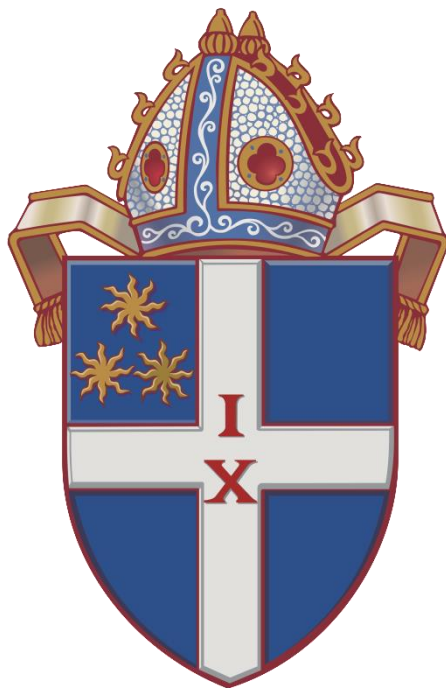


Synod Representatives

*What you always wanted to know about Synod
but were afraid to ask!*



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Acknowledgement

In preparing this booklet considerable use was made of material from other dioceses, in particular the Dioceses of Waikato and Wellington, for which a general acknowledgement is gratefully made.

Forward

This booklet is provided:

- To help you, elected Synod Representatives, to become active and effective members of Synod.
- To help you understand something about Synod. It supplements and explains the Diocesan regulations which each parish has a copy of and with which you should make yourself familiar.

The conduct of business at Synod may at first appear formal but regulation is necessary to enable the Bishop, who presides at Synod, to exercise control over the 250-300 participants with firmness and fairness. Synod procedures are based on those of Westminster parliamentary models, and many of the terms used at Synod will be familiar to anyone who has listened to New Zealand Parliament. A glossary of terms is provided at the end of this booklet.

2006 Version revised July 2013

Diocesan Strategic Plan – Growing Forward

In 1989 Synod, adopted the following Mission Statement for the Diocese:

CHRIST OUR HOPE – FAITH FOR THE FUTURE

Our Mission is God's mission. It is expressed in the words of the Risen Jesus: "As the Father has sent me, so I send you... receive the Holy Spirit". It is focused in Christ who is Lord and Master of all life. He is the hope of a needy world and He offers faith for the future. Like Christ's mission, ours will be marked by costly obedience. In so far as our mission is Christ-like, it involves an inescapable challenge to follow the loving leadership of Christ.

In 2009 the Diocesan Strategic Plan was adopted.

The Strategic Plan – Growing Forward was due for review in 2013 which was postponed with the agreement of Synod. At the time of writing, Standing Committee is considering the way forward. In the meantime, the current plan continues and Synod members should be familiar with it. A copy can be downloaded from www.anglicanlife.org.nz or hard copy can be obtained from the Diocesan Office.

Historical Background

The Anglican Church was brought to New Zealand through the devoted labours of Church Missionary Society workers, both clerical and lay. From the Christmas Day 1814 sermon of the Reverend Samuel Marsden to the arrival of Bishop George Augustus Selwyn in 1842, the oversight of church affairs was the duty of SMS from its London headquarters. To promote a unity among the church workers Bishop Selwyn called missionaries to meetings or Synods in 1844 and 1847.

Within a few years the growth of European colonisation indicated the need for more bishops, all of whom would be appointed by Royal Letters patent giving the holders great power. The colonies, however, had no machinery by which this power could be enforced. To devise a method of control Bishop Selwyn developed the early church procedure of Synodical government by the bishop and his clergy.

In 1850 the Governor, Sir George Grey, was very concerned about the problems faced by Bishop Selwyn. Whilst ill at New Plymouth Sir George prepared a draft constitution for the church in the Synodical form favoured by the Bishop, but with the important change that laity should be included. This proposal, while unique in the British scene was not an original feature as the idea of bishops, clergy and laity uniting a church government had already been adopted by the American brand of the Anglican Communion.

After several years' discussion up and down the country the proposal led in 1857 to agreement at Auckland by bishops, clergy and laity to a Constitution for the church of the Province of New Zealand. This Constitution stated,

“there shall be a Representative Governing Body for the management of the affairs of the Church, to be called the General Synod of the Branch of the United Church of England and Ireland, in the Colony of New Zealand, which shall consist of three distinct orders, viz.: the Bishops, the Clergy, and the Laity, the consent of all of which Orders shall be necessary to all acts binding upon the Synod, and upon all persons recognising its authority.”

The Constitution was revised in 1992 and this also states,

“...in each Diocese there shall be a representative Governing Body or Diocesan Synod, consisting of representatives of the three Orders within such Diocese...”

Now that you are to be a synod member for the next three years you have, in the company of the Bishops, Clergy and your fellow lay members, a part in the government of the Anglican Church in Aotearoa, New Zealand and Polynesia.

General Synod/te Hinota Whānui

- General Synod is the governing body of this Church. It meets every two years. Some decisions of General Synod are referred back to the three Tikanga partners for endorsement.
- The membership of General Synod is made up of the bishops, clergy and lay representatives elected by each Tikanga, as is appropriate for them. In the case of Tikanga Pakeha, representatives are elected by each Diocesan Synod.

Christchurch Diocesan Synod

- The Synod is a representative body of the whole Diocese gathered under the leadership of the Bishop. Within the constraints of General Synod Canons, the church, centred in the diocese with its Bishop, orders its own life and speaks both to its own members and also to the world within which it works.
- You could say that the Diocesan Synod is the “Parliament” of the Diocese. As such, it is concerned with the organisation and good government of the Diocese. It meets at least once annually to discuss, and make policy decisions, on how best to carry out the Mission of the Church. Between Synods these policy decisions, and other Diocesan matters are dealt with, on behalf of the Diocesan Synod, by the Diocesan Standing Committee. Standing Committee members are elected by Synod from Synod members. Standing Committee is “Synod between Synods”.

Membership of Diocesan Synod

Refer to pages C8-C9 of the Diocesan Handbook for details for membership.

Indicative Synod Annual Timetable

The following timetable is a guide only, to the time commitment you, as a Synod Representative, may expect to put into this task you have agreed to take on for your parish.

By 30 April each 3rd year

- Parish elects its Lay Synod Representatives.

Monthly (or quarterly)

- Lay Synod Representatives may attend parish vestry meetings.

3 months before Synod

- This is the deadline for sending in Bills or Motions to be considered by Synod, except for those arising from Archdeaconry meetings or the Youth Forum.

Late June

- Receive Synod Papers and make yourself familiar with Bills and Motions and read the Reports.
- Attend your Pre-Synod Archdeaconry meeting.
- Send in your registration and catering forms by due date.

Late August

- Receive amended and additional motions and papers. Take note of any new instructions.

Early September

- Attend Synod. Synod generally runs for 2 days from Friday 10am concluding not later than 9pm on the Saturday evening. There is a Synod Eucharist on the Friday evening.

October

- Report back to your Vestry and Parish on the Synod.

On Being a Lay Synod Representative

Lay Synod members are representatives of their parishes. They have been elected to debate, listen to others and consider the work of the whole diocese as it is presented in Synod. Decisions should be made only

after debate has brought out all the important facts for or against a particular course of action.

A Synod member has a dual responsibility: to the home parish and through the Bishop to the Synod as a body.

As the parish representative make sure you inform other parishioners of the activities in Synod. Keep in mind their feelings on key issues likely to arise in Synod. Attend the pre-Synod Archdeaconry meetings and learn more about the topics to be debated.

If you are not able for some reason to attend a session of Synod, an alternate is to be appointed by the Vestry. You must advise the Bishop through the Diocesan Manager of your apology, and who is to be your Alternate.

Please sign the attendance register provided each day of the session by the Synod or you may have trouble convincing the Synod secretary that you were present.

In the Diocesan Handbook please read carefully through the Standing Orders (pages C15 – C23). These describe the procedures for the conduct of Synod business. Become familiar with these procedures. The conduct of the business follows formal meeting procedure.

The Standing Orders include the following main sections:

- General conduct of business
- Committee of the whole synod
- Order of business
- Rules of debate
- Amendments
- Select Committees
- Election
- Passing and alterations of Statutes and Regulations
- Standing Orders
- Miscellaneous

There could be parts of the Standing Orders that puzzle you. Read through the Standing Orders and list anything you need to find out more about.

Make sure you know:

- What First, Second and Third Readings of Bills involve.
- What happens when Synod goes into Committee or into Conference.
- What a Division is, and what happens when a Division is called for.

How to find out what you need to know

- a) Ask your parish's other Synod Representative.
- b) Ask the retiring Representative whose place you are taking.
- c) Check with your Vicar.
- d) Refer to Synod Representatives from a neighbouring parish.
- e) Check with your Archdeacon.
- f) If there is a Standing Committee Member living nearby ask that Member.
- g) Consult the Diocesan Manager.

Work on the Notices of Motion and Reports

The Reports of the various committees etc are printed in a bound folder which eventually forms part of the Diocesan Year Book.

This will be sent out in advance of Synod together with details of the motions and bills.

Study these carefully. Start working immediately. Whatever people say, it is impossible to vote intelligently and wisely if you haven't studied an issue beforehand.

If you need some background information about a motion that interests you, ring or email the mover of the motion for more information. Try to arrange for time to discuss the motions and the background information with other members of the parish, and particularly your vestry.

Involving Others in the Parish

It is important to discuss the motions with people in the parish for these reasons:

- You find out how parishioners think so you can represent them more accurately.
- Involving others in the parish helps you think through the issues in great depth.
- You help others in the parish learn about and participate in thought about issues of importance to the wider church.
- Parish prayers for Synod will be informed prayers.

Voting Decisions – You go as a representative not as a Delegate

You have been elected as your Parish's Synod Representative. You are not there as a delegate with a brief to vote on particular motions in a specific way. It is only after you have listened at Synod to the speeches for and against, and had certain questions answered and matters clarified that you can decide wisely.

The process of decision making at Synod is the way the Church attempts to discern the movement of the Holy Spirit in its midst.

Conduct of Business of Synod

Synod business must be conducted efficiently and with fairness to members. Rules for the conduct of business are known as Standing Orders. Various Statutes and Resolutions are also applicable. All the regulations are detailed in the Handbook supplied to your Parish. The procedures of Synod are basically those of Parliament. The order paper for each day is approved by the Resolutions Committee and Standing Committee. Policy is framed in Synod by the debating and adopting of motions.

Your Job at Synod

Your job at Synod is to:

- Consider the reports and accounts of various diocesan trust boards and committees,
- Consider, debate and vote of Bills and Motions brought before Synod,
- Elect members of certain diocesan divisions, committees and councils,
- Decide matters of policy and administration,
- Approve the budget for the coming year, and
- Debate specific matters of concern to the church.

On Manners and Procedures at Synod

On arrival to Synod remember to sign the attendance book.

If you know beforehand that you can't be there for all or part of the session you write to the Bishop or Diocesan Manager immediately for

leave of absence. If you find out, after arrival at Synod, that you need to leave for a period of time, advise the Diocesan Manager and obtain leave.

Synod Manners

Stand silently for the entry and departure of the President, and other officers at the beginning and end of each day.

Acknowledge the Chair with a slight bow if it is necessary to pass in front of the chair; and also when leaving and entering the Synod Hall; while the Synod is in session.

If you wish to speak, put your hand up for acknowledgement by the Chair.

When you are acknowledged by the Chair move forward to the microphones, or wait for a roving microphone to be brought to you.

When speaking, members must stand and address their remarks as though to the President. The usual form of address is “Madam President”.

A member of Synod should not pass between the President and any member who is speaking.

Synod has definite rules about length of speaking times. Having spoken on a particular matter you may not speak again unless you are the mover of the motion (who has the right of reply). However, an amendment introduces new matter. You can speak (though probably should not) to every amendment. Speaking times are clearly set out in Standing Orders of the Synod (C15-23)

When in “Conference” speaking times are shorter but you may speak more than once. (C21)

Except to raise a point of order, do not interrupt any member who is speaking.

Presentation of a Bill

A Bill to be considered by Synod must be submitted to the Diocesan Manager at least three months before Synod convenes. This is necessary to give the Resolutions Committee time to examine the draft Bill to ensure that it does not conflict with existing Acts or Canons, that it is clear and precise, and to allow time for printing and circulation to members before Synod. Once a Bill is on the order paper it is considered in several stages, usually spread over two days. The procedure can be intimidating to a newcomer. It involves a first reading en bloc; Second reading and consideration later that day or the following day; Third reading prior to the end of Synod. If you wish to present a bill, consult the Diocesan Manager who will assist you.

Submission of a Motion

A motion of Synod should be delivered in writing to the Diocesan Manager at least three months before Synod convenes; EXCEPT that notices of motion pertaining to public issues of the day may be moved at the times indicated on the Order Paper at Synod.

Approval of Synod is necessary to withdraw an accepted motion.

A few points about amendments are worth mentioning:

- Amendments may be moved at any time, using the normal rules.
- An amendment must be given in writing to the Secretary, unless limited to a simple word change.
- No member who has already spoken to a motion may move or second an amendment; nor may a member who has moved or seconded an amendment move or second a further amendment.

- No amendment to an earlier part of a motion can be prepared after the later part of the motion has been amended.
- When an amendment is under consideration the debate is confined to the amendment. A member may speak to the amendment without losing the right to speak to the main motion or vice versa.
- Amendments to motions should be worded in the following ways:
 - “that the word(s).....be omitted”
 - “that the word(s).....be omitted with a view to the insertion of other word(s) in lieu thereof.....”
 - “that the word(s)...be added before/after the word(s).....”
- An amendment to an amendment is not possible during the discussion of the amendment. However, an alternative amendment may be read to Synod during discussion by way of notice, and moved later when the prior amendment has been dealt with.

The Standing Orders dealing with amendments are rather complex and you would be well advised to read Standing Orders 34 – 41.

Motion Procedures

Sometimes when amendments are made to motions, and voting on amendments occurs, it is very easy to become confused.

If your knowledge of motion procedure is shaky, it is a good idea to have a copy of a book of meeting procedures open at the section on motions. That way you can keep track of what is happening.

It is your responsibility to make sure before you vote that you understand exactly what you are voting for.

If you are not sure, stop proceedings at this point by asking for clarification, so that the matter can be explained clearly.

The speaking time to motions is set out in Standing Orders:

Synod in Committee

On occasion when Synod is debating a motion, someone will move that Synod should go into Committee (Standing Orders C21; 54-55). Non-members of Synod must leave the Synod Hall. The discussion is freed up, and members may speak more than once if appropriate.

Division of Synod

Any member may seek a 'division' on any vote. In this method of voting the three orders – bishops, clergy and laity – vote in their own 'houses'. When a division is taken all members present in the Synod Hall must record their Vote. Those not wishing to vote must leave in the 2 minute interval provided. The Synod minutes will record only the overall result. Standing Orders 59-65.

Synod Committees

Many subjects that come before Synod require details study that would be impracticable for Synod as a whole. Much of this work, as well as care-taking between sessions, is handled by permanent or interim committees. The committees are established by acts or resolutions, and are elected/appointed by Standing Committee or Synod.

Details of the elections to be held at Synod, the time for nominations to close and the time of the elections are included in the Synod information sent to you prior to Synod. You may nominate someone so long as consent of the nominee is obtained, but in some cases only clergy may nominate and vote for clergy while laity nominate and vote lay candidates. Nomination forms making this clear are provided for each election.

Synod invites all nominees to submit a brief (up to 200 words) description of their qualifications for publication to Synod members before the elections.

Some ways of reporting back to the Parish

When the Synod is over it is your duty to explain Synod decisions to the parish and to facilitate the implementation of these decisions.

- You may report to the parish in church on a Sunday after Synod.
- Have a dialogue sermon between the Synod Rep and/or the Vicar.
- Call a pot luck tea at which you discuss Synod issues.
- Write a parish newsletter or item for the parish magazine about decisions and discussions at Synod.
- Ask for time at the vestry meeting held after Synod, to be devoted to Synod issues.
- Make a Synod display on the notice board.
- Arrange for the parish to invite movers of significant motions to come and address the congregation.
- You may think of other ways. Use your imagination. If they are effective, let others know by writing about them and forward your ideas to the Diocesan Manager.

Payment of Lay Synod Representatives' Expenses

Parishes are warmly encouraged to meet the expenses incurred by their Lay Synod Representatives in attending Synod e.g. accommodation and meals. Travel costs are met as follows:

Members of Synod are entitled to claim travel costs to/from Synod, whether by public transport or private vehicle. For car usage clergy will be reimbursed through their monthly claim forms and Members of the laity will need to complete a claim form. However, members are reminded that only one return trip for one car per parish (clergy and lay Synod members) will be reimbursed for up to four representatives. In cases where combined number of clergy and lay Synod Members exceed four, reimbursement for a second car may be payable. Travel Claim Forms are circulated to parishes prior to Synod.

What do the Words and Phrases used mean?

Before considering procedures of debate and the rules under which Synod operates a Synod member should know the meaning of certain terms used. Some of the more common ones are:

Act	A Bill after its enactment.
Bill	Draft legislation which Synod is asked to consider.
Canon	A law of the General Synod.
Chancellor	The official legal advisor to the Bishop. The Chancellor has a seat in Synod with the right to speak and vote.
Clergyperson (Clergy, Clerical)	A priest or deacon.
Commission or Committee	A body of persons with Synod's authority to act or report on a certain matter
Declaration of Submission	A statement acknowledging the authority of General Synod required to be signed by any person about to be admitted to any office under the authority of General Synod.
Diocese	An area defined by General Synod and under the jurisdiction of a Bishop.

Division of Synod	A vote of Synod when the three orders – Bishops, clergy and laity – record their votes separately. The motion is carried only if each order returns a majority in favour.
General Synod	The chief legislative body of the Anglican Church in Aotearoa, New Zealand and Polynesia.
Intituled	Applied to a Bill and means “given the title of”.
Layperson (Laity, Lay)	Any church member who is not ordained.
Leave in Possession	The member speaking at adjournment may continue when Synod resumes discussion on the subject.
Leave of Synod	Permission of Synod for a member to take a particular procedural step.
License	The Bishop’s legal authority given for any ecclesiastical office or function.
Member of Synod	Anyone – Bishop, clerical or lay – entitled to a seat in Synod with the right to speak and vote.
Order of the Day	The printed list of the business of Synod set out in order or priority as decided by the Resolutions Committee.
Permission to Officiate	The Bishop’s authority given to clergypersons to take services in the diocese. (Holders of Permission to Officiate may attend Synod and speak but not vote).
Point of Order	A calling of the Chairperson’s attention to the rules of procedure.
Possession of Synod	A matter which has been introduced to Synod therefore under control of the Synod.
Reading (First, Second, Third)	One of the three stages through which a Bill must pass before its enactment.
Resolution	A motion adopted by Synod.
Select Committee	A committee appointed by Synod to examine and report on a particular matter.
Session	Each meeting of each three-year Synod.
Standing Committee	The committee elected to act for the Diocesan Synod between annual sessions.

Standing Orders	Rules adopted by Synod to govern its procedure.
Statute	An act of the Christchurch Diocesan Synod
Synod (Synodical)	The official Diocesan legislative body whose lay members are elected for a three year term.
Table (lay on the)	The formal presentation of reports, accounts or other documents to Synod.
Title-, Canon-	A means of identifying legislation passed by General Synod. "Part" and "Chapter" would be a modern terminology.
Vestry	The committee elected to manage the administrative affairs of a parish, or other subdivision of the Diocese.