

## 13. ADMINISTRATIEWE BURO – DIENSBURO EN FINANSIES 13. ADMINISTRATIVE BUREAU – SERVICE BUREAU AND FINANCES

### 13.1 RAPPORT 1 – BESTUUR VAN DIE ADMINISTRATIEWE BURO AAN DIE LEDE VAN DIE ADMINISTRATIEWE BURO – BESTUUR EN ADMINISTRASIE (Artt 52, 158)

### 13.1 REPORT 1 – MANAGEMENT OF THE ADMINISTRATIVE BUREAU TO THE MEMBERS OF THE ADMINISTRATIVE BUREAU – ADMINISTRATION AND MANAGEMENT (Arts 52, 158)

- A. Die Sinode vergader as 'n Ledevergadering van die Administratiewe Buro.  
The Synod proceeds in a Member's Meeting of the Administrative Bureau.
- B. Ds CA Jansen stel die Rapport.  
Rev. CA Jansen tables the Report.
- C. Die Rapport word staande die Sinode afgehandel.  
The Report is concluded while the Synod is in session.

#### D. RAPPORT / REPORT

<p>Oor die uitvoering van deurlopende en spesifieke opdragte wat deur die Ledevergadering/Algemene Sinode (2018) aan die Bestuur van die Administratiewe Buro gegee is, word soos volg gerapporteer:</p> <p><b>1. Deurlopende Opdragte</b></p> <p>1.1 <b>Opdrag:</b> <i>Registrasie van huweliksbevestigings deur die Administratiewe Buro Potchefstroom.</i> <b>Uitvoering:</b> Word deurlopend gedoen.</p> <p>1.2 <b>Opdrag:</b> <i>Aanwys van Bestuurslede op die Ouditkomitee (Art 5.3.2) Reglement van die Administratiewe Buro</i> <b>Uitvoering:</b> Die Bestuur het vir brs AJ Kruger en LJ Kruger aangewys om as lede van die Ouditkomitee te dien.</p> <p>1.3 <b>Opdrag:</b> <i>Art 12.2.1 (Reglement) Die Bestuur van die Administratiewe Buro wys na elke Sinode 3 (drie) kundiges uit eie geledere aan om saam met 1 (een) afgevaardigde van elke Streeksinode as Deputate van die Sustentasiefonds te dien.</i> <b>Uitvoering:</b> Die Bestuur het ds CA Jansen (v), dr D Lartz en br LJ Kruger aangewys.</p> <p>1.4 <b>Opdrag:</b> <i>6.1.2 (Reglement) twee personeellede van die</i></p>	<p>The following is reported on the execution of standing and specific mandates by the Member Assembly/General Synod (2018) to the Management of the Administrative Bureau:</p> <p><b>1. Standing mandates</b></p> <p>1.1 <b>Mandate:</b> <i>Registration of marriage officers by the Administrative Bureau Potchefstroom.</i> <b>Execution:</b> Done on a continuous basis.</p> <p>1.2 <b>Mandate:</b> <i>Appointment of Management members to the Audit Committee (Art 5.3.2) Regulations of the Administrative Bureau</i> <b>Execution:</b> Management appointed Brs AJ Kruger and LJ Kruger, to serve as members of the Audit Committee.</p> <p>1.3 <b>Mandate:</b> <i>Art 12.2.1 (Regulations) The Management of the Administrative Bureau is to appoint 3 (three) experts from within the fold, after every Synod, to serve with 1 (one) delegate of every Regional Synod as Deputies Sustentation Fund.</i> <b>Execution:</b> Management appointed Rev. CA Jansen (c), dr D Lartz and br LJ Kruger.</p> <p>1.4 <b>Mandate:</b> <i>6.1.2 (Regulations) Two staff members of the Administrative Bureau,</i></p>
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<p><i>Administratiewe Buro, met bestuursopdrag, wat van tyd tot tyd deur die agt dienende bestuurslede aangewys word.</i></p> <p><b>Uitvoering:</b> Br Johan Coetzee (Finansiële Bestuurder) en dr Wymie du Plessis (Administratiewe Bestuurder) is aangewys en dien op die Bestuur.</p> <p>1.5 <b>Opdrag:</b> <i>“om betyds voor elke Algemene Sinode gemotiveerde voorstelle van moontlike Deputate by die kerke aan te vra”</i> (Handelinge 1991:69, 3.3.12.2d; 1994:727, 1.2.1; 2000:536, 3).</p> <p><b>Uitvoering:</b> Om hieraan uitvoering te gee, is:</p> <p>1.5.1 ‘n Skrywe is op 25 Julie 2022 aan Kerkrade en al die Deputaatgroepe (2018) gerig met die versoek om name van persone aan die Administratiewe Buro deur te gee.</p> <p>1.5.2 Die volgende kriteria wat geld vir benoeming op ‘n Deputategroepe, is ook in die skrywe aangehaal:</p> <p>1.5.2.1 <i>Nodige kundigheid, belangstelling, studierigting, beskikbaarheid, gesonde wisseling, kontinuïteit, inbring van jong kragte en afstande</i> (Handelinge 2000:536, 2.4).</p> <p>1.5.2.2 <i>Geen emeriti of emeritus-professore moet in ‘n Deputaatgroepe benoem word nie. Diensdoende professore moet sover moontlik ook nie in Deputategroepe benoem word nie</i> (Handelinge 1979:179, 8.4; 1991:69, 3.3.12.2d; 1994:729, 1.2.4). Professore word wel as adviseurs tot Deputategroepe gevoeg.</p> <p>1.5.2.3 Getal lede van die Bestuur van die Administratiewe Buro is gereglemteer en bestaan uit 8 benoemde lede en 2 personeellede.</p> <p>1.5.2.4 Die Trustees van die Emeritaatsversorgingskombinasie wys die Trustees aan en bestaan uit 10 lede en 1 adviseur.</p> <p><b>Besluit: Punte 1.1 tot 1.5.2.4 kennis geneem.</b></p>	<p><i>with management mandates, are to be appointed by the eight serving members of management from time to time.</i></p> <p><b>Execution:</b> Br Johan Coetzee (Financial Manager) and dr Wymie du Plessis (Administrative Manager) were appointed to serve on the Management team.</p> <p>1.5 <b>Mandate:</b> “Motivated suggestions of possible Deputies must be timeously requested from the churches before every General Synod” (Acta 1991:69, 3.3.12.2d; 1994:727, 1.2.1; 2000:536, 3).</p> <p><b>Execution:</b> This instruction was executed as follows:</p> <p>1.5.1 A letter was sent to Church Councils and the Deputy groups (2018) on 25 July 2022 requesting they forward names to the Administrative Bureau.</p> <p>1.5.2 The following criteria, pertaining to nomination to a Deputy group, were set out in the letter:</p> <p>1.5.2.1 <i>Necessary knowledge, interest, education, availability, healthy alternating, continuity, providing of effort and distance</i> (Acta 2000:536, 2.4).</p> <p>1.5.2.2 <i>No emeriti or emeritus professors are to be nominated for a Deputy group. Serving professors are also, as far as possible, not to be nominated for a Deputy group</i> (Acta 1979:179, 8.4; 1991:69, 3.3.12.2d; 1994:729, 1.2.4). Professors may, however, serve as advisors to deputy groups.</p> <p>1.5.2.3 The number of members of Management for the Administrative Bureau is regulated and comes to 8 nominated members and 2 staff members.</p> <p>1.5.2.4 The Trustees of the “Emeritaatsversorgingskombinasie” appoint the Trustees, consisting of 10 members and 1 advisor.</p> <p><b>Decision: Points 1.1 to 1.5.2.4 noted.</b></p>
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<p><b>2. Sake vir die Ledevergadering / Algemene Sinode se kennisname en/of besluit</b></p> <p>2.1 <i>Benoeming as Trustee op die Pro Reformando Trust (PRT)</i> Volgens die Reglement van die PRT (4.1.2) moet die Administratiewe Buro verteenwoordigers op die PRT benoem. Ds EJ Tiemensma het voorheen as Kurator van die TSP en lid van die Administratiewe Buro, op die PRT as Trustee gedien.</p> <p><b>Besluit: Kennis geneem.</b></p> <p>2.2 <i>Aanwys van Bestuurslid om op die Kommissie Finansiële Ondersteuning (KFO) van die TSP te dien</i> Ds CA Jansen word aangewys om die Bestuur op die KFO te verteenwoordig.</p> <p><b>Besluit: Kennis geneem.</b></p> <p><b>DANKWOORD: WERKNEMERS ADMINISTRATIEWE BURO</b> Br LJ Kruger rig 'n dankwoord tot al die werknemers van die Administratiewe Buro vir al hulle harde werk, spesifiek ook rondom die voorbereidings vir en reëlings tydens die Sinode. Die vergadering sing hulle die seën van die Here toe met die woorde van Psalm 20:4</p>	<p><b>2. Matters for the Members' Meeting/ General Synod's information and/or decision</b></p> <p>2.1 <i>Nomination as Trustee on the Pro Reformando Trust (PRT)</i> According to PRT regulations (4.1.2), the Administrative Bureau is to nominate representatives to the PRT. Rev. EJ Tiemensma previously served, as Curator of the TSP and member of the Administrative Bureau, on the PRT as Trustee.</p> <p><b>Decision: Noted.</b></p> <p>2.2 <i>Appointment of Management member to the Commission Financial Support (CFS) of the TSP</i> Rev. CA Jansen was appointed to represent Management on the CFS.</p> <p><b>Decision: Noted.</b></p> <p><b>WORD OF THANKS: EMPLOYEES ADMINISTRATIVE BUREAU</b> Br. LJ Kruger extends a word of thanks to all the employees of the Administrative Bureau for all their hard work, specifically also regarding the preparations for and arrangements during the Synod. The assembly sings to them the blessing of the Lord with the words of Psalm 20:4</p>
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