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Welcome ...

On behalf of those responsible for planning, organizing and implementing our Diocesan Synod, We extend our welcome and thanks to you for accepting your parish's vote of confidence in you to be a *Lay Representative* to Synod.

Since your election, We suspect you may have discovered you have more questions than answers about *what to do now*. In the following pages are helpful tips for you in your Role as Lay Representative, as well as Responsibilities you have in your position.

Hopefully any questions you may have are answered here. If not, please do not hesitate to contact us the Diocesan Offices via the phone at (519)434-6893 or 1-800-919-1115; via the webpage at www.diohuron.org; or via snail mail at 190 Queens Avenue, London, Ontario, N6A 6H7.

The Synod Organization Committee
Diocese of Huron



As Lay Representative to Synod Your Role is to ...

- .. be a part of your Parish's Council, a decision making body within your parish;
- .. be a participant in your Deanery's Council and to affect the life of the Church in your region;
- .. be a member of Synod, giving you opportunity to share in the shaping of the mission of our diocese;
- .. be part of a diocesan body that implements and shares in the vision of the national church; and
- .. gain a wider perspective of God's activity in your church and in the world.

As Lay Representative to Synod Your Responsibility is to ...

- .. be an active, supporting member of your parish;
- .. attend meetings of your Parish's Council, your Deanery's Council and Diocesan Synod;
- .. report to your Deanery Council and Synod the concerns of your parish;
- .. report back to your parish the decisions and concerns of your Deanery Council and Diocesan Synod; and
- .. foster a sense of belonging between your parish and the deanery and diocese.

When elected by your Vestry, you are commissioned by your parish to share your insights and experience as a parishioner and member of Synod, in order to tackle the important issues that are present in Huron.

While at Synod, you will be called upon to listen, to consider, to speak and to vote on the issues raised at Synod. Together with more than 390 other lay members and more than 150 licensed clergy in the Diocese, your task will be to discern and implement the will of God in the mission of the Church in our Diocese of Huron.

It's time to get ready to carry out your role and fulfil your responsibilities. Let's get started ...



Getting Ready for Synod ...

You are coming to Synod as a representative of your congregation and to assist in the discerning and implementation of the will of God in Diocesan matters. You are commissioned to share your inspiration and answers to issues you have discovered within your congregation—even to share those issues for which you have found no answers!

In order to participate fully in your role as Lay Representative and to carry out your responsibilities, you will need to ready yourself for Synod. Be not afraid, you are not alone in this. We here at the Synod Offices will assist you. As well, you will be given direction and assistance through Deanery and Parish Councils.

Well in advance of the beginning of Synod, you will receive your own copy of the *Convening Circular*. This document contains many things, including:

- reports of the many committees of the Diocese of Huron;
- motions to be presented to Synod;
- statistics; and
- special instructions and registration materials.

The Convening Circular is your guidebook for Synod and it is recommended that you familiarize yourself with the circular prior to arriving at Synod. For your convenience, we recommend that you get a two inch three ring binder to hold your Synod materials.

Aid in familiarizing yourself with the *Convening Circular* will come from the document itself, but also you will receive guidance through Deanery Council. Shortly before Synod, your Deanery Council will gather to discuss the themes, motions and nominations to be addressed.

Further guidance for you comes from your Parish Council and parishioners. You are encouraged to share the themes, motions and matters coming to Synod with Parish Council and parishioners. Through these discussions, you will share information about Synod and also elicit feedback that will help you in your preparations.

Should you have questions about your Convening Circular that are not addressed through the Deanery Council or Parish Council, please do not hesitate to contact us at the Synod Offices.



Getting Started at Synod ...

Worship

Worship stands central to our life together as Christians, and thus is a key component throughout the proceedings of Synod. You will experience this through our opening Eucharist, morning Eucharists at the start of each day of Synod, meditations and prayers to begin each session and hymns. The Eucharist that opens the annual convocation of Synod is especially important, setting the tone for our gathering through the Bishop's Charge to Synod, usually delivered at this service on the Sunday evening.

Registration

All clergy and lay representatives must register for Synod. Registration for the annual meeting takes place prior to the convening of Synod at St. Paul's Cathedral in London on the Sunday afternoon. If you are unable to register at that time, you can register one hour prior to the Call to Order on the Monday morning.

Your registration form is found on Page 0-0 of Section 0 in the Convening Circular.

Please complete your registration form and bring it with you. When you arrive at Synod, you will find registration tables set up by Deanery. Locate your Deanery's table, submit your registration form and receive your Synod Package.

Once you are registered, you will receive in your Synod Package your nametag. This nametag becomes your "passport" for Synod and is your ticket for lunch and the Banquet dinner on Monday. **Representatives will not be allowed entrance without the nametag.**

Unable to Attend Synod?

If you will be unable to attend Synod, we ask that you pass on all materials to the congregation's alternate lay representative as soon as possible, including the Convening Circular. Your priest must sign the notification form for the substitute lay representative. This form is then submitted to Huron Church House at least two weeks prior to Synod, or if the change is closer to the time of Synod, present the form at time of registration.



Now that You're Registered, the Work Begins...

Having reviewed the Convening Circular and prepared for Synod, you know the work to be undertaken by the clergy and lay members of Synod. We have a full agenda of presentations, motions, worship and fellowship, developed to help us to turn ideas into action.

With the work that needs to be done in a short period of time, we encourage you to arrive rested and ready to be part of the mission of Synod - **to discern and implement the will of God in our Diocese.**

Practices and Procedures of Synod

The Presider

The Diocesan Bishop, as president, chairs the proceedings of Synod, and all questions of order are decided by the Bishop. At any time during the sessions of Synod the Bishop may appoint a deputy to preside.

Rules of Order

Considering how many decisions need to be made by such a large and diverse group, it's not surprising that we rely upon Rules of Order and Procedure. These are derived from the Constitution and Canons of the Diocese and are included in the Convening Circular.

The Rules of Order govern virtually everything that may take place on the floor of Synod. In cases where the answer to a procedural question isn't clear-cut, the Chair decides what procedures will be followed. The Chair is always at liberty to seek the advice of the Diocesan Chancellor on any point of order.

The rules are intended to enable the members of Synod to conduct the business of Synod efficiently, effectively and respectfully. While you should be familiar with the rules, it is no embarrassment to breach a rule unintentionally. You may wish to consult the Chancellor for a particular situation, or your priest or a fellow lay representative. Just know, there is help available to you.



Set out below are some key procedures to know, so that you can fully participate at Synod. If you still have questions, please do not hesitate to contact us.

Resolutions, Motions and Amendments

“Ideas” reach Synod in the form of Resolutions, which have been developed by the various standing committees of Synod or by members of Synod. Resolutions are motions requesting Synod to take specific actions relating to the mission of the Church. They are found in the Notice of Motions in your Convening Circular.

To have a Motion come before Synod that is not included in the Convening Circular, it must be submitted in writing, moved and seconded by two delegates to Synod. With the approval of the House, motions may be brought forward at any time. Motions from standing committees are given the highest priority.

Often amendments to motions are proposed while a resolution is under consideration. Amendments, like motions, must be moved and seconded and put in writing. Only one amendment to a proposed amendment is in order at any time. The procedure can get complicated, so it's important to follow the discussion closely to hear the Chair's directions.

Debate

A key part of your Synod experience will be debate of the Resolutions brought before Synod. These resolutions may call for amendments to our Constitution, our Canons or give direction for action to be taken in our Diocese.

With the introduction of a motion, the mover of the motion is allowed to speak for a maximum of five minutes. The seconder to the motion is also given an opportunity to speak, up to a maximum of three minutes. Once the mover and seconder have had their opportunity to speak, other members of Synod are given the opportunity to speak, up to a maximum of three minutes.

No one but the mover, who may speak for an additional three minutes at the close of debate, may speak more than once to a single motion. Only members of Synod may speak to a motion or introduce an amendment to a motion during the period of debate. An exception to this is when Privileges of the House are granted.



Effective participation in debate is essential for thoughtful and thorough discussion of a motion before Synod. Such participation results when those who speak do so in a way that helps the discussion move forward.

Speaking to Synod

Opportunity to speak to Synod usually takes place during the debate of motions and at the Bishops' Forum. As a member of Synod, you are encouraged to share your experience and thoughts as they help to facilitate the discussion and illumination of an issue.

If you wish to speak to Synod, proceed to the nearest microphone so you may be recognized by the Chair. When at the microphone, after being recognized by the Chair, you are requested to state your name and the name of the congregation you represent.

You may find it helpful prior to coming to Synod, or while listening to the debate, to make notes to assist you to speak to a motion. This will help you to organize your thoughts and to stay within the time limits to speak (please note these time limits are enforced so that as many people who wish to speak to a motion have the opportunity to do so.)

Voting At Synod

One of your responsibilities as a Lay Representative is to share in the mission of our Diocesan Synod – **to discern and implement the will of God**. This is carried out , in part, through your participation in votes on matters before the House.

When the “question is called”, you will have opportunity to express your vote and voting may be done a variety of ways. The Chair will give direction on how the vote will take place. The methods of voting include:

- the Chair calling for a vote by voice – “All those in favour say ‘Aye’”);
- the Chair calling for show of hands;
- the Chair calling for the use of the designated Voting Card; or
- the Chair calling for a standing vote.



Under certain circumstances, a vote will be called by “**Orders**”, that is, the laity vote separately from the clergy and vice versa. Such a vote will take place when the resolution seeks to amend the Constitution or Canons. In such a case, the item must pass by a majority in each order.

Elections

An important part of the work of our Synod is the election of representatives to our Diocesan Council, as well as to Provincial and General Synods. In anticipation of these elections, each member of Synod (lay and clergy) receives an election ballot with the names of those who have been nominated for election.

Each year we elect our Diocesan Council. Every three years, we elect representatives to Provincial Synod and to General Synod.

At the end of Synod – after all business and resolutions have been considered, elections completed – the Bishop closes Synod with a blessing.

Now that Synod's Over ...

Your responsibilities as Lay Representative continue as you report back to the parish the events of Synod and as you continue to foster a sense of belonging between your Parish, the Deanery and the Diocese.

Reporting to the Parish

When you return home from our Diocesan Synod, your mind will probably be a whirl of emotions, motions and amendments to motions. You will have heard and participated in passionate debate regarding issues at the very heart of our life as a Christian body. You will have met old friends and made new ones.

As your parish's representative, it is important that you share with the people of your parish the important decisions you participated in making on their behalf. Some of the decisions made at Synod will affect the life of your parish, but unless you tell your fellow parishioners what is happening in the Diocese they may never understand why things are being done in a new way.

How might you tell the story of Synod? Here are some suggestions:

- have a rehearsed Questions and Answer Dialogue with other lay delegates or your Rector during the service on Sunday morning;



- make a presentation to your Parish Council or congregation describing only four or five of the many highlights of Synod. It is better that your parish hear and remember the most important things than be overwhelmed by a lengthy and overly detailed report;
- use newspaper, bristol board, handouts, an overhead projector or a Power Point presentation to support your presentation with visual aids;
- be concise, creative and simple; and
- be thoroughly prepared with notes and handouts.

Popular Report

To help you share the story of Synod with your fellow parishioners, we prepare a document called *"The Popular Report"*, which is a brief overview of Synod. It is usually posted to the diocesan website within 48 hours of the completion of Synod. If you do not have access to the internet, a hard copy can be forwarded to you.

Carrying on the Work of Synod ...

It has been said, "We have not been to Church, we are the Church!" So too with Synod - "We have not been to Synod, we are Synod!"

We remember that the decisions made and the spirit in which they are made depend on the collective wisdom of all members. At Synod, through the contributions of your experience, skills, interest, ideas and convictions, you help to make decisions and develop processes that we hope positively affect the health of the Church as a whole and our Diocese in particular.

The events of Synod are both a continuation of works begun in previous Synod gatherings and beginnings of new works yet to begin. As elected representatives of Synod, the Diocesan Council carries on the consultation and decision-making work of Synod between annual meetings.

Diocesan Council meets at least four times per year to ensure resolutions of Synod are fulfilled and to address day to day operations of the Diocese. The work of the Council is supported by the efforts of the many volunteers who make up the membership of Diocesan Standing Committees.



Standing Committees are made up of Synod Representatives with particular expertise, such as real estate, insurance, human resources, building and construction, who bring their experience and knowledge to address issues in the operation of the Diocese. Involvement with a Committee can be a very rewarding experience as you work with other brothers and sisters in Christ from across our Diocese.

Some of the Committees and Groups that support the work of our Diocese include:

- ACW / BAC (Diocesan)
- Children's Festival
- Enviro Action
- Human Resources
- Imagine Huron
- Implementation Group
- Postulancy Board
- Synod Organizational Committee
- Administration and Finance
- Doctrine & Worship
- Fresh Start
- Huron Church News
- LAIC (Lenni-Lenape, Algonquian, Iroquoian Council)
- Refugee Committee
- Youth Synod

You may decide after having served as a Lay Representative to Synod, you would like to have more involvement in the ongoing works of Synod. We invite you to take the time to prayerfully consider how God is leading you to use your gifts and talents to serve God in the Church and in our Diocese of Huron.

And again, we thank you for accepting your congregation's vote of confidence in you to act as their Representative to Synod.

We trust the preceding pages have helped you to get ready for your role and responsibilities as a Lay Representative. Should you have more questions, please do not hesitate to contact us at the Diocesan Offices:

- Ms. Sarah Doucette, Synod Administrator, 519-434-6893, ext. 233; sdoucette@huron.anglican.ca
- Ms. Cathy Hodgins, Office Services Support Clerk, 519-434-6893, ext. 221; chodgins@huron.anglican.ca



Our Diocesan Synod in Context ...

Our Diocese is Named ...

The name of the Diocese, "Huron", was adopted at the suggestion of the Hon. G. J. Goodhue, as the new Diocese comprised the hunting ground of the Hurons, whose council fires had for ages lighted up all parts of these western forests. Footnote to the Bishop's Charge, as printed in the Synod Journal for 1859, page 51.

Our Shared Vision of the Diocese of Huron ...

The people of the Anglican Diocese of Huron are called by God to work together as a servant-community. Empowered by the Holy Spirit we follow Jesus Christ as Lord and Saviour and by our words and actions joyfully bear witness in the world to the transforming power of God's love.

There are six Goal Areas to ensure our vision becomes a reality:

Caring Community – to develop and nurture caring communities within the Body of Christ, which provide spiritual growth, fellowship, education and outreach in which all feel included and are warmly welcomed;

Worship – to give glory to God through worship, liturgy and music, filled with reverence and joy; and by continuing to renew our comprehensive Anglican expression of the Christian faith through our sacramental life, prayer and study of Holy Scripture;

Evangelism – to proclaim and share the Gospel empowered by the Holy Spirit;

Leadership – to identify and uphold caring and imaginative leadership on the part of bishops, clergy and lay people who will respond to the expressed needs of our Anglican communities;

Outreach – to exercise, in partnership with others, just stewardship of the world's resources and to respond with compassion to those in need;

Resource Development – to develop and to share adequate flexible resources, programs and structures to meet the needs of the people of Huron and to support our mission.

Achieving the vision of our Diocese will come through the leading of the Holy Spirit in the dedication and work of all members of Synod.

By the grace of God, may the vision become reality!

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Our Place in the Anglican Communion ...

Anglican Communion:

Worldwide community of nearly 70 million Anglicans in 38 Self-governing churches in 164 countries. The Archbishop of Canterbury is accorded a “primacy of honour” among Anglican bishops worldwide. Primates meet once a year. The Lambeth Conference – a gathering of bishops in the world – meets every 10 years.

General Synod

The national governing body of the Anglican Church in Canada, composed of bishops, clergy and lay members from every diocese. General Synod meets every three years.

Ecclesiastical Province

An Ecclesiastical Province is a grouping of dioceses within a geographical area, headed up by a Metropolitan Archbishop. There are four such provinces that make up the Anglican Church of Canada.

Diocese

A geographical area under a Bishop governed by a Diocesan Synod.

There are 30 dioceses in the Anglican Church of Canada and each diocese is made up of Archdeaonries, Deaneries, Parishes, Congregations. As of 2003, there were about 680,000 members on the rolls of 1800 parishes in Canada.



Glossary...

Archdeacon:

appointed by the Diocesan Bishop to preside over the Archdeaconry.

Canadian House of Bishops:

this House meets twice yearly when all bishops across Canada assemble in a forum chaired by the Primate. This consultation among bishops preserves unity within the church and gives creative, national leadership.

Canon:

- 1) an ecclesiastical law or regulation of the diocese/province/national Church;
- 2) a title conferred by a bishop on a priest or on a lay member of the Church.

Certificate of Election:

a list of all delegates, wardens, treasurers and other church personnel, sent to Huron Church House annually, immediately following Vestry. It is used for Synod purposes and to provide accurate and up to date records for the Diocesan database.

Chancellor:

an active communicant of the Anglican Church of Canada, a barrister of at least ten years standing appointed to advise, assist and act with the Diocesan Bishop in all matters of discipline or cases of difficulty or doubt, when requested by the Diocesan Bishop.

Clericus:

the monthly forum in which the clergy of a deanery come together to discuss matters of common concern. The clericus is chaired by the Regional Dean.

Commission:

a group of people appointed to undertake a particular task for the Church.

Convening Circular:

a publication containing reports, registrations materials and instruction, notices of motions, resolutions and petitions related to the business of the Synod and circulated to its members before the convening of the Synod.

Deacon:

A person ordained by a bishop to serve in a diaconal ministry, to model servanthood by personal example and in liturgical action. (See BAS, page 655)

Deanery Council:

a forum composed of members from each congregation in the Regional Deanery (a group of parishes in a geographical area) including: all clergy, all Churchwardens, all Deputy Churchwardens, all Lay Representatives to Synod, all Substitute Lay Representatives and all Youth Representatives.

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Diocesan Bishop:

presides over a diocese and is the chief liturgical officer of his/her diocese. He/she is responsible for the preservation of the faith within his/her diocese and is elected by the clerical and lay delegates to synod of his/her diocese. When the Diocesan Bishop is also the Metropolitan of the Ecclesiastical Province, he/she becomes an Archbishop.

Diocesan Council:

comprised of approximately 75 members; meets 3 to 4 times per year; its duty is to manage and administer all the funds, lands and property of the Synod, exercising all powers and functions of the Synod between sessions of the Synod, except enacting, amending or repealing the Canons or the Constitution. The Committee is chaired by the Diocesan Bishop.

Ecclesiastical Province:

a group of dioceses under the jurisdiction of a provincial synod; and presided over by a Metropolitan. In Canada, there are four ecclesiastical provinces: British Columbia, Rupert's Land, Ontario and Canada.

Executive Staff:

comprised of the Bishop of Huron, Suffragan Bishop, Director of Administrative Services, Director of Human Resources, Development Officer, Manager of Episcopal Office & Deployment and the Dean of Huron.

Ex-Officio:

a position or office that is granted to a person by virtue of another specified position that person holds.

Head Table (at annual Synod):

comprised of the Bishop of Huron, the Suffragan Bishop, the Dean of Huron, the Diocesan Chancellor, Director of Administrative Services, Director of Human Resources, Development Officer, the Diocesan Solicitor.

Journal of Proceedings:

the formal minutes of the meeting of Synod. They become Section 4 of the

Convening Circular and are mailed to the delegates following Synod and posted to the Diocesan website.

LAIC, Huron LAIC:

the Lenni Lenape, Algonkian, Iroquoian Council. Tribal affiliations of the Indian Bands among whom the Anglican church ministers within the Diocese of Huron include:

Pottawatomi, Chippewa and Ojibwa—Algonkian (or ‘Anishnabek’) Nation; Delaware and Munsee—Lenni Lanape Nation; Gayuga, Mohawk, Oneida, Onondaga, Seneca and Tuscarora – Iroquoian (or Haudenosaunee Ongweh) Nation.

Lay Representative:

communicant of at least one year’s standing and at least 16 years of age, elected at the annual Vestry Meeting to represent their congregation. The allowable number of lay representatives elected depends upon the size of the congregation.

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Metropolitan:

an archbishop having jurisdiction and pastoral oversight of an ecclesiastical province, or the national Church (Primate).

Motions, Notice of Motion:

a formal notice by a member that he or she intends to present a Resolution on a particular stance. The Resolution wording may be included in the notice.

Orders:

refers to the membership of the Synod: The Order of Bishops, the Order of Clergy, the Order of Laity.

Parish Council:

lay people annually elected by vestry or appointed by the Rector.

Point of Order:

an appeal to the chair that the procedures of the meeting are at variance with the rules of order or canons.

Priest:

a person ordained by a bishop to be a servant of the Church through Word and Sacrament. Prior to ordination, a priest has served for a period of time as a Deacon. Also may be known as a “Presbyter”. (see BAS page 646)

Primate:

the presiding bishop of the Anglican Church of Canada. The Primate is the senior metropolitan of the Church, the chairperson of the National House of Bishops and the president of General Synod; with the title 'Archbishop'.

Privileges of the House:

The Bishop may extend permission for non-Synod members to speak without vote at Synod.

Provincial House of Bishops:

meets twice yearly and consists of seven Diocesan Bishops and suffragans and represents the Ecclesiastical Province of Ontario. The House is chaired by the Metropolitan and is the forum for consultation and sharing among bishops to *preserve unity within the church* and give it *creative and national leadership*.

Question, putting the/calling the:

placing a formally moved and seconded motion before the Synod for a vote.

Rector or Incumbent:

a priest who is appointed by the bishop in consultation with the parish to provide ordained leadership in a congregation(s).

Regional Dean:

a priest in the deanery, appointed annually by the Bishop to preside over the Clericus and Deanery Council of the deanery.

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Resolution:

a formal written proposal for action to be considered by the Synod.

Session:

the term used for the period during which the Synod meets.

Solicitor:

an active communicant of the Anglican Church of Canada, a barrister of at least ten years' standing, appointed to advise and assist the Diocesan Bishop (or in his/her absence, the Chancellor) in all matters, when requested by the Diocesan Bishop or the Chancellor.

Suffragan Bishop:

an additional bishop in the diocese, requested by the Diocesan Bishop and duly elected at an electoral Synod. The Suffragan Bishop assists the Diocesan Bishop and performs episcopal duties as assigned from the Diocesan Bishop. A Suffragan Bishop does not become the Diocesan Bishop in the event of a vacancy unless duly elected.

Synod Office, Huron Church House:

the Mission of the Synod Office is sharing ministry with God's people in Huron and the world, reflecting the love of Jesus Christ. Huron Church House, houses the Bishops Office, Human Resources, Development Office and Administrative Services.

Table (a motion):

to postpone temporarily.

Vestry:

all baptized people of the congregation 16 years old or over, who for at least three months preceding the date of the relevant Vestry have been involved with regular worship, fellowship and financial support to that congregation. The Vestry, when meeting with the clergy, is the sovereign body of the congregation. The Vestry is chaired by the Rector.

Warden:

a regular Communicant-member of the Vestry, at least 18 years of age, who is elected by the Vestry or appointed by the Rector, to serve for the ensuing year. The wardens shall exercise leadership and act as the executive officers of the Parish Council.