

23. Media / Publications

23.1 REPORT 1: DEPUTIES PUBLICATIONS – CJBF, CHURCH ORDER BOOKLET AND EVANGELISATION / PASTORAL MEDIA – REGULATIONS (Art 101)

- A. Dr GJ Meijer tables the Report.
- B. The Report will be concluded during the Synod session.

REPORT

1. Matters that the Synod take note of

Mandate: Acta 2012:464.

Decision: Noted.

2. Matters that the Synod decide on

2.1 *Name of the Deputies*

The Deputies are commonly known as the Deputies CJBF which refers to only one of the specific subsections of the Deputies' assignments and activities.

In the Acta of the General Synod 2012 the Deputies are more correctly referred to as: "23.1 Report Deputies Publications – CJBF" and "23.3 Supplementary Report Deputies Publications – CJBF" (Acta 2012:464).

The Deputies' assignment is defined in three Rules and is to have printed and make available publications (CJBF, Evangelisation media and Church Order Booklet) as well as Psalm and Choral Books.

Recommendation: After considering many possible names, it is recommended that the name of the Deputies is changed to **Deputies Publications**.

Motivation: because it encapsulates the diversity of the Deputies' assignment.

Decision: Approved.

2.2 *Composition of the Deputies*

Although the composition of the Deputies is prescribed in all three the Rules, the table below shows that this has not been and is not applied during the appointment of Deputies.

Acta	Deputies	Number of Deputies
1982: 2.12 (659) 2.18 (660) 2.28 (662)	CJBF Evangelisation literature Church Order booklet	5 + director 10 5
1985: 7 (818) 12 (819) 14 (820)	CJBF Evangelisation literature Formularies and Confessions	6 + director 9 6
23 (821)	Church Order booklet	6 + 2 advisors
1988: 2.7 (894) 2.12 (895) 2.21 (897)	CJBF Evangelisation literature Church Order booklet	6 + director 10 7
1991: 2.6 (788) 2.12 (790) 2.20 (792)	CJBF Evangelisation media Church Order booklet-	5 + director (chairperson and convenor) 8 + 1 advisor 4 + 2 advisors

1994: 2.6 (730) 2.12 (731) 2.19 (732)	CJBF Evangelisation media Church Order booklet	3 + director (c and c) 5 (c and c) 3
1997: 2.10 (940) 2.16 (941) 2.26 (943)	CJBF Evangelisation media Church Order booklet	4 + director (c and c) 6 2 (c and c)
2000: 4 (540)	Publications	14 + director and 3 editors
2003: 4.3 (759)	CJBF, Quo Vadis and Evangelisation media	4 + director (c and c)
2006: 2.4.3 (838)	CJBF, Church Order and Evangelisation media	7 + director + coordinator (c and c)
2009: 2.6 (845)	Publications 2.6.1 Church Magazines 2.6.2 Almanak 2.6.3 CJBF, Church Order and Evangelisation media	7 + director (c and c)

The appointment of the Deputies at the previous General Synod was once again not handled according to the terms of the Rules (Acta 2012:518, 3.6.4).

All three the rules determine that five Deputies are appointed which includes the Executive Manager of the Administrative Bureau (ex officio). But it is not clear whether the same persons are appointed for all three.

Because there are common but distinct assignments given in the different Rules, the Deputies should be appointed for the specific tasks assigned in the Rules and made to function as a Deputy group with sub groups.

Because there are common but also clearly also distinguishable assignments given in the Rules, the Deputies should be appointed for the specific assignments set by the Rules, and must function as one Deputy group with subgroups.

Recommendation: The Deputies have reflected upon their assignments and, taking costs into consideration, have come to the conclusion that to fulfil their assignment, their composition should be as follows:

Deputies Publications

CJBF	3 members
Evangelisation media	3 members
Totius fund and Church Order booklet	2 members
Electronic media and web page	1 member
Ex officio	1 member of the Management Admin Bureau/staff member.

The General Synod appoints 9 members, including a Chairperson. Four secundi are appointed, who can be utilised by the Deputies in the respective subgroups as needed. The Deputies themselves appoint a Scribe as well as the members of the respective sub groups.

Decision: Approved.

2.3 Rules

The respective Rules that have been approved by the National Synod 2006, must be adapted to, amongst others, replace National Synod with General Synod.

Furthermore, the General Synod 2012 has made decisions that directly affect the work method of the Deputies and thus have to be inserted into the specific rule.

Proposed amendments/adjustments are indicated in **bold letters** and deletions are crossed out "~~abc~~".

2.3.1 Rules of the Calvin Jubileum Book Fund (CJBF) (Acta 1982:226-227, 2.5)

(This Rule replaces and amends any other Rule that exists.)

1. **Synodal Authorization:** The fund was established in 1909 by the General assembly of the congregations in the OFS and was transferred to the General Synod of the Reformed Church in South Africa in 1927 (compare Rule Acta 1933:130-131, 4a).
2. **Name:** The fund's name is the Calvin Jubileum Book Fund (CJBF).
3. **Aim:** The aim of the CJBF is to carry forth the Calvinistic view of life and the world as well as to combat heresy by means of publications.
4. **Administration:**
 - 4.1 The administration of the finances and publications of the Calvin Jubileum Book Fund is assigned to the Administrative Bureau of the Reformed Churches in South Africa. The deputies receive **ongoing management accounts** ~~annually audited statements~~ wherein the state of the fund is reflected.
 - 4.2 The Deputies for the Calvin Jubileum Book Fund also see to other publications on behalf of other Deputies (e.g. Deputies for Catechism and Church music) as assigned by the **General Synod**.
5. **Control:** The control and supervision over the activities of the Calvin Jubileum Book Fund is handled by **the Deputies Publications** which are appointed during each **General National Synod** session.
6. **Composition of Deputies:**
 - 6.1 **Three of the nine members of the Deputies Publications are specifically appointed for the CJBF.** ~~The deputies consist of five members which includes the secretary-treasurer (ex officio).~~
 - 6.2 ~~For the sake of continuity at least two members must be reappointed. Two of the members must preferably reside in Potchefstroom.~~
 - 6.3 ~~The Synod also appoints secundi deputies to fill possible occurring vacancies.~~
 - 6.4 ~~The deputies constitute themselves and choose a chairperson, vice chairperson and secretary.~~
 - 6.5 ~~The deputies appoint an executive committee consisting of three members.~~
 - 6.6 ~~The chairperson of the deputies is ex officio chairperson of the executive committee.~~
7. **Assignments and duties of the Deputies**
 - 7.1 The Deputies meet as often as is necessary but at least once a year.
 - 7.2 When necessary, the chairperson and **scribe secretary** call a meeting. ~~The executive committee also have the right to call a meeting.~~
 - 7.3 The Deputies oversee and control the activities of the fund.
 - 7.4 The Deputies remain responsible for the collection and spending of funds.
 - 7.5 The Deputies must arrange for the selection of manuscripts.
 - 7.6 The Deputies carry out special assignments, as tasked by the **General National Synod**.
 - 7.7 The Deputies ensure that:
 - 7.7.1 all the publications are meticulously edited and printed.
 - 7.7.2 all lawful stipulations regarding publications are met;
 - 7.7.3 all trade and business matters in connection with Psalm books and Choral books are seen to;
 - 7.8 The Deputies arrange the necessary agreements **in consultation with the Administrative Bureau in its capacity as legal entity of the GKSA.** ~~The chairperson and secretary sign the agreements.~~

- 7.9 The Deputies make arrangements for the financing of the projects.
- ~~7.10 The deputies can delegate powers and duties to the executive committee.~~
8. **Financing:** The Synod supplies the necessary funds for the allocated projects. Financing can be done in the following ways:
- 8.1 "ramings" for a specific project,
 - 8.2 application of existing accumulated capital and interest funds,
 - 8.3 special fundraising through means of collections and donations within church denomination for specific projects,
 - 8.4 special fundraising through means of collections and donations within church denomination to build the capital fund.
9. **Agreements:** The Deputies have the authority to enter into the following agreements **in consultation with the Administrative Bureau in its capacity as legal entity of the GKSA:**
- 9.1 For the printing of the various publications,
 - 9.2 agreements with writers with regards to royalties,
 - 9.3 agreements with regards to copyright of the publications. The Deputies also decide over applications where copyright is concerned.
 - ~~9.4 other necessary agreements that must be entered into between National Synods.~~
10. **Report to the Synod:** The Deputies report to the **General National** Synod regarding the activities of the Calvin Jubileum Book Fund.
11. **Amendments to the rules:** Amendments of the Calvin Jubileum Book Fund can only be done by the **General National** Synod.

2.3.2 Selection Rules – Calvin Jubileum Book Fund (Acta 2006:759-760)

In joining with the Rules of the CJBF (Acta 1982:226-227), the following guide-lines are set regarding possible publications.

1. Content of publications
 - 1.1 Publications must be directed towards the Calvinistic view of life and the world and to combat heresy.
 - 1.2 Scientific theological publications and theses are not published by the CJBF, but through the Potchefstroom Theological Publications.
 - 1.3 Publications must be Scripturally founded – in accordance with the Reformed Confessions.
 - 1.4 Publications should be conceptually aimed at the target group.
 - 1.5 Publications should be topical.
 - 1.6 Publications should be striking – touch the heart.
2. Style of publications
 - 2.1 Publications must be structured by, amongst others, employing sub paragraphs with appropriate headings – without completely shredding it to pieces.
 - 2.2 Publications can be submitted in any of the **official eleven** national languages.
 - 2.3 The language should be contemporary and legible.
 - 2.4 No abbreviations must be used – even for Bible books.
 - 2.5 Technical terms should be defined.
 - 2.6 With regards to format two spaces should be left after a period (full-stop), colon and semi-colon, but only one space after a comma.
3. Instructions for authors
 - 3.1 The manuscript must be in **electronic A-4** format. ~~in double spacing, with generous margins and only printed on one side~~
 - 3.2 The manuscript must be edited (language and then finally). It is the author's responsibility. The author must state who has done the editing.

~~3.3 Four copies of the manuscript are required upon submission. On only one of the title pages of the four copies the author's initials and surname, and personal e-mail address must appear. Also include a private postal address, a telephone and fax number. The title page of the other three copies must contain only the title and text of the manuscript.~~

4. Selection process

4.1 ~~The~~ a Manuscript is usually sent to three selectors for evaluation.

4.2 The ~~CJBF Deputies~~ Publications make a collective decision as to which selectors are approached for a specific publication.

4.3 The selectors are not informed as to who the author of the manuscript is or who the other selectors are.

4.4 The period from when the manuscript has been sent off until the author receives the comments takes anywhere from three and six months.

4.5 When all three the selectors' comments have been received, a summary report is drafted by the **members of the Deputies responsible for responsible persons of the CJBF wherein that formulates a final recommendation to the Deputies Publications is formulated.**

4.6 If the indication is that the manuscript is useful, the manuscript, along with the comments received from the selectors, are referred back to the author for final review and editing.

4.7 In the compiling of the selectors' comments, the aim is to not give hurtful criticism to the author. If a selector or selectors however have good cause to review a manuscript negatively, criticism can be conveyed to the author in a positive and loving manner (without attacking the person).

4.8 After the selection process has been completed and the author has processed the comments, an electronic copy ~~and a printed copy~~ must be sent to the ~~CJBF~~ deputies. ~~The electronic copy must be sent on a computer disc along with the file format of the word processing program that was used with the name and version of the word processing program as well as the file name (for example Winword 6.0a: Steyn.doc). This disc will not be returned to the author.~~

4.9 Depending on the size of the manuscript, the selectors can be paid an honorarium. Selectors receive no compensation for their work, except that a free copy of the final product is supplied to them.

2.3.3 Rules Evangelisation Media Fund (EMF) (Acta 2006:766-768)

(These Rules replace and amend all previous decisions regarding the Evangelisation Media Fund)

1. **Background:** The Evangelisation Media Fund was founded in 1991 as a combination of the then funds of the deputies for Evangelisation literature and those for "Sending- en Nasorglektuur":

1.1 The Evangelisation Literature Fund was established in 1945 as an Evangelisation fund from which all ministry work regarding the ministry of the gospel outside the church was financed. In 1961 the focus of this fund was limited to supplying evangelisation literature.

1.2 The "Sending- en Nasorglektuur" was established in 1964 to ensure for the supply of Christian literature as needed on the mission field.

2. **Name:** The Evangelisation Media Fund (EMF)

3. **Aim:** The aim of the Evangelisation Media Fund is to make available literature and other resources according to the evangelisation, apologetic and equipping needs of the churches.

4. **Administration:** The administration of the finances and the publications of the Evangelisation Media Fund is assigned to the Administrative Bureau of the Reformed Churches in South Africa. The Deputies receive **ongoing management accounts** annually audited statements wherein the state of the fund is reflected.
5. **Control:** The control and supervision over the activities of the Evangelisation Media Fund is handled by the Deputies **Publications** which are appointed during each **General National Synod** session.
6. **Composition of Deputies**
 - 6.1 **Three of the nine members of the Deputies Publications are appointed specifically for the EMF.** ~~The Deputies consist of five members which includes the Director of the Administrative Bureau (ex officio).~~
 - 6.2 ~~For the sake of continuity at least two members must be reappointed. Two of the members must preferably reside in Potchefstroom.~~
 - 6.3 ~~The Synod also appoints secundi deputies to fill possible occurring vacancies.~~
 - 6.4 ~~The deputies constitute themselves and choose a chairperson, vice chairperson and scribe.~~
 - 6.5 ~~The deputies appoint an executive committee consisting of three members.~~
 - 6.6 ~~The chairperson of the deputies is ex officio chairperson of the executive committee.~~
7. **Functioning of Deputies**
 - 7.1 The Deputies meet as often as is necessary but at least once a year.
 - 7.2 When necessary, the Chairperson and Scribe call a meeting. ~~The executive committee also have the right to call a meeting.~~
 - 7.3 ~~The Deputies can delegate powers and duties to the executive committee.~~
8. **Assignments and duties of the Deputies**
 - 8.1 The Deputies oversee and control the activities of the fund.
 - 8.2 The Deputies remain responsible for the collection spending of funds.
 - 8.3 The Deputies are responsible for the execution of all decisions made by the **General National Synod** regarding the Evangelisation Media Fund.
 - 8.4 The Deputies ensure that all publications are meticulously edited and printed.
 - 8.5 The Deputies ensure that all lawful stipulations regarding publications are met.
 - 8.6 The Deputies ensure that all trade and business matters relating to the publications are seen to.
 - 8.7 The deputies arrange the necessary agreements **in consultation with the Administrative Bureau in its capacity as legal entity of the GKSA.** ~~with the chairperson and scribe that sign all agreements.~~
 - 8.8 The Deputies carry out special assignments, as tasked by the **General National Synod.**
9. **Financing:** The Synod supplies the necessary funds for the allocated projects.
10. **Agreements:** The Deputies have the authority to enter into the following agreements **in consultation with the Administrative Bureau in its capacity as legal entity of the GKSA.**
 - 10.1 Agreements with regards to the printing of all relevant publications.
 - 10.2 Any other necessary agreements as needed to carry out their assignment.

11. **Report:** The Deputies provide a full report to each **General National-Synod** regarding the activities of the Evangelisation Media Fund.
12. **Changes to the Rules:** Changes to the Rules of the Evangelisation Media Fund can only be done by the **General National-Synod** of the GKSA.

2.3.4 Selection Rules – Evangelisation Media Fund (Acta 2006:768-769)

In joining with the Rules of the Evangelisation Media Fund (Acta 2006:766-767), the following guide-lines are set regarding possible publications:

1. Content of publications
 - 1.1 Publications must be aimed at having a clear Biblical appeal towards non believers/those outside of the church.
 - 1.2 Publications must be Scripturally founded – in accordance with the Reformed Confessions.
 - 1.3 Publications should be conceptually adapted to the target group.
 - 1.4 Publications should be topical.
 - 1.5 Publications should be striking – touch the heart.
2. Style of publications
 - 2.1 Publications must be structured by, amongst others, employing sub paragraphs with appropriate headings – without completely shredding it to pieces. Such framework will help to systemize and organize one's thoughts and offer the reader some stepping stones through the river.
 - 2.2 Publications can be submitted in **any of the official national languages Afrikaans, English or any other official language of our country**
 - 2.3 The language used should be contemporary and legible.
 - 2.4 No abbreviations must be used – even for Bible books.
 - 2.5 Technical terms should be defined.
 - 2.6 With regards to format two spaces should be left after a period (full-stop), colon and semi-colon, but only one space after a comma.
3. Instructions for authors
 - 3.1 The manuscript must be in **electronic A-4** format. ~~in double spacing, with generous margins and only printed on one side of the page.~~
 - 3.2 The manuscript must be edited (language and then finally). It is the author's responsibility. The author must ~~please~~ state who has done the editing.
 - 3.3 ~~Two copies of the manuscript are required upon submission. On only one of the title pages of the four copies the author's initials and surname, and personal e-mail address must appear. Also include a telephone and fax number. The title page of the other copy must contain only the title and text of the manuscript.~~
4. Selection process
 - 4.1 A manuscript is usually sent to one selector for evaluation.
 - 4.2 The **Deputies Publications for Evangelisation Media** make a collective decision as to who is approached as selector for a specific publication.
 - 4.3 The selector is not informed as to who the author of the manuscript is.
 - 4.4 The selector's comments as well as a summary report **by the members of the Deputies responsible for EMF** is presented to the **Deputies Publications for Evangelisation Media** for approval.
 - 4.5 If the indication is that the manuscript is useful, the manuscript, along with the comments received from the selector, are referred back to the author for final review and editing.

- 4.6 In the compiling of the selector's comments, the aim is to not give hurtful criticism to the author. If **the** a selector however have good cause to review a manuscript negatively, criticism can be conveyed to the author in a positive and loving manner (without attacking the person).
- 4.7 Depending on the size of the manuscript, an honorarium can be paid to the selector.

2.3.5 Rules Totius Fund (TF) (Acta 2006:756-758)

(This rule replaces and amends all previous decisions regarding the Totius Fund)

1. **Background:** The Totius Fund was established in 1936 as a result of the ceding of the copyright of the Afrikaans "Psalmberyming" of prof JD du Toit to the GKSA. In 1936 it was hoped that the fund could be used for the establishment of something monumental. As time passed it was determined that the fund should firstly be used for the financing of printing the Psalm books and Choral books.
2. **Name:** The Totius Fund (TF).
3. **Aim:** The aim of the Totius Fund is to provide for the printing of all Psalm books (wherein the 1937-versification is contained) and Choral books of the GKSA **as well as making them available electronically and distributing them.**
4. **Administration:** The administration of the finances and publications of the Totius Fund is assigned to the Administrative Bureau of the Reformed Churches in South Africa. The Deputies receive **ongoing management accounts** ~~annual audited statements~~ wherein the state of the fund is reflected.
5. **Control:** The control and supervision over the activities of the Totius Fund is handled by the Deputies **Publications** who are appointed during each **General National Synod.**
6. **Composition of Deputies**
 - 6.1 **Two of the nine members of the Deputies Publications are specifically appointed for the Totius Fund.** ~~The Deputies consist of five members which includes the Director of the Administrative Bureau (ex officio).~~
 - 6.2 ~~For the sake of continuity at least two members must be re-appointed. Two of the members must preferably reside in Potchefstroom.~~
 - 6.3 ~~The Synod also appoints the secundi-deputies to fill possible occurring vacancies.~~
 - 6.4 ~~The Deputies constitute themselves and appoint a chairperson, vice chairperson and scribe.~~
 - 6.5 ~~The Deputies appoint an executive committee consisting of three members.~~
 - 6.6 ~~The chairperson of the Deputies is ex officio chairperson of the executive committee.~~
 - 6.7 ~~During the composition of the Deputies the composition of the Deputies of the Calvin Jubileum Book Fund must be noted.~~
7. **Functioning of the Deputies**
 - 7.1 The Deputies meet as often as necessary, but at least once a year.
 - 7.2 When necessary the chairperson and scribe call a meeting. ~~The executive committee also has the right to call a meeting.~~
 - 7.3 ~~The Deputies can delegate powers and duties to the executive committee.~~
8. **Assignments and duties of the Deputies**
 - 8.1 The Deputies supervise and control the activities of the fund.
 - 8.2 The Deputies remain responsible for the collection and spending of the fund.
 - 8.3 The Deputies proactively make provision for adequate funds to make the printing of Psalm and Choral books possible.

- 8.4 The Deputies are responsible for the execution of all the decisions made by the ~~General National~~ Synod in respect of the publishing of Psalm books and Choral books.
- 8.5 The execution of such assignments must occur in consultation with the Deputies Liturgical Matters. Both Deputy groups (Publications and Liturgical Matters) must work together scrupulously in completing their respective assignments.**
- 8.56 The Deputies ensure that all publications are meticulously edited and printed.
- 8.67 The Deputies ensure that all lawful requirements with regards to publications are met.
- 8.78 The Deputies ensure that all trade and business matters in connection with Psalm books and Choral books are seen to.
- 8.89 The Deputies arrange all relevant agreements **in consultation with the Administrative Bureau in its capacity as legal entity of the GKSA;**~~with the chairperson and scribe signing all agreements.~~
- 8.910 The Deputies execute special assignments as given by the ~~General National~~ Synod.
9. **Financing**
- 9.1 The ~~General~~ Synod supplies the necessary funds for the assigned projects.
- 9.2 The Deputies proactively make provision for sufficient funds to secure the printing of Psalm books and Choral books.
10. **Agreements:** The Deputies have the authority to make the following agreements **in consultation with the Administrative Bureau in its capacity as legal entity of the GKSA:**
- 10.1 Agreements regarding the printing of all Psalm books and Choral books.
- 10.2 Agreements regarding copyright.
- 10.3 Agreements regarding royalties.
- 10.4 Any other necessary agreements as needed for the execution of their assignment.
11. **Report:** The Deputies report to each ~~General National~~ Synod regarding all the activities of the Totius Fund.
12. **Amendments to the Rules:** Amendments to the Rules of the Totius Fund can only be done by the ~~General National~~ Synod of the GKSA.

2.3.6 Recommendation: Approve the proposed amendments and the amended Rules.
Decision: Approved.