

## GENERAL ASSEMBLY REPORT PREPARATION GUIDELINES 2023

The reports to the 2023 General Assembly will be produced in a format like previous years. All reports will be posted on PC-Biz.

### PREPARATION STEPS

#### 1. Reports

First, write the full report with recommendations, with a view to being as concise as possible. This is the first stage of report preparation. This report will become a part of the Acts and Proceedings.

You may use the report that was submitted to the General Assembly Office in 2022 as a starting point. If you wish a Word version copy, contact Kathryn Muir (kmuir@presbyterian.ca).

#### 2. Report Summary and Recommendations

Secondly prepare a summary document of your report. The outline follows this format:

##### Report Introduction

A short introduction of the report summarizing the committee's current work and the major recommendations in the report. This is to be about 250 words.

##### Recommendations

Consent Recommendations: List those recommendations the committee proposes to be adopted by consent. The recommendation will read such as:

That Recommendations HIS-002, HIS-003, HIS-0012 and HIS-0013 (identified by ►) be adopted by consent.

The committee codes are found at the end of this document.

##### Synopsis of Recommendations:

The next step is to list each recommendation, preceded by a clear and concise preamble (up to 150 words on average) so that commissioners will understand the substance of the recommendation, why it is presented and what its effect will be for the church. The synopsis will precede the recommendation on the committee's page on PC-Biz highlighting the specific recommendation.

#### 3. Appendices

A report may contain an appendix that is material which will not appear in the Acts and Proceedings. They will be listed as separate information documents on PC-Biz. For example:

- Audited financial statements
- Actuarial reports
- Charts or other helpful background information that will not be printed in the Acts and Proceedings.

## FORMATTING GENERAL ASSEMBLY REPORTS

### Font

Use Times New Roman 10 pt to prepare your report. Ensure quotation marks and apostrophes are rounded.

### Acts and Proceedings

Reference to an Acts and Proceedings is to be in the body of the report and not listed as an endnote [for example, (A&P 2019, p. 203, 221)].

### Book of Forms

A reference to the Book of Forms is to be in brackets in the body of the report and not listed as an endnote [for example, (Book of Forms 65–80.2)]. Do not underline or put Book of Forms in italics.

### Living Faith

A reference to Living Faith is to be in brackets in the body of the report and not listed as an endnote [for example, (Living Faith 3.5.3, 4.2.1)]. Do not underline or put Living Faith in italics.

### PCC

PCC must be written out in full as The Presbyterian Church in Canada. Capitalize “The”.

### Tables (for text and figures)

Tables must be formatted manually in your document. Do NOT use any of the quick table styles available in Microsoft Word. Do not format individual rows in the table. If a side-by-side list of text is used, **use tables** (see A&P 2019, p. 419, 421). If showing financial information, use tables (see A&P 2019, p. 430).

**Note:** Tables should be prepared in the report itself rather than imported from another source, including excel, as the formatting of an imported table can become problematic when the A&P template and smaller page size are used. If you have questions, contact Kathryn Muir (kmuir@presbyterian.ca).

Do not use columns.

### Dashes / En Dashes

Use a hyphen (-) for lists.

Use an en dash (–) with no spaces for a range of years, e.g. (2018–2019).

Use an en dash (–) with a space before and after in the body of text.

The keyboard command for an en dash is Alt + 0150 in Windows and Option + hyphen on Mac.

Do not use em dashes (—).

### Periods

There is to be 1 space after the period at the end of each sentence.

### Endnotes

Endnotes must be inserted manually into the body of report as a separate section, using superscript for the numbers [see A&P 2019, p. 295]. Do NOT use Endnote feature in your word processor.

Do not list a reference to an Acts and Proceedings or Book of Forms or Living Faith as an endnote – these references are to be in the body of the report. [See notes above.]

### Footnotes

Footnotes must not be used.

### Page Numbers

Number each page of the report.

Click on the insert tab and choose Page Number in the Header and Footer group to insert page numbers in your report upper right. Do not put page numbers on your report manually.

### Spell Check

Please do a spell check on your document.

**Headings and Sub-Headings**

Do not put periods or colons after headings or sub-headings. When a main heading and sub-headings are used, they are formatted as follows:

**VISION AND MISSION COMMITTEE****Mandate of the Committee****Section Breaks**

**Never** use “next page” break as it jumps back through the document and is impossible to remove. Please use “page break” followed by “section break” (in this order).

**Ministers**

Ministers are referred to as the Rev. (name of person). If a minister has a doctorate, the reference is the Rev. Dr. (name of person).

**Overtures / Previous General Assembly Recommendations**

When a committee/agency is responding to an overture or a recommendation, the title in the report is to include an Acts and Proceedings reference as follows:

**OVERTURE NO. 40, 2021** (A&P 2021, p. 776, 248–49, 51)

**Re: Amending Book of Forms 48 re immediate vote**

**CLERKS OF ASSEMBLY REC. CLK-005** (A&P 2021, p. 318, 54)

**Re: Book of Forms 176.1–amendment**

**Recommendations**

Recommendations are presented in the following format:

**Recommendation HIS-001**

adopted/defeated/amended

That Book of Forms 201.4 regarding commissioning lay missionaries to administer communion be added to the Book of Forms and be remitted to presbyteries under the Barrier Act.

- Use three digit committee code before the number of the recommendation.
- No brackets and no spaces between adopted/defeated/amended and the slash.
- No colon after the number
- Use tab between the number and adopted/defeated/amended
- The entire paragraph of the recommendation is indented
- Do not start a recommendation with phrases such as “recommend to the General Assembly”, or “that the General Assembly do such and such”, or similar phrases. The recommendation is understood as being addressed to Assembly and unless otherwise stated in the recommendation, the Assembly takes the action requested by the recommendation when adopted.

**General Formatting Directions**

Follow these directions for your report:

- indentations (use tabs not spaces)
- use the number key for one “1” rather than the key for the letter “l”
- do not use superscripts when typing; remove auto-formatting superscript if needed

**QUESTIONS OR ASSISTANCE**

Contact Terrie-Lee Hamilton ([thamilton@presbyterian.ca](mailto:thamilton@presbyterian.ca)) or Kathryn Muir ([kmuir@presbyterian.ca](mailto:kmuir@presbyterian.ca)) when you have questions or require assistance with formatting.

**STANDING AND SPECIAL COMMITTEES TO THE 2023 GENERAL ASSEMBLY REPORT CODES**

<b>Committee</b>	<b>Code</b>
Advise with the Moderator, Committee to .....	ADV
Assembly Council .....	ASC
Atlantic Mission Society .....	AMS
Bills and Overtures, Committee on .....	BOV
Business Committee .....	BUS
Church Doctrine, Committee on .....	CDC
Clerks of Assembly .....	CLK
Ecumenical and Interfaith Relations Committee .....	EIR
History, Committee on .....	HIS
International Affairs, Committee on .....	IAF
Life and Mission Agency, Committee of: .....	LMA
Agency Coordination	
Canadian Ministries	
Communications	
International Ministries	
Justice Ministries	
Ministry and Church Vocations	
Presbyterian World Service and Development	
Stewardship and Planned Giving	
Maclean Estate Committee .....	MEC
National Indigenous Ministries Council .....	NIM
Nominate Standing Committees, Committee to .....	NOM
Nominations for: Moderator, 148th General Assembly .....	NMS
Pension and Benefits Board .....	PAB
Presbyterian Church Building Corporation .....	PCB
Special Committee re Listening, Confession and Associations .....	SCL
Theological Colleges:	
The Presbyterian College, Governing Board of .....	PCO
Knox College, Governing Board of .....	KNX
St. Andrew's Hall, Board of .....	SAH
Vancouver School of Theology, Principal of .....	VST
Trustee Board .....	TRB
Women's Missionary Society .....	WMS
Overtures:	
2022 Referred .....	ROV
Unreferred .....	UOV