

Anglican Church of Australia Diocese of Sydney

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13 August 2015

Arrangements and election information : 2nd Session of the 50th Synod

1st circular to Synod Members

Key points

- Archbishop's summons to the 2nd Ordinary session of 50th Synod to be held in the Wesley Theatre on **12, 13, 14, 19 and 20 October 2015**.
- Opening service for this session to be held in the Cathedral at **1.30pm Monday 12 October 2015**.
- Important information about elections to be conducted for this session including new "disqualifying circumstances" for potential nominees.
- Deadline for making nominations in Synod elections is **5.00pm Monday 31 August 2015**.
- Deadline for giving notices of motion for inclusion in business paper for first day of session is **12 September 2015**.
- Deadline for delivering a précis for a nominee in a provisionally contested election or withdrawing a nomination is **5.00pm Monday 21 September 2015**.

1. Archbishop's summons to Synod

Summons to the 2nd Session of the 50th Synod

Under the Article 1(2) of the Schedule to the *Anglican Church of Australia Constitutions Act 1902*, I call you to the Synod to be held in the Wesley Theatre, 220 Pitt Street, Sydney commencing at 3.15pm on Monday 12 October 2015.

An opening service for this session of the Synod will be held in the Cathedral at 1.30pm. The service will be led by Canon Christopher Allan, with Canon Stephen Gibson preaching. Bible studies on the subsequent days of Synod will be given by Canon Gibson.

A handwritten signature in black ink, appearing to read 'Glenn', with a stylized flourish at the end.

DR GLENN DAVIES
Archbishop of Sydney

2. Meeting arrangements for this Synod session

Meeting Places and Dates

2.1 The days of meeting are Monday 12, Tuesday 13, Wednesday 14, Monday 19, Tuesday 20 October 2015 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 mailings

2.2 There will be 2 main mailings for this session –

(a) The 1st mailing comprises this circular and the “Schedule of Elections required”.

(b) A 2nd mailing will be sent on or about 23 September 2015 and will comprise –

- 2nd circular to Synod members
- Synod Book 1 (including the Standing Committee’s report to Synod and other reports and bills)
- Synod Book 2 (including the Standing Committee’s supplementary report to Synod and other reports and bills)
- Synod Book 3 (including copies of the principal ordinances proposed to be amended and other background material)
- Notice of Contested Elections
- Business Paper for 12 October 2015.

Synod Book 1 will also be made available in electronic form on the website of the Sydney Diocesan Secretariat (“SDS”) www.sds.asn.au in early September 2015.

2.3 Where permitted, these mailings will be communicated to Synod members by email. It is therefore 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. Alternatively, members can update their contact details directly on the Registry’s secure website under the Maintain Personal Information option. If you have not already done so, you can request access to the Registry’s secure website by sending your name, date of birth and current email address to registry@sydney.anglican.asn.au.

Synod procedures, constituting Acts and principal ordinances

2.4 Useful information about the Synod can be accessed on SDS’s website at www.sds.asn.au under For Synod & Standing Committee. 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.

2.5 You can read a summary of the proceedings of the 2014 Synod session on SDS’s website at www.sds.asn.au under For Synod & Standing Committee then Synod in Past Years.

2.6 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 at www.sds.asn.au under For Synod & Standing Committee then Acts & Ordinances.

2.7 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/index.html>.

Membership of the Synod

2.8 A list of members will be tabled in the Synod on 12 October 2015.

Notices of motions for the Session

- 2.9 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 12 September 2015**.
- 2.10 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".
- 2.11 A member of Synod may give up to 2 notices of motions in this manner.

Guidelines for the moving of motions

- 2.12 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 at www.sds.asn.au under For Synod & Standing Committee then Administration – [Synod Procedures](#). Most business is transacted through motions and amendments.
- 2.13 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.
- 2.14 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 at www.sds.asn.au under For Synod & Standing Committee then Synod in Past Years) 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

- 2.15 Reports and audited accounts from approximately 60 committees etc will be tabled and are available to be viewed by Synod members during the session.
- 2.16 Information about proposed ordinances will be provided in the 2nd mailing to be sent on or about 23 September 2015. Much of this information will also be available online at www.sds.asn.au by early September 2015.

3. Notice of elections for this Synod Session

Elections to be conducted

- 3.1 The elections for offices to be conducted during the 2nd session of the 50th Synod in October this year are set out in the Schedule of Elections Required (see separate Schedule).
- 3.2 In the Schedule of Elections –
- the relevant organisations are listed in alphabetical order
 - the names of retiring members are shown with their attendances at meetings during the year to 30 June 2015, and the year in which the person was first elected to the office, and
 - 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 "✓" or "X".

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

- 3.3 As part of the Election Return process, the chairman, 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 –
- the qualifications, skills and experience sought in any person elected, and
 - the adequacy of the gender balance on the board, council or committee.
- 3.4 Any statements submitted are set out at item 4.

Disqualifying circumstances

- 3.5 Under rule 3.2(3A), a member may not knowingly nominate for election a person who is –
- an insolvent under administration,
 - 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,
 - 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 *Discipline Ordinance 2006* (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.
- 3.6 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.
- 3.7 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

- 3.8 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 31 August 2015**.
- 3.9 In making a nomination, members should consider any applicable Statement of qualifications, skills, experience and gender balance set out at item 4. Members should also ensure they do not nominate a person they know is subject to one of the disqualifying circumstances referred to at item 3.5 above.
- 3.10 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 '✓' 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 For Synod & Standing Committee then Reports & Resources.
 - (i) to contain an email address for acknowledgement of the nomination.
- 3.11 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.
- 3.12 A nomination form is contained in item 5 although any document which complies with rule 3.2(2) is in order.
- 3.13 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”.
- 3.14 Nominations by post or email must be delivered no later than **5:00pm on Monday 31 August 2015**.

Provisional Notices of Contested and Uncontested Elections

- 3.15 Under rule 3.2A(1), a Provisional Notice of Contested Elections will be posted on the SDS website www.sds.asn.au a few days after **Monday 31 August 2015**. 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.
- 3.16 Under rule 3.2A(2), a Provisional Notice of Uncontested Elections will also be posted on the SDS website a few days after **Monday 31 August 2015**. 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 elected.

Invitation to submit précis for provisionally contested elections

- 3.17 A précis of a nominee in a provisionally contested election may be delivered to the Synod Secretary no later than **5:00pm on Monday 21 September 2015** to the postal or email address referred to at item 3.13 above.
- 3.18 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

- 3.19 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 3.13 above is received by the Synod Secretary no later than **5:00pm on Monday 21 September 2015**.

Time for ballots

- 3.20 Ballots will take place on the first and second days of the Synod session, Monday 12 and Tuesday 13 October 2015, at the Synod meeting place.

4. 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)

ANGLICAN CHURCH PROPERTY TRUST DIOCESE OF SYDNEY

91% of Board is male so there is room to improve gender balance as vacancies arise, subject to appropriate skills. Insurance skills would enhance Board effectiveness.

ANGLICAN EDUCATION COMMISSION

Female experienced in and understanding of current Anglican schools. Skilled in at least one of pedagogy, leadership, mentoring and governance. Committed to promoting biblically shaped education. Passionate about whole school ministry and schools working together.

ARDEN ANGLICAN SCHOOL COUNCIL

Financial, legal, education, construction are skills desired in order of need. Gender balance is inadequate hence female candidate preferred.

DEPARTMENT OF EVANGELISM AND NEW CHURCHES BOARD

All members must understand and align with Diocesan Mission and Theology. Preferred Board balance at least two women, strong HR skills, cross cultural ministry experience, entrepreneurial flair.

MISSION TO SEAFARERS, SYDNEY PORT COMMITTEE

Membership is open to anyone who has an interest in ministry to seafarers whose work is often neglected. Some knowledge of the shipping industry would be an advantage but not essential.

MOORE THEOLOGICAL COLLEGE

Corporate, academic or student recruitment and placement experience appropriate for the Governing Body of a Theological College required to comply with the Higher Education Standards Framework 2014. Gender balance is under active consideration.

ST CATHERINE'S SCHOOL WAVERLEY

Demonstrated Christian commitment, character and leadership. Skills and experience in: theology, governance, strategic planning. Past and present parents or old girls are valued. There are currently six women and seven men on the council.

SYDNEY CHURCH OF ENGLAND FINANCE AND LOANS BOARD

Candidates with lending, financial, legal, property or parish management skills are desirable. Vacancies exist for clergy and lay members. Where possible female candidates are encouraged to be appointed.

SYDNEY ANGLICAN SCHOOLS CORPORATION

Gender balance is not adequate with an immediate need for one female Director. Skills required are primarily in the area of legal expertise and higher level economics/business experience.

SYNOD POOL

Skills and experience in dispute resolution and conciliation particularly in the parish context. Laypersons and clergy (particularly those who are incumbents) required for the Synod Pool.

TARA ANGLICAN SCHOOL FOR GIRLS, COUNCIL OF

Female. Old girl or past parent of the school. Experience as a senior educator or leader in a school. Experience in finance or accounting or engineering.

ST MICHAEL'S REGIONAL CATHEDRAL WOLLONGONG CHAPTER

Committed evangelical lay person required. A female would be excellent to improve gender balance. The Macarthur and Southern Highlands areas of our region are not currently represented on the Chapter.

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5. Nomination Form for 2015 Synod Elections

Election No.....
(from Schedule)

Nominations close at 5.00pm on Monday 31 August 2015

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 '✓' next to his or her name.

^{††} A copy of the Governance Policy for Diocesan Organisations can be found at www.sds.asn.au under For Synod & Standing Committee then Reports & Resources.

^{†††} 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 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