

## Deputies for Inspection of the Archive - 22 March 2024

**For:** 40<sup>th</sup> Synod of the Free Reformed Churches in South Africa (FRC Belhar 12–16 April 2021)

**To:** 41<sup>st</sup> Synod of the Free Reformed Churches in South Africa (planned: FRC Mamelodi Sept.2024)

### Mandate

1. To examine the synodical archive and archiving system in terms of the synod rules.
2. To report to the next synod and formulate recommendations according to the synod rules.
3. To submit a report to the next synod and formulate recommendations according to Article 10 and 11 of the Synod Rules.

#### Accordinging the synod rules:

- **10.3.** In case of deputyships with a limited number of members, sufficient alternate members are to be appointed to ensure proper functioning of the deputies.
- **10.4.** In cases where the functioning of deputies is hampered by a loss of members and non-availability of alternate members, deputies have the authority to co-opt additional members in order to fulfil their mandate. Such appointments should be mentioned and justified in their report to the next synod.
- **10.5.** Such changes in membership are also to be reported to the Stated Clerk.
- **11.5. Church in Charge of the Archives**
- **11.5.2** Shall ensure that the appointed archivist maintains the Archives in such a way that they are complete and accessible.

The following documents shall be kept in the Archives:

- The Acts of Synod.
  - The Acts of Synod of churches with whom the FRCSA have official sister church relations.
  - Reports and letters of all deputyships.
  - All incoming documents to have reached synod.
  - Copies of letters that synod has sent.
- **11.5.3.** The Archive must be inspected prior to each synod by deputies appointed by the previous synod for that purpose.

### Membership

- The convenor of the deputyship (br D Drijfhout) moved to KZN en there joined the reformed church (GKSA), leaving br MH Ros as the only member.
- No alternate member(s) were appointed (Refer to 10.3 of the synod rules).
- In consultation with the stated clerk, no other member was co-opted, because the functioning of the deputies was not hampered (Refer to 10.3 of the synod rules).

### Recommendations

1. To add inspection of the functioning of the archiving system, as developed by the previous & current deputy stated clerk, to the mandate of new deputies to be appointed.
2. Appoint a new convenor for the deputyship.
3. Appoint at least one alternate deputy as per synod rule 10.3.
4. To remove from synod rule 11.5.2 the section: *“The Acts of Synod of churches with whom the FRCSA have official sister church relations.”*

## Summary of activities and methods employed, including members' roles

- The documents of the 40<sup>th</sup> Synod of the Free Reformed Churches in South Africa (FRC Belhar 12 – 16 April 2021) were inspected.
- The physical inspection of the Synod Archive took place on 21 March 2024 by brother Ros with the Stated Clerk in attendance.

## Detailed report - with motivations for recommendations (where applicable)

- The Synod archives are kept in a fire proof safe together with the archives of the Church of Pretoria.
- All the documents listed in article 8 of the published Acts (40<sup>th</sup> Synod 2024), were found in the Archive.
  - Opening address by Rev. P. Abrahams (Addendum 2)
  - Letter from Rev FJ Bijzet dated 6 April 2021 (Addendum 3)
  - Letter from FRCA dated 5 April 2021(Addendum 4)
  - Letter from CanRC (Addendum 5)
  - Letter from RCNL dated 14 April 2021 (Addendum 6)
  - Greeting message from the RCSA (GKSA) (Addendum 7)
- Credential letters of the following classes and churches.
  - Classis North
  - Classis South
  - Canadian Reformed Churches
  - RCN (GKNv)
  - **Note:** The credential letter for the FRCA (Free Reformed Churches of Australia) was never received by the stated clerk and is therefore not in the archive.
- The following documents were also located.
  - Financial documents that pertain to expenses incurred for the archive.
  - Press Release Synod Belhar of the Free Reformed Churches SA 2021.
  - One appeal and two objections.
- Acts of Synod: a number of copies are kept and handed out when required. They are also electronically available on the FRCSA website - <https://www.vgk.org.za/sinodes/2021belhar>
- Appointment letters for the various deputyships are kept as hard copies in the archive.
- Interim reports presented at the Indaba that took place in Johannesburg on 17-18 February 2023 are kept in the archive.
- The current stated clerk developed an archive system using codes (words and numbers) to uniquely identify all the documents. This ensures that documents will be correctly classified, and are easy to find. He is busy implementing this. **See recommendation 1.**
- Acts of corresponding churches are only available on the websites of these churches. No printed copies were received and thus could not be archived. **See Recommendation 4.**

Signature

A handwritten signature in black ink, appearing to read 'M. Ros', written over a horizontal line.

Br MH Ros