

Chapter 9 BARRIER ACT and FORMS

9A. THE BARRIER ACT The Church of Scotland 1697.

The General Assembly, taking into their consideration the Overture and Act made in the last Assembly concerning innovations, and having heard the report of the several Commissions from Presbyteries to whom the consideration of the same was recommended, in order to its being more ripely advised and determined in this Assembly; and considering the frequent practice of former Assemblies of this Church, and that it will mightily conduce to the exact obedience of the Acts of Assemblies, that General

Assemblies be very deliberate in making of the same, and that the whole Church have a precious knowledge thereof, and their opinion be had therein, and for preventing any sudden alteration, innovation or other prejudice to the Church, in either doctrine or worship, or discipline, or government thereof, now happily established; do, therefore, appoint, enact and declare that before any General Assembly of this Church shall pass any Acts which are to be binding rules and constitutions to the Church, the same Acts be first proposed as Overtures to the Assembly, and, being by them passed as such, be remitted to the consideration of the several Presbyteries of this Church, and their opinions and consent reported by their Commissioners to the next General Assembly following, who may then pass the same into Acts, if the more general opinion of the Church, thus had, agree thereunto.

9B. THE FORMULA

To be signed by ministers, licentiatees and elders.

I own and accept the Subordinate Standard of this Church, with the explanations given in the Articles contained in the Declaratory Statement, as an exhibition of the sense in which I understand the Holy Scriptures, and as a confession of my faith. I further own the purity of worship practised in this Church and the Presbyterian government thereof to be founded on the Word of God and agreeable thereto; and I promise that through the grace of God I shall firmly and constantly adhere to the same, and to the utmost of my power shall, in my station, assert, maintain, and defend the doctrine, worship and government of this Church.

9C. EDICTS

9.C.1. Election of Elders

The Session of this Charge having resolved to add . . . persons to the number of its elders, notice is now given that a meeting of the Congregation will be held within the . . . Church on the . . . day of . . . for the purpose of electing the additional elders. Communicant members are invited to forward to the Session Clerk on or before the . . . day of . . . the nomination of persons suitable for election to the office of eldership.

DATE (Signature) Session Clerk

9.C.2. Admission of Elder from Another Congregation.

The Session of this Charge having proposed to admit A. B. C. bearing a certificate of status from the Session at . . . , to the office of eldership in this charge notice is now given that if any Member has any objection to the admission of A.B. C. to the membership of the Session, the same may be lodged in writing with the Session Clerk on or before the . . . day of If no relevant objection is lodged, the Session will proceed to sustain the election and to admit him/her to the eldership in this charge according to the laws of the Church.

DATE (Signature) Session Clerk

9.C.3. Ordination and or Induction of Elders.

The Session of this Charge having resolved to proceed to the (ordination and) induction of A.B.C. and D.E.F. to the office of the eldership, has directed an edict to be published accordingly. Notice is now given that, if any person has any objection to offer against the life or doctrine of A.B.C. or D.E.F. , the same may be lodged in writing with the Session Clerk on or before the . . . day of If no relevant objection is lodged, the Session will proceed to the (ordination and) induction of A.B.C. and D.E.F. at the . . . service within the . . . Church on the . . . day of

DATE (Signature) Session Clerk

9.C.4. Resignation of Minister.

The resignation of the Reverend A.B.C. from the Pastoral Charge of . . . having been laid on its table, the Presbytery of . . . now summons the Reverend A.B.C. , the other members of the Session, the members and all others having interest, to attend the meeting of the Presbytery to be held at . . . on the . . . day of . . . at . . . so that they may state their reasons, if they have any, why Mr. C's resignation should not be accepted, or otherwise declare their mind in regard to the resignation. Parties not attending will be held as consenting to the resignation.

DATE (Signature) Presbytery Clerk

9.C.5. Vacancy in a Pastoral Charge.

It is now intimated in the name and by the authority of the Presbytery of . . . that the Charge of . . . is now vacant in consequence of the translation/resignation/death of the Reverend A.B.C. and that the office-bearers and members of this Charge are now called upon to take steps to fill the vacancy with all convenient speed, according to the laws of the Church.

Attention is directed to the provisions of the Act of Assembly regarding the powers of the Presbytery in vacancies whereby, when a vacancy in a Charge shall have continued for a period of twelve months without a call to a Licentiate or Minister having been given by the Congregation, the Presbytery may at its first ordinary meeting thereafter take steps to submit the name of a Licentiate or Minister upon whom the Congregation may vote according to the laws of the Church. Should the Congregation fail to issue a call when so moved by the Presbytery, the Presbytery may declare the Charge to be a Special Charge and proceed to appoint a Minister for such period as it may determine but not exceeding five years in the first instance.

DATE (Signature) Session Clerk

9.C.6. Ordination and or Induction of Minister.

The Presbytery of . . . having resolved to proceed to the (ordination and) induction of the Reverend/M A.B.C. into the Charge of . . . , has directed an edict to be published accordingly. Notice is now given that if any person has any objection to offer against the life or doctrine of the Reverend/M A.B.C. , the same may be lodged in writing with the clerk of the Presbytery on or before the . . . day of If no relevant

objection is lodged, the Presbytery will proceed to the (ordination and) induction of the Reverend/M A.B.C. according to the laws of the church and admit him/her to the Pastoral Charge of

DATE (Signature) Presbytery Clerk

9.C.7 Attestation of Reading of Edict.

This edict was duly announced to the congregation at . . . on the . . . and the . . . and to the congregation at . . . on . . . and the . . . by me.

DATE (Signature) Session Clerk/Officiating Minister

9D. CERTIFICATES

9.D.1. Status of Elder.

It is hereby certified on the . . . day of . . . in the name of the Session of the Charge of . . . that A.B.C. of . . . is an acting member of the Session.

DATE (Signature) Session Clerk

9.D.2 Status of Minister or Licentiate

It is hereby certified on the . . . day of . . . in the name of the Presbytery of . . . that the Reverend/M A.B.C. is an Ordained Minister (a Licentiate) of the Presbyterian Church of Australia and leaves the Presbytery of . . . holding this status.

(Signature) Presbytery Clerk

9.D.3 Transfer of Candidate for the Ministry.

It is certified on the . . . day of . . . in the name of the Presbytery of . . . that A.B.C. is a candidate for the ministry of the Presbyterian Church of Australia and is now transferred from the Presbytery of . . . to the jurisdiction of the Presbytery of

(Signature) Presbytery Clerk

9.D.4 Transfer of Adherent or Communicant.

It is certified on the . . . day of . . . that A.B.C. is an adherent/ a member of the Presbyterian Church of Australia and leaves the congregation at . . . holding this status.

(Signature) Session Clerk

E. FORMS

9.E.1 Extract Minute.

At . . . and within the Presbyterian Church on the . . . day of . . . the Session (or Presbytery) of . . . met and was constituted with prayer.

Among other things:

(Here take in the minute)

The meeting was closed with prayer.,

Extracted from the records of the Session (or Presbytery) of . . . this . . . day of . . . by me.

(Signature) Session (Presbytery) Clerk

9.E.2 Commission for Elder to Presbytery.

This is to certify that at a duly constituted meeting of the Session of . . . held on the . . . day of . . . , A.B.C. of (address) was commissioned to represent the Session in the Presbytery of . . . from the . . . day of . . .

to the . . . day of

DATE (Signature) Session Clerk

9.E.3 Commission for Alternate Elder to Presbytery.

This is to certify that at a duly constituted meeting of the Session of . . . held on the . . . day of . . . M D.E.F. of (address) was appointed as an alternate elder for A.B.C. to represent the Session in the Presbytery of . . .

. . . from the . . . day of . . . to the . . . day of . . . (or: at its next meeting to be held on the . . . day of . . .).

(Signature) Session Clerk

9.E.4 Commission for Elder to Assembly.

This is to certify that at a duly constituted meeting of the Session of . . . held on the . . . day of . . . , A.B.C. of (address) and acting member of the Session of . . . was appointed to represent the Session in the Tasmanian General Assembly which is appointed to meet at . . . on . . .

DATE (Signature) Session Clerk

9.E.5 Call to Minister.

We, the undersigned Members of the Charge of . . . , desiring to promote the glory of God and the good of the Church, being without an inducted minister, and being assured by sound information or our own experience of your gifts and qualifications for the work of the ministry within this Charge, have agreed to invite, call and entreat you, the Reverend A.B.C. to take up the pastoral office among us. Upon your acceptance of our call we promise to provide for your suitable maintenance and to give you all due respect, encouragement and obedience in the Lord.

In witness of this we have subscribed our names this . . . day of

(Here take in names and addresses)

The above signatures are attested by
(Signature) Commissioner.

9.E.6 Concurrence in Call to Minister.

We, the undersigned adherents of the Charge of signify our concurrence in the call to you, the Reverend A.B.C. to the Pastoral Charge of

(Here take in names and addresses)

The above signatures are attested by
(Signature) Commissioner.

9.E.7 Demission of Pastoral Charge by Minister.

I, the Reverend P.Q.R. Minister of the Charge of being moved by just and sufficient causes, hereby demit my Pastoral Charge purely and simply into the hands of the Presbytery declaring that , in so far as I am concerned, the Pastoral Charge shall be held vacant and it shall be free to the Congregation to call, and the Presbytery to admit, another minister. And I consent that this my Deed of Demission shall be recorded in the Presbytery's books.

Witness my hand this day of (Signature) Minister

Witness D.E.F. Witness X.Y.Z.

9.E.8 Appeal or Dissent and Complaint.

I, A.B.C., appeal (or dissent and complain) to the Reverend the Presbytery (or: the Venerable the General Assembly) of against the decision of the Session (or: Presbytery) of on the day of concerning

(Here take in a brief description of the subject) on the following grounds (or: for the following reasons):

- 1. (Here take in grounds or reasons)
- 2.
- 3.

DATE (Signature)

9.E.9 Overture.

To the Venerable the General Assembly of the Presbyterian Church of Tasmania:

WHEREAS (here take in the premises of the overture)

WHEREAS

NOW THEREFORE the Presbytery (or: Session) of humbly overtures the Assembly to take these premises into consideration and to (here take in what is desired) or to do otherwise as the Assembly in its wisdom may deem fit.

DATE (Signature) Presbytery (Session) Clerk

9.E.10 Petition.

To the Venerable the General Assembly of the Presbyterian Church of Tasmania (or: To the Reverend the Presbytery of , or: to the Session of):

THIS petition humbly showeth

THAT

THAT (here state the premises of the petition).

NOW THEREFORE A.B.C. prays the Venerable the General Assembly (or: the Reverend the Presbytery, or: the Session) to take these premises into consideration and to (here take in what is desired), or to do otherwise as the Assembly (or: Presbytery, or: Session) in its wisdom may deem fit.

DATE (Signature)

9.E.11 Reference.

The Presbytery (or: Session) of duly convened and constituted on the day of resolved to refer to the General Assembly (or: the Presbytery of) for opinion, advice, decision, direction or judgment the matter contained in the following extract minute:

(Here take in the extract minute of Presbytery or Session)

Extracted from the records of the Presbytery (or: Session) of this day of , by me
(Signature) Presbytery (or Session) Clerk

F. TITLES

9.F.1 The General Assembly.

The Venerable the General Assembly of

9.F.2 The Presbytery.

The Reverend the Presbytery of

9.F.3 The Moderator of Assembly.

The Right Reverend the Moderator, the Reverend A.B.C.

9.F.4 Minister.

The Reverend (Rev.) A.B.C.

" Reverend " (or: " Rev") is always followed by Christian names or initials or the title " Mr " . " Reverend " (or: " Rev. ") is never used in the plural form. If a wife is included in the address, it should appear as "The Rev. A.B. and Mrs. C. " .

Chapter 10: REGULATIONS

ASSEMBLY COMMITTEES AND COMMISSIONS

Committees and Commissions

1. the Committees and Commissions of the Assembly shall be:

(a) Committees:

Australian Presbyterian World Mission (Tasmania)
Board of Investment and Finance
Business and Nominating (General Purposes)
Church Extension
Code
Theological Education
Ballot
Presbyterian Care Tasmania Consultative Committee
Ad hoc committees set up from time to time to deal with specific matters

(b) Commissions:

Christian Education and Tasmanian Presbyterian Youth
Church and Nation
Contact with Christian Reformed Churches
Defence Force Chaplaincy
Hospital Chaplaincy
Presbytery Records Examining

Principles of Election

2. The committees and commissions of the Assembly shall consist of a convener or chairman and members elected by the General Assembly. The Officers of the Assembly shall be *ex officio* members of all Assembly committees, commissions and boards, except where expressly excluded.

Election by General Assembly

3. The Convener and members of the Committee, or Chairman and members of the Commission, are elected by ballot under the rules of the Ballot Committee and in accordance with the regulations of individual committees.

Acting Convener or Chairman

4. Should the Assembly fail to appoint a Convener or Chairman, or the appointed Convener or Chairman be unable or unwilling to act, the Clerk of Assembly shall appoint an Acting Convener or Chairman.

Casual Vacancies

5. Casual vacancies on any committee or commission arising between meetings of the General Assembly shall be filled by the Committee or Commission, subject to the terms of its own Regulations.

Eligibility for Membership

6. Ministers without charge, elders and communicants of the Church, not being members of the General Assembly, may be nominated as members and conveners of the General Assembly's Committees or Commissions.

Ad hoc Committees

7. The Assembly may also appoint *ad hoc* Committees, for which the membership shall be specified in the Minute establishing them, and to which the above regulations do not apply.
8. General Rules of Committees and Commissions:
 - (a) All members of Committees and Commissions shall have full standing and equal rights.
 - (b) A Committee or Commission shall appoint its own Executive and/or sub-committees and shall arrange the work of the Committee or Commission as it shall see fit.
 - (c) Committees and Commissions are encouraged, where appropriate, to do business other than in face to face meetings with care being taken to preserve the rights of all members.

ASSEMBLY COMMITTEES

10.1 AUSTRALIAN PRESBYTERIAN WORLD MISSION (TASMANIA) COMMITTEE

Title

1. There shall be a Committee of the General Assembly known as the Australian Presbyterian World Mission (Tasmania) Committee.

Membership

2. The Committee shall preferably consist of: at least one, but not more than two, members of each charge within the bounds of the Assembly. A charge unable to provide a member of the Committee from its own membership may propose as its nominee a member of another charge.

Convener

3. A Convener shall be elected by the General Assembly from among the elected members, and that Convener is a member of the Australian Presbyterian World Mission Committee of the General Assembly of Australia.

Duties and Responsibilities

4. It shall be the responsibility of the APWM (Tas.) Committee:
 - (a) to promote the work of Australian Presbyterian World Mission;

- (b) to accept financial responsibility for supporting projects and personnel according to the policies of the APWM Committee of the GAA;
- (c) to undertake all appropriate matters relating to Tasmanian candidates for mission service, and making recommendations to APWM;
- (d) to co-operate with the Presbytery concerned in Services of Commissioning and De-commissioning;
- (e) to arrange all aspects of home assignments for Tasmania's missionaries in consultation with APWM and the Missionary Societies; and
- (f) to report to each General Assembly.

10.2 BOARD OF INVESTMENT AND FINANCE

Interpretation

- 1. "The Secretary" shall mean the Secretary for the time being of the Board or Acting or Deputy Secretary.
- 1.1 "The Board" means the Board of Investment and Finance constituted by the Presbyterian Church of Tasmania Amendment Act (1908) and appointed pursuant to that Act.

Clerk of Assembly

- 2. The Clerk of Assembly shall be ex-officio a member of the Board but shall not vote unless otherwise appointed to the Board.

Meetings

- 3. The Board shall meet three times in every year but the Chairman shall convene additional meetings if so requested by any three Board members.

Quorum

- 4. Five (5) members shall constitute a quorum.

Powers

- 5. Subject to Code and any direction of the Assembly the Board shall:
 - (a) approve or disapprove any purchase, sale, lease or mortgage of real property by or on behalf of any congregation, committee or other organization of the church;
 - (b) regulate and superintend the investment of all property held for the purposes of the Church;
 - (c) regulate and superintend the budgeted expenditure of the church's funds;
 - (d) regulate and superintend a Long Service Leave Scheme;
 - (e) superintend the insurance of church workers and property;
 - (f) superintend the reporting required by the Taxation Office;
 - (g) report or act on any matter in which it is empowered by the General Assembly;
 - (h) recommend to the Assembly conditions of appointment for ministers and
 - (i) report annually on its business to the Assembly.

Exercise of power

- 6. Subject to any direction of the Assembly, in the consideration of any matter before it the Board shall have regard only to legal and financial considerations but the Board may inform any other Court or Committee of any pastoral concern raised during its meetings.

Payments by Secretary

- 7. The Secretary is authorized to make payments towards the purposes of the church not exceeding one per cent (1%) in value of the assets then held for the general purposes of the Church without the prior authority of the Board.

Payments by Board

- 8. The Board is authorized to make payments towards the purposes of the Church not exceeding five per cent (5%) in value of the assets then held for the general purposes of the Church without the prior authority of the Assembly.

Resolutions without physical meeting

- 9. The Secretary may by notice in writing to each Board member then present in the State propose any competent motion for their approval or disapproval and if the approval in writing of a majority of Board members is received then that motion shall be deemed to be approved and shall

be as effectual as if passed at a physical meeting of the Board.

10.3 BUSINESS AND NOMINATING (GENERAL PURPOSES) COMMITTEE

Title

- 1. There shall be a committee of the Assembly called the Business and Nominating (General Purposes) Committee.

Membership

- 2. The Committee shall consist of the Business Convener of the Assembly, who shall be Convener, The Moderator and the Clerk. The Convener of the Business and Nominating Committee shall be elected by the Assembly and shall hold office until he resigns or is superseded.

Duties and Responsibilities

- 3. The Committee shall:
 - (a) be responsible for all matters falling within the jurisdiction of the Business and Nominating Committee from the close of one ordinary Assembly to the close of the next ordinary Assembly;
 - (b) report to the first Sederunt of each Assembly the recommendations of the Committee to do with
 - (i) the times and places of Assembly meetings and general recommendations concerning the business to be brought before the session of Assembly;
 - (ii) the time to be allotted to speeches;
 - (iii) any other general recommendations for the conduct of Assembly business;
 - (c) through the Convener, move the reception of each report as it comes before the House for debate;
 - (d) ensure that all business is submitted to the Assembly in proper form, and that the Moderator is advised of the proposed business;
 - (e) arrange through the Clerk for nominations to the office of Moderator of the next General Assembly to be sought from each presbytery in

Tasmania as soon after the close of the Assembly as possible but not later than 15 July annually, and arrange for a ballot at the Commission of Assembly in November to determine the name of the nominee; and

(e) report to each General Assembly.

Reports and other papers to be submitted to the General Assembly

4. All Reports and Papers proposed to be submitted to the Assembly shall be forwarded to the Clerk not later than close of business on the day four weeks prior to the scheduled date of the first Sederunt of the Assembly. Parties having cases to submit to the Assembly may attend the meeting of the Committee when their matter is under consideration. All Appeals, Complaints or References not presented by Appellants or Complainants within the specified time are liable to be held as fallen from; but Appeals, Complaints, References or Overtures may be presented afterwards provided sufficient cause can be shown why they were not lodged at the specified time. Parties whose Appeals, Complaints, References or Overtures are rejected shall be notified thereof and have the right to appeal to the Assembly.

10.4 CHURCH EXTENSION COMMITTEE

Title

1. There shall be a committee of the General Assembly called the Church Extension Committee.

Membership

2. The Committee shall consist of one minister and one elder from each presbytery within the bounds of the Assembly.

Convener

3. The Assembly shall appoint a Convener with powers to co-opt.

Duties and Responsibilities

4. The duties and responsibilities of the committee shall include but shall not be restricted to:

- (a) investigation, in co-operation with the presbytery of the bounds, of the possibilities for extension of the work of the Church in areas of Tasmania where no Presbyterian witness exists;
- (b) recommending to the Assembly, following investigation in co-operation with the presbytery of the bounds, support for congregations in need of support to maintain or raise ministry in a Charge;
- (c) undertaking of all appropriate matters relating to Tasmanian candidates for home missionary service and their subsequent appointments if accepted as probationary home missionaries;
- (d) co-operation with the relevant presbytery in arranging commissioning services for home missionaries;
- (e) reporting to each General Assembly.

10.5 void.

10.6 CODE COMMITTEE

Title

1. There shall be a committee of the Assembly called the Code Committee.

Membership

2. The Committee shall consist of one minister and one elder from each presbytery within the bounds of the Assembly, together with the Clerk and the Law Agent. The Convener shall be elected by the Assembly.

Duties and Responsibilities

3. The Committee shall:

- (a) assist in drafting rules and regulations for submission to the Assembly;
- (b) advise courts and committees of the Church in regard to the procedures and practices of the Church;
- (c) attend to all matters referred to it by the Assembly;
- (d) arrange for the publication of Constitution, Procedure and Practice and other material relating to the procedure and practices of the Church;
- (e) promote understanding within the Church of its procedures and practices; and
- (f) report annually to the General Assembly.

Duties of and to third parties

4. Any committee or organization of the Church which proposes to submit new constitutions or regulations, or amendments to existing constitutions or regulations, to the Assembly shall first seek the advice and assistance of the Code Committee. A copy of the final proposal shall be submitted to the Committee for its consideration prior to the meeting of the General Assembly.

10.8 BALLOT COMMITTEE

Title

1. There shall be a committee called the Ballot Committee.

Membership

2. The Committee shall consist of two (2) members, one of whom shall be the Convener, elected by the Assembly on the nomination of the Business and Nominating Committee.

Duties and Responsibilities

- 3. The committee shall prepare and conduct all ballots during the Assembly, and shall employ the equal value system in counting a ballot.
- 4. Where two or more candidates receive an equal number of votes the Moderator shall have a casting vote.
- 5. Elections of all committee members shall be through the ballot when the number of nominations received exceeds the number required.
- 6. Nominations by Assembly Committees shall be printed in the Assembly Papers. All other nominations shall be made through the Clerk of Assembly, and shall include the written consent of the nominee, or a proxy signed by two members of the Assembly declaring that the nominee has personally indicated his or her willingness to serve if elected.
- 7. All nominations shall be in the hands of the Clerk of Assembly not later than one calendar month before the scheduled opening sederunt of the General Assembly.

8. The names of all nominees shall be placed on a notice board by the Convener of the Ballot Committee.
9. The ballot shall take place as an order of the day during the third sederunt of the Assembly.
10. The Ballot Committee shall report the results of the ballot to the Assembly as soon as the results are known.

ASSEMBLY COMMISSIONS

10.9 CHRISTIAN EDUCATION AND TASMANIAN PRESBYTERIAN YOUTH (Tas PY) COMMISSION

Title

1. There shall be a commission of the Assembly called the Christian Education and Tasmanian Presbyterian Youth (Tas. PY) Commission.

Membership

2. The Commission shall consist of a Chairman appointed by the Assembly with power to co-opt, and one other member elected by the General Assembly who shall have responsibility for youth work within the bounds of the Assembly. The Chairman shall be a member of the Christian Education Committee of the General Assembly of Australia.

Duties and Responsibilities

3. The Commission shall:
 - (a) stimulate interest in and supervise Christian Education activity within Tasmania;
 - (b) liaise with the GAA Christian Education Committee over the use of suitable materials and publications issued by that Committee and when appropriate issue materials and publications on its own initiative;
 - (c) recommend to the Assembly suitable qualifications and screening procedures for those involved in Christian Education and Youth Work.'
 - (d) arrange and supervise suitable activities for Tasmanian Presbyterian young people (and others if appropriate) from time to time; and
 - (e) report to each General Assembly

10.10 CHURCH AND NATION COMMISSION

Title

1. There shall be a commission of the General Assembly known as the Church and Nation Commission.

Membership

2. The Commission shall consist of a Chairman and one minister and one elder from each presbytery within the bounds of the Assembly, with power to co-opt. The Chairman shall be elected by the Assembly, and shall be the consulting member of the Church and Nation Committee of the General Assembly of Australia.

Duties and Responsibilities

3. The Committee shall:
 - (a) issue statements between assemblies and report thereon to the next subsequent assembly in each case;

Church and Nation (continued)

- (b) prepare statements on matters falling within the committee's mandate for approval by the Assembly as a guide for public statements by the committee under clause (a) above;
- (c) report to each General Assembly.

10.11 COMMISSION FOR CONTACT WITH CHRISTIAN REFORMED CHURCHES

Title

1. The General Assembly shall in conjunction with Classis Tasmania of the Christian Reformed Churches of Australia form a committee of which the Presbyterian segment shall be called the Commission for Contact with Christian Reformed Churches .

Membership

2. The Presbyterian segment of the Committee shall consist of a Chairman, with power to co-opt others if necessary.

Convener

3. The joint committee will appoint a convener from among its members.

Duties and Responsibilities

4. The members of the Presbyterian segment of the Committee shall:
 - (a) promote reciprocal exchange of pulpits between Presbyterian and Christian Reformed congregations, particularly for observances of Pentecost and Reformation Day annually;
 - (b) encourage informal contact with ministers, elders and members of Christian Reformed Churches in Tasmania as provided for in the "Basis for Co-operation" approved by both Classis Tasmania and the General Assembly;
 - (c) report to each General Assembly.

10.12 DEFENCE FORCE CHAPLAINCY COMMISSION

Title

1. There shall be a commission of the Assembly called the Defence Force Chaplaincy Commission.

Membership

2. The Commission shall consist of a Chairman elected by the General Assembly with power to co-opt other persons if necessary, and any Navy, Army or Air Force Chaplains being ministers of the Presbyterian Church of Australia resident within Tasmania, whether serving full or part time or retired.

Duties and Responsibilities

3. The Committee shall:
 - (a) encourage ministers of the Word and Sacraments serving in Tasmania who meet the physical requirements of the Defence Force to consider service as Defence Force Reserve Chaplains;
 - (b) maintain an interest in and exercise pastoral care and oversight of Defence Force Chaplains, service personnel and their families;

- (c) report to each General Assembly.

10.13 HOSPITAL CHAPLAINCY COMMISSION

Title

- 1. There shall be a Commission of the General Assembly called the Hospital Chaplaincy Commission.

Membership

- 2. The Commission shall be the Chairman appointed by the Assembly. The chairman has the power to co-opt.

Duties and Responsibilities

- 3. Chairman and Commission members shall:
 - (a) regularly visit Presbyterian patients in hospitals in the areas covered by their respective appointments;
 - (b) as time and opportunity permit, visit Presbyterian residents in homes for the elderly; and
 - (c) report on their activities annually to each General Assembly.

10.14 PRESBYTERY RECORDS EXAMINING COMMISSION

Title

- 1. There shall be a Commission of the General Assembly called the Presbytery Records Examining Commission.

Membership

- 2. The Commission shall consist of one minister and one elder from each presbytery within the bounds of the Assembly. The Chairman shall be elected by the Assembly.

Duties and Responsibilities

- 3. The commission shall examine the records of each presbytery represented in the Assembly, those records to include
 - (a) the minutes of presbytery meetings including any kept as a Record Apart;
 - (b) the record of financial transactions and any supporting documentation;
 - (c) the record of inductions and translations of ministers in the presbytery; and
 - (d) any other documentation required by the Assembly to be presented for scrutiny.
- 3.1 The chairman shall report the commission's findings at an appropriate time towards the close of the final sederunt of each Assembly, such results being conveyed by the Clerk in writing to the clerk of the relevant presbytery.

LEGAL OFFICERS OF THE ASSEMBLY:

10.15 THE LAW AGENT

Qualifications

1. The Law Agent of the Church shall be a Legal Practitioner of the Supreme Court of Tasmania holding a current Solicitor's practising certificate, and a communicant member of the Presbyterian Church of Tasmania.

Acting Law Agent

2. In the event of a vacancy by death or resignation, or in the event of the Law Agent becoming incapacitated by mental or physical infirmity or in the event of the Law Agent being unable to act due to absence from Tasmania the Board of Investment and Finance may appoint an Acting Law Agent for a particular matter or generally until the next meeting of Assembly as the circumstances require.

Appointment

3. The Law Agent may be appointed or removed from office by resolution of the Assembly.

Seat in Assembly and Presbytery

4. By virtue of his / her office the Law Agent shall be a member of Assembly and of each presbytery within the bounds of the Assembly with full rights and privileges if an elder. If not an elder the Law Agent may participate in debate but he / she may neither move nor second motions nor vote on any issue although he / she may request that his / her dissent be recorded.

Functions and Duties

5. The Law Agent is the Solicitor for the Church, including the Trustees of the Property of the Presbyterian Church of Tasmania, and all courts, boards, committees, congregations, bodies and institutions within the Church. He / she is entitled to charge normal professional fees for preparing and examining deeds and documents, investigating titles, conducting conveyancing and other transactions, and for conducting, prosecuting and defending all petitions, actions and suits.

6. The Law Agent shall advise the Trustees of the Property of the Presbyterian Church of Tasmania, presbyteries, Sessions, boards, committees, bodies and institutions within the Church on matters of civil law as these affect the Church and its interests. The Law Agent may in his / her discretion consult the Procurator and obtain his / her opinion on any matter affecting the Church or its interests and shall do so on the request of the Trustees of the Property of the Presbyterian Church of Tasmania or any presbytery, Session, congregation or body within the Church.

Legal Work

7. All Solicitor's legal work of the Church shall be carried out by the Law Agent but with the provision that, with the consent of the Board of Investment and Finance, the Law Agent may authorize specified legal work to be carried out by another solicitor.

Fees

8. No fees other than those authorized in these rules shall be charged by the Law Agent.

10.16 THE PROCURATOR

Qualifications

1. The Procurator shall be a Legal Practitioner of the Supreme Court of Tasmania of not less than fifteen years standing who is entitled to practice in that Court as a Barrister-at-Law and is a communicant member or Minister of the Presbyterian Church of Australia.

Acting Procurator

2. In the event of a vacancy by death or resignation, or in the event of the Procurator becoming incapacitated by mental or physical infirmity, or in the event of the Procurator being unable to act due to absence from Tasmania, the Law Agent shall act as Procurator until the Procurator's return or until the next Assembly as the circumstances may require.

Appointment

3. The Procurator may be appointed or removed from office by resolution of the Assembly.

Seat in Assembly and Presbytery

4. By virtue of his / her office the Procurator shall be a member of Assembly and of each presbytery within the bounds of the Assembly with full rights and privileges if a minister or an elder. If not a minister or an elder the Procurator may participate in debate but he / she may neither move nor second motions nor vote on any issue although he / she may request that his / her dissent be recorded.

Functions and Duties

5. The Procurator shall advise the Assembly when in session with regard to all matters concerning which the Assembly by motion duly made and carried may request him / her to give advice and he / she shall consider and report on all matters submitted to him / her by the Assembly.

6. The Procurator shall advise the Trustees of the Property of the Presbyterian Church, presbyteries, Sessions, congregations, boards, committees and bodies within the Church on any appropriate matter on which any of them desire his / her opinion if the matter is submitted to him / her through the Law Agent.

7. The Procurator shall revise all libels and no libel that has not been revised by him / her shall be relevant.

8. The Procurator shall hold a general retainer for the Church, including the Trustees of the Property of the Presbyterian Church of Tasmania, courts, boards, committees, congregations, bodies and institutions within the Church and, unless he / she advises the Law Agent to the contrary, he / she shall act as counsel pursuant to that retainer in all cases in which any question affecting the rights and interests of the Church shall come before Parliament or the Law Courts and (if not a minister) when so acting shall be entitled to the ordinary professional fees.

Fees

9. No fees other than those authorized in these rules shall be payable to the Procurator.

PRESBYTERIAN LADIES' ORGANISATIONS

10.17 PRESBYTERIAN WOMEN'S ASSOCIATION (TASMANIAN UNIT)

CONSTITUTION

Name of the Association

1. The name of the Association shall be the Presbyterian Women's Association of Australia in the State of Tasmania and it shall be the State Unit of the Presbyterian Women's Association of Australia.

Aims

2. The aims are to link women to various Presbyterian organizations throughout the State:

(a) in a friendly fellowship;

(b) for mutual help and inspiration; and

(c) for united service for Christ and the Presbyterian Church at home and abroad in co-operation with other women's organizations in the community and beyond, which in the opinion of the State Conference are in harmony with the principles of the Presbyterian Church and subject to the approval of the General Assembly of Tasmania

Membership

3. The members of the Association shall be any women associated with the Presbyterian Church of Tasmania who are members or adherents, plus other interested women, (provided these do not exceed one-third of the membership). Only members who are communicants or adherents of the Presbyterian Church shall be eligible to hold office. Women who because of distance or disability are unable to join a local group may become associate members.

Organization

4. All women's organizations approved by the local Kirk Session of the Presbyterian Church may affiliate with the Presbyterian Women's Association of Australia in Tasmania. The Presbyterian Women's Association (P.W.A.) shall be the co-coordinating body and the united voice of the affiliated Presbyterian Women's Groups of this State.

Local Branches

5. A local branch or branches may be formed within a Parish with the approval and oversight of the local Kirk Session.

5.1 Local Branches may make their own arrangements for days, times, frequency and organization of meetings. It is specifically provided that P.W.M.U. groups or other women's organizations in existence may continue to meet regularly for their specific work, within the total programme of the P.W.A.

5.2 Local branches shall arrange their own finance and submit annually an audited balance sheet and report of activities to the Kirk Session.

5.3 Local office bearers, who shall be members or adherents of any Presbyterian Church shall not hold any one office for more than three consecutive years and shall not be eligible for re-election to the same office until after the lapse of one year, except where approved by the Kirk Session.

5.4 There shall be a branch affiliation fee according to branch membership fixed by the State Conference and payable throughout the branches annually to the State Treasurer. Each group may elect one (1) voting delegate to State Conference except when there is only one branch in the Parish when two (2) delegates may be elected.

5.5 After the Annual Meeting of the branch, and whenever changes occur the group shall notify the State Secretary of the names and addresses of Office Bearers and the delegate to State Conference.

State Conference

6. The State Conference shall be the governing body of the Association. It shall deal with matters of general policy and its decisions made after consultation with Branches as provided in the Hand Book shall be binding on all organizations and members within the Association. The State Conference shall meet annually at the time and place of the General Assembly of Tasmania. All members of the Association may attend the State Conference and speak, but only appointed delegates or substitutes may vote on any question.

6.1 Members of the State Conference shall be the members of the State Executive plus one representative from each branch or two as heretofore cited in group representation.

6.2 Representation of at least one-third of all members of the State Conference shall form a quorum.

6.3 The State Conference shall elect annually a State President who shall be ex-officio President of the State Executive, two Vice-Presidents, State Secretary, State Treasurer, and five State Conveners, namely: P.W.M.U., Social Service, Christian Education, Outreach, and Association Members, all of which office bearers shall form the personnel of the State Executive.

6.4 Nominations from branches for State office bearers as listed above shall be made four (4) months prior to the Annual Meeting of the State Conference. A postal vote shall be registered by branches at least one month prior to the Conference. The State office bearers shall not hold any one office for more than three (3) years and shall not be eligible for re-election until after the lapse of one (1) year unless approval is granted by the State Assembly.

6.5 The State Conference shall receive reports from the Secretary and an audited report from the Treasurer, copies of both being submitted to the General Assembly of Tasmania.

6.6 The State Conference shall appoint delegates to the Federal Conference of the Presbyterian Women's Association of Australia and pay any necessary fees. It shall also appoint other representatives as shall be deemed necessary for the promotion of the aims of the Association.

State Conveners

7. State Conveners (P.W.M.U., Social Services, Christian Education, Outreach, Associate) shall carry the following responsibilities:

P.W.M.U. Convener

7.1 Responsible throughout the Association for growth of informed interest and active support for the world-wide Mission of the Church, specifically the work approved by the Missions Committee of the General Assembly of the Presbyterian Church of Tasmania.

Social Services Convener

7.2 Responsible throughout the Association for growth of informed interest and support for the social service work of the Church, specifically that of our Tasmanian Presbyterian Church, including support for homes for the aged and camp sites.

LADIES' GROUPS: P.W.A. (Tasmanian Unit) (continued)

Christian Education Convener

7.3 Responsible throughout the Association for the growth of informed interest and active support for the Christian Education work of the Church, specifically programmes of Bible Study, research and discussion, worship assistance to Sunday School and Youth programmes, working in close co-operation with the Outreach Convener.

Outreach Convener

7.4 Responsible for effective witness and outreach to the community.

Associate Convener

7.5 Responsible to keep in touch with Presbyterian women who because of disability are not able to be members of a local branch.

State Executive

8. There shall be a State Executive which shall consist of all State Office Bearers.

8.1 The State Executive shall meet at least half-yearly.

8.2 The State Executive shall hear the Conveners' reports, deal with any business arising there- from and with any other matters relative to the work of the Association.

8.3 The State Executive shall, in consultation with the Assembly Clerk, arrange the programme of the State Conference with emphasis on the total task of the Church.

Amendments

9. The Constitution may be amended by two-thirds majority of those voting at the Annual State Conference and such proposed amendments shall be submitted in writing to all local branches at least two (2) calendar months before the State Conference by the State Secretary, with or without comment by the State Executive.

9.1 All amendments approved by the State Conference shall be deemed provisional until approved by the General Assembly of the Presbyterian Church of Tasmania.

Any case arising for which no provision is made in the Constitution of the Association shall be submitted to the General Assembly of Tasmania for advice.

HANDBOOK TO THE P.W.A. CONSTITUTION

Definition

1. Wherever the word "Parish" appears in the Constitution it includes both Sanctioned Charges and Special Charges.

Membership

2. The Code of the Church (2.16) does not absolutely restrict membership in congregational organizations to Presbyterian members or adherents.

"Bona-fide association" means an active participation in the worship and support of a Presbyterian congregation.

Local Branch Organization

3. A local branch or branches may be formed following decision of a meeting of women in a Parish, chaired by a Minister. The Chairman shall explain the aims of the P.W.A. and the provisions of the Constitution with special reference to branches. The meeting shall decide the nature of the branch and how it shall function. A request for permission to establish the branch should be made in writing to the Kirk Session. Each branch should be actively interested and informed about all the work of the P.W.A. through the State Executive, but may meet regularly for specific work within the total P.W.A. programme.

Duties of local office-bearers:

4. (a) President normally conducts the meetings and takes general oversight of the work of the branch.

(b) Vice-President assumes the duties of the President whenever she is unable to do so, and generally assists the President.

(c) Secretary keeps minutes of all meetings, attends to correspondence, files reports, prepares the Annual Report for the Annual Meeting, and after adoption, sends copies to the Kirk Session and the State Conference. She shall also see that meetings are properly publicized and announced, bring forward the business at meetings, attend to press reports of activities for church and local press, and notify State Executive of any changes in office bearers. A list of names of affiliated members should be kept.

(d) Treasurer keeps records in approved form of all income and expenditure, and submits a financial statement for adoption at each meeting. An audited Balance Sheet shall be submitted to the Branch Annual Meeting and a copy sent to the Kirk Session. All Branch money shall be kept in an approved bank account and shall be operated upon by the Treasurer and any one or two other appointed signatories. The Treasurer shall pay expenses for visiting speakers, collect members' subscriptions, present accounts to the meeting and attend to the payment of same.

5. To facilitate the business of meetings it is desirable that the President and Secretary (or their deputies) should consult together about the arrangements for the meeting and the business and correspondence to be included in the agenda.

6. When a visiting speaker is to address the Branch or Group it is suggested that time be allocated early in the meeting for the purpose. Branches should not be discouraged when speakers are difficult to obtain, as best results often occur when members themselves study issues, prepare programmes, and take an active part in ensuring the success of the Branch's work.

7. A suggested agenda is - Welcome and Devotions (e.g. Hymn, Scripture and Prayer); Apologies for absence; Minutes and business arising; Correspondence; Reports from Treasurer and local committees; Address or Activity; Vote of Thanks; Closing Hymn; Prayer and Benediction.

8. Neither good organization nor efficient office bearers will ensure a successful Branch without the full support of all members. The duty of every member is to worship, pray, study, work, give, discuss and seek to witness for Christ by word and deed. Members need to use every opportunity to equip themselves as Christian women to play a real part in the great Mission of the Church to the World.

State Conference Business

9. The State Secretary shall normally circulate to all Branches at least four (4) months prior to the State Conference all decisions of constitution and organization to be discussed so that Branches may express their opinions prior to the Conference. All matters for discussion must be in writing and in the hands of the State Secretary two (2) weeks prior to State Conference.

State Conveners

10. State Conveners shall be responsible to the State Conference but otherwise free to plan to carry out specific work. Conveners shall be free to co-opt committee members and call meetings if they feel this is desirable for their work. It is recommended that such meetings be called in conjunction with State Executive to minimize travel costs.

P.W.M.U. Convener

11. The P.W.M.U. Convener organizes Mini Mission Boxes, distribution of any promotional literature, news letters, etc., gives advice re Missionary speakers, special fund raising and prayer support. She arranges a State Women's Missionary Rally on the third Wednesday in August each year to celebrate and promote the continuing work of P.W.M.U. (commenced in 1903) within the P.W.A. total programme.

Social Services Convener

12. The Social Service Convener organizes the annual Mothers Day Appeal and any other appeals for the Presbyterian Homes for the Aged in Tasmania, support for Youth Campsites, advice to branches re promotional material available on existing or forward planning projects in these areas.

Christian Education Convener

13. The Christian Education Convener organizes suggestions and materials for Branch worship, Bible Study, and discussion on important public questions. She assists with the production of the Presbyterian Women's News magazine, and co-operates closely with the Outreach Convener.

Outreach Convener

14. The Outreach Convener assists with the promotion of special programmes and ideas for effective Christian Witness in the community, and co-operates closely with the Christian Education Convener.

Branch financial structure:

15. Branch

- (a) Affiliation fees - as directed by State Conference forwarded annually to State Treasurer before the 30th June.
- (b) Donations to any appeal supported by P.W.A. such as Mothers Day, Youth Work, Special Missionary Appeals, Mini Mission Box, Donations to Expense Fund, to State Treasurer.
- (c) Payment for P.W.A. Badges, Spoons and Forks to State Treasurer.

State Finance

16. State Treasurer shall receive:

- (a) Affiliation fees from Branch Treasurer.
- (b) Payment for P.W.A. Badges, Spoons, Forks.
- (c) Donations from Branches for Special Appeals.
- (d) Donations to Expenses Fund.

17. State Treasurer shall pay:

- (a) Affiliation fees to Federal and other associated bodies.
- (b) Delegates' fees to Federal Conference.
- (c) Account for State Administration.
- (d) Donations to various bodies as directed by State Executive.
- (d) Pay the Federal Badge Secretary for P.W.A. Badges, Spoons and Forks.

10.18 PRESBYTERIAN CARE TASMANIA CONSULTATIVE COMMITTEE

Title

1. There shall be a Committee of the General Assembly called the Presbyterian Care Tasmania Consultative Committee.

Membership

2. The Committee shall consist of three communicant members, with at least one from each presbytery forming part of the Assembly.

Convener

3. A Convener shall be elected by the General Assembly from among the elected/appointed members.

Duties and Responsibilities

4. The Presbyterian Care Tasmania Consultative Committee shall:

- (a) meet with the Board of Presbyterian Care Tasmania up to four times each year or as otherwise required in order to provide an ongoing consultative vehicle between the General Assembly and the Board;
- (b) review and recommend to the General Assembly each year on the level of directors' fees for Board members of Presbyterian Care Tasmania;
- (c) propose to the General Assembly any changes which may become necessary to the Charter from time to time for any purpose; and
- (d) report to each General Assembly.

4. Declare that the provisions of the Tasmanian Code concerning discipline in the Church comply in all respects with the Rules set down in the Code of Procedure and Practice of the General Assembly of Australia.

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