

PRESBYTERY OF TSHWANE

Notes from the Meeting of Conveners on Thu 14 April 14h00 at St Andrews.

1. Opening

The Moderator welcomed all present and opened the meeting in prayer.

2. Present and Apologies

2.1. Present:

Patrick Nyauza; Zwai Mtyhobile; Graham Duncan; Lentikile Mashoko; Theo Groeneveld; Kevin Nkitseng; Zwelethemba Mpono; Pat Rynders; Laurie Oates; Susan Hodgson

2.2. Apologies:

Andries Combrink; Gary Sinclair; Alan Cameron; Dennis van der Spuy; Monty Nyakale

3. Report Writing

Graham Duncan presented a very helpful workshop on report writing. From the presentation and the discussion that followed, the following points emerged:

1. Structure of the report:

- The remit of your committee (short description of your committee's function)
- Composition of the committee.
- Focus for this report (indicating ongoing and new work)
- Provide necessary information for any decisions that need to be made.
- Proposals

2. Principles:

- Clarity: Say what you mean to say and mean what you say.
- Comprehensivity: Focus on the main points and not unnecessary detail
- Brevity: Don't bore with unnecessary detail.
- Make sure your proposals are motivated in the report.

3. Writing of Proposals:

1. Proposals should not be redundant. e.g. noting things already in the report.
2. Proposals should be specific: What, Who, When, How.
3. Be sure to articulate key decisions in the report as proposals because the report does not go into the minutes. If there is a key change in the way things are to be done then it should not just go through with "Presbytery receives the report" otherwise it becomes very hard to follow the history of decisions.
4. Conveners and committees don't thank themselves!

4. Technical things:

1. It helps a great deal if reports are sent electronically and not faxed as faxes have to be re-typed.
2. When writing reports in computer packages, writers are requested to keep fancy formats, bullets, numbering etc to an absolute minimum.

4. Committee Job Descriptions

Theo Groeneveld presented a draft document of committees and their job descriptions. These were discussed and modified. These will be presented by the clerk for consideration at the May Presbytery.

4.1. Moderator:

Moderates meetings; officiates at functions; provides pastoral care; liaises with associations, other mods and Gen Secretary; arranges Planning Meetings, Retreats and Consistories; Serves as the "Warm Heart" of the Presbytery.

46 **4.2. Clerk:**

47 Serves as the bridge between Presbytery and General Assembly; handles correspondence;
48 arranges the Agenda; checks compliance to procedures; gives advice on various procedures
49 and protocols; co-ordinates and delegates to the committees, works in close co-operation with
50 the Moderator, is ex-officio on Courts.

51 **4.3. Treasurer/Finance Committee:**

52 Keeps the financial records of the Presbytery and reports regularly
53 Draws up the draft annual budget and financial policy for approval of Presbytery
54 Makes payments and financial arrangements in line with the budget and financial policy
55 Handles the applications for and disbursal of grants for the Presbytery
56 Handles applications for Assessment Relief, handles the HR work with regard to the
57 Administrator.

58 **4.4. Administrator:**

59 Assists the Clerk with admin and communication
60 Handles phone-calls, arrangements, duplication, posting, reminders
61 Falls under the committee of Mod, Clerk and Finance Committee.

62 **4.5. Minute Clerk:**

63 Compiles reports into booklet
64 Takes minutes.
65 Maintains WebPage

66 **4.6. Interim Moderators**

67 Appointed for one year (renewable once) by Presbytery
68 May not receive any remuneration except pulpit supply and travel costs
69 Provide regular but not spurious reports to Presbytery detailing progress on call and finances.
70 Moves the congregation to filling the vacancy as a first priority
71 Ensures that Congregations fulfil their duties to Assembly and Presbytery (Assessments,
72 ACMs etc)

73 **4.7. Associated Ministries**

74 To get reports of associations collated in time for Presbytery meetings
75 Act as Liason between the Association Conveners
76 Youth: (appointed by assoc)
77 UPWF: (appointed by assoc)
78 MCG: (appointed by assoc)
79 Tshwane Regional Choir: (appointed by assoc)
80 Children's Ministry
81 PEF:
82 Bible Society:
83 Rocky Valley:

84 **(4.7.a) Children's ministry:**

85 To get a picture of the youth ministry being done in the Presbytery.
86 To promote activities to inspire and equip Sunday School Teachers, Youth Leaders, etc.
87 To give advice on resources and help with the sourcing of good resources
88 To promote our Sunday School work in our congregations
89 To connect presbyters to good and affordable training for children's ministry

90 **(4.7.b) PEF:**

91 Liason and Reporting
92 Act as conduit for bursary forms.

- 93 **(4.7.c) Bible Society**
 94 Act as Liason with Bible Society
 95 Present an Annual Report
 96 (Includes the Mpumalanga officially appointed Trustee)
- 97 **(4.7.d) Rocky Valley:**
 98 Attend Rocky Valley Meetings (monthly)
 99 Keep the Presbytery updated on developments at Rocky Valley
- 100 **4.8. Church Development and Planning**
 101 To initiate activities, partnerships and training to assist congregations to grow
 102 To look for opportunities to plant new congregations
 103 To help smaller congregations with advice and training to help them build up
 104 To encourage and assist stronger congregations to start new works
 105 To care for the Congregations that have CDEs and get reports (get the CD Forum going)
 106 To promote and co-ordinate our missions awareness and outreach.
- 107 **4.9. Congregational Care and Integration: –**
 108 To co-ordinate the reports and progress of our vacant congregations
 109 To arrange, with the Mod and Clerk, bi-annual meetings of Interim Moderators
 110 To arrange a consultation roster for our non-vacant congregations
 111 Track the periods of appointments for Interim Moderators
 112 To look for and assist with possible integration opportunities in the Presbytery.
- 113 **4.10. Doctrine –**
 114 To deal with doctrinal matters and doctrine-related remits from GA.
- 115 **4.11. Fellowship of Vocation**
 116 To journey with those who are seeking to be recognised as candidates for the ministry.
 117 To facilitate experiences and training for those considering the ministry
 118 To prepare the paperwork and conduct the interviews for those going to selection conference
- 119 **4.12. JSR Committee**
 120 To deal with issues of Justice and Social responsibility by providing pertinent information
 121 To serve as a bridge between the GA HIV/Aids committee and congregational initiatives
 122 To keep Presbytery informed of developments with regard to legislation around social issues
 123 To facilitate the exchange of ideas with regard to stewardship, poverty and empowerment.
- 124 **4.13. Ministry –**
 125 To manage calls, appointments, resignations and retirement of ministers
 126 To keep in touch with our seconded ministers, getting them to report once a year
 127 To support probationers and their supervisors
 128 To give advice Interim Moderators about the process of calls and appointments
 129 To keep an ongoing register of emoluments as required by General Assembly
 130 Track appointments and remind congregations timeously when appointments need to be
 131 renewed
 132 Does examinations and interviews of ordinands and licentiates as necessary.
- 133 **4.14. Remits**
 134 To manage the remits that come from GA, delegating them to committees and ad-hoc groups
 135 To ensure that the reports of the remits are brought before Presbytery for consideration
 136 To feed the decisions of the Presbytery back to Assembly timeously.
- 137 **4.15. Rolls and Records**
 138 To draw up a roster for the examination of Congregation records
 139 To examine the books, always alert for needs and concerns
 140 To train a number of people to scrutinize the books.

141 4.16. *Training Committee:* –
142 To identify needs and provide training for the empowering of our churches and members.
143 To work with conveners of other committees to help with training needs they may identify
144 To manage the elder-training required by General Assembly

145 4.17. *Sedibeng Pastoral Support*
146 - Tuesday night meetings (Service, Communion, Discussion)
147 - Annual Valedictory Service
148 - Mentorship relationships
149 - Involvement in periodic Multi-Cultural Services
150 - Student Placement (for attachments)
151 - Retreat

152 **5. Some ideas to consider from this meeting:**

153 Some helpful ideas were expressed during the discussions and it was suggested that these be
154 included in the Clerk's report for the Presbytery to consider:

- 155 1. Commissions and Courts should keep minute books that will be attested and stored
156 with the Presbytery Records.
- 157 2. Presbytery should consider purchasing an electronic recording device which could
158 be used for commissions and courts and that these recordings be cut onto cd and
159 stored with the minutes.
- 160 3. Presbytery notes that the Clerk will occasionally call a meeting of the conveners of
161 its committees to do preparatory work for the quarterly meetings, but that this
162 meetings will not be used for decision-making or dealing with unfinished business,
163 but for training and streamlining Presbytery Business.
- 164 4. A template for Interim Moderator's reports should be drawn up.
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166 **6. Closure**

167 The meeting was closed with prayer.
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171 Confirmed this day _____ of _____ 2009
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173 _____
174 Clerk

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174 Moderator

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