeting and voting on any resolution.

5.9.5 The Chairman shall have a casting vote as well as a deliberative vote.

5.10

5.10.1 The Common Seal of the Corporate Body shall be kept in the custody of the Secretary/Treasurer of the Corporation.

5.10.2 The Common Seal shall be affixed to documents only in pursuance of a resolution of the Corporate Body, or of a committee appointed by the Corporate Body from the members of the Corporate Body. Such committee may be authorised by the Corporate Body to act either specially or generally in the matter, but in any event three(3) members of the Corporate Body shall form a quorum.

5.10.3 The affixing of the Common Seal shall be verified by two(2) of the members of the Corporate Body, and either the Procurator, or by one(1) of the legal advisers of the Church.

5.10.4 If the affixing of the Common Seal shall be duly verified as provided in this clause such verification shall be *prima facie* evidence that the Common Seal has been duly affixed by authority and that the signatures of the members appearing thereon are those of persons authorised to affix the Seal.

Presbyterian Church of South Australia

5.10.5 All cases of the use of the Common Seal shall be confirmed at the next meeting of the Corporate Body.

5.11 Where by section 14 of the Presbyterian Trusts Act 1971 the Moderator is required to consent to any conveyance, transfer, mortgage, exchange or lease such consent shall not be given unless the Procurator or one(1) of the legal advisers shall first approve thereof.

5.12 The following records of the Corporation are to be kept:

5.12.1 Minutes of all the meetings.

5.12.2 Accounting records, which shall be audited by the auditor of the General Assembly financial accounts.

5.12.3 An annual report together with audited financial statements shall be submitted to the General Assembly each year.

5.12.4 The General Assembly may inspect records of the Trusts Corporation as resolved from time to time.

5.13 Whereby under Section 15(1) of the Act the Moderator is required to keep or cause to be kept a register of trustees of all property held by trustees for or on behalf of the Church of any congregation thereof, other than property held by or vested in the Corporate Body.

5.13.1 Notice of the appointment of every new trustee and of the removal of any trustee of the Church property shall be sent to the Moderator of the General Assembly by the Clerk of the presbytery or the Clerk of the session of the congregation (as the case may be) making such appointment or removing such trustee within one(1) week after such appointment or removal (as the case may be).

5.13.2 Notice of the death or resignation or any trustee of Church property shall be sent to the Moderator of the General Assembly by the Clerk of the session or the Minister of the congregation to which such trustee belonged within one(1) week after such death or resignation becomes known to such Clerk or Minister.

End of Regulation

PROCEDURE IN A VACANCY

Oct. 1981

1. Except when the context otherwise requires, the term "interim moderator" (Rule 4.9.6) shall, in these regulations also include "interim moderator designate" (Rule 4.9.8) and the regulations shall be qualified by the provisions of Rule 4.9.8 permitting the interim moderator designate to take the steps prescribed there prior to the beginning of the vacancy.

Interim moderator initiates action

2. Promptly upon his appointment the interim moderator shall:
 - a) Notify the Home Mission Committee in order that arrangements may be made for the administration of ordinances and supply during the vacancy and the forwarding of all necessary information to the congregation;
 - b) take all steps necessary to maintain the activities of the charge;
 - c) convene and preside over a meeting of the session to revise the rolls of communicants and adherents in order that an electoral register may be compiled therefrom as provided in Regulation 3. following;
 - d) unless special grounds for delay exist set in motion the procedure prescribed in the regulations following.

Electoral register

3. Intimation shall be given by the session to the congregation of its intention to revise the rolls and make up an electoral register.

As soon as possible after such revision the session shall compile an electoral register consisting of;

- a) all the names (less those removed in the aforesaid revision) which were on the rolls of communicants and of adherents at the date of the occurrence of the vacancy; and
- b) the names of all persons who submit certificates of transference (whether as communicants or adherents) dated on or before the occurrence of the vacancy, provided such certificates are sustained.

The electoral register shall consist of two(2) lists, one(1) of the communicants, the other of the adherents, and on each the names shall be in alphabetical order and numbered consecutively. Each list shall be certified by the interim moderator and the session clerk as being the electoral register of communicants or adherents as the case may be.

Opportunity shall be given to interested parties to inspect the electoral register before it is finally adjusted. Immediately thereafter the register (or a copy thereof) shall be sent to the clerk of presbytery, who shall attest it. No name whatever shall be added to the electoral register after it has been thus attested except by the authority of the presbytery after application in writing by the session, but on written application, the session may grant a certificate of transference to any communicant or adherent, of which transference the session clerk shall notify the interim moderator, who thereupon delete the name from the electoral register and initial the deletion.

Only those persons whose names are on the attested electoral register may take part in or vote at any congregational meeting connected with a vacancy or subscribe to or concur in a call.

Payment of arrears and proposed terms of settlement

4. The congregation, at its first meeting in connection with the filling of the vacancy, shall arrange to pay to the former minister or his personal representatives any arrears in stipend or allowances and to the General Assembly, the presbytery, and the provident fund any arrears in rates due to them. Either at this meeting, or promptly thereafter, the congregation shall decide on proposed terms of settlement which, without delay, shall be submitted by the

Presbyterian Church of South Australia

interim moderator to the presbytery or its appropriate committee, which shall carefully consider them in the light of all available information and either approve them and send them (on the prescribed form) to the Maintenance of the Ministry Committee of the Assembly, or refer them back to the congregation for reconsideration.

Terms disapproved by Maintenance of Ministry Committee

5. If the terms of settlement proposed, even though in excess of the minimum, are disapproved by the Maintenance of the Ministry Committee of the Assembly, the presbytery shall not sustain a call and may, after further consultation with the congregation, reduce the status of the charge to that of an appointment parish or a home mission station (Rules 4.8.4, 4.8.6).

Ballot requested

6. The vote of a congregational meeting on any motion proposing the insertion of a name in a form of call shall be taken by ballot if requested by at least one-third(1/3) of the communicants present.

Congregation's choice of procedure

7. When the requirements of regulation 4 and 5 above have been complied with and terms of settlement have been approved by the Maintenance of the Ministry Committee, and provided that Regulation 18 does not apply, the interim moderator shall call upon the congregation, duly convened, to decide whether:
 - a) it is prepared to proceed to a call immediately; or
 - b) it desires, before taking any further step towards a call, to invite some particular person to lead the congregation in public worship; or
 - c) it desires to proceed at once to the appointment of a selection committee.If option (c) is chosen, from this point on names for a call shall be submitted to the congregation only through the selection committee.

Immediate call

8. If the congregation decides to proceed in accordance with Regulation 6 a), the interim moderator shall call for nomination of one person only. This nomination must be agreed to by congregational vote. He shall then read a blank form of call (Rule 7.1) and after prayer invite the congregation by majority vote to insert in the form of call the name of the minister or licentiate nominated. If the congregation fails to insert the name of the person thus nominated, the procedure shall be as in Regulation 6 b) or c) preceding.

One candidate heard

9. If the congregation decides to proceed in accordance with Regulation 6 b), and provided the person to be invited is eligible and agreeable, the interim moderator shall make the necessary arrangements for him to divine public worship within the parish and promptly thereafter shall require the congregation, duly convened, to decide either for or against calling him. If the congregation decides against calling him, or if he declines the invitation to conduct divine worship and the congregation refrains from calling him, a selection committee as provided in Regulation 6 c) shall be appointed, but in the latter case, the person concerned shall not be disqualified from further consideration by the congregation should the selection committee so recommend.

Ordinary selection committee appointed

10. If the congregation proceeds in accordance with Regulation 6 c), it shall forthwith appoint from its communicant members a selection committee of not less than seven(7). This committee shall be convened and presided over by the interim moderator, who shall have a casting vote only, which however he shall not exercise to determine a name to be recommended to the congregation.

As provided in rule 4.9.7, the presbytery may appoint two(2) of its members with whom the interim moderator may take counsel in matters concerning the vacancy. They may attend and participate in all meetings of the selection committee but they have no vote in those meetings.

Duties of selection committee

11. A selection committee, whether special or ordinary, shall:
- a) consider the eligibility and qualifications of persons, whose names are proposed by members of the committee or who have made formal written application through the interim moderator for consideration, or, whose names have been supplied by the Home Mission Committee;
 - b) decide on one name at a time to recommend to the congregation for call. Also the committee may, if authorised by the congregation at any stage, invite to conduct divine worship in the parish any person whom it has decided to recommend; (See Rules 4.5 to 4.6.10 and 4.10.17 for eligibility).
 - c) Keep minutes of its proceedings.

Recommendation made to congregation

12. When the selection committee is ready to make a recommendation, the interim moderator shall call a meeting of the congregation to which, after divine worship, the recommendation shall be submitted.

Thereupon the meeting shall:

- a) decide to call the person recommended; or
- b) decide not to call him; or
- c) request him to conduct public worship in the parish if he has not already done so or if the congregation wishes to hear him again.

Recommendation accepted

13. Should the congregational meeting decide to call the person recommended (regulation 12 a)), the interim moderator shall at once read to the congregation a form of call (Rule 7.1) in which the name of the minister or licentiate recommended has been inserted. Thereafter the procedure set out in Regulation 19ff shall then be followed.

Recommendation not accepted

14. Should the congregational meeting decide not to call the person recommended (regulation 12 b)), the selection committee shall make to subsequent meetings of the congregation a second recommendation; and, if necessary, a third and a fourth. Each recommendation shall be dealt with as provided for as in the case of the first.

Decision withheld pending visit

15. Should the congregational meeting have withheld its decision pending a visit of the person recommended (regulation 12 c)), promptly after such visit has been made, or upon receipt of intimation declining to pay such a visit, the interim moderator shall call a meeting of the congregation which, after divine worship, shall decide for or against calling the person concerned. The procedure thereafter shall be as provided in Regulation 13 or 14 as the case requires.

Proposed terms less than minimum

16. If the terms of settlement proposed by the congregation are less than the minimum required by the General Assembly for maintaining the status of a charge, the interim moderator shall discuss the matter of a supplementary grant with the Home Mission Committee and before taking any other action report fully to the presbytery on the condition of the charge and the views of the Home Mission Committee relative thereto.

Application for home mission grant

17. If after hearing the report of the interim moderator referred to in Regulation 16 the presbytery is satisfied that the situation still conforms with the requirements of rule 4.8.3, the presbytery may formally apply to the Home Mission Committee for a grant to enable the congregation to pay the "qualifying stipend" and allowances required by the Maintenance of the Ministry Committee.

Special selection committee

18. If a supplementary grant from the Home Mission Committee is required in order to raise the terms of settlement to the minimum, and when formal intimation that such a grant has been allowed is received, the interim moderator shall take the steps necessary to set up a special selection committee consisting of not more than seven(7) persons appointed by the congregation on which the Home Mission Committee has one(1) representative, in addition to the interim moderator who shall be the convener, and the names shall be recommended to the congregation for call only by this committee.

Commissioners appointed and signing of call

19. When the congregation has inserted a name in a form of call it shall appoint commissioners not exceeding three(3) or the number of local congregations in the charge, whichever is the greater, at least one(1) of whom shall be a member of the session. These commissioners shall take charge of the call, invite the communicants to subscribe it and adherents to sign their concurrence, and to witness such signatures. (See Rules 4.10.6 and 4.10.7)

In prosecuting the call the commissioners shall take care that only those whose names are on the attested electoral register of communicants and adherents sign it and that the signatures of communicants and adherents are on separate sheets.

Call presented to presbytery

20. When the call has been sufficiently subscribed the commissioners hand it to the interim moderator, who shall present it at the earliest opportunity to the presbytery at the same time making a report on proceedings connected therewith.

The presbytery, in accordance with Rules 4.10ff, shall then hear two(2) commissioners of the congregation if present and take such other relevant action as provided therein.

Dissatisfaction with proceedings

21. Any communicant or adherent of the congregation present at a meeting thereof called in connection with a vacancy, who is dissatisfied with any part of its proceedings, may dissent and petition the presbytery to review the matter in the same manner as he may do in connection with any other congregational meeting (See Rule 2.2.8). The presbytery shall dispose of any such petition before dealing with the call.

Disqualifications

22. No minister or licentiate may himself, or through others, canvass for election or enter into negotiation with any members of the vacant congregation in order to procure a call, and should the presbytery decide that such action has been taken or encouraged by a minister or a licentiate it shall declare a call in his favour resulting therefrom to be null and void.

No minister with a charge may, without special permission of the presbytery having jurisdiction over him, preach as a candidate in a vacancy, or accept a call unless he has held such a charge for at least three(3) years. (Rules 4.10.1 and 4.10.17)

Selection committee dissolved

23. A selection committee shall be dissolved if after making four(4) recommendations to the congregation no call results, and the interim moderator shall report the dissolution of the committee to the presbytery, which shall suspend further steps for the calling of a minister and proceed, in accordance with Rule 4.9.11, to appoint for a limited period a suitable minister other than those whose names have been recommended to the congregation.

End of Regulation

SELECTION COMMITTEE

Oct 1981

1. There shall be a Committee of the Assembly entitled the Selection Committee.
2. The duties and responsibilities of this committee shall devolve upon the General Purposes Committee.
3.
 - a) Unless otherwise expressly provided in the rules or regulations of the Assembly the Selection Committee shall nominate to the Assembly the members and conveners of all Assembly committees (which term herein includes boards and councils). These nominations shall be published in the White Book. Other nominations to committees and convenorships may be made by members of the Assembly, provided that notice of such other nominations has been given in writing to the convener of the Selection Committee not later than noon of Wednesday of the first week of the Assembly. When any such other nominations have been received, appointment shall be determined by a ballot conducted by the Ballot Committee.
 - b) Nominations by the Selection Committee to committees of the Church shall be made as far as possible after consultation with the committees concerned.
 - c) The Selection Committee (with provision for additional members when advisable) may be directed by the Assembly to nominate special committees and commissions.
 - d) In the case of nominations of new members of any committee, the consent of the nominee should, if possible, be obtained by the Selection Committee.
 - e) The Selection Committee shall, after consultation with the committee concerned, fill any casual vacancy in any Assembly committee or the convenorship thereof and such appointment shall remain effective up to the next meeting of the Assembly.

End of Regulation

SOUTH AUSTRALIAN BASIS OF UNION

(The Basis of Union adopted on the tenth day of May, 1865, when the Presbytery of South Australia was formed, and retained when the General Assembly in South Australia was created, 1886).

- I. That the designation of the United Church shall be "The Presbyterian Church of South Australia".
- II. That the Word of God, as contained in the Scriptures of the Old and New Testaments, is held by this Church as the supreme and only authoritative rule of faith and practice.
- III. That the Westminster Confession of Faith, the Larger and Shorter Catechisms, are the subordinate standards of this Church; but that in adopting these standards this Church is not to be held as approving of anything in them which may be supposed to countenance persecuting or intolerant principles, or to deny or invade the right of private judgment.

Note - That the Form of Presbyterian Church Government, and the Directory for Public worship, are regarded by this Church as containing excellent suggestions on the points discussed, and hence as worthy of the careful consideration of ministers and office-bearers.

- IV. That by Christ's appointment the Church is spiritually independent and is not subordinate in its own province and in the administration of its own affairs to the jurisdiction or authoritative interference of the civil power.
- V. That this Church asserts for itself a separate and independent position in relation to other Churches; and that its highest Court shall possess supreme and final jurisdiction over its inferior judicatories, office-bearers and members; and that it shall receive ministers and probationers from other Presbyterian Churches applying for admission on their affording satisfactory evidence of their qualifications and eligibility, and subscribing the formula in accordance with these articles.

Reprinted 2003

STUDY LEAVE

BB 2006 Minute 70

A total of seven (7) days including no more than one (1) Sunday per annum calculated from the date of induction or appointment.

Shall be used for purposes such as;
Theological studies, or
Improving counselling skills, or
Maintaining and developing skills relating to the ministry, or
As otherwise stated in the terms of settlement.

The session and the presbytery must be notified in writing when study leave is to be taken and its purpose.

A written report is to be provided to the session and the presbytery within four (4) weeks of the Study Leave being completed, the same document may be used for both reports.

If Study Leave is to be included with annual leave approval must be sought from presbytery.

If the Study Leave is unable to be authenticated, by the session or the presbytery as having been used appropriately, the days will be deducted from annual leave.

This leave is non-accumulative and non-transferable.

A minister should take all study leave before transferring to another charge.

End of Regulation

SUSTENTATION FUND

Oct 1981

- 1) One of the duties of the Finance and Administration Committee shall be -
 - a) to administer the revenue from the Sustentation Fund Capital;
 - b) to obtain income for and administer the Special Sustentation Fund until 1971 as follows:
 - i) the fund shall be known as the Special Sustentation Fund of the Presbyterian Church of South Australia
 - ii) The Corpus and income of the fund shall be distributed to Presbyterian Churches in South Australia on the following conditions:
 - (1) Participating charges shall raise a qualifying stipend to be determined by the committee from time to time, provided that such qualifying stipend is not less than the qualifying stipend declared by the Combined Assembly.
 - (2) The Presbytery of the bounds shall certify annually, after investigating the capital and income of the charge, that the charge is paying a local stipend in keeping with its resources.
 - (3) Charges fulfilling these two(2) conditions shall receive a dividend from the fund bringing all stipends to a sustentation common level; and such dividend shall be paid direct to the minister one-third in November and two-thirds in March of each year.
 - (4) In addition, dependents' grants shall be paid direct to the minister in respect to each dependent child.
 - (5) If and when the capital and income of the Special Fund becomes less than the last annual payment from the fund, the balance shall be transferred to the capital of the Sustentation Fund of the Presbyterian Church of South Australia.

End of Regulation

THEOLOGICAL AND CHRISTIAN EDUCATION COMMITTEE

BB 2006 Minute 115.3

1. There shall be a Standing Committee of the General Assembly entitled the Theological and Christian Education Committee.
2. The duties of the Committee shall be to:
 - 2.1 Make provision for theological education for those seeking to pursue Christian ministries in the Presbyterian Church of South Australia.
 - 2.2 Make arrangements for theological education that will best assist not only prospective candidates for the Presbyterian ministry, but also those considering becoming Home Missionaries and Lay ministries workers.
 - 2.3 Recruit candidates for the Presbyterian ministry and to advise them of the procedures they need to follow concerning candidacy for the ministry.
 - 2.4 Advise prospective candidates for Christian ministries in the Presbyterian Church of South Australia of those subjects and courses that may assist them in preparing for theological studies.
 - 2.5 Provide prospective candidates for the Presbyterian ministry in South Australia with information about the courses of study provided by the Presbyterian Theological Colleges in Melbourne, Sydney and Brisbane.
 - 2.6 Assist the presbytery, through whom a person applies to be a candidate for the ministry, in a consultative process in relation to a candidate being a suitable person for the ministry (Rule 4.4.1) and to act in consultation with the presbytery in the event of a candidate at any stage of his course proving himself unsatisfactory (Rule 4.4.2).
 - 2.7 Receive from interstate Theological Colleges regular reports on the progress of South Australian candidates for the Presbyterian ministry and to keep the relevant presbyteries informed of their progress.
 - 2.8 Seek and administer bursary funds and any other designated financial resources for either candidates for the ministry, or lay ministry workers.
 - 2.9 Investigate, and make recommendations to the General Assembly concerning any matter related to theological education, whether or not these may be within the scope of other committees.
3. The committee shall:
 - 3.1 Have the oversight of Christian education work within the Church from cradle roll to adult groups.
 - 3.2 Seek to bring those within its oversight, by sound Christian education and right presentation of the gospel, to personal commitment and intelligent and active membership of the church as part of the overall evangelism ministry of the church.
 - 3.3 Plan for the overall educational needs of congregations, including eldership training and diaconal ministry courses, adult groups, and theological education by extension courses in local churches.
 - 3.4 Foster in the church a strong sense of the basic interrelation of children's, youth and adult work and the wholeness of the church's task in Christian education.
 - 3.5 Seek to bring all aspects of the work into line with sound educational principles, to link children's, youth and adult groups into the closest relationship with the church's life, worship and work.
 - 3.6 Advise local churches in planning of suitable buildings for Christian education.
 - 3.7 Give guidance to the church on the cultural and social value of other than Church youth movements, encourage co-operation where it considers it advisable and accept its share of leadership within such movements.
 - 3.8 Prepare recommendations for the Assembly, presbyteries and congregations on the suitability or otherwise of material available from various sources for Christian education.

Presbyterian Church of South Australia

- 3.9 Provide representation on interdenominational committees concerned with the preparation and/or promotion of Christian education material when deemed to be in the best interests of the church in this State.
- 3.10 Maintain an interest in the Vision Bookshop as the channel for ordering and purchasing Presbyterian Church of Australia materials for Presbyterian Church of South Australia Churches; and control, either directly or indirectly, the preparation and publication of material in the field of Christian education for the Presbyterian Church of South Australia.
- 3.11 Maintain the interests of the Church in the presentation of the Gospel through the various branches of the media, and provide representation if the need should become apparent on inter-denominational committees and associations concerned with such matters.

End of Regulation