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**Synod of Quebec and Eastern Ontario  
Standing Orders – Revised October 2024**

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**1. SYNOD MEETING**

The Synod of Quebec and Eastern Ontario shall ordinarily meet biennially 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.

**2. 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, a convener each for Finance, Mission and Regional Resourcing, and a representative from the Women's Missionary Society Synodical (if appointed). 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 twice annually, and also 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 for Synod are distributed in advance to members of Synod.

2.3.5 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.

2.3.6 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.

**2.3.7 Synod Meeting Arrangements**

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.

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- other worship services at the meeting of Synod.
  - the nomination of the following committees:
    - Roll and Leave to Withdraw
    - Courtesies
    - Examination of Presbytery Minutes and Synod Council Minutes
    - Examination of the Synod Minutes (prior to printing and distribution)
  - the conference theme, format and speakers
  - special guest(s), representatives, and resource people, to attend the Synod meeting, including their hospitality, and if needed, their privileges in the court.
- 2.3.8 New business or other business introduced, or to be introduced, at Synod will be referred to the Council for initial consideration.
- 2.4 The Synod Council is authorized:**
- 2.4.1 To respond to emergent matters that may arise between regular meetings of Synod, and may request the Moderator to call an emergent meeting if deemed necessary.
- 2.4.2 To expend funds available but not included in the budget for programs and expenses not anticipated at the time the budget was approved.
- 2.4.3 In years in which the Synod does not meet, to set a budget for the following year and set out the Presbytery allocations pertaining to that budget. The budget, allocations and associated documents are to be prepared by the Finance Convener or designate and approved by Synod Council at its fall meeting. The approved budget and associated documents are to be circulated to the Presbyteries and published on the Synod website along with an extract of the minutes of the Synod Council meeting at which they were approved.
- 2.4.4 To provide loans or grants of Synod funds to organizations that currently fall under the existing synod structure, not exceeding \$10,000 in any year.
- 2.4.5 To adjust travel rates to reflect cost increases.
- 2.4.6 To fill vacancies occurring among its membership between meetings of Synod.
- 2.4.7 In the event of a sexual abuse and/or sexual harassment investigation, to designate funds to provide for the work involved.
- 2.4.8 Any actions taken as outlined will be reported to the next Synod.

**3. OFFICERS OF SYNOD:**

**3.1 SYNOD CLERK**

- 3.1.1 Appointed by the Synod for a four-year term which is renewable.
- 3.1.2 Shall circulate reports intended for presentation to Synod Council in advance of its meeting.

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- 3.1.3 Shall circulate Synod Council minutes to members within 2 weeks of the meeting.
- 3.1.4 Shall, at least three months prior to the meeting of Synod, request Presbyteries to submit their up-to-date Roll (including the Appendix), which when combined becomes the Roll of Synod. In addition, contact information for members on the roll shall be requested.
- 3.1.5 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, Finance Convener and Clerk)

- 3.2.1 The Synod shall appoint the 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 meeting of Synod.
- 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 shall be invited to confer with the Finance Convener, when necessary.
- 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 budget as adopted or by special resolution of the Synod or its Council;
  - e) To maintain in either electronic or written form a ledger including all relevant particulars of financial transactions and adequate vouchers or documentation accounting for all transactions;

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- 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 as required 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 meeting of the Synod;
- l) To assist the Finance Convener in the preparation of a proposed 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. SYNOD STANDING COMMITTEE**

The Synod Council shall serve as a Standing Committee with responsibility for the oversight of Finance, Mission and Regional Resourcing. The respective conveners for Finance, Mission, Regional Resourcing and Sexual Abuse and Sexual Harassment, shall take the lead in assisting the Synod Council to discharge its responsibilities in their respective areas.

##### **4.1 FINANCE**

- 4.1.1 The Finance Convener will be appointed by the Synod.
- 4.1.2 The convener shall draft the Synod budget and present it to the Standing Committee ahead of the date of Synod for the Standing Committee's review.
- 4.1.3 The Standing Committee will recommend the expenditure budget to the Synod.
- 4.1.4 The Convener shall develop a 5-year forecast for expenses and update the forecast for the Synod meeting.
- 4.1.5 Presbytery assessments will be based on a percentage of the year's proposed expenditures according to the total revenue raised for congregational purposes per the most recent issue of Acts and Proceedings of the General Assembly.
- 4.1.6 An auditor shall be appointed by Synod.
- 4.1.7 Signing officers for the Synod accounts shall be the Clerk, the Treasurer, the Convener of Finance and others as appointed by the Synod Council.

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- 4.1.8 A reserve fund of at least \$10,000.00 shall be maintained.
- 4.1.9 The Standing Committee will authorize payment of the expenses of members of Synod and Council members 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 for hospitality for special guests to the Synod meetings.

**4.2 MISSION (including The Robert Fund)**

- 4.2.1 The Mission Convener will be appointed by the Synod.
- 4.2.2 The convener shall consult with representatives 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.
- 4.2.3 The convener shall assist the Standing Committee to make recommendations to Synod regarding any matters under the general area covered by the mission work of the General Assembly, and within the bounds of the Synod.
- 4.2.4 The convener shall review all presbytery requests for mission grants and mission personnel appointments to the Life and Mission Agency of the General Assembly. The Standing 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."*

- 4.2.5 The convener will ascertain the amount available for distribution in any given year from the "Reserve for Home Mission Quebec" (the designated label for monies generated by the Robert Fund), and report such to the Standing Committee.
- 4.2.6 Per the Robert Fund Terms of Reference, requests for funds are received by the convener no later than September 15<sup>th</sup> in any year for approval for the following calendar year.
- 4.2.7 The convener will assist the Standing Committee to make recommendations regarding distribution of available funds.
- 4.2.8 The amount distributed in any given year will be no more than the income from the previous year less the Cost of Living Adjustment (COLA).

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**4.3 REGIONAL RESOURCING**

4.3.1 The Regional Resourcing Convener will be appointed by the Synod.

**4.3.2 Purpose**

The Standing Committee is to oversee the receipt, distribution and use of funds from the national church designated for regional resourcing and, when granted, funds from the synod's budget for the same purpose, for use within the synod to provide resources for ministry according to the priorities established by the synod from time to time.

**4.3.3 Priorities**

The current priorities have been determined to be: (a) ministry with children and youth; (b) congregational work on leadership; and (c) other resources for ministry. These resources include the human resources necessary to implement activities.

**4.3.4 Process**

- a) The clerk of the Synod shall notify the convener immediately upon receipt of any communication identifying the amount of money to be made available for the following year by the national church.
- b) The convener shall notify the clerks of the presbyteries of the amount of money available for regional resourcing as soon as possible once the amount is known, and shall invite applications to be received no later than the end of the third week of September, with the understanding that requests may be submitted earlier. All applications for the use of such funds must initially be endorsed by the respective presbyteries or camp board or committee.
- c) The Standing Committee shall have the authority to approve, modify, or reject grant applications previously endorsed by the consistent presbyteries of the synod or the respective camp board or committee, and upon approval the synod clerk will forward approved applications to the Life and Mission Agency of the national church.
- d) The Standing Committee shall have the discretion to develop grant applications on its own should it see fit to do so.
- e) The Standing Committee shall forward approved grant applications to the Life and Mission agency of the national church on the timetable established by the Life and Mission agency.
- f) The Standing Committee shall report annually to the Synod, providing a list of grant applications received, considered, approved, modified or rejected.
- g) Should the Standing Committee desire to do so, it may request that the Synod budget additional funds for its work.
- h) The Standing Committee may propose from time to time changes in the priorities established.

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**4.4. SEXUAL ABUSE AND SEXUAL HARASSMENT**

- 4.1 The Convener and the membership will be appointed by Synod, responsible to Synod and will report to Synod.
- 4.2 The membership will consist of a minimum of 5 people, balanced if possible, with men and women, clergy and lay, including representatives from each Presbytery. Members will be members of The Presbyterian Church in Canada.
- 4.3 The Standing Committee will keep up-to-date with resources through various means such as reading, discussion and courses, and will be familiar how to contact the local child protection agencies (Children's Aid Society or equivalent).
- 4.4 The Standing Committee will serve as a resource to the synod providing advice, information and support, as requested.

**5. OTHER**

**5.1 Pension Board Corresponding representative**

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

**5.2 Synod Historian**

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

**6. GENERAL**

**6.1 Synod Reports**

- 6.1.1 Reports for consideration by the Synod are to be submitted to the Synod Clerk not less than 3 weeks prior to the meeting of Synod for posting to the synod website in advance of the meeting.
- 6.1.2 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.
- 6.1.3 Reports to the Synod shall be for no more than 30 minutes, with further times at later sederunts.

**6.2 Presbytery Minutes and Standing Committees of Presbytery**

Presbytery Clerks should forward to the Synod Clerk copies of their presbytery minutes and a list of their presbytery's standing committees.

**6.3 Terms of appointments for Conveners**

Conveners are normally appointed for a four-year term with a possible renewal for a second four-year term.

**6.4 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.