

# KA RUKOM PYNIAID KAM KA K.J.P. SYNOD MIHNGI

[REVISED EDITION, 2013]

## Lynnong I

### KA DUR JONG KA KJP SYNOD MIHNGI:

- I. **KA KYRTENG:** Ia ka kyrteng jong ka Synod yn tip kum Ka Khasi Jaintia Presbyterian Synod Mihngi (KJP Synod Mihngi).
- II. **KA DUR:** Ka Khasi Jaintia Prebtyerian Synod Mihngi kan kynthup ia ki Presbytery baroh kiba don hapoh u pud jong ka Synod. Kan pyniaid katkum ka Riti (Constitution) jong ka Balang Presbyterian ha ri India (PCI) bad ka rukom pyniaid kam ka KJP Assembly.
- III. **KI DKHOT:** Ki Dkhot jong ka Synod kin long kat kum ka Riti ka Balang Presbyterian ha ka ri India.
- IV. **KA JINGIASENG:** Kan pynlong ia ka Jingiaseng shisien shi snem ha u bnai March man la u snem ha ki tarik kat kum ka jingpynbeit ryntih ka Synod bad ha kano kano ka Balang ba la pynbeit da ka Presbytery kaba pdiang, kat kum ka pali ba la pynbeit da ka Synod.
- V. **KA JINGPYNIAISOH (Affiliation):** Ka KJP Synod Mihngi ka lah ban pyniasoh ialade bad kino kino ki Seng Khristan (Christian Organisation/Agency) kiba ka Synod ka sngew donkam. Kan don ka jingiadei (Fraternal Relationship) bad ki Balang Presbyterian ha kylleng ka pyrthei.

## Lynnong II

### KI NONGKITKAM, KI KAM BAD KA TERM JONG KI.

1. **U MODERATOR:** U Moderator u long u nongialam u ba hakhlieh duh jong ka Synod ia u ba yn jied napdeng ki Pastor kiba la kham rangbah. U ba sngewthuh bha ia ka rukom pyniaid kam ka Balang Presbyterian. Un neh ha ka kam shisnem.

#### Ki kam jong u ki long kumne harum:

- (i) Un pyniaid katkum ka Riti Pyniaid Balang ka Balang Presbyterian ha Ri India (Constitution), ka rukom Pyniaid Kam ka KJP Assembly bad Synod.
- (ii) Un pyniaid ia ki Jingiaseng mane Blei jong ka Synod, Ki jingialang pyrkhath kam, kum ka Executive Committee, Pastoral Ministry Department bad Synod Office Administration Department.
- (iii) Haba don ki daw bym lah kiar ba um lah ban wan sha ki jingialang; u Ex-Moderator un pyniaid ia ka jingialang.
- (iv) Un bat ha lade ia ka bor ban pyniaid. Un shim ia ka rai katkum ka sur jong u babun ba-lang, u lah ban ai da ka voting bad ha ki khep kiba ym lah eh ban kiar, u lah ban ai ka Ruling.
- (v) U lah ban ai jingmut ha ki jingialang, hynrei um lah ban ai ia ki jingtyrwa.
- (vi) Un bat ia ka jinglong kawei bad ia ka decorum ha ka por ba iakren kam.
- (vii) Un pynkyntang ia kito kiba dei ban Ordain Pastor, un thung ia ki Probationary Pastor.
- (viii) Un long u nongkren ai khublei ia ka Balang kaba pdiang Synod.
- (ix) Un ialeh kat ba lah ban poi sha ki Jingiaseng bad Standing Committee jong ki Presbytery.
- (x) Un pyndonkam ia ka Gown ha ki jingialang bad jingiaseng mane blei jong ka Synod.
- (xi) Un long u dkhot sha ka Executive Committee sa shisnem hadien ba u la aiti ia ka kam Moderator.

- (xii) Un ai da ka jingthoh ha ka por ba u ai ka jingtren aiti kam. Ia ki jingtren aiti kam yn iakren ha ka Executive Committee lada donkam bad recommend sha ka Synod.

## **2. U MODERATOR ELECT:**

Ia u Moderator Elect yn jied shisnem shwa ba un shimti ia ka kam Moderator. Un long u dkhot sha ki jingialang jong ki Department baroh jong ka Synod khnang ba un kham snewthuh ia ki kam ka Synod. Un neh ha kane ka kam shi snem.

## **3. U SECRETARY:**

Ia u Secretary yn jied napdeng ki Minister jong ka Balang. Un neh ha ka kam ar snem.

### **Ki kam jong u ki long kumne harum:**

- (i) Un khot ia ki jingialang Pyrkhakam, Executive Committee, Pastoral Ministry Department bad kiwei kiwei ki Committee kiba u dei ban khot da kaba ia sngewthuh jingmut bad u Moderator.
- (ii) Un pynkhreh ia ka Agenda ha man ba long jingialang da kaba iasngewthuh jingmut bad u Modetator/Senior Executive Secretary.
- (iii) Un buh ia ki kam hakhmat ki jingialang, un pynshai ia ki kam.
- (iv) Un khot ia ka Minutes Committee hadien ki jingialang ban buh beit buh ryntih ia ki jingiakut.
- (v) Un da buh record ia ki jingiakut ha ki Minutes Book bad un khmih ba ma u bad u Moderator kin da ia soi ia ki jingiakut hadien ba la pynskhem.
- (vi) Un ai ia ki jingiakut klo i katba lah sha ki Executive Secretary na ka bynta ban pyntreikam.
- (vii) U Secretary un kut noh ha ka por ba u Moderator u aiti ia ka kam Moderator ha u wei pat.
- (viii) Haba don ki daw bym lah kiar ba u secretary um lah ban wan sha ka jingialang, un pyntip sha u Assistant Secretary bad phah ia ki kam, bad ba u Assistant Secretary un shimti shipor ia ka kam u Secretary.
- (ix) Un long u dkhot ka Executive Committee sa shi snem hadien ba u la kut ka term.

## **4. ASSISTANT SECRETARY:**

Ia u Assistant Secretary yn jied kumjuh kumba jied ia u Secretary bad un sah ha ka kam ar snem.

### **Ki kam jong u ki long kumne harum:**

- (i) Un iarap ia u Secretary ha kino kino ki kam ha ki por ba long jingialang.
- (ii) Un iarap ban record ia ki jingiakut ha ki jingialang.
- (iii) Un iarap ban pynbiang ia ki kot ki sla kiba donkam ha ki por ba long jingialang.
- (iv) Un trei ia ka kam u Secretary ha ba ki don ki daw bym lah kiar ba u Secretary um lah ban wah sha kano kano ka jingialang.
- (v) Un shimti ia ka kam Secretary ha ka por ba u Moderator uba thymmai u shimti iaka kam Moderator.

## **5. KI FINANCE OFFICER:**

Ki Finance Officer jong ka Synod ki kynthup ia u Executive Secretary in-charge Finance bad ia u Treasurer. Ka term kan long 3 snem. Ki kam jong ki kan long kumne harum:-

### **(a) U Executive Secretary in-charge Finance Department:**

- (i) Un lum ia ka Finance Department katba donkam da kaba iasylok ia u Chairman bad u Treasurer.
- (ii) Un khmih ba la sumar bha ia ki kot ki sla kiba iadei bad ki kam pisa tyngka.
- (iii) Un khmih un bishar bniah ia ki bill ba phah sha u ba kin long kiba dei bad kiba beit ha shwa ba un pass ia ki.
- (iv) Un soi ia baroh ki cheque jong ka Synod.
- (v) Un khmih ba ia ka Cash Book la close man u bnai.
- (vi) Un kitkhlieh ban phah ia ki jingthoh jingtar baroh kiba iadei bad ki kam pisa tyngka sha ki Presbytery bad sha kiwei kiwei ki bor.
- (vii) Un pyntreikam kat kum ki financial rules ka Synod.

### **(b) U Treasurer:**

- (i) Un iatrei ryngkat bad u Executive Secretary in-charge kat kum ki rule kiba la don lypa.
- (ii) Un soi ia ki Cash Book jong ki Department baroh ryngkat bad ki Executive Secretary incharge.
- (iii) Un long u wei na ki ban ia soi-lang ha ki Cheque bad kiwei kiwei ki kot ki sla kiba donkam bad ban ia operate ia ki account.

## **6. U STATISTICIAN:**

Ia u statistician yn jied man ka snem napdeng ki nongkitkam ba neh jong ka Balang. Ka kam jong u ka long ban lum lang ia ki Statistic na ki Presbytery bad buhlang (compile) ia ki ha juh. Un report sha ka Synod man ka snem ha ka jingialang pyrkhata kam jong ka Synod ne Executive Committee. Hadien ba la report, un aiti ia ki kot ki sla sha ka Office ka Synod.

## **Lynnong – III**

### **KI COMMITTEE BAD DEPARTMENT JONG KA SYNOD:**

#### **Ka KJP Synod Mihngi kan don kine ki Committee & Department:**

1. Executive Committee.
2. Nomination Committee.
3. Pastoral Ministry Department.
4. Theological Education Department.
5. Finance Department.
6. Mission and Evangelism Department.
7. Trust Department.
8. Christian Education Department.
9. Social and Economic Life Development Department.

10. Synod Office Administration Department.

**I. EXECUTIVE COMMITTEE:**

- (a) Kan long katkum ka Riti (Constitution) jong ka Balang Presbyterian ha ri India.
- (b) Kan thung ia ka Working Committee bad jied ia ki dkhot ki ban kynthup kumne harum;
  - (1) Ki Nongkitkam.
  - (2) Ki Executive Secretary jong ka Synod.
  - (3) Napdeng ki dkhot ka Executive Committee:
    - (i) Lai (3) ngut napdeng ki Ex Moderator kiba long ki dkhot ka Executive Committee.
    - (ii) Ar (2) ngut napdeng ki Ex-Secretary kiba long ki dkhot ka Executive Committee.
    - (iii) Ar (2) ngut napdeng ki Ex-Executive Secretary kiba long ki dkhot ka Executive Committee.
    - (iv) Ar (2) ngut napdeng ki Tymmenbasan kiba la kham slem ha ka kam.

**II. NOMINATION COMMITTEE:** Kan long katkum ka Riti (Constitution) jong ka Balang Presbyterian ha Ri India.

**III. PASTORAL MINISTRY DEPARTMENT:**

**Jinglamphrang:** Ka ktien “Ministry” ka mut “ka Jingshakri” ne “Ban Shakri” ia ki para briew, ia ka Balang bad ban sakhi ia U Jisu Khrist ha kane ka pyrthei. Ka History jong ka Balang ha ri Khasi bad Jaintia naduh kaba sdang ka pynpaw shai ba ka Balang ka im, ka khlain, ka roi bad ia id shaphrang dei da ka jingshakri bad sakhi lang da ki dkhot kum ki Minister ne Pastor, ki Tymmenbasan bad don ruh ka jingshakri jong ki Doctor, ki Nurse, ki Nonghikai, ki Nongialap, ki nongtrei Balang bapher bapher bad kiwei kiwei de ki jingshakri. Ka Pastoral Ministry ka long ka bynta kaba kongsan eh ha ka Balang. Haba ka Pastoral Ministry ka khlain, ka kam u Kynrad ha ki Balang, District, Presbytery bad Synod ka khlain. Kawei pa kawei ka Presbytery kan kit, kan pynmih bad kyrshan hi ia la ki jong ki pastor bad ki nongtrei jong ka.

**A. Ka jingthmu:**

- (1) Ban bsa ia ki Khristan da ka Ktien u Blei bad ban pyndep ia ki Sacrament jong ka Balang.
- (2) Ban jop ia ki mynsiem sha ka jingpynim kaba da U Jisu Khrist.
- (3) Ban tei ia ka met U Khrist kaba long ka Balang kaba donburom bad ka bym don jingthohbria, ba kan long kaba khuid bad kaba khlem jingduna (Eph 5:27).
- (4) Ka Department ka don ka bor ban iasyllok bad ki Sub Pastoral Committee jong ki Presbytery na ka por sha ka por ban pynkhlain ia ka kam sharai Balang bad iarap ban pynbeit ia ki jingeh.
- (5) Kan peit bad khmih lut ia ki kam baroh kiba iadei bad ka kam sharai Balang.

**B. Ki Dkhot:** Ki dkhot kane ka Department kan kynthup ia kine harum:

U Moderator, U Moderator Elect, U Secretary, Assistant secretary, U Treasurer, Ki Executive Secretary bad 3 ngut na kawei kawei ka Presbytery ia kiba kin jied katba lah napdeng ki dkhot ka Sub-Pastoral Committee ka Presbytery. U Secretary Synod un long u Secretary. U Executive Secretary in-charge un long u nongpyntreikam ia ki rai jong ka. Ki Dkhot kin neh ha ka kam lai snem. Shi bynta na ka lai bynta ka jingdon ki dkhot kan pynlong ia ka Quorum.

**C. Ki kam jong ka Pastoral Ministry Department:**

- (1) Kan khmih ba ka jingsharai ia ki Balang kan long kaba biang bad kaba ia id beit.
- (2) Kan pyntreikam ia ki rai jong ka Department bad jong ka Synod.
- (3) Kan pdiang ia ki Pastoral Report na ki Presbytery man ka snem.
- (4) Kan pynkhreh ia ka Pastoral Report kaba dei ia ki Pastor baroh man ka snem bad phah sha ka Synod.
- (5) Kan pynkhreh ia ka Budget jong ka Department man ka snem.
- (6) Kan peit ia ki jingeh kiba ki Pastor ki iakynduh.
- (7) Ba ka Department kan iakynduh ym duna ar sien ha ka shisnem.
- (8) Ban pyrkhath ban pynioh ia ka jingsiew kaba kham bha ia ki Pastor katkum ka jingiaid jong ka por.
- (9) Kan peit bad khmih halor ki kam kiba wan na ki Presbytery.
- (10) Kan peit bad ban don ka Maintenance Allowance ne Pension Scheme jong ki Pastor kiba dei ban shongthait noh na ka kam.
- (11) Kan pynbeit jaka trei ia ki Pastor bad Probationary Pastor bad kumjuh ia ki Pastor ne Probationary Pastor kiba kynriah jaka na kawei ka Presbytery sha kawei pat.
- (12) Kan thaw lad ban pynioh Short Term training ia ki pastor katkum ka jingdonkam jong ka Synod.
- (13) Kan thung ia ki Committee kumne harum:-

- (i) Posting Committee (ii) Board on Pastoral Reach-Out.
- (14) Kan pyrkhathalor ki kam ba la wan na ki Committee.
- (15) Kan Report bad phah ia ki kam sha ka Synod bad Executive Committee katkum ka jingdonkam.
- (16) Kan khmih ba ia ki Pastor kiba dei ban peit ia ki Pastorate katba lah ba kin sah ha kano kano ka Balang hapoh ka Pastorate.
- (17) Kan khmih ba ki Pastor kin buh ia ka kyrteng Balang jong ki ha kawei na ki Balang hapoh ka Pastorate.
- (18) Kan khmih ia ka rta shongthait ki Pastor.

**D. Ka Policy ai Posting bad pynrung ia ki Theological Student ba la pass sha ka kam Sharai Balang ka Synod:**

**1. Ka Jingpynrung sha ka kam Sharai Balang (Fulltime Ministry).**

- a) Ka kyrdan kaba rit eh (minimum qualification) ban rung sha ka Fulltime Ministry jong ka Synod kan long ka kyrdan B.D. (Bachelor of Divinity).
- b) Yn pynrung sha ka kam Sharai Balang ia ki student kiba la pass ia ka jingpule theology ia kiba la wan lyngba ka lynti kaba dei, kata lyngba ka Balang, District, Presbytery bad Synod, kiba ioh Stipend bad ki bymloh Stipend na ka Synod ia kiba la tip kum ki Sponsored Candidate, yn buh ia ki kyrteng jong ki ha ka list katkum ka snem ba ki pass ban khein ia ka seniority. Ia kine lah ban ai posting ha kano kano ka provision thymmai lane vacancy.
- c) Ki Presbytery ki lah ban pan ia uno uno u Student uba la pass napdeng ki Sponsor Candidate haba don ka provision bad kumjuh haba don ka vacancy hapoh u pud jong ki.
- d) Na ka bynta kito kiba la pass ha ka juh ka snem yn khein ia ka seniority na ka sngi kha katkum ka Birth Certificate.
- e) Haba don ka provision lane vacancy ha kano kano ka Presbytery bad ba kata ka Presbytery kam shym pan ia uno uno u Student ba la pass, ka Synod kan ai posting katkum ka seniority na kito kiba don ha ka list.
- f) Haba ki Presbytery ki pan provision ki lah ban kdew lang ia ka kyrteng jong uno uno u Student uba la pass ia ka jingpule.
- g) Ka Presbytery kam lah ban kam lypa ia ki Student ki bym pat pass ne kiba dang don ha ka jingpule.
- h) Tang ka Presbytery kaba lah ban recommend sha ka Synod ban pynrung sha ka Fulltime Ministry ia uno uno u Theological Student u bym dei u Sponsored Student uba la pass ia ka jingpule na kano kano ka Theological College/Seminary ba la ithuh da ka Senate of Serampore haba ka donkam ia ka jingshakri jong u, haba ka don ka provision lane ka vacancy. Ka Pastoral Ministry Department kan da peit bniah ha shwa ban recommend ban pynrung ia u sha ka Full Time Ministry jong ka Synod ba u la pynbiang katkum “Ka Recruitment Policy na ka bynta ki ban leit pule Theology”. Ka Synod kan iohsngew ruh ia ka jingthrang jong u ban rung sha ka ministry da ka jingthoh kaba wan na ka lynti kaba dei.
- i) Haba don ka jingpynkynriah jaka trei ia ki Pastor ne Probationary Pastor hapoh ka Presbytery, ym donkam shuh ban dang pynkhamti biang, hynrei donkam ban pyntip sha ka Synod.

**2. Ka bor ka Synod halor ka jingai posting:**

- (a) Ka Synod kan bat ha lade ia ka bor ban post ia ki Pastor bad Probationary Pastor katkum ka jingdawa jong ka kam.
- (b) Ka Synod ka bat ia ka bor ba ka lah ban shim ia u Pastor ne u Probationary Pastor na kano kano ka Presbytery na ka bynta ka jingdonkam jong ka shi term, bad lah ban bteng biang da ka jingiasngewthuh jingmut bad ka Presbytery bad ynda la kut ka term un leit phai biang sha la ka jong ka Presbytery bad Pastorate ba u wan.

- (c) Ka Synod ka don ka bor ban weng noh ia uno uno u Pastor ne Probationary Pastor na ka kam bad na ka jinglong Pastor lada um kohnguh ia ka jongpyniaid jong ka Synod.

### **3. Ka Jingthung Probationary Pastor:**

- a) Ka Pastoral Ministry Department kan recommend sha ka Synod ba kan thung Probationary Pastor ia kito ki Theological Student kiba la ithuh da ka Synod bad kiba la pass ia ka jingpule;
- i. Ia kiba la pan da ka Presbytery.
  - ii. Ia kito kiba ka Posting Committee kan recommend na kiba la don ha ka list katkum ka seniority haba ym shym la pan da ka Presbytery kaba don provision ne vacancy.
  - iii. Ia kito ki Field Secretary kiba la pan da ka Mission & Evangelism Department.
- b) Ka jingthung Probationary Pastor kan long da ka Synod ha ka jingialang jong ka Executive Committee. Na ka bynta kito kiba ym lah ban pyndep ia ka jingthung Probationary Pastor ha ka Jingialang jong ka Executive Committee na ki daw ki bym lah ban kiar, ka Executive Committee ka lah ban pynbeit ban pyndep ia ka jingthung Probationary Pastor ha ka jaka kaba dei ban pynkhamti da u Moderator lane Ex-Moderator.
- c) Ka por ban long kum ki Probationary Pastor kam dei ban duna ia ka lai snem bad hapoh katei ka por ki dei ban bud ia ka Probationary Course of Reading and Examination.
- d) U Probationary Pastor uba don ha ka jingpule um lah ban bud ia ka Probationary Course of Reading and Examination.

### **E. Ka Ordination kum ki Pastor/Minister:**

**Jinglamphrang:** Ka kam ordination ka long ka kam kaba kyantang shibun. Ym lah ban leh sting ia ka. Haba la dei ban ordain iano iano, naduh ka Balang, Pastorate, District bad Presbytery ki dei ban da khmih bniah ia kiei kiei baroh ba uta u ban shah ordain ne shah pynkyntang Pastor u long u ba ai jinghun na ki liang baroh ia kata ka bor ka ba recommend ia u.

Ha ka jingiadei bad uta u ban shah ordain, ka long kaba donkam shibun ba un sngewthuh ia ka dor kane ka Jingpynkyntang ne ordination. Un da pynkyntang ialade ha ka jinglong jingim, ha ka jinglong ba kynja mynsiem bad khamtam ia kata ka kam ba la khot ia u, ka ordain ministry.

Ka Department kan da shong bishar bniah ia kiei kiei baroh bad recommend ia u sha ka Synod shi snem shwa ban ordain. Kan peit bniah bad bishar bniah ia ka jonglong jingim jongu, ka jingtreikam ha ka Pastorate ba u trei bad ka jingiadei bad ka Pastorate ha ki liang baroh. Lada don kano kano ka ba shong pher ka Synod kan da pynsangeh shuwa ia ka Ordination bad kan da iasyllok ia u kat haduh ba kan da sngewhun.

### **Kito kiba dei ban shah ordain kum ki Minister ka Balang ki dei ban bud ryntih ia ka Riti (Constitution) lem bad ia kine ki jingbuh beit harum:**

- (1) Ba ka Synod kan bat ia ka bor ban ordain.
- (2) Ka recommendation ia ka ordination jong uno uno u Probationary Pastor ka dei ban long lyngba ka lynti kaba dei, kata lyngba ka Pastorate, District, Presbytery bad sha ka Synod.
- (3) Ka Sub-Pastoral Committee ka Presbytery bad ka Pastoral Ministry Department jong ka Synod kin bishar bniah ia kiei kiei baroh shwa ban recommend sha ka Synod.
- (4) U Pastor in-charge u don ka bor ban peit bad bishar ia ka jinglong jingim bad jingtrei jong u shwa ban recommend ban ordain ia u.
- (5) U dei ban pyndep janai ia ka Probationary Pastor Course of Reading and Examination ba la pynbeit da ka synod.
- (6) U dei ban ioh ia ka Medical Fitness Certificate na u Medical superintendent na kano kano ka Hospital ka KJP Assembly ban pynshisha ba u don ka met kaba koit ba khiah.
- (7) U ba ka rta kam dei ban duna ia ka 28 snem.
- (8) Yn ym ordain iano iano ha ka por ba u dang don ha ka jingpule.
- (9) Ki Institution kin ym lah ban recommend iano iano ban pynrung sha ka Ministry ban thung Probationary Pastor ne move ia ka ordination, lait noh ia ki Field Secretary ia kiba la recommend da ka Mission & Evangelism Department.
- (10) Ka Pastoral Ministry Department ka bat ia ka bor, ka lah ban pynsangeh ia ka ordination lada ka shem ba ym pat sngew dei ban ordain.

### **F. U Pastor bad ka Institution:**

- (1) Uno uno u Pastor u lah ban long head ha kino kino ki Institution jong ka Synod lada ka Synod ka donkam ia ka jingshakri jong u bad ba ka Presbytery kaba u don ka kloj ban ai ia ka jingshakri jong u, uba don ka kyrdan (qualification) kaba biang bad uba don ruh ka sap ia kata ka kam, tangba um lah shuh ban bat ia ki kam jong ka Pastorate.
- (2) Haba ka Synod ka donkam ban phah ia uno uno u Pastor ban leit trei sha kano kano ka Christian Institution ka dei ban long on deputation.
- (3) Ki Institution ha kaba ki pastor ki leit on deputation kin contribute sha ka Pension Fund ka Synod.
- (4) Kin leit katkum ka term ba la mynjur da ka Synod.
- (5) **Ka Term:** Baroh ki Pastor ki ban trei sha kiwei pat ki kam shabar na ka jingkhmih ia ka Pastorate kin don da ka term kaba 3 snem (shi term). Hadien ba la kut ka term, lah ban bteng biang lada donkam bad hadien kata kin wan phai pat sha ka Pastorate na kaba ki mih.

**G. U Pastor bad Ka Pastoral Reach-Out Minsitry:**

- (1) Ia baroh ki jingtrei shabar ka Pastorate bad Special Post yn buh (categorize) ha ka Pastoral Reach out Ministry.
- (2) Ba ka Synod kan da khmih bniah ba un dei uba don ka sap bad uba iadei bad kata ka kam kaba un trei.
- (3) Uno uno u Pastor ba la depute sha kane ka Ministry, katba lah u dei ban long uba la pyntbit ialade katkum kata ka kam ba u leit ban trei.
- (4) Ka Synod ka lah ban phah training (short term) na ka bynta kata ka kam bad u Pastor u dei ban leit khlem da ai daw.

**H. Ka Term na ka bynta ki Pastor kiba trei sha kiwei pat ki kam shabar na ki jingkhmih ia ka Pastorate:**

Baroh ki Pastor ki ban trei sha kiwei pat ki kam ka synod shabar na ka jingkhmih ia ka Pastorate kin don da ka term kaba 3 snem (shi term). Hadien ba la kut ka term, lah ban bteng biang lada donkam bad hadien kata kin wanphai pat sha ka Pastorate na kaba ki mih.

**I. Ka jingleit pule shuh shuh (Further Study) ki Pastor ne Probationary Pastor:**

(a) ***Ka jingleit pule M.Th. bad shaneng:***

- (1) Kiba kwah ban leit pule M.Th. bad shaneng kiba long Academic studies kin ia id da ka lynti kaba dei, kata, ban phah ia ka application lyngba ka Pastorate, District bad Presbytery.
- (2) Kin leit ha ki College/Seminary ne University ba la ithuh da ka Senate of Serampore ne ba la ithuh da ka Synod.
- (3) Kin pynthikna ia ka College/Seminary ba ki dei ban leit bad kumjuh ruh ia ka subject ba kin leit pule ha ka por ba ki pan jingbit na ka Synod.
- (4) Ka Synod kan da khmih bniah ba ka Course ne subject kaba kin leit pule kan dei kaba myntoi ia ka kam kaba ki trei.
- (5) Ki dei ban da pynthikna ruh ia ki snem ban bud ia ka Course ba kin pule (duration of the Course).
- (6) Kin kitkhlieh hi ia ka jinglut jingsep kynthup ia ka leit ka wan.
- (7) Kin ioh ia ka Pay bad ki allowance ba dei ban ioh.
- (8) Kino kino kiba kwah ban leit pule shuh shuh kin ym lah ban pan leit pule bad pan ordination ha ka juh ka snem.
- (9) Kin pynthikna ba kin wan phai pat sha la ka Pastorate hadien ba ki la pyndep ia ka jingpule.

(b) ***Ka jingleit pule sha kiwei pat ki jaid jingpule (Secular Education):***

Kino kino ki Pastor ne Probationary Pastor kiba dang kwah ban leit pule shuh shuh sha kiwei pat ki jaid jingpule (Secular Education) ki dei ban da ioh bor na ka Synod bad ban wan sha ka Synod lyngba ka lynti kaba dei.

**J. Ki Pastor bad ka Provision:**

- (1) Ka jingthaw Pastorate kan long katkum ka jinglong ka jaka, area bad ba ka jingdon brieve kan ym duna 1000 ngut ki Khristan.
- (2) Ki Pastorate kiba la don 2000 ngut shaneng ki Khristan ki lah ban pan Provision shuh ban ioh Pastor sa uwei ha kajuha ka Pastorate.

- (3) Ka jingpan provision kan long shi snem shwa ban pan Pastor shuh shuh ha ka juh ka jaka.
- (4) Ka Pastorate kan pynbeit ia ka jingtrei jong ki Pastor kiba don bun ngut ki Pastor ha ka juh ka Pastorate ha kata ka rukom ba kan ym don ka jingban khia iano iano.
- (5) Kawei pa kawei ka Pastorate kan don la ka ling Pastorate ka ban long ka jaka sah u Pastor jong ka.
- (6) Kawei pa kawei ka Pastorate kan kit hi ia la u jong u Pastor.

**K. Ka rta shongthait:** Ka rta ba ki Pastor kin shongthait (retire) na ka kam ba ki trei kan long 65 snem.

**L. Ki Pastor ba la shongthait:**

- (1) Kin ioh ia ka Gratuity, ka Pension benefit katkum ka Pension Scheme ba la mynjur da ka Synod.
- (2) Kin long ki dkhot jong ka Committee Balang ha kano kano ka Balang ha kaba ka kyrteng Balang jong ki ka don.
- (3) Kin long ki dkhot ba khlem da jied sha ka District, Presbytery bad Synod.

**M. Ki Pastor ba hap ban shong thait na ki daw jong ki jingpang (Invalid):**

Ba uno uno u Pastor uba hap ban shong thait na ki daw ba u long Invalid un ioh ia ka Invalid Pension kat kum ka Pension Scheme ba la mynjur da ka Synod.

**N. Ki Committee hapoh ka Department:**

**1. POSTING COMMITTEE:**

- (a) **Ki dkhot:** U Moderator, U Executive Secretary in-charge, u Secretary, bad saw ngut ban jied da ka Department.
- (b) **Ki kam:**
  - (a) Kan pynkhreh jaka trei ia ki Probationary Pastor ba la mynur da ka Synod.
  - (b) Kan thaw lad ban pynbeit jaka trei ia ki Pastor kiba la shah pynkynriah jaka trei.
  - (c) Kan trei ia ki kam ba la aiti da ka Department.

**2. BOARD ON PASTORAL REACH-OUT MINISTRY:**

- (1) **Ki Dkhot:** U Moderator, u Secretary ka Synod, u Executive Secretary in-charge bad saw ngut ban jied da ka Department.
- (2) **Ki Kam:**
  - (i) Kan khmih ia ka jingtrei jong ki Pastor katkum ka Scheme shabar u pud ka Synod, ki Karkhana, Hospital ki bym dei jong ka Assembly, ki Institution, bad ia kito kiba trei hadpeng ki Khasi shabar u pud ka Synod.
  - (ii) Kan trei ia ki kam ba la aiti da ka Department.
  - (iii) Kan phah ia ka report jong ka jingtrei ki Pastor kiba trei ha ka Pastoral Reach-Out Ministry sha ka Department.

**O. Sub-Pastoral Committee Presbytery:**

Ka Sub Pastoral Committee Presbytery ka dei ka Committee kaba korbar ia ki kam baroh kiba don jingiadei bad ki kam sharai Balang hapoh ki pud ki sam jong ka Presbytery katkum ka jingdonkam ne jingdawa jong ka kam.

- (1) Ka Presbytery ka don ka bor ban pynkynriah jaka trei ia ki Pastor/ Probationary Pastor jong ka katkum ka jingdonkam bad ban pyntip sha ka Synod.
- (2) Ka don ka bor ban khot bad iasylllok ia uno uno u Pastor/Probationary Pastor haba ka idonkam ban leh kumta.
- (3) Kan recommend sha ka Synod ban ordain ia kito ki Probationary Pastor kiba la recommend da ka Pastorate kaba ki dei khmih, kiba la pyndep ia ki Probationary Pastor Course of Reading and Examination shi snem shwa ka snem ban ordain, lada ka ibit ibiang ia ka jinglong jingim bad jingtrei jong ki.
- (4) Kan iakren halor ki kam kiba iadei bad ka kam sharai Balang kiba wan na ki District.
- (5) Kan khmih kyllum ia ka report jingtrei jong ki Pastor / Probationary Pastor bad phah sha ka Synod man ka snem.
- (6) Kan da leh bniah shwa ba kan recommend ia uno uno u samla uba kwah ban leit pule Theology uba la wan da ka lynti.
- (7) Kan pyntip sha ka Synod lada don kino kino ki Pastor ki bym kohnguh ia ka jingpyniaid jong ka Presbytery.



- (8) Ki Presbytery kim lah ban recommend ia u juh u Probationary Pastor ba un leit pule bad ban ordain ha ka juh ka snem.
- (9) Hada don ka jingphiah ne pynkha Pastorate ka Presbytery kan pyntip sha ka Synod lem bad ka kyrteng jong ki Pastor kiba trei ha kito ki Pastorate.
- (10) Ka Presbytery kan kyntu ia ki District bad Pastorate ba kin thaw lad ban iarap na ka bynta ki Pastor jong ki.

#### IV. THEOLOGICAL EDUCATION DEPARTMENT:

- A. **Ka jinglamphrang:** Ka Theological Education Department ka dei ka Department kaba peit ia ka jingtrei kam kaba iadei katkum ki kyndon ba la buh ha ka Riti ka Balang Presbyterian ha ri India. Kan bud ryntih ia ki Policy ka Synod kiba iadei bad kane. Kan don ar tylli ki Sub Committee hapoh jong ka, kita ki long, **Ka Working Committee** bad **Interview Board**.
- B. **Ki dkhot:** U Moderator, **Moderator Elect**, u Secretary ka Synod, u Executive Secretary in-charge, 7 ngut ban jied da ka Synod man ka lai snem. U Executive Secretary in-charge, un long u Secretary.
- C. **Ki Kam:**
  - (1) Kan jied ia u Chairman napdeng ki dkhot ba la jied da ka Synod na ka bynta shi term.
  - (2) Kan khmih ia ka jingleit pule Theology.
  - (3) Kan pyniaid ia ka Orientation Class na ka bynta ki Final year Student.
  - (4) Kan pyniaid ia ka Probationary Pastor Course of Reading and Examination.
  - (5) Kan khmih ia ki kam kiba iadei bad ka Theological Education Committee jong ka KJP Assembly.
  - (6) Kan pynkreh ia ka budget jong ka Department man ka snem.
  - (7) Kan jied ia ki dkhot ka Working Committee bad Interview Board.
- D. **Ka Jingithuh ia ki Theological Student:**
  - (1) Ba ka Synod kan ai Stipend katkum ka jingpynbeit jong ka na ka por sha ka por.
  - (2) Ba ka Synod kan ithuh ia ki nongpule Theology tang lada ki la pynbiang ia kine ki kyndon harum;
    - (a) Ba la phah ia ki recommendation jong ki lyngba ki lynti kiba dei; kata lyngba ka Balang, District, bad Presbytery.
    - (b) Ba ki la wan sha ka Interview ba la pynbeit da ka Synod.
    - (c) Ba ki la klooi ban kohnguh ia ka jingpynbeit jong ka Synod.
    - (d) Ba ki la pynbiang ia ki kyndon ba la pynbeit da ka Synod.
- E. **Ha ka Jingiadei bad ki Probationary Pastor:** Kan report sha ka Synod ia ka jingbud bad jingpyndep jong ki Probationary Pastor ia ka Probationary Pastor Course of Reading and Examination.
- F. **Ka Policy na ka bynta ki ban leit pule Theology:** Na ka bynta ban buh beit bad ryntih shuh shuh ia ka rukom bad nongrim na ka bynta ka jingleit pule Theology jong kito kiba don ka jingkhoh ban rung sha ka jingshakri ka Balang, la donkam ban don ka policy kumne harum:
  - (1) Ba kino kino kiba la ioh ia ka jingkhoh na U Blei kin wan sha ka Synod lyngba ka lynti kaba dei, kata, lyngba ka Balang, District bad Presbytery ha shwa ka por ban long ka jingialang jong ka Synod.
  - (2) Ba ki Balang, District bad Presbytery kin da tohkit bniah bad bishar bha ia ka jinglong jingim jong ki kaba mynshwa bad ha ka por ba ki apply ban leit pule Theology ban interview ha shwa ba kin recommend sha ki bor Balang ba halor.
  - (3) Ba ka rta jong ki ban leit pule Theology kan ym duna ia ka **20 snem ia kiba la pass Class XII bad 21 snem ia ki Graduate** bad yn ym palat ia ka 40 snem bad ka rta ha ka por ban ordain kan ym duna ia ka 28 snem.
  - (4) Ba ki dei ban long ki Riewdkhot ym duna ia ka 5 snem.
  - (5) Ba ki dei ban long ki bym pat pynthoh dak ialade da ka jingiahap samla hadien ba ki la long riewdkhot.
  - (6) Ba ki dei ban long kiba la ju mlien bha ban iashim bynta ha ki kam Balang bad kiba don ka jingsngewthuh ia ki kam Balang jong ka Balang Presbyterian.
  - (7) Ba ki dei ban long kiba don ka jingkoit jingkhiah kaba biang ba la kyrshan da ka Medical Fitness Certificate na u Medical Superintendent na kano kano ka Hospital ka KJP Assembly.
  - (8) Ba ki dei ban long kiba la pyndep ia kano kano ka course ka ban biang ban pule ia ka B.D. Course ba la ithuh da ka Senate of Serampore.
  - (9) Ban leit sha ka Orientation Class ka dei ban long tang hadien ba la ioh ia ka jingmynjur ka Synod bad hadien ba la pyndep ia ka Interview da ka Department.
  - (10) Ba ka Interview Board (Theological Education Department) kan Interview ia ki Candidate ba la

- recommend da ki Presbytery man ka snem.
- (11) Ba hadien ba la pyndep ia ka Interview ka Department kan report sha ka Executive Committee ia kiba la jied ban ai Stipend bad ia kito kiba dei ban ai ia ka jingithuh.
  - (12) Ba ki Student ki ban ai Stipend daka Synod kin soi ia ka Bond katsum ka Form ba la pynkhreh lypa da ka Synod.
  - (13) Ba ki nongleit pule (kiba ioh Stipend bad ki bym ioh Stipend) kin sngewthuh ba ka Synod kam kular ban ai kam ynda la dep ka jingpule.
  - (14) Ba ka Synod kan khmih ba katba lah yn ai Stipend ia kito ki student kiba wan na ki long-iing kiba kham duna ka jingioh jingkot.
  - (15) Ban kiar katba lah ba nym ai Stipend ar ngut na ka juh ka Presbytery ha ka juh ka snem lait noh haba ym don candidate na kiwei pat ki Presbytery.
  - (16) Ba ka Synod kan ym ai Stipend ia kino kino ki Student kiba fail katba ki dang shong (repeat) ha kajuh ka Class. Kin ioh pat ia ka Stipend ynda ki la pass bad bteng ia ki Class kiba kham sha neng.

**G. Ki Sub-Committee:** Kan don ar tylli ki Sub-committee hapoh jong ka, kita ki long ka **Working Committee** bad **Interview Board**.

**1) Ka Working Committee:**

- (a) Ki dkhot: Chairman, u Executive Secretary in-charge, bad sa 3 ngut ban jied da ka Department.
- (b) Kan trei ia ki kam ba la aiti da ka Department.
- (c) Kan trei ia ki kam kiba kyrkieh ki bym lah shuh ban ap haduh ka jingialang jong ka Department.

**2) Ka Interview Board:**

- (a) **Ki Dkhot:** Chairman, u Executive Secretary in-charge, **U Moderator** bad sa ar ngut ban jied da ka Department.
- (b) Kan recommend sha ka Department ia kiba la shem ba ki long kiba bit ban leit pule Theology.

**V. FINANCE DEPARTMENT:** Ka Finance Department ka dei ka Department ka ban korbar ia baroh ki kam kiba iadei bad ki kam pisa tyngka jong ka Synod.

**A. Ki Dkhot:** Ki Dkhot jong kane ka Department kin kynthup ia kine harum:

U Moderator Elect, Ki Secretary ka Synod, Ki Finance Officer, Ki Executive Secretary ka Synod, 7 ngut ban jied da ka Synod, Ki Finance Officer (Finance Secretary bad Treasurer) jong ki Presbytery. U Executive Secretary in-charge un long u Secretary. Kan jied ia u Chairman na-pdeng ki dkhot.

**B. Ka Rukom pynmang jingainguh:-**

- i. Kan don tang kawei ka jingainguh ia kaba yn khot kyrteng 'Jingainguh'.
- ii. Ka jingmang ia ki Presbytery kan long katsum ka jingdonbriew, ka jingdonkam bad ka jinglah.
- iii. Yn buh ia ki Presbytery ha ki lai tylli ki kyrdan (Grade), kata Grade I, Grade II bad Grade III.

**C. Ki Kam ka Department:-**

- (i) Kan trei ia ki kam kat kum ki rule buh jingkhein jingdiah (Financial rules) ia kaba ka Synod ka lah ban pynbha na ka por sha ka por.
- (ii) Kan thawlad ban pynmih ki jingpynshai lyngba ki jingthoh jingtar na ka por sha ka por ia ka jingdonkam pisa jong ka Synod.
- (iii) Kan revise ia ka Pay Scale bad Allowance jong ki Pastor ban nongtrei jong ka Synod Office man la ka 5 snem.
- (iv) Kan pynkhreh ia ka Budget jong ka Synod baroh kawei. Kan khmih bniah bha ia ki Budget ba la phah da ki Department baroh bad phah sha ka Synod lyngba ka Executive Committee man ka snem ban ioh ia ka jingmynjur.
- (v) Kan pynbeit ia ki increment jong ki Pastor bad nongtrei jong ka Synod Office man ka snem.
- (vi) Ka snem buh jingkhein jingdiah (Financial year) ka Synod ka dei katsum ka Calendar Year.
- (vii) Ia ki jingkhein jingdiah jong ka Synod dei ban da Audit man ka snem.
- (viii) Kan plie Account, Fix Deposit ha ki Bank katsum ka jingdonkam.
- (ix) Kan khmih ba ki Acquittance Sheet na ki Presbytery dei ban pynpoi tista sha ka Synod man u bnai.
- (x) Kan don ka **(i) Budget Sub Committee, (ii) Finance Monitoring Cell**, kum ki committee rit hapoh jong ka ha kaba kan thung ruh ia ki dkhot jong kine ki committee napdeng ki dkhot jong ka.

**D. Ka Budget Sub-Committee:-**

Ka Budget Sub-Committee ka dei ka Committee rit hapoh ka Finance Department. Kan don 8 ngut ki dkhot ki ban kynthup ia u Chairman, Executive Secretary in-charge, u Treasurer, ki Executive Secretary in-charge bad 3 ngut ban jied napdeng ki dkhot ka Finance Department.

**Ki kam:**

Ka kam jong kane ka Sub-Committee ka long khamtam eh ban pynkhreh ia ka budget jong ka Synod man ka snem. Kan da bishar bniah bad pynshong nongrim katba lah katkum “ka rukom pynmang jinganguh” ba la kdew ha ‘Ki Kam ka Department’.

**E. Ka Finance Monitoring Cell:**

- (i) Ka Finance Monitoring Cell ka dei ka Committee rit hapoh ka Finance Department ka ban iarap ia u Executive Secretary in-charge ban ia korbar ia ki kam pisa tyngka jong ka Synod. Kan don 8 ngut ki dkhot ki ban kynthup ia u Chairman, Executive Secretary in-charge, u Treasurer, ki Executive Secretary bad 3 ngut ban jied napdeng ki dkhot ka Finance Department.
- (ii) Kane ka Committee kan iakynduh ha man ka por ba donkam.

(iii) **Ki kam:**

- a) Kan khmih ba ki jingpyllut kin ym dei ban tam (exceed) ia kaba la mang ha ka Budget provision.
- b) Kan khmih ia ki jingpyndonkam ia ki pisa ba kan long ha ka rukom kaba dei (proper utilization).
- c) Kan peit ba kan ym don ka diversion of fund/Head, khlem da ioh bor na ki bor ba dei.
- d) Kan peit ba ki jingpyllut khamtam ki jingpyllut kiba heh ki dei ban da ioh ia ka jingmynjur jong ka Department.
- e) Ban kiar na ka Post-Facto Sanction ia ki jingpyllut kiba heh.
- f) Kan phah ia ka report sha ka Department.

**F. Ka Bor pyllut (Sanction) Pisa-** Ia kino kino ki jinglut ba kyrkieh ia kiba ym shym la khmihlynti, u Executive Secretary in-charge bad u Treasurer ki lah ban nang siew da kaba re-appropriate na kano kano ka Head of Expenditure bad report sha ka Department. Ki Department haba ki donkam pisa ki dei ban da ioh sanction shwa na ka Finance Department.

**G. Ki Auditor:**

- i) Yn jied Auditor napdeng kito kiba don ka jingsngewthuh bad jingshemphang ia ki kam pisa tyngka bad ia ka rukom buh jingkhein jingdiah.
- ii) Kin neh ha ka kam shi snem.
- iii) Kin long ki dkhot sha ka Jingialang Pyrkhat Kam ka Synod.
- iv) Man ka snem yn pynneh ia uwei na ki Auditor sa shisnem khnang ba kan don ka jingbteng (Continuity) ia ka kam.
- v) Kin phah ia ka Report sha ka Executive Committee.

**VI. MISSION AND EVANGELISM DEPARTMENT:**

**A. Ka jingthmu:** Ban pynkhlain ia ka kam Mission bad Jingialap hapoh u pud jong ka Synod bad shabar. Ban pynkhih ia ka mynsiem ialap. Ban seng ia ki Mission Field/Centre, ban phah Missionary hapoh ka ri bad shabar, ban thawlad ban pynmih pisa na ka bynta kane ka jingthmu.

**B. Ki Dkhot:** Ki dkhot kane ka Department kin kynthup ia kine harum: U **Moderator Elect**, U Secretary Synod, U Executive Secretary incharge, 5 ngut ban jied da ka Synod, lai-ngut ban jied bad phah da ki Presbytery, ki Executive Secretary ka Synod kin long ki dkhot ba khlem da jied (Ex-Officio). Ki dkhot kin neh ha ka kam lai snem. Shiteng na ka jingdon ki dkhot kin pynlong ia ka quorum.

**C. Ki Kam:**

- (i) Kan jied ia u Chairman napdeng ki dkhot.
- (ii) Kan jied ia ki dkhot ki Mission Centre/Mission Field.
- (iii) Kan trei ia ki kam ba la shaniah da ka Synod bad Executive Committee.
- (iv) Kan khmih bad pynkhlain ia ki kam ialap bad mission hapoh bad shabar ki pud ka synod.
- (v) Kan pynbeit ia ki jingiaseng ialap na ka por sha ka por.

- (vi) Kan pynbeit (conduct) ia ki training shaphang ka kam ialap.
- (vii) Kan peit thikna da kaba buh beit bad buh ryntih ia ki nongialap, kum kaba ai training, ai jingiasyllok, interview bad ai certificate ia kito kiba dei ban leit ialap.
- (viii) Kan thung Balang ha kito ki Mission Field/Centre haba la don katto katne ngut ki Khristan hadien ba la ioh ia ka jingmynjur na ka Synod.
- (ix) Kan thung ia kine ki Committee: (i) Working Committee, (ii) Mission Board (iii) Committee on Revival.
- (x) Kan kyrshan ia ki jingtrei mission bad jingialap ha ki Presbytery, District bad Balang kiba wan lyngba ka Synod.
- (xi) Kan pynkhreh ia ka Budget jong ka Department man ka snem.
- (xii) Kan phah ia ki kam jong ka sha ka Synod.
- (xiii) Kan thaw ia ki lad pynmih fund na ka bynta ka Department.
- (xiv) Kan don ar kyndon ki rukom trei kam mission: (i) Ka Mission hapoh u pud ka Synod, (ii) Ka Mission shabar u pud ka Synod.
- (xv) Kan khmih bad pyniaid ia ki Mission Field/Centre hapoh bad shabar ka Synod.
- (xvi) Kan thawlad ban plie ia ki Mission Field/Centre ha ki jaka ba donkam.
- (xvii) Kan recommend sha ka Synod ia ka kyrteng jong uno uno uba la pass Theology uba don ha ka list kiba la pass ne u Pastor u ban trei kum u Field Secretary.

**D. Ki Committee:** Ka Mission & Evangelism Department kan don ki Committee kumne harum: (1) working Committee, (2) Mission Board, (3) Committee on Revival.

**(1) Ka Working Committee:**

**a) Ki Dkhot:** U Chairman, U Executive Secretary in-charge, bad 5 ngut ban jied da ka Department.

**b) Ki kam:**

- (i) Kan trei ia ki kam ba la aiti da ka Department.
- (ii) Kan trei ia ki kam kiba kyrkieh.
- (iii) Kan report sha ka Department.

**(2) Mission Board:**

**a) Ki Dkhot:** U Chairman, U Executive Secretary in-charge, U Senior Executive Secretary bad 5 ngut ban jied da ka Department napdeng ki dkhot jong ka.

**b) Ki Kam:**

- (i) Kan pynkhreh ia ki Scheme kiba iadei bad ki kam Mission bad phah sha ka Department.
- (ii) Kan thung ia ki *Mission Field/Centre Committee* ka ban khmih ia ka jingtreikam jong ki Mission Field/Centre ha la ki jong ki jong ki jaka.
- (iii) Kan jied 5 ngut ki dkhot na ka bynta kawei kawei ka Mission Field/Centre napdeng ki dkhot Department na ka bynta ki Mission Field/Centre ki bym shym kynthup ia ki Presbytery.
- (iv) Kan jied 3 ngut ki dkhot na ka bynta kawei kawei ka Mission Field/Centre bad uwei na kawei kawei ka Presbytery kaba kynthup ha ka Mission Field/Centre.
- (v) Kan tyrwa sha ka Department ia ka jingdonkam ban buh Missionary.
- (vi) Kan tyrwa sha ka Department ia ki kyrteng jong kito ki ba yn thung kum ki Missionary ban ioh ia ka jingmynjur.
- (vii) Kan da khmih bad bishar bniah bha ia kito kiba dei ban thung kum ki Missionary.
- (viii) Kan pynbeit ba kan don ka Refresher Course ha ki Mission Field/Centre.
- (ix) Kan submit ia ka jingtreikam jong ka sha ka Department 2 sien shisnem.
- (x) Kan pyntreikam ia ki Scheme ba la mynjur da ka Synod.
- (xi) Kan report sha ka Department.

**3) Committee on Revival:**

**a) Ki Dkhot:** U Chairman, U Executive Secretary in-charge un long ruh U Secretary, ki Executive Secretary, 5 ngut ban jied da ka Department napdeng ki dkhot jong ka.

**b) Ki Kam:** Kan thawlad ban pynkhlain ia ka jinglong mynsiem jong ki khun ka Balang kumne harum:

- i) Da kaba kyntu ia ki iing khristan ban pynlong tista ia ki jingduwai.

- ii) Ban kyntu ia ki Balang ba kin pynlong thikna ia ka Bible Study.
- iii) Ban pynmih ia ki jingthoh jingtar kiba iadei bad ka jingpynthymmai bor jong u Mynsiem Bakhuid ha ki khun ka Balang.
- iv) Kin ialeh ban thaw ia ki lad ban iada na ka jingshah ialam bakla jong ki khun ka Balang ha kiwei pat ki bor.
- v) Kan pynlong ia ki Conference, ki Seminar bad Consultation ha ka Synod bad ha ki Presbytery shaphang ka jingtrei ka revival na ka por sha ka por.
- vi) Kan kyntu ia ki Presbytery ba kin don ka Committee on revival.
- vii) Kan report sha ka Department.

#### **E. KI JINGBATAI:**

i) **U Executive Secretary in-charge un khmih (oversee) ia ka kam Mission baroh kawei.**

ii) **Ki Nongtrei ha ki Mission Field bad ki kamram:**

a) **Ki Missionary:** Yn khot Missionary ia ki nongtrei baroh ia kiba la phah sha ki Mission Field kiba kynthup ia ki Pastor, ki Nongialap, ki Nonghikai Skul, ki Doctor, ki Nurse bad ia kiwei kiwei de ki jaid kam ba ki trei. ki Missionary ki ban trei ha ki Mission Field hapoh ka jingkhmih u Field Secretary kin dei ki riwdkhot jong ka Balang, katba lah yn thung napdeng ki dkhot ka Balang Presbyterian (ba la pynshisha da ki certificate kiba biang), bad ruh katba lah yn thung napdeng ki riwdkhot ka KJP Synod Mihngi. Kin phah ia ka report jingtreikam jong ki sha u Field Secretary.

Ka rta shongthait kan long 60 snem. Lah ban pynjlan ia ka na ka snem sha ka snem lada ka jingkoit jingkhiah ka biang ba la pynshisha da ka Medical Certificate na uno uno u senior Medical Officer ki Hospital ka KJP Assembly, tangba kan ym palat ia ka san snem.

b) **Ka jingthung Field Secretary:**

- (i) Ia u Field Secretary yn thung napdeng ki Ordain Minister lane uno uno uba la pass Theology ba la ithuh da ka Synod.
- (ii) Kane ka jingthung kan long Permanent lymda don ka jingpynbeit da kumwei pat.
- (iii) Na ka bynta kito kiba la pass Theology, ka Synod kan thung Probationary Pastor ia ki.
- (iv) Un long u Secretary ha ka Mission Field/Centre kaba u dei khmih.
- (v) Un khmih ia ki nongtrei bad pyniaid ia ka jingtrei ha ka Mission Field/Centre kaba u dei khmih.
- (vi) Un thawlad ban pynroi ia ka kam bad co-ordinate ha ka jingiadei bad kiwei kiwei ki Mission Agency ba la ithuh da ka Synod bad ba yn ioh ia ka jingmynjur jong ka Department.
- (vii) U dei ban leit training (short term) lada ka kam ka dawa.
- (viii) Un pynbeit ia ki Jingiaseng Ialap bad pynlong ia ki training na bynta ka kam ialap. Un report ia ka jingtrei sha ka Mission Field/Centre Committee.

c) **Ki Mission Worker:** Ki nongtrei ha ki Mission Field ia kiba yn thung napdeng ki local yn khot ki Mission Worker.

d) **Ki Office Assistant:** Lah ban thung ki Office Assistant lada donkam, ki ban trei ia ka kam Office ha ka Headquarter jong ki Mission Field da ka jingmynjur ka Department ki ban hap hapoh ka jingkhmih u Field Secretary.

e) **Ka Jingsiew, ka Qualification, Etc.:** Kan long katkum ki Scheme ba la mynjur da ka Synod.

#### **VII. TRUST DEPARTMENT:**

Ka Trust Department jong ka Synod ka dei ka Department kaba trei ia ka kam jong ka katkum ka Memorandum of Association.

##### **A. Ki Dkhot:**

Ki dkhot ki long katkum ka Memorandum of Association. U Chairman, U Senior Executive Secretary un dei ruh u Executive secretary in-charge bad 7 ngut kiwei pat ban jied da ka Synod.

##### **B. Ki kam jong ka Department:**

- i. Kan jied ia u Chairman jong ka.

- ii. Kan pyrkhath bad pyndep ia ki kam kiba la phah da ka Synod ne Executive Committee.
- iii. Kan pyrkhath bad trei ia ki kam kiba wan na ka KJP Assembly kiba iadei bad ka Trust.
- iv. Kan korbar nadong shadong shaphang ki jaka puta, ki iing ki sem kiba la don lypa, kiba dang dei ban thied bad kiba dang dei ban shimti thymmai.
- v. Kan sumar bad buh ryntih ia ki kot ki sla (documents) kiba iadei bad ki jaka puta, ki iing ki sem jong ka Synod.
- vi. Kan korbar ia ki kam kiba iadei bad ka Ain.
- vii. Kan khmih ia ki kam kiba wan na ki Presbytery kiba iadei bad ka kam jong ka Trust.
- viii. Kan pynkhreh ia ka Budget jong ka Department man ka snem.
- ix. Kan buh ia ka Inventory Register ia ki immovabale property jong ka Synod.

## VIII. CHRISTIAN EDUCATION DEPARTMENT:

### A. Ka Jingthmu:

Ka Christian Education Department ka dei ka Department kaba peit bad khmih ia ki jinghikai, ka jingnang jingstad kaba iarap bad kyntiew ha ka liang ka imlang sahlang, ka jinglong jingim Khristan bad bun kiwei kiwei ki bynta kiba don jingiadei bad ka rukom pyrkhath Khristan.

**B. Ki Dkhot:** U Moderator Elect, U Executive Secretary in-charge un long u Secretary, Ki Executive Secretary ka Synod kin long ki dkhot ba khlem da jied, 6 ngut ban jied da ka Synod, bad 3 ngut ban phah na kawei kawei ka Presbytery.

### C. Ki Kam jong ka Christian Education Department:

- 1) Kan jied ia u Chairman napdeng ki dkhot na ka bynta shi term.
- 2) Kan pyntreikam ia ki jingiakut jong ka Synod/Executive Committee kiba iadei bad kane ka Department bad ia ki kam kiba la aiti ha ka.
- 3) Kan khmih bad pyniaid ia ki School bad College jong ka Synod kynthup ia ki Governing Board/Body, Managing Committee bad ban bud ryntih ia ka Education policy jong ka Synod & KJP Assembly bad katba lah yn bud ia ki guidelines jong ka Government.
- 4) Kan pynthip sha ka Executive Committee shi snem shuwa bankut ka term jong ki Head jong ki Institution. Ka Executive Committee kan leh ia kaba donkam ban thung ia ki biew kiba iadei bad kata ka kam.
- 5) Ki Head jong kino kino ki Institution jong ka Synod ki dei ban long ki dkhot jong ka Balang Presbyterian.
- 6) Kan thaw lad ban kham pynbha bad pynkhlain ia ka kam Skul Pynpaw.
- 7) Kan thaw lad ban pynlong ia ki Seminar, Conference, Consultation, Training bad kiwei kiwei.
- 8) Kan pyrkhath ia ki lad na ka bynta ban kyntiew ia ka imlang sahlang kum kaba seng skul, College bad kiwei kiwei.
- 9) Kan pynkhreh ia ka budget jong ka Department man ka snem, kaba kynthup ia ki Skul, College bad kiwei kiwei ia kaba yn mynjur da ka Synod.
- 10)

### D. Ki Committee:

Ka Education Committee kan don ki Committee kumne harum:

- 1) Working Committee.
- 2) Sunday School Committee.
- 3) Education Board.
- 4) Christian Home & Stewardship Committee.

**1. Working Committee:** Kan kynthup ia U Chairman, Executive Secretary in-charge, bad 5 ngut ban jied da ka Department napdeng ki dkhot jong ka.

#### **Ki Kam:**

- a) Kan trei ia ki kam ba la aiti bad shaniah da ka Department.
- b) Kan trei ia ki kam kiba kyrkieh.
- c) Kan report sha ka Department.

**2. Sunday School Committee:** Kan kynthup ia U Chairman, Executive Secretary in-charge, bad 5 ngut ban jied da ka Department napdeng ki dkhot jong ka.

#### **Ki Kam:**

- a) Kan trei ia ki kam ba la aiti bad shaniah da ka Department.
- b) Kan trei ia ki kam kiba iadei bad ka Sunday School.

**3. Education Board:** Kan kynthup ia U Chairman, Executive Secretary in-charge, bad 5 ngut ban jied da ka Department napdeng ki dkhot jong ka.

**Ki Kam:**

- a) Kan trei ia ki kam ba la aiti bad shaniah da ka Department.
- b) Kan trei ia ki kam kiba iadei bad ka Education policy jong ka Synod bad Assembly.

**4. Christian Home and Stewardship Committee:** Kan kynthup ia U Chairman, Executive Secretary in-charge, bad 5 ngut ban jied da ka Department napdeng ki dkhot jong ka.

**Ki kam:**

Kan trei ia ki kam ba la shaniah ha ka da ka Department.

**IX. SOCIAL AND ECONOMIC LIFE DEVELOPMENT DEPARTMENT:**

**A. Ka Jingthmu:** Ka Social and Economic Life Development Department ka dei ka Department kaba dei peit bad khmih ia ka jingtreikam kaba iadei bad ka imlang sahlang, kaba khmih ban kyntiew ia ka ioh ka kot, ka roi ka par jong ki parabangeit bad ki nongshongshnong hapoh u pud jong ka Synod. Kan don ruh ka Working Committee hapoh jong ka.

**B. Ki Dkhot:** U Moderator Elect, U Executive Secretary in-charge, Ki Executive Secretary ka Synod ki long ki dkhot ba khlem da jied, 6 ngut ban jied da ka Synod, bad uwei u dkhot na kawei kaawei ka Presbytery.

**C. Ki Kam:**

- 1) Kan jied ia u Chairman napdeng ki dkhot.
- 2) Kan jied ia ki dkhot ka Working Committee, Breakthrough Centre, Children's Home, Handloom & Weaving Training Centre, Capacity Building etc.
- 3) Kan trei kat kum ka Memorandum of Association.
- 4) Kan trei ia ki kam ba la aiti bad shaniah da ka Synod bad Executive Committee.
- 5) Kan thaw ia ki Scheme na ka bynta ki project ha ka ban kyntiew ia kito kiba dang sahdien ha ka ioh ka kot.
- 6) Kan thaw lad ban trei katkum ki Scheme ia kiba ka Synod kan mynjour na ka por sha ka por.
- 7) Ka jingtrei kam kine ki Committee kan long katkum ki Scheme ia kiba la mynjour da ka Synod.
- 8) Kan thaw lad ban iarap ia ki Presbytery ha ka liang ka roi ka par lyngba ki project ia kiba ka Synod kan mynjour na ka por sha ka por katkum ka jingdonkam.
- 9) Kan pynkhreh bad tyrwa sha ka Synod ia ki Scheme bad project shisnem shwa ban pyntreikam.
- 10) Kan pynlong ia ki Consultation, Seminar, Workshop bad kiwei kiwei na ka por sha ka por.
- 11) Kan thaw lad ban pynioh jingiarap ia kino kino kiba donkam jingiarap na ki daw jong ki jingpynjulor ka mariang na ka por sha ka por.
- 12) Kan pynkhreh ia ka budget jong ka Department man ka snem.
- 13) Kan report na ka por sha ka por sha ka Synod bad Executive Committee.

**a. Ka Working Committee:** Kan kynthup ia u Chairman, Executive Secretary in-charge, bad 5 ngut ban jied da ka Department.

**Ki Kam:**

- i. Kan trei ia ki kam ba la aiti da ka Department.
- ii. Kan trei ia ki kam kiba kyrkieh.
- iii. Kan report sha ka Department.

**b. Break Through Centre Committee:** Kan kynthup ia u Chairman, Executive Secretary in-charge, bad 5 ngut ki ban jied da ka Department.

**Ki kam:**

- i. Kan trei ia ki kam ba la aiti da ka Department katkum ka Scheme jong ka.
- ii. Kan report sha ka Department.

**c. Capacity Building Committee:** Kan kynthup ia u Chairman, Executive Secretary in-charge, bad 5 ngut ki ban jied da ka Department.

**Ki kam:**

- i. Kan trei ia ki kam ba la aiti da ka Department.
- ii. Kan report sha ka Department.

**d. Children's Home Committee:** Kan kynthup ia u Chairman, Executive Secretary in-charge, bad 5 ngut ki ban jied da ka Department.

**Ki kam:**

- i. Kan trei ia ki kam ba la aiti da ka Department.
- ii. Kan report sha ka Department.

**X. SYNOD OFFICE ADMINISTRATION DEPARTMENT:**

Ka Synod Office Administration Department ka dei ka Department kaba khmih ia ki kam jong ka Synod Office.

**A. Ki Dkhot:** Kane ka Department kan kynthup ia U Moderator, **Moderator Elect**, U Secretary ka Synod, U Treasurer, Ki Executive Secretary baroh, bad 6 ngut ban jied da ka Synod. U Senior Executive Secretary un long u Secretary. U Moderator un pyniaid ia ki jingialang.

**B. Ki Kam:**

- i. Kan khmih ia ka jingiaid beit ia id ryntih jong ka Synod Office baroh kawei.
- ii. Kan thung ia ka Synod Office Board, Christian Communication Committee bad kiwei kiwei ki committee katba donkam kiba dei hapoh ka jingkhmih jong ka.
- iii. Kan thung ia ki nongtrei hapoh ka Synod Office **kynthup ia ki nongtrei hapoh ka Jingiaseng Samla bad Jingiaseng Kynthei Synod, ki nongtrei ha ki Department da ka jingiasngewthuh jingmut** bad ki Department.
- iv. Kan pynmih (create) post haba donkam bad phah sha ka Synod ne Executive Committee ban ioh ia ka jingmynjur.
- v. Kan pyrkhath ia ki kam ba la aiti da ka Synod ne Executive Committee.
- vi. Kan pyrkhath ia ki kam kiba wan na ki Committee kiba hapoh jong ka bad ki nongtrei jong ka Synod Office.
- vii. Kan pynkreh ia ka Budget jong ka Department man ka snem.
- viii. Kan phah ia ka report bad ki kam man ka snem sha ka Synod.

**C. Ki Committee hapoh ka Department:**

**1. Ka Synod Office Board:**

**(a) Ki Dkhot:**

U Moderator, U Secretary ka Synod, U Treasurer, ki Executive Secretary bad sa lai ngut ban jied da ka Department.

**(b) Ki kam:**

- i. Kan Co-ordinate ia ka jingtrei kam ki nongtrei ha Synod Office na ka bynta ka jingiaid beit bad ryntih jong ki kam.
- ii. Kan shim interview ia ki nongtrei ha ka Synod Office bad ha ki Department.
- iii. Kan trei ia ki kam ba la aiti da ka Department.
- iv. Kan trei ia ki kam kat kum ki rule jong ka Synod kiba iadei bad ki nongtrei jong ka.

**2. Christian Communication Committee:**

**(a) Ki dkhot:** Kan kynthup ia 7 ngut ki dkhot ki ban jied da ka Department.

**(b) Ki kam:**

- (1) Kan pynmih ia ka News Letter ka Synod bad kiwei kiwei ki publications.
- (2) Ban khmih bad pyniaid ia ka Website jong ka Synod.
- (3) Ban khmih bad pyniaid ia ka Library jong ka Synod.

**N.B. Ki Nongtrei jong ki Department kim lah ban long ki Chairman ha ki Department.**

**Lynnong IV**

**KA JINGTREI KI KYNTHEI BAD KA JINGTREI KI SAMLA:**

Ka Jingiaseng Kynthei bad Jingiaseng Samla jong ka Synod, ki long ka bynta jong ka KJP Synod Mihngi. Kine ki ar tylli ki jingiaseng ki don la ki jong ki rukom pyniaid bad rukom treikam jong ki ba la mynjur bad buh beit da ka Synod. Khnang ba kan don ka jingiaidei kaba jan hapdeng jong kine ki artylli ki Tnat bad ka Synod, ka Synod kan pynbeit ban don u Executive Secretary u ban khmih ia ki.



**1) U Executive Secretary u ban khmih ia ka Jingiaseng Kynthei KJP Synod Mihngi.**

- (a) Ka jingiaseng Kynthei jong ka Synod kan hap hapoh ka jingkhmih jong uwei na ki Executive Secretary ba ka Synod kan pynbeit.
- (b) *Ki kam U Executive Secretary:*
- (i) Un khmih ia ka jingiaid beit bad ryntih jong ki kam ka Jingiaseng Kynthei Synod.
  - (ii) Un long u nong ai buit bad un iarap ia ka Jingiaseng Kynthei ha ki liang baroh.
  - (iii) Un long u dkhot ba khlem da jied sha ki Committee baroh jong ka Jingiaseng Kynthei Synod.
  - (iv) Un khmih ba ka jingtreikam jong ka Jingiaseng Kynthei kan ym don kano kano ka jingiapyrshah ia ka Riti jong ka Balang Presbyterian ha India, ka Rukom Pyniaid Kam jong ka Synod bad KJP Assembly.
  - (v) Baroh ki kam jong ka Jingiaseng Kynthei kiba iadei bad ka Synod kin phah lyngba jong u.

**2) U Executive Secretary u ban khmih ia ka jingiaseng Samla KJP Synod Mihngi.**

- (a) Ka Jingiaseng Samla Synod kan hap hapoh ka jingkhmih jong uwei napdeng ki Executive Secretary ba ka Synod kan pynbeit. Ka kam Executive Secretary na ka bynta ka Jingiaseng Samla ka long ka kam kaba don ka jingkitkhlieh kaba khraw namar ba ka jingpyntreikam ia ki jingiakut ka Jingiaseng Samla Synod ka shong shibun ha u Executive Secretary. Kumta u ban shimti ia katei ka kam un dei u briew uba tip bha ia ka rukom treikam jong ka Jingiaseng Samla Synod.
- (b) **Ki Kam U Executive Secretary:-**
- (i) Un khmih ia ka jingiaid beit bad ryntih jong ki kam ka Jingiaseng Samla Synod.
  - (ii) Un pyntreikam ia ki jingiakut, bad ki rai baroh.
  - (iii) Un long u dkhot ba khlem da jied ha baroh ki Committee ka Jingiaseng Samla Synod.
  - (iv) Un long u Finance Secretary ka Jingiaseng Samla Synod.
  - (v) Un khmih ba ka jingtrei kam jong ka Jingiaseng Samla kan ym don kano kano ka jingiapyrshah ia ka Riti jong ka Balang Presbyterian ha ka Ri India, ka Rukom Pyniaid Kam jong ka Synod bad KJP Assembly.
  - (vi) Un ai report shisien shisnem ia ka jinglong jong ka kam sha ka Synod lyngba ka Executive Committee jong ka Jingiaseng Samla Synod.

**LYNNONG – V**

**KI AIN BYNRAP (Bye Laws)**

**A. KI NONGTREI HA KA OFFICE KA KJP SYNOD MIHNGI:** Ka Synod kan don ki nongtrei ha ka office kumne harum:

1. Ki Executive Secretary: Kin don 3 ngut ki Executive Secretary.
2. U Office Superintendent;
3. **Kiwei pat ki nongtrei jong ka Office kumne harum:-**
  - (i) **Ha ka General Section** - Ki Dealing Assistant (UDA bad LDA); Typist; Driver; Peon; Chowkidar; Cleaner.
  - (ii) **Ha ka Finance Section** - Yn don: (1). U Accountant; (2). Accounts Assistant.
  - (iii) Ka Synod ka lah ban thung ia kiwei kiwei de ki nongtrei katkum ka jingdonkam.

**Note:** Ki nongtrei ka KJP Synod Mihngi ki dei ban long ki dkhot ka Balang Presbyterian kiba la long ki Riewdkhot, katba lah kiba don ka jinglong jingim Khristan ka ba bha bad kiba don ka mynsiem ban ia kit ia ki kam Balang. Ka jingthung ia ki nongtrei ha ka Office jong ka Synod kan long kat kum ka **Service Rule** jong ka Synod.

**4. Ki Executive Secretary:**

- (a) Ka Synod kan don ki Executive Secretary ia kiba yn thung napdeng jong ki Pastor jong ka Synod. Yn jied uwei napdeng jong ki uba la kham slem ha ka kam (**ordination**) ban long u Senior Executive Secretary.
- (b) Baroh ki Executive Secretary kin don ka jingkitkhlieh ban pyniaid beit bad ryntih ia ki kam jong ki Department ba ki dei khmih.
- (c) Ka Executive Committee, kat kum ka jingibit jong ka kan bate ia ki Department ba kin shim ia ka jingkitkhlieh ban pyntrei kam ia ki jingiakut ki Department na ka bynta ka Synod.
- (d) Ka Jingiaseng Samla bad ka Jingiaseng Kynthei kin hap hapoh ka jingpeit jong uwei na ki Executive Secretary jong ka Synod.

#### **5. U Office Superintendent:**

Ka post Office Superintendent ka long ka post kaba kham kyrpang ha ka Office jong ka synod, u don shibun ka jingkitkhlieh ha kaba pyniaid ia ka office. Ha kaba iadei bad ka jingthung ia u Office superintendent kan long kumne harum:

- (i) Ia u Office Superintendent yn thung da ka Executive Committee.
- (ii) Ka jingthung kan long da kaba shu khot ne jingiasngewthuh jingmut (by negotiation).
- (iii) Katba lah yn thung da ki briew kiba la don ka Experience ia ka kam Administration bad ha ka juh ka por uba la ithuh bad ioh ia ka jingshaniah ka Balang.
- (iv) Ban peit katba lah da kiba la kham rangbah, kiba ka rta kan long ym duna ia ka 45 snem bad yn ym palat ia ka 60 snem.

#### **6. Kiwei pat ki Nongtrei ka Synod kum ki Dealing Assistant, Typist, Driver, Peon, Chowkidar & Cleaner:**

Kine ki dei ki nongtrei kiba ka Synod ka thung ha ki kam kiba pher ban pyntyllun ia ki kam jong ka Synod hapoh bad shabar, kaba la don la ki jong ki jong ki jingkitkhlieh. Kin don ka Scale of Pay ia kaba la buh thikna bad ba lah ban revise na ka por sha ka por kat kum ka jingdonkam. Ka jingthung kan long da kaba khot application na ki Presbytery baroh kiba hapoh ka Synod.

### **B. KA RUKOM TREIKAM JONG KA SYNOD OFFICE**

#### **PART - I General Section**

##### **I. KI EXECUTIVE SECRETARY:**

- (1) Ki Executive Secretary incharge kin long ki Secretary jong ki Department.
- (2) Kin long ki Ex-officio member ha baroh ki Department.
- (3) Ki dei ban pyni ia ka nuksa ha ka jingbiang por bad ka jingaiti lut ha ka kam.
- (4) Kin don ka jingiasyllok para ma ki hapoh ka jingialam jong u Senior Executive Secretary ban tip ia ki kam jong ka Synod.
- (5) Kin ai kam ia ki Assistant lyngba u Superintendent. (*laitnoh ia ka Jingiaseng Samla bad Jingiaseng Kynthei Synod kiba la don lypa la ka Rukom Pyniaid Kam*)
- (6) Kin khmih ba ki kam kin dep ha ka por kaba biang.
- (7) Kin phah biang por ia ki kam sha ki bor ba dei.

- (8) Ba ki Executive Secretary kin don ka jingiapynbeit ha kata ka rukom ban ym ieh noh ia ka Office khlem don Executive Secretary na ka bynta ki kam ka synod bad ban ym buh jingeh ia kiba wan donkam ha Office.

## **II. U SENIOR EXECUTIVE SECRETARY:**

Yn don U Senior Executive Secretary napdeng ki Executive Secretary uba long Senior ha ka Ordination. Hynrei lada jia ba ki dei ha ka juh ka snem ba la ordain, yn jied ia uba kham shuwa haka rta. Un khmih (incharge) ia ka Synod Office Administration Department nalor kiwei kiwei ki Department ba la bynshet ha u. Un khmih ia ka jingiaid beit bad ryntih jong ki kam baroh ha ka Office. Un shim (deal) ia ki kam kiba kyrkieh da kaba iasylllok bad u Moderator kumjuh ruh bad u Secretary.

## **III. U OFFICE SUPERINTENDENT:**

U Office Superintendent un kitkhlieh ban khmih ia ka jingtreikam jong ki nongtrei (Staff) baroh ha ka Office hapoh ka jingkhmih jong ki Executive Secretary.

- (1) Un pynbiang (maintain) ia ki service record jong ki nongtrei baroh.
- (2) Un khmih ba ka jingbuh ia ki kot ki sla kiba wan bad ki ba mih (file system) kin long ha kata ka rukom kaba pynsuk ban lap ha kano kano ka por ba donkam.
- (3) Un khmih ba ka jingtrei ha ka Office ha kaba buh ia ki kot ki sla (file) kan long kaba itynnad, ba beit bad ryntih (neat and tidy).
- (4) Un khmih ba ka jingwan trei kan long kaba ryntih (discipline) bad biang por.
- (5) Un pyni bad iarap ia ki nongtrei (staff) ba kin nang bha ia ka kam ba ki trei.
- (6) Un khmih ba la pyndonkam ia ka Attendance Register ha ka rukom kaba dei (maintained correctly) bad ban phah sha u Senoir Executive Secretary na ka por sha ka por.
- (7) Un khmih ba ki nongtrei kin wan bad kin leit ha ka por kumba la pynbeit.
- (8) Un kitkhlieh ban pdiang (receive) ia ki shithi bad ki jingthoh jingtar baroh kiba wan sha ka office.
- (9) Un ai kam ia ki nongtrei ha kata ka rukom ba kan ym don ka jingkhia shiliang bad un da khmih ruh ba ka jingai kam kan long kat kum ka kam kaba ki bit.
- (10) Un pynbeit lypa ia ki Assistant ki ban trei ia ka kam haba ka don ka jingpep trei khnang ba ka kam kan ym sah kut.
- (11) Un khmih bniah (scrutinise) ban pynbeit ia ki jingthoh shwa ban pynpoi sha ki Executive Secretary.
- (12) Un long uba tip bha ia ki kam bad jingiakut jong ka Synod.
- (13) Un da pynpoi (submit) ia ki kam sha ki Executive Secretary kiba dei khmih ia kano kano ka kam shwa ban phah sha ki bor ba shabar.
- (14) Un ai ka jingbthah ia ki Assistant ban phah noh (issue) hadien ba la pdiang (approved) da u Executive Secretaty in-charge.
- (15) Un khmih ba kan ym don ka jingsah kut jong ki kam ha ka Office hadien ba la pyndep ia ka jingtrei.
- (16) Un khmih ba la record thikna ia ki shithi ba la mih bad ioh pdiang ha ka register ba kyrpang (log book).
- (17) Un ai ka jingbthah kaba kyrpang lada dei ban phah ia ki kam kiba kyrkieh lane kiba donkam eh, e.g. "da ka Register Post", "Speed Post", etc.
- (18) Un khmih ba baroh ki kamram ba man ka sngi (routine duties) kynthup ia ka ba soi ia ka register kan long kaba ryntih bad thikna.
- (19) Un check ia ka receipt bad issue register shisien shi taiew.
- (20) Un khmih ba la leh thikna ha kaba pynrung ia ki file number jong ki shithi ba la phah bad ioh pdiang ha ka register ba kyrpang (log book).
- (21) Un peit bniah ia ki kot ki sla ba tam (spare copies) ba kin ym pynkhapngiah ia ka Office.
- (22) Un maintain ia ka Stock Register ban tip ia ka jingdon bad jingduh jong ki mar ki mata bad ki tiar jong ka Office.

## **IV. DEALING ASSISTANT:**

Ka Synod ka la pynbeit ban buh ia ki Dealing Assistant ha ki ar bynta. Upper Division Assistant (UDA) bad Lower Division Assistant (LDA). Ym da don shibun ki jingiapher hapdeng kine ar, ka jingbuh ia ka Upper Division Assistant ka long ban ai promotion ia ki Lower Division Assistant hadien ba ki la shakri kham slem. Ka kamram jong ki ka shong shibun eh ha ka jingbate ia ki kam. Bunsien ka kam kaba la aiti ha ki Lower Division Assistant kim donkam ban ia id lyngba ki Upper Division Assistant. Kumta la buh kyllum ia ka kamram jong ki kumne harum:

- (1) Ban peit bniah ia ki shithi bad ki kot ki sla kiba la ioh pdiang.
  - a) Ban shim (deal) ia ki kot ki sla bad ki kam ki jam kiba dei ban leh nyngkong (priority).

- b) Ban khmih la ki kot ki sla kiba ioh pdiang ki biang ne kim biang, bad lada don ka jingbym biang ne ka don ka jingjah (short or missing), ka long ka kamram jong ki ban thaw lad ban pynbiang.
- c) Ban pynrung (make entries) ha ka log book.
- (2) Ban buh (submit) ia ki shithi baroh kiba la ioh pdiang ha ka miej u Superintendent.
- (3) Ban wad ia ki materials na ka bynta ban pynbiang (take action) ia ki jingthoh (receipts).
- (4) Ban plie file thymmai kat kum ka jingdawa jong ka kam hadien ba la ioh bor na u Superintendent.
- (5) Na ka bynta kano kano ka jingthoh dei ban ia phylliew jingmut (consult) bad u Superintendent haba don ka jingbym sngew skhem.
- (6) Kin da buh jingthoh (note) ia ki file number bad date jong ki shithi kiba wan bad kiba phah ha ka log book.
- (7) Ban pyntip ia u Superintendent ia kino kino ki jingthoh kiba ym pat lah ban ioh na ki Executive Secretary haba la dei ka por.
- (8) Kin kitkhlieh na ka bynta ka jingbuh ryntih ia ki jingthoh ha ki file (proper maintenance of files).
- (9) Kin kitkhlieh ban phah bad pynpoi ia ki file ha ka jaka badei.
- (10) Ba kin phah ia ki jingthoh jingtar da ka post lane da ka kti na ka bynta kito kiba kham jan (local).
- (11) Ban kyntiew ia ki kyrteng jong ki nongtrei baroh ha ka Attendance Register katto katne sngi shwa kaba kut jong uwei pa uwei u bnai.
- (12) Ban kheinlang (total up) lane wanrah (carry forward) ia ki Casual Leave account ha ka Attendance register.
- (13) Ban leh ia kino kino ki kam ba la pynshet da u Superintendent.

#### V. TYPIST:

- (1) Ban type ia baroh ki kam ba la pynshet ha ki.
- (2) Ban report sha u Superintendent lane sha uno uno ia uba la aiti (assistant incharge) ia ka jinglong jong ka kam khamtam lada ym lah ban pyndep ia ki kam kiba donkam eh (un-finished priority) ha kaba kut jong ka por trei ha kata ka sngi.
- (3) Ban maintain bha ia ka Type writer lane Computer ba la pyndonkam. Dei ban pynkhuid (dusting) ia ki man ka step namar ba ki Cleaner kim dei ban ktah ia kiba kum kitei ki tiar.
- (4) Dei ban compare ia ka fair copy katkum ba la bthah ne pynbeit da u Superintendent ne Asssistant incharge.
- (5) Ban trei ia kiwei kiwei de ki kam ba la pynshet ha u da u Superintendent ne ki Executive Secretary.

#### VI. Driver:

- (1) U dei ma u u ban niah ia ka kali Office.
- (2) Un khmih ba ka kali kan long kaba khuid bad kaba biang ban ym don kano kano ka jingpynthut ia ka iaaid ka ieng.
- (3) Un report sha u Executive Secretary in-charge haba don kano kano ka jingdonkam ban pynbiang ia ka kali.
- (4) U dei ban leh donakor (polite) bad donburom hakhmat ki Officer, ki Staff bad kino kino kiba don ha ka kali.
- (5) Un maintain ia ka Log Book.

#### VII. PEON:

- (1) U dei ban poi ha Office la kumno kumno ym duna 10 minute shwa ka por trei.
- (2) Tang shu poi ha Office un plie ia ki jingkhangit, un peit ba kiei kiei baroh kin don ha ka jaka kaba dei kum ki shuki, ki miej, ban ym don ka jingi-kynrum kynram ha ki kamra.
- (3) Un buh ia kiei kiei baroh ha ka jaka ba dei ha shwa ba un mih na Office.
- (4) Um dei ban mih na Office katba ki nongtrei kim pat mih lut. Lada u dei ban mih kham kloj u dei ban da ioh bor na u Superintendent ne Executive Secretary.
- (5) Shwa ba un mih un pynlip ia ki light baroh, ki heater, ki fan lada don bad khang ia ki jingkhangit.
- (6) Ka dei ka kamram jong u ban pyndap um ha ki filter lada donkam.
- (7) U dei ban don ka jingsngewthuh ban pynbeit (arrange) ia ki shithi kiba dei ban phah da ka post bad kiba dei ban phah da ka kti.
- (8) U dei ban sngewthuh ia ki shithi kiba thoh (mark) 'Urgent' 'Immediate' 'Priority' etc, bad ban leh ia kaba donkam.
- (9) U dei ban tip kham bha ia ki lynti ki syngkien ha ka jaka ba ka Head Quarter ka don bad ruh ia ki Office Balang, Sorkar bad Institution.
- (10) U dei ban tip ia ka por trei (working hours) jong ki local post & Telegraph Office, bad ki Bank.
- (11) Un kiar na kaba pyndonkam ia ka por na ka bynta ialade haba la phah ia u na ka bynta ka kam Office.

- (12) U dei ban long u ba leh donakor (polite) bad don burom ha khmat ki Officer bad ki Staff.
- (13) U dei ban long uba leh donakor (polite) bad ba kloï ban iarap ia kino kino kiba donkam jingiarap haba ki wan sha Office.

#### **VIII. CHOWKIDAR:**

- (1) U dei ban don ha Office ha shwa ba ka por treikam kan kut.
- (2) Un kitkhlieh ban khmih ia ka Office.
- (3) Un kitkhlieh ban khmih ban ym don kano kano ka jingpynjulor ia ka Office bad ki jingdon jingem baroh ha ka Office.
- (4) Un khmih ba kan ym don kano kano ka jingpynjulor bad pynjakhlia ia ka Office bad Compound jong ka Office.
- (5) Un long ma u u ban kitkhlieh lada ka don kano kano ka jingjulor bad jingjah ki tiar ki tar bad ki mar ki mata jong ka Office khamtam ha ka por bym dei ka por trei.
- (6) U dei ban long uba leh donakor (polite) bad donburom hakhmat ki Officer bad ki Staff.
- (7) U dei ban long uba leh donakor (polite) donburom bad uba kloï ban iarap ia kino kino kiba donkam jingiarap haba ki wan sha Office.

#### **IX. CLEANER:**

- (1) Ia ki Cleaner yn thung napdeng ki kynthei.
- (2) In don ka jingkitkhlieh ban sar ban pynkhuid ia ka Office shapoh bad shabar.
- (3) In niad (dust) ia ki miej ki shuki bad ki almari (almira) hadien ba la dep sar.
- (4) In bret ia ki niut ki nier sha ka jaka ba dei ban bret.
- (5) In kitkhlieh ba ka Office kan long kaba khuid ha shwa ka por trei.

### **PART - II ACCOUNTS SECTION:**

#### **I. ACCOUNTANT:**

- (1) Un buh beit buh ryntih ia ki jingkhein jingdiah baroh.
- (2) Un kyntiew tista ha ka Cash Book bad Ledger man la ka sngi ia ka pisa ba ioh pdiang bad ruh ia ka jingpyllut.
- (3) Un buh beit buh rybtih ia ka Receipt Book bad Expenditure Vouchers.
- (4) Un khmih ba ka jingpyllut baroh ka dei ban long kaba la ioh ia ka jingmynjur jong u Executive Secretary in-charge Finance Department.
- (5) Haba un siew ia ki pisa, u dei ban pynthikna ialade ba ka don ka jingiakut jong ka Committee.
- (6) Un maintain ia kino kino ki Register buh jingkhein jingdiah katba donkam.
- (7) Un close ia ka Cash Book bad Ledger man la u bnai.
- (8) Un kitkhlieh ia ki kam kiba iadei bad ki Auditors.

#### **II. ACCOUNTS ASSISTANT:**

Un iarap ia u Accountant ha ki kam pisa tyngka kat kumba la kdew haneng.

#### **C. KA POLICY JIED MODERATOR.**

Ka kam Moderator ka long ka kam kaba ha khlieh duh jong ka Synod bad ka long ruh ka kam kaba kyntang bad kaba donburom. Ka long ka kam kaba don ka jingkitkhlieh na ka bynta ka jingbha jong ka Synod hi baroh kawei. Namarkata, u dei ban long uba tip bha ia ki kam bad ruh ia ki rukom pyniaid kam jong ka Synod. Kine harum ki long ki bynta ba kham donkam na ka bynta ka jing jied Moderator.

- 1) Ba ka jingjied ia u Moderator jong ka Synod kan long napdeng ki Pastor kiba la don ka Experience ha ki kam Synod.
- 2) U dei ban long la kumno kumno uba la don 20 snem ha ka kam kum u Ordain Minister.
- 3) U dei ban long uba la long teng u dkhot ka Executive Committee jong ka Synod.
- 4) Ba ka Nomination Committee kan da leh bniah ha kaba jied ia u Moderator u ban iadei dur bad ka kam.
- 5) Ia u Moderator yn jied shisnem shwa kum u Moderator Elect.
- 6) Uno uno u Minister u ban shah jied, la khmihlynti ba ka Presbytery, ka District bad Pastorate kin thaw lad ban kham pynsting kam ia u.

7) Un dang sah sa shisnem ha ka Executive Committee hadien ba u la dep aiti ia ka kam ha uwei pat.

**D. KA POLICY JIED EXECUTIVE SECRETARY:**

Ka kam Executive Secretary ka long ka kam kaba don ka jingkitkhlieh kaba khraw namar ba ka jingpyntreikam ia ki rai jong ka Synod ka shong shibun ha ki Executive Secretary. Kumta ki briew ki ban shimti ia katei ka kam, ki dei ban long kiba la tip bad sngewthuh bha ia ka rukom treikam jong ka Synod. Kine harum ki long ki Guideline kiba iadei bad ka jingjied ia ki Executive Secretary:

**(I) U EXECUTIVE SECRETARY BAD KA EXPERIENCE JONG U:**

- 1) U dei ban long la kumno kumno uba la don 10 snem ha ka kam kum u Ordain Minister.
- 2) U dei ban long uba la long teng u dkhoh ka Executive Committee jong ka Synod.
- 3) Uba la tip bha ia ka rukom treikam ka Synod bad ki rai jong ka.
- 4) Uba lah ban Express ha ka thoh ka tar bad uba lah ban pynshai ia ki kam.
- 5) U ba la pass la kumno kumno ia ka kyrdan Bachelor of Divinity na ka Senate of Serampore.

**(II) KA TERM:**

Ka term kan long 3 (lai) snem. Lah ban jied biang lada ka kam ka dawa ban leh kumta da ka jingiasngewthuh jingmut bad ka Presbytery na kaba u wan.

**(III) KA RUKOM JIED:**

- 1) Ka Executive Committee kan thung ia ka Selection Committee ka ban kynthup 3 ngut ki Pastor bad 2 ngut ki Tymmenbasan kiba la kham slem ha ka kam.
- 2) Kane ka Committee kan wad ia ki Executive Secretary bad tyrwa ia ki kyrteng ki **5 ngut** (panel of names) sha ka Executive Committee.
- 3) Ka Executive Committee kan pynlong ia ka jingjied da ka Secret Ballot.
- 4) U Moderator un pyniaid ia ka jingjied.

**(IV) KA POR JIED:**

Yn jied Executive Secretary ha u bnai December jong ka snem hashwa ba ka term kan kut. Ka jingjied kan long katkum ka Bye Law ba la kdew ha ka Riti ka Balang Presbyterian ha Ri India.

**(V) U EXECUTIVE SECRETARY BAD KA PRESBYTERY BA U WAN:**

- 1) Ia uno uno u Pastor ba ka Synod ka ibit, kan shim beit na ka Presbytery bad kata ka Presbytery ruh ka dei ban pyllait da kaba sngewbha.
- 2) Ia ka Budget na ka bynta u Executive Secretary, ka Synod kan kit hi.
- 3) U Executive Secretary ynda la kut ka term, u dei ban leit phai sha ka Pastorate bad ka Presbytery kaba u wan.

**(VI) KA JAKA SHONG JAKA SAH:**

- 1) U Executive Secretary un sah ha ka iing ba la pynkhreh da ka Synod na ka bynta jong u, lait noh haba ka don ka jingpynbeit kaba kyrpang.
- 2) Kan ai da ka House Rent katba ym pat lah ban pynbeit.

**(VII) KA JINGSIEW:**

Ka jingsiew ia ki Executive Secretary kan long kumne:

- 1) Synod Pay Scale bad ki Allowance.
- 2) Special Allowance 50% na ka Basic Pay katkum ka jingpynbeit na ka por sha ka por.

**(VIII) KA JINGPYNKHAMTI:**

Ka jingpynkhamti katba lah kan long ha ka taiew ba nyngkong u bnai April jong ka snem ba dei ban aiti bad shimti kam.

## **E. KI EXECUTIVE SECRETARY HA KI PRESBYTERY :**

Kano kano ka Presbytery kaba sngew donkam ban don Executive Secretary ka lah ban leh kumta da kaba jied napdeng ki Pastor/Tymmenbasan jong ka khnang ban pyniaid sted ia ki kam ka Presbytery ha ka jingiadei hapoh ne shabar. Kin neh ha ka kam 3 snem bad lah ban bteng biang kat kum ka jingsngewbit jong ka.

## **F. MISCELLANEOUS:**

### **I. Ka jinglong jar jar ha ka por treikam:**

Ka long kaba donkam ba ki nongtrei kin wan rah ia ka lyer (atmosphere) treikam ha ka Office kum ka Synod Office. Ba ki nongtrei baroh kim dei ban shu pynlut kai ia ka por. Kin pyrshang ban pynlong jar jar (maintain silence) bad leh don akor (dignified manner) ha ka por treikam. Haba donkam ban iakren, donkam ban da iakren jar jar ban ym pynthud ia kiwei.

### **II. Ka jingleh khuid ha ka Office:**

Ka long kaba dei ban leh khuid (maintain cleanliness) ha ka Synod Office. La khmih lynti ba ki nongtrei kim dei ban bret kulmar ia ki niut ki nier ha ka Office bad ha ka compound jong ka Office, bad ym dei ban tah shun ha ki kynroh, bad kumjuh ha ki miej ki shuki.

Kin don ki waste-paper box hajan kawei pa kawei ka jaka shong jong ki Staff. Ba ia ki kot ki sla ki ba yn donkam dei ban bret hangta ym ha madan (floor). Ba ia ki kot ki sla kiba donkam dei ban da buh ha ki almari lane ha ki rack.

### **III. Guidelines na ka bynta ka jingpyndonkam ia ki Computer:**

Mynta la pyndonkam da ki computer ha ka jingtreikam ha ki Department na ka bynta ki kam jong ka Synod. Ki Computer ki lah ban duh ha kano kano ka por lada ym don ka jingleh sumar, kumta donkam ban buh ki guidelines na ka bynta kumno ban pyndonkam ia ki kumne harum:

- (i) Ia ki Computer dei ban pyndonkam tang na ka bynta ki kam Office.
- (ii) Ka jingpyndonkam ia ki E-mail ka dei ban long tang na ka bynta ki kam Office.
- (iii) Ym dei ban pyndonkam na ka bynta ka jingdonkam jong ki Balang bad kiwei kiwei.
- (iv) Ym dei ban pyndonkam na ka bynta ki jingialehkai (games) ban sngap jingrwai lane ban peit ia ki CD.
- (v) Ia ki Games ym dei ban install ha ki computer jong ka Office.
- (vi) Na ka bynta ki Printer, ym dei ban pyndonkam ia ki kotsada kiba rben palat ia ki Xerox paper.
- (vii) Dei ban pyndonkam tang na ka bynta ki kam Office.

### **IV. Staff Meeting:**

Nalor ka meeting jong ki Executive Secretary (Officer's meeting) ha kaba ki iaphylliew jingmut para maki ban pynbha ia ka jingtreikam jong ki, Ki Staff kin don ka jingialang, Staff meeting ha kaba kane kan ai lad ia ki nongtrei jong ka Office ban ia pyrkhath bad ai jingmut ban kham pynbha ia ka jingtrei kam bad ba kin ioh ruh ia ka lad ban pynpaw (express) ia ki jingdonkam jong ki. Ia ka jingialang yn pynlong ha kata ka nongrim ba ki Staff ruh kin sngewthuh ba ki don ka bynta ban ia ai jingmut ha ka ban pynbha (improve) ia ka rukom treikam ban kot sha ka kyrdan kaba kumba ka dei ban long (standard of efficiency).

## **Lynnong VI**

### **JINGPYNBHA / JINGPYNKYLLA.**

Dei tang ka Synod kaba don ka bor ban pynbha ne pynkylla ia kino kino ki bynta jong kane **ka Rukom Pyniaid Kam.**

