

Anglican Church of Australia Diocese of Sydney

St Andrew's House
Sydney Square NSW 2000
Telephone (02) 9265 1555

PO Box Q190
QVB Post Office NSW 1230
Website: www.sds.asn.au

17 August 2018

Arrangements and election information : 2nd Ordinary Session of the 51st Synod

1st circular to Synod Members

Key Points

- Opening service for this session will be held in the Cathedral at **1.30pm Monday 15 October 2018**
- All materials for the session will be provided to members by email via a link to the SDS website, although members can collect a paper copy of the Synod Books before the session at St Andrew's House or at the venue during the session
- To facilitate attendance at the session, the Synod has requested members who cannot attend to consider, where possible, appointing alternates or, as a last resort, resigning their membership to enable those who can attend to be appointed or elected
- Deadline for making nominations in Synod elections is **5.00pm Monday 3 September 2018**
- Provisional notices of contested and uncontested elections will be posted on the SDS website www.sds.asn.au no later than **Monday 10 September 2018**
- Deadline for giving notices of motion for inclusion in business paper for first day of session is **15 September 2018**
- Deadline for delivering a précis for a nominee in a provisionally contested election or withdrawing a nomination is **5.00pm Monday 24 September 2018**
- Ballots for any contested elections will be held on the first and second days of the Synod session, **Monday 15 and Tuesday 16 October 2018**
- A pre-Synod briefing for Synod members will be held on **Wednesday 3 October 2018** from 6:30 pm at Annandale Anglican Church. This briefing will be livestreamed and available for online review following the briefing

1. Meeting arrangements for this Synod session

Meeting Places and Dates

2.1 The days of meeting are Monday 15, Tuesday 16, Wednesday 17, Monday 22 and Tuesday 23 October 2018 at the Wesley Theatre, 220 Pitt Street Sydney. The proposed meeting times are as follows –

For the first day -

3.15pm to 5.30pm

5.30pm to 7.00pm - Meal Break

7.00pm to 9.30pm

For the second and subsequent days -

3.15pm to 5.45pm

5.45pm to 7.00pm - Meal Break

7.00pm to 9.30pm

Synod communications

2.2 There will be 2 main communications for this session –

- (a) The 1st communication comprises the Archbishop's Summons to Synod, this circular and the "Schedule of Elections required".
- (b) A 2nd communication will be emailed on or about 26 September 2018 and will comprise –
 - 2nd circular to Synod members
 - Synod Book 1 (including the Standing Committee's report to Synod and other reports)
 - Synod Book 2 (including the Standing Committee's supplementary report to Synod and other reports)
 - Synod Book 3 (including bills for ordinances and proposed policies)
 - Synod Book 4 (including copies of the principal ordinances proposed to be amended and other background material)
 - Notice of Contested Elections
 - Business Paper for 15 October 2018
 - A "self-printing" name tag for the session (see items 2.5 and 2.6 below).

Synod Book 1 will also be made available on the website of the Sydney Diocesan Secretariat ("SDS") www.sds.asn.au in early September 2018.

2.3 Since these communications will be sent to Synod members by email, it is important to ensure that the Registry has your current email address and other contact details. Updated email addresses and other contact details can be sent to the Registry at registry@sydney.anglican.asn.au.

2.4 If any member requires a paper copy of a Synod Book or other large document (25+ pages) included in these communications, copies will be available for collection from the Reception at Level 2 St Andrew's House prior to the Synod session and at the Wesley Theatre during the session.

Pre-Synod briefing

2.5 A pre-Synod briefing for Synod members will be held on **Wednesday 3 October 2018** from 6:30 pm at Annandale Anglican Church. This briefing will be livestreamed and available for online review following the briefing. Details on how to access the livestream will be circulated prior to that date.

2.6 The purpose of the briefing is to present to Synod members the key issues likely to be considered at Synod and to give members an opportunity to ask questions. Please note that the briefing will not be a time for speeches by members. Light refreshments will be provided (tea, coffee and biscuits).

Name tags

2.7 Arrangements for name tags will involve a printable form of name tag (without the plastic holder) being sent to you on or about 26 September as part of the 2nd communication. You will be asked to print (in black and white) the sheet on which your name tag appears, cut your tag out of the sheet and bring it to the session. Plastic name tag holders will be available at the Wesley Theatre.

- 2.8 If you have no capacity to print your name tag (in black and white), please contact Nerida Paul at nkp@sydney.anglican.asn.au **by Thursday 4 October 2018** so that suitable alternative arrangements can be made.

Synod procedures, constituting Acts and principal ordinances

- 2.9 Useful information about the Synod can be accessed on SDS's website at www.sds.asn.au under [Synod](#). This includes, for example, the rules by which members may table reports and circulate printed material in relation to elections or other matters relating to the business of Synod.
- 2.10 You can read a [summary of the proceedings](#) of the 2017 Synod session on SDS's website under [Synod](#) then [Past Sessions of Synod](#).
- 2.11 The Acts of Parliament by which the Anglican Church is constituted in New South Wales and the latest version of the principal ordinances of the Synod can be accessed on SDS's website under [Acts, Ordinances & Regulations](#).
- 2.12 By resolution 19/07, the Synod requested that the "Synod Survival Guide, 5th Edition" prepared by Dr Robert Tong be provided to newly elected members. Dr Tong's booklet is available from the Diocesan Secretary on request or can be downloaded from <http://acl.asn.au/guide/>.

Membership of the Synod

- 2.13 A list of members will be tabled in the Synod on 15 October 2018.

Notices of motions for the Session

- 2.14 Notices of motions to be included on the business paper for the first day of the session are to be in writing and be received by the Standing Committee **by 15 September 2018**.
- 2.15 Notices should be emailed to the Diocesan Secretary at synodbusiness@sydney.anglican.asn.au with the subject field stating "Notice of motion" or posted to the Diocesan Secretary at "PO Box Q190, QVB Post Office, SYDNEY NSW 1230" and endorsed "Notice of motion".
- 2.16 A member of Synod may give up to 2 notices of motions in this manner.

Guidelines for the moving of motions

- 2.17 Part 4 of the business rules (being the rules set out in the Schedule to the *Conduct of the Business of Synod Ordinance 2000*) contain the general rules of debate in the Synod. The various stages for the consideration of ordinances and rules are described on SDS's website under *Synod* then *Introduction – Synod Procedures*. Most business is transacted through motions and amendments.
- 2.18 A notice of a motion should be brief and to the point, it should not contain argument, it should not have a long preamble or be written as a speech, and it should not contain material which is unbecoming or defamatory.
- 2.19 If in doubt about the form of a motion, try to find a precedent from the resolutions of the previous session (see SDS's website under *Synod* then [Past Sessions of Synod](#)) or ask the Diocesan Secretary or someone else who has experience of the business of Synod. These things need thoughtful preparation, so do not leave it until the last minute.

Reports and Ordinances for the Session

- 2.20 Reports and audited accounts from approximately 50 committees etc will be tabled and are available to be viewed by Synod members during the session.
- 2.21 Information about proposed ordinances will be provided in the 2nd communication to be sent on or about 26 September 2018. Much of this information will also be available online at www.sds.asn.au by early September 2018.

3. Attendance at Synod

- 3.1 At its 2014 session the Synod spent some time considering ways to increase the attendance and participation of members at Synod. As a consequence, the Synod –
- (a) requested members who are likely to be unable to attend and participate in any part of the next Synod session to take early action to investigate and pursue options and arrangements that will enable them to attend and participate in the whole of the session, and

- (b) requested members who, after exhausting such avenues, are still unable to attend and participate in any part of the session to consider, in the case of parochial ministers and parochial representatives, appointing an alternate for the session or, in the case of elected or appointed members, resigning their membership to enable the election or appointment of those who can.
- 3.2 Please note that if you are a parochial minister or a parochial representative and you think it would be appropriate for an alternate to be appointed in your place for this session, the relevant notice of the appointment needs to be received by the Diocesan Registrar at least 14 days before the commencement of the session (ie. By **30 September**). Contact the Deputy Registrar, Mrs Catherine Rich, on registry@sydney.anglican.asn.au or on 9265 1526 if you need more information about appointing an alternate.
- 3.3 The Archbishop has also asked any clerical member who will be unable to attend the session to inform him of this as a matter of courtesy.

4. Notice of elections for this Synod Session

Elections to be conducted

- 4.1 The elections for offices to be conducted during the 2nd session of the 51st Synod in October this year are set out in the Schedule of Elections Required (see separate Schedule).
- 4.2 In the Schedule of Elections –
 - (a) the relevant organisations are listed in alphabetical order,
 - (b) the names of retiring members are shown with their attendances at meetings during the year to 30 June 2018, and the year in which the person was first elected to the office, and
 - (c) beside the name of a retiring member we identify whether or not there is good reason to believe the member is willing to be nominated for re-election by marking “Y” or “N”.

Statement of qualifications, skills, experience and adequacy of gender balance

- 4.3 As part of the Election Return process, the chair, secretary or other responsible officer of each board, council or committee which has a position to be filled by a Synod election was invited to submit a statement as to –
 - (a) the qualifications, skills and experience sought in any person elected, and
 - (b) the adequacy of the gender balance on the board, council or committee.
- 4.4 The statements submitted are set out at item 5.

Disqualifying circumstances

- 4.5 Under rule 3.2(3A), a member may not knowingly nominate for election a person who is –
 - (a) an insolvent under administration,
 - (b) of unsound mind or a person whose person or estate is liable to be dealt with in any way under the laws relating to mental health or is otherwise incapable of acting,
 - (c) disqualified from managing a corporation within the meaning of the *Corporations Act 2001*,
 - (d) disqualified from being a responsible entity of a registered entity by the Commissioner of the Australian Charities and Not-for-profits Commission,
 - (e) convicted of an offence punishable by imprisonment for 12 months or more, or
 - (f) subject to a recommendation from a Tribunal or the Adjudicator under the *Ministry Standards Ordinance 2017* (or from a comparable Tribunal or body in another diocese or church) that he or she be prohibited from holding the office or should be removed from the office.
- 4.6 While members are not required to make active enquiries as to whether any of the above disqualifying circumstances apply to potential nominees, if a member knows that any of these circumstances apply to a person, that person must not be nominated for election.
- 4.7 Under rule 7.1(2A), if the Diocesan Secretary receives notice that a person subject to a disqualifying circumstance has been unknowingly nominated for election and is subsequently elected, the person’s office will be treated as vacant upon the later of the date of the election and the date such notice is received.

Invitation to make Nominations

- 4.8 Members are invited to make nominations of persons for each of the elections to be conducted. The closing time for the making of nominations is **5.00pm on Monday 3 September 2018**.

- 4.9 In making a nomination, members should consider any applicable Statement of qualifications, skills, experience and gender balance set out at item 5. Members should also ensure they do not nominate a person they know is subject to one of the disqualifying circumstances referred to at item 4.5 above.
- 4.10 Under rule 3.2(2) of the Schedule to the *Synod Elections Ordinance 2000*, a nomination is –
- (a) to be in writing, and
 - (b) to specify the office for which the nomination is being made, and
 - (c) to specify the name of, and a postal and email address for, the nominee, and
 - (d) to specify the details of the qualification held by the nominee, where a particular qualification is required for election to the office, and
 - (e) to be signed by 2 members of the Synod, other than the nominee, as nominators, and
 - (f) to contain a certification from at least one of the nominators that the nominee has consented to the nomination, and

Note: it is sufficient grounds for one of the nominators to certify that a retiring person has consented to the nomination if, in the Schedule of Elections Required, the willingness of the person to be nominated is indicated with a ‘Y’ next to his or her name.
 - (g) if the nominee is a lay person, to contain a certification from at least one of the nominators that the nominee has consented to his or her name, contact details and any other personal information that is reasonably necessary for the proper administration of the Synod and the Diocese being collected, used and disclosed by the Registrar for these purposes, and

Note: the proper administration of the Diocese includes any act or practice which is performed pursuant to or under an ordinance or resolution of the Synod or the Standing Committee, or reasonably necessary to give effect to an ordinance or resolution of the Synod of the Standing Committee, or a discharge of the duties or exercise of the powers and authorities of the Archbishop however arising, and the proper administration of Synod includes any act or practice which is undertaken by the Diocesan Secretary in the course of administering the Synod.
 - (h) if the nomination is for an office on a board or council which is a body corporate, to contain a certification from at least one of the nominators that the nominee is willing to sign the statement of personal faith set out in Appendix 3 to the *Governance Policy for Diocesan Organisations*, and, if elected, will do so before attending any meeting of the board or council held after the election, and

Note: a copy of the Governance Policy for Diocesan Organisations, can be found on SDS’s website at www.sds.asn.au under Synod then Policies of the Synod.
 - (i) to contain an email address for acknowledgement of the nomination.
- 4.11 A nomination which does not comply with rule 3.2(2) is invalid except that –
- (a) an error in the specified postal or email address for the nominee does not of itself invalidate a nomination, and
 - (b) the failure to provide a postal or email address for the nominee does not of itself invalidate a nomination if the Registrar already holds a postal or email address, as applicable, for the nominee.
- 4.12 A nomination form is contained in item 6 although any document which complies with rule 3.2(2) is in order.
- 4.13 Nominations are to be delivered by post to “The Secretary of Synod, PO Box Q190, QVB Post Office, SYDNEY, NSW 1230” and endorsed “Nominations” or as a scanned email attachment to synodelections@sydney.anglican.asn.au with the subject field of the email stating “Nominations”.
- 4.14 We must receive nominations (by post or email) no later than **5.00pm on Monday 3 September 2018**.

Provisional Notices of Contested and Uncontested Elections

- 4.15 Under rule 3.2A(1), a Provisional Notice of Contested Elections will be posted on the SDS website by **Monday 10 September 2018**. This notice –
- (a) advises when the number of persons nominated for an election exceeds the number of persons to be elected, and
 - (b) specifies the name and nominators for each nominee and, if applicable, the year in which the nominee was first elected to the office, and
 - (c) invites the submission of a précis setting out the relevant qualifications, skills, experience and Christian ministry involvement of each nominee for the election.

- 4.16 Under rule 3.2A(2), a Provisional Notice of Uncontested Elections will also be posted on the SDS website by **Monday 10 September 2018**. This notice –
- (a) advises when the number of persons nominated for election to an office does not exceed the number of persons nominated, and
 - (b) specifies the names of the persons nominated.

Invitation to submit précis for provisionally contested elections

- 4.17 A précis of a nominee in a provisionally contested election may be delivered to the Synod Secretary no later than **5.00pm on Monday 24 September 2018** to the postal or email address referred to at item 4.13 above.
- 4.18 Under rule 3.3(1) a précis of a nominee is –
- (a) to be not more than 35 words in length, and
 - (b) to be signed by the nominee.

Withdrawal of Nomination

- 4.19 Under rule 3.4, a nominee may withdraw from an election if written notice signed by the nominee and delivered to the postal or email address referred to at item 4.13 above is received by the Synod Secretary no later than **5.00pm on Monday 24 September 2018**.

Time for ballots

- 4.20 Ballots will take place on the first and second days of the Synod session, Monday 15 and Tuesday 16 October 2018, at the Synod meeting place.

5. Statement of qualifications, skills, experience and gender balance

(proposed by the chairman, secretary or other responsible officer of a board, council or committee which has a position to be filled by a Synod election)

ABBOTSLEIGH, THE COUNCIL OF

Desirable attributes include: Anglican Minister in good standing. Familiarity with school governance issues. Legal or governance background. Property development or management experience. Strategic planning skills. Gender balance is adequate.

ANGLICAN CHURCH PROPERTY TRUST DIOCESE OF SYDNEY

Board skills matrix identifies a critical need for a member with deep, professional insurance expertise, noting annual insurance premium spend of \$2.4m. The insurance specialist would replace architectural expertise ably covered elsewhere amongst existing membership.

ANGLICAN COMMUNITY SERVICES (ANGLICARE)

Anglicare requires mature Christians, committed to collaboration, with experience in aged care or allied health services, information technology, human resources or financial and risk management. At least one woman necessary to maintain adequate gender balance.

ANGLICAN EDUCATION COMMISSION

Current first-hand experience of senior leadership in a school. Post graduate qualification in Education. Understanding of contemporary educational issues. Capacity to work collaboratively within the Commission. Gender balance currently 5 female and 5 male members.

ANGLICAN SCHOOLS CORPORATION

Desirable attributes include: relevant board experience, governance knowledge, key functional area subject matter expertise, understanding of forces impacting schooling, Christian education, experience and perspective breadth, organisation mission performance development, significant leadership experience, risk oversight.

EVANGELISM AND NEW CHURCHES

Understanding of church governance, Diocesan ethos, a heart for evangelism and innovative thinking. Gender balance: at least one elected member to be female.

ILLAWARRA GRAMMAR SCHOOL, THE COUNCIL OF THE

TIGS Council has a slight gender imbalance however TIGS benefits from a multi-skilled and gifted matrix of Council members. New members would need to agree with and support the School's current Strategic Vision.

MISSION TO SEAFARERS, SYDNEY PORT COMMITTEE, THE

The Mission to Seafarers is an evangelistic organisation which provides practical and pastoral assistance to seafarers who arrive in our port every day. Anyone interested in the welfare of seafarers is welcome to join us.

MOORE THEOLOGICAL COLLEGE COUNCIL

Corporate, academic or student recruitment and placement experience appropriate for the Governing Board of a Theological College required to comply with the Higher Education Standards Framework 2015. Gender balance is under active consideration.

ST ANDREW'S HOUSE CORPORATION

Members should be committed Christians with an interest in property. The Council is seeking members with significant experience or qualifications in engineering or architecture. There is currently one woman so additional females would be valuable.

ST CATHERINE'S SCHOOL, WAVERLEY, THE COUNCIL OF

Demonstrated Christian commitment, character and leadership. Skills and experience: theology, governance, planning, risk management, finance and accounting. There are currently five women and seven men on the council which is considered within an adequate range.

SYDNEY ANGLICAN LOANS BOARD

Candidates with lending, financial, property, legal or parish management skills are desirable. Female and male applicants are welcome.

TRINITY GRAMMAR SCHOOL, THE COUNCIL OF

Council seeks persons with skills contributing towards sound governance and fulfilment of its mission with knowledge of the School and appropriate experience in School affairs. Gender balance is kept under regular review and addressed.

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6. Nomination Form for 2018 Synod Elections

Election No.....
(from Schedule)

Nominations close at 5.00pm on Monday 3 September 2018

Note: A failure to complete the details and certification required by this form will render the nomination invalid.

We nominate (full name of nominee)

Postal address (of nominee)

Residential suburb

Email address (of nominee)

Qualification (if required for the election)

For (name of Committee, Board, Council, etc)

First Nominator's
Signature Parish *

Print Name

Second Nominator's
Signature Parish *

Print Name Date

* If not a parish representative, specify the Part of the Synod Membership Ordinance 1995 under which the proposer or the seconder is a member of the Synod.

Email address for acknowledgment of nomination

Certificate

I certify that –

- (a)(insert name of nominee) consents to the nomination[†], and
- (b) if the nomination is for an office on a board or council which is a body corporate, the nominee is willing to sign the statement of personal faith set out in Appendix 3 to the Governance Policy for Diocesan Organisations passed by the Synod on 20 October 2014, as amended from time to time, and, if elected, will do so before attending any meeting of the board or council held after the election.^{††}
- (c) if the nominee is lay person, the nominee has consented to their name, contact details and any other personal information that is reasonably necessary for the proper administration of the Synod and the Diocese being collected, used and disclosed by the Registrar for these purposes. ^{†††}

First or Second Nominator's Signature

[†] It is sufficient grounds for one of the nominators to certify that a retiring person has consented to the nomination if, in the Schedule of Elections Required, the willingness of the person to be nominated is indicated with a 'Y' next to his or her name.

^{††} A copy of the Governance Policy for Diocesan Organisations can be found at www.sds.asn.au under Synod then Policies of the Synod.

^{†††} The proper administration of the Diocese includes any act or practice which is performed pursuant to or under an ordinance or resolution of the Synod or the Standing Committee, or is reasonably necessary to give effect to an ordinance or resolution of the Synod or the Standing Committee, or a discharge of the duties or exercise of the powers and authorities of the Archbishop however arising, and the proper administration of Synod includes any act or practice which is undertaken by the Diocesan Secretary or the Secretary of the Synod in the course of administering the Synod.

Acknowledgment of Nomination

(for office use only)

The Nomination of

Email address

For (Name of Committee, Board, Council, etc.)has been received. Election No.....

For and on behalf of the Secretaries of Synod

..... Date