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**Synod of Quebec and Eastern Ontario****Standing Orders (Revised 2011)**

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**1. SYNOD MEETING**

The Synod of Quebec and Eastern Ontario shall meet on the third Friday in October and continue to the end of business on the following day, or on such date as the synod meeting in a previously called and duly constituted sederunt may appoint. The place of meeting shall be decided by Synod, usually in response to an invitation from some congregation in the Synod.

**2.0 THE SYNOD COUNCIL:****2.1 Membership:**

The Synod Council of the Synod of Quebec and Eastern Ontario shall consist of the moderator (chairperson), the clerk of Synod (secretary), the Synod Treasurer, the immediate past-moderator, the clerks of the presbyteries within the bounds or their representatives named by their presbyteries, the conveners of the following Standing Committees of Synod (Finance, Missions/Robert Fund, Regional Staffing, Youth) and a representative from the Women's Missionary Society Synodical. Conveners of other committees, established by Synod, may be added to the Synod Council if so specified by the Synod.

**2.2 Meetings:**

The Synod Council shall normally meet at least three times annually, usually on or about the fourth Thursdays of January, May and September and in the morning of the opening day of Synod.

**2.3 Duties of The Synod Council:**

2.3.1 The Council shall serve as the Synod Committee on Business.

2.3.2 The Council shall plan for and implement the decisions of the Synod.

2.3.3 The Council shall draw up a provisional docket for each meeting of Synod, including the planning of any conference portion of the Synod meeting.

2.3.4 The Council shall seek to ensure that reports of Synod Committees are presented to the last Synod Council preceding the Synod (ie. the third of the four meetings per 2.2), and shortly thereafter sent to the commissioners.

2.3.5 The Council shall recommend methods of dealing with these reports at the Synod meeting.

2.3.6 The Council shall act as the Nominating Committee for Synod and also as the Committee on Bills and Overtures, and the Clerk shall solicit no later than April 30<sup>th</sup>, nominations for Moderator of Synod from the Presbyteries.

2.3.7 The Council shall make arrangements for the meetings of Synod, including:

- the election of the moderator
- the celebration of the Lord's Supper
- the Memorial Service for Ruling and Teaching Elders and Diaconal Ministers who have died since the last meeting of Synod.
- other worship services at the meeting of Synod
- the conference theme (format and speakers) when such is to be held

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- inclusion of special guest(s), representatives, and speakers where desired or needed
- naming the Presbytery whose duty it will be to name representatives to the Nominating Committee of the General Assembly, consisting of one minister and one elder who will be commissioners to that Assembly.
- naming the Synod Representative to the Assembly Council according to the rotation set by General Assembly for 3 year terms.
- naming a Committee on the Roll and Leave to Withdraw.
- naming a Committee on Courtesies
- naming a Committee to Examine Presbytery Minutes and Synod Council Minutes
- naming a Committee to Examine the Synod Minutes (prior to printing and distribution)

NOTE 1 All requests for resource people from outside the bounds of the Synod shall be made to the Council who shall arrange for their hospitality, if needed, and their privileges in the court.

NOTE 2 "New Business" or "Other Business" must be referred to the Council in the first place, otherwise such matter will be received and referred by the Synod.

2.3.8 The Council shall review the Standing Orders regularly.

- Changes in the Standing Orders require a notice of motion on the floor of Synod for consideration at a later sederunt.

2.3.9 The Council shall deal with emergencies that may arise between regular meetings of of Synod.

**2.4 The Synod Council is authorized:**

2.4.1 To expend funds not included in the budget for programs and expenses not anticipated at the time the budget was approved.

2.4.2 To provide loans or grants to organizations that currently fall under the existing committee structure. Loans or grants by Synod Council to organizations will not exceed \$10,000 in any year.

2.4.3 In the event of a sexual abuse and/or harassment investigation, to designate funds to provide for the work involved.

2.4.4 To adjust travel rates to reflect cost increases.

2.4.5 To extend Regional Staff contracts.

2.4.6 To fill committee vacancies occurring through the year.

2.4.7 All of the actions taken as outlined will be reported to the next Synod.

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**3.0 OFFICERS OF SYNOD:****3.1 SYNOD CLERK**

- 3.1.1 Appointed by synod for a three-year term which is renewable.
- 3.1.2 The Synod Clerk shall circulate reports intended for presentation to Synod Council in advance of the meeting.
- 3.1.3 The Synod Clerk shall circulate Synod Council minutes to members within 2 weeks of the meeting.
- 3.1.4 An honorarium for the clerk is set and paid by the synod.

**3.2 SYNOD TREASURER**Terms of Reference and Job Description:

(in addition to the following, there is a document entitled Treasurer's Responsibilities, which has been prepared as a guideline, and is held by the Treasurer, Convener of Finance Committee and Clerk)

- 3.2.1 The Synod shall appoint a treasurer.
- 3.2.2 The appointment of a treasurer is without term and is at the will of the synod.
- 3.2.3 The treasurer is expected to attend the annual meeting of the synod and any emergent meetings of the synod, should such be called.
- 3.2.4 The treasurer is ex officio a member of the Synod Council and is expected to attend meetings of the Synod Council.
- 3.2.5 The treasurer is ex officio a member of the Finance Committee of the synod, and is expected to attend meetings of the Finance Committee, as called by the convener.
- 3.2.6 The treasurer is expected to possess a suitable level of education and/or experience related to accounting and/or financial administration; experience in accounting within a church setting is advantageous and desirable.
- 3.2.7 An honorarium for the treasurer is set and paid by the synod.
- 3.2.8 In addition to attendance at the meetings indicated above, the treasurer is responsible to fulfill the following duties:
  - (a) To maintain in the name of the synod, accounts as authorized by the synod with chartered banks to hold the synod's funds;
  - (b) To hold along with others appointed by the synod the signing authority on such account or accounts;
  - (c) To deposit in the synod's accounts all money properly remitted to the synod;
  - (d) To pay obligations of the synod by cheque as authorized within the synod's annual budget as adopted or by special resolution of the synod or its council;

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- (e) To maintain in either electronic or hand-written form a ledger including all relevant particulars of financial transactions and adequate vouchers or documentation accounting for all transactions;
- (f) To handle payroll for those employed by the synod;
- (g) To remit source deductions for payroll to the federal and provincial governmental authorities as required;
- (h) To prepare and distribute charitable income tax receipts for donations received;
- (i) To prepare and file the annual registered charitable financial return as required by the federal and/or provincial governmental authorities;
- (j) To report in written form in advance of each meeting of the synod council current financial statements including a balance sheet and a year-to-date statement of revenue and expenditure;
- (k) To prepare financial statements including a balance sheet and a year-to-date statement of revenue and expenditure in advance for submission to the annual meeting of the synod;
- (l) To assist the Finance Committee in the preparation of a proposed annual budget for the synod;
- (m) To provide in a timely fashion financial statements and supporting documentation to those appointed by the synod to conduct the annual financial review and/or audit.

#### **4.0 SYNOD STANDING COMMITTEES:**

##### **4.1 FINANCE COMMITTEE:**

- 4.1.1 The Convener will be appointed by the Synod.
- 4.1.2 In addition to the Convener and Treasurer the committee will include the Convener of Finance and/or Treasurer of each presbytery.
- 4.1.3 The Committee will normally meet at least twice a year.
- 4.1.4 The committee shall prepare the Synod budget on the basis of requests from Synod Committees, information from the Treasurer and others. The draft budget will be presented to the last Synod Council meeting (ie. the third of the four meetings see 2.2) preceding the Synod for its input.
- 4.1.5 The Finance Committee shall develop a 5 year forecast for expenses and update the forecast annually for the Synod meeting.
- 4.1.6 Presbytery assessments will be based on a percentage of the year's proposed expenditures according to the total revenue raised for congregational purposes as per the most recent issue of Acts and Proceedings of the General Assembly.
- 4.1.7 An auditor shall be appointed annually by Synod.

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- 4.1.8 Signing officers for the Synod accounts shall be the Clerk, the Treasurer, the Convener of Finance and others as appointed by the Synod Council.
- 4.1.9 The committee will recommend appropriate travel and meal rates to the Synod Council (2.4.4).
- 4.1.10 The Finance Committee will authorize payment of travel, meal and other related expenses to special or emergent meetings of the Synod, Synod Council and Synod Committees.
- 4.1.11 The committee shall develop and maintain a reserve fund of at least \$10,000.00 and monitor the investment of this fund.
- 4.1.12 The Finance Committee will authorize payment of the expenses of Council members and commissioners who attend Synod meetings and who have been present on Friday and Saturday, unless permission to depart early has been granted by the Committee on Roll and Leave to Withdraw. Accommodations will also be paid for the Clerk and Treasurer and the hospitality for special guests to the Synod meetings.
- 4.2 MISSION COMMITTEE / ROBERT FUND COMMITTEE:**
- 4.2.1 The Committee shall consist of the convener named by the Synod, one representative from each of the Presbyteries (5), plus representatives from the French ministry within Québec and Montréal Presbyteries and a representative of the Synodical of the Women's Missionary Society.
- 4.2.2 The Mission Committee shall make recommendations to Synod regarding any matters under the general area covered by the mission work of the General Assembly.
- 4.2.3 The Mission Committee shall review all presbytery requests for mission grants and mission personnel appointments to the Life and Mission Agency of the General Assembly. The Mission Committee shall then make recommendations to Synod.

**The Robert Fund:**

*The Robert Fund was established in 1951 from the estate of Mr. William Robert and his sister, Sarah, both deceased. They were members of St. Edward's Presbyterian Church, Beauharnois, Québec. In their last will and testament they provided that one half of the residue of their estate be given to the Presbyterian Church in Canada. The Montreal Trust Company was appointed trustee and to invest this bequest. From this investment one third of the income is to be used annually for "religious and charitable schemes in the Province of Quebec."*

- 4.2.4 Requests for funds are received by the above committee and reviewed and recommended as above.
- 4.2.5 Funds may be made available either as grants or loans
- 4.2.6 Requests must be made every year.

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**4.3 REGIONAL STAFFING COMMITTEE:**

The purpose of the Committee is to oversee the work of the Regional Staff and to ensure that the needs of the Synod/Synodical and the staff are being met.

## 4.3.1 Membership: Three members from the Synodical

Three members from the Synod

The Convener will alternate between Synod and Synodical every two years and, depending on the rotation, a fourth member will be appointed by the Synod or Synodical.

Members will serve a maximum of two terms of three years each, one third to retire each year.

## 4.3.2 The committee will normally meet at least twice a year or at the call of the convener.

## 4.3.3 The committee shall:

- a) be accountable to Synod/Synodical
- b) be the channel of accountability of the staff to the Synod/Synodical
- c) be responsible for reviewing the job description(s) as necessary and, if changes are needed, shall bring the proposed changes to the Synod/Synodical for approval
- d) have authority to adjust the job description, if necessary between Synod/Synodical meetings
- e) ensure that the needs of the Synod/Synodical are being met
- f) in consultation with the staff set the priorities for the work to be carried out
- g) in consultation with the staff approve the best use of resources
- h) in consultation with the staff set measurable goals and objectives
- i) have a standardized method of reporting
- j) deal with any reported concerns on the performance of the staff
- k) ensure that support is available for the staff
- l) be responsible for search/interview/selection/appointment of the staff
- m) be responsible to administer the termination of staff if it becomes necessary
- n) recommend a yearly budget to the Synod incorporating any changes in stipend, allowances, etc.
- o) submit an annual report to the WMS Council and to the Life and Mission Agency and Synod.

## 4.3.4 The committee is:

- responsible to both Synod and Synodical
- is a Standing Committee of Synod
- has voting members on both Synod Council and Synodical Executive.

## 4.3.5 When programmes for youth are arranged by the staff or the Regional Staffing Committee and the cost of the programme charged to the Youth Committee Budget, it must be approved by the Youth Committee convener beforehand.

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**4.4 SEXUAL ABUSE AND SEXUAL HARASSMENT COMMITTEE**

- 4.4.1 The Convener and the membership of the committee will be appointed by Synod.
- 4.4.2 The membership of the Committee will consist of a minimum of 5 people, balanced if possible, with men and women, clergy and lay, including representatives from each Presbytery. Committee members will be members of The Presbyterian Church in Canada.
- 4.4.3 The Committee is responsible to the synod for this function and bound by appropriate rules of conduct.
- 4.4.4 The Committee will report regularly to the synod.
- 4.4.5 The Committee will meet at least once a year and keep up-to-date with resources through various means such as reading, discussions, and courses. The committee will be familiar with how to contact the local child protection agency (Children's Aid Society or equivalent).
- 4.4.6 The Committee will serve as a resource to the synod providing expert advice, information and support, as requested.

**4.5 OTHER:****4.5.1 PENSION BOARD CORRESPONDING REPRESENTATIVE**

- shall be appointed by Synod for a 3 year term.

**4.5.2 SYNOD HISTORIAN**

- shall be appointed by Synod for a 3 year term.

**5.0 GENERAL:****5.1 REPORTS**

- 5.1.1 Annual Reports of all committees are to be submitted to the Clerk not less than 3 weeks prior to the meeting of Synod.
- 5.1.2 Names and addresses of Commissioners will be sent by Clerks of the Presbyteries to the Clerk of Synod seven weeks prior to the meeting of Synod.
- 5.1.3 The Clerk will distribute to all Commissioners and Council members the package of reports to be presented at Synod at least two weeks before Synod.
- 5.1.4 Copies of reports for official visitors and guests will be available at the registration desk.
- 5.1.5 Any committee(s) appointed after Synod is constituted and required to report before the Synod adjourns, shall provide copies of their report for the moderator and clerk.
- 5.1.6 Initial reports by Committees to the Synod, other than the Synod Council, shall be for 30 minutes, with further times at later sederunts.

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**5.2 YEARLY MEMORIAL SERVICE**

A Memorial Service shall be held at the Annual Meeting of Synod for Ruling and Teaching Elders and Diaconal Ministers, who have died since synod last met.

**5.3 PRESBYTERY MINUTES & STANDING COMMITTEES OF PRESBYTERY**

Presbytery Clerks should forward to the Synod Clerk copies of the Presbytery minutes and a list of the Standing Committees of Presbytery.

**5.4 TERMS OF APPOINTMENTS FOR COMMITTEE MEMBERS**

Committee members are normally appointed for a three year term with a possible renewal for a second three year term. The rule shall not apply to conveners who may extend their terms in order to serve three years as convener. Conveners, on retiring, who may have served for six or more years are eligible for appointment for one more year.

**5.5 ROTATION**

Where activities or responsibilities rotate among Presbyteries, the rotation order is in the numerical order in which they appear in the General Assembly minutes.

