

Anglican Church of Australia Diocese of Sydney

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15 July 2021

Second Ordinary Session of the 52nd Synod

Key Points

- The session of Synod planned to commence 6 September 2021 has been postponed. Suitable dates to hold the second session are expected to be discussed at the meeting of the Standing Committee to be held 9 August 2021.
- Elections associated with the session will continue as planned, with any contested elections determined by online ballot (similar to the process used in 2020).
- Additional information regarding the submission of nominations for positions on diocesan boards, councils and committees under COVID-19 restrictions is set out at items 2.12 – 2.16.
- Synod materials (Synod Books with reports) will not be published until after the dates for the session are determined.
- This document is a revised version of the 1st Circular, in light of the postponement, focusing upon the information related to Synod elections.

Dear members of Synod

The second session of the 52nd Synod (planned to be held 6 – 8 September 2021) has been postponed (to a date yet to be determined). Archbishop Kanishka Raffel made this decision with the concurrence of the Standing Committee, in response to the significant increase in transmission of COVID-19 in the local community, and in anticipation of the likelihood that restrictions will remain in place that are sufficient to prevent Synod from meeting as scheduled.

Elections to boards, councils and committees associated with this session will continue as planned. Any contested elections will be determined by online ballot rather than a paper ballot, using the procedure set out in the Second Schedule to the *Synod Election Ordinance 2000*. (This decision was made by the Archbishop-in-Council on 17 May 2021, under Rule 8.2(1)(a)(ii) of the *Synod Election Ordinance 2000*.)

The information in the rest of this document is a revised form of the 1st Circular (which was sent 9 July 2021), focusing upon information that is still of immediate relevance to the members of Synod. The information below also contains additional guidance regarding the making of nominations to boards, councils and committees while we're under COVID-19 restrictions (see item 2.13 – 2.16).

DANIEL GLYNN
Diocesan Secretary

Key Dates for elections to Boards, Councils and Committees (2021)

- **Monday 26 July (5:00 pm)** – Deadline to make nominations in Synod elections (see item 2.8)
- **Monday 2 August** (or earlier) – Provisional notices of contested and uncontested elections posted online (www.sds.asn.au) (see item 2.20)
- **Monday 16 August (5:00 pm)** – Deadline for précises for nominees in a provisionally contested election, or withdrawing a nomination (see items 2.22-2.24). Following this date, the Notice of Contested Election and Notice of Uncontested Election will be made available, and online ballots for any contested elections will be held (see item 2.25 – 26).

1. Postponement of the Synod session

- 1.1 The second ordinary session of Synod (planned to commence 6 September 2021) has been postponed as a consequence of increased community transmission of COVID-19 over recent days, and the expectation that restrictions will prevent the convening of the session at the planned time.
- 1.2 Suitable dates to hold the second session are expected to be discussed at the meeting of the Standing Committee to be held 9 August 2021.
- 1.3 Synod materials (Synod Books with reports) will not be published as originally planned.
- 1.4 Further communications about plans for Synod will be made as information becomes available.
- 1.5 Since these communications will be sent to Synod members by email, it is important to ensure that your email address is current. If you have a login to the SDS website (Rectors, Wardens, and others), you may access your profile and amend your contact preferences by signing in to the SDS website and clicking on your username (at the top-right of the screen). Failing this, contact details may be updated liaising with the Registry at registry@sydney.anglican.asn.au.

2. Notice of elections for this Synod Session

Elections to be conducted

- 2.1 The elections for offices to be conducted during the second session of the 52nd Synod in September this year are set out in the Schedule of Elections Required (see separate Schedule).
- 2.2 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 2021, 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

- 2.3 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.
- 2.4 The statements submitted are set out at item 3.

Disqualifying circumstances

- 2.5 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.
- 2.6 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.
- 2.7 Under rule 7.1(2A), if the Diocesan Secretary receives notice that a person subject to a disqualifying circumstance has been 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

- 2.8 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 **5:00 pm on Monday 26 July 2021**.
- 2.9 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.
- 2.10 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](http://www.sds.asn.au), 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.
- 2.11 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.

Submitting nomination forms (under COVID-19 restrictions)

- 2.12 Each nomination must be signed by the nominators. This may be achieved by –
 - (a) printing the form and signing with pen on paper, or
 - (b) using a stylus to ‘sign the screen’.
- 2.13 A nomination with an image of a signature inserted is not sufficient, a pen or stylus must be used on the form.
- 2.14 A nominator may scan their signed form email it to the other nominator to sign using the options in item 2.12. Taking a photo of the form (instead of scanning) is permissible so long as the document is clearly legible.
- 2.15 A nomination may be validly made in counterparts using two nomination forms, each signed by one nominator (i.e., the two nominators may separately print the same form and sign it, scan it and submit it). If your nomination is a counterpart, please indicate this in your submission.
- 2.16 A single nomination form may nominate more than one individual to more than one position (i.e., two nominators could jointly decide to nominate multiple people for various positions, and do so using one document, so long as all of the requirements of rule 3.2(2) of the Schedule to the *Synod Elections Ordinance 2000* are clearly met. A document nominating multiple individuals to multiple positions may be signed and submitted in counterparts by the two nominators per item 2.15.

Nomination forms

- 2.17 A nomination form is contained in item 4 although any document which complies with rule 3.2(2) is in order.
- 2.18 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”.
- 2.19 We must receive nominations (by post or email) no later than **5:00 pm on Monday 26 July 2021**.

Provisional Notices of Contested and Uncontested Elections

- 2.20 Under rule 3.2A(1), a Provisional Notice of Contested Elections will be posted on the SDS website by **Monday 2 August 2021**. 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.
- 2.21 Under rule 3.2A(2), a Provisional Notice of Uncontested Elections will also be posted on the SDS website by **Monday 2 August 2021**. 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

- 2.22 A précis of a nominee in a provisionally contested election may be delivered to the Synod Secretary no later than **5:00 pm on Monday 16 August 2021** to the postal or email address referred to at item 2.18 above.
- 2.23 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

- 2.24 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 2.18 above is received by the Synod Secretary no later than **5:00 pm on Monday 16 August 2021**.

Notices of Contested and Uncontested Elections

- 2.25 Under rule 4.1, a Notice of Uncontested Elections will be posted on the SDS website as soon as practicable following the Precis Closing Day (**Monday 16 August 2021**). 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.
- 2.26 Any contested elections will be undertaken in the weeks following 16 August 2021 in accordance with the rules for the conduct of elections using online ballots, set out in the second schedule of the [Synod Election Ordinance 2000](#).

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

(proposed by the chair, 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% male Board membership. There is room to improve gender balance with vacancies. Members with legal skills are likely to retire over the next medium term. So a female lawyer would enhance board skills and experience.

ANGLICAN COMMUNITY SERVICES (ANGLICARE)

Mature, collaborative Christians: (1) Rector familiar with Anglicare's services; (2) Experience in finance, investment, and risk management, and knowledge of aged care and/or community services, (3) both with governance experience. At least one woman to improve gender balance.

ANGLICAN NATIONAL SUPERANNUATION BOARD

A board member must have the ability to use their contacts, business knowledge and communication skills to promote the growth of Anglican Super. There are at least 8-12 meetings a year with occasional mid-meeting work.

ARDEN ANGLICAN SCHOOL COUNCIL

Our gender balance is adequate. Skills desired are in the fields of engineering or architecture or finance or accounting or education or ICT.

CAMPBELLTOWN ANGLICAN SCHOOLS COUNCIL

Seeking finance, accounting, or risk management professionals experienced in or who have a passion for Anglican education, serving the growing population of western Sydney. We desire to increase the percentage of women on Council.

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.

THE COUNCIL OF THE ILLAWARRA GRAMMAR SCHOOL,

TIGS is blessed with a Council offering diverse skills and gifts representing a broad cross section of the School community and beyond. There is a gender imbalance on Council which is being addressed.

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. There is currently only one woman so additional females would be valuable. The Board seeks members with significant understanding and experience of the diocesan context.

ST CATHERINE'S SCHOOL, WAVERLEY, THE COUNCIL OF

Demonstrated Christian commitment, character and leadership. Skills and experience: theology, governance, finance and accounting, planning, risk management, education, law. There are currently five women and six men on the council.

SYDNEY ANGLICAN LOANS BOARD

Candidates with lending, property, financial, legal or parish management skills are desirable. There is currently one lay and one Archbishop appointed vacancy. Female and male applicants are welcome.

TARA ANGLICAN SCHOOLS FOR GIRLS, COUNCIL OF

Under 35 years old, non-Caucasian descent. Experience as a senior educator or leader in a school. Alternatively in engineering, fundraising or philanthropy. Female. Old girl or past parent of the school.

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 appropriately.

4. Nomination Form for 2021 Synod Elections

Election No.....
(from Schedule)

Nominations close at 5:00 pm on Monday 26 July 2021

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 Secretary of Synod

..... Date