

CONVENING CIRCULAR

**DIOCESE OF NOVA SCOTIA
AND PRINCE EDWARD ISLAND**



147th SESSION OF SYNOD

It's About MORE

THURSDAY TO SATURDAY, MAY 25th TO 27th, 2017

**DALHOUSIE STUDENT UNION BUILDING
6136 UNIVERSITY AVENUE, HALIFAX**

Part 1: General Information, Tentative Agenda, Forms

Part 2: Notice of Synod and Instructions
(includes Rules of Order and Guide for Speaking to Motions)

Part 3: The Notices of Motion (Resolutions)

Part 4: Reports: Synod 2017, Committees, Staff, VSSTs, and Organizations

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PART 1 – General Information, Tentative Agenda, Forms

WELCOME TO SYNOD 2017

- ✓ *You have been elected a Delegate.*
- ✓ *Your Certificate of Election has been signed by your Rector or Priest-in-Charge and sent to the Synod Office.*
- ✓ ***First-time Delegate?*** *Be sure to attend Orientation. Bring Parts 1, 2 and 3 of this Circular.*

ON-LINE REGISTRATION

Please go to www.nspeidiocese.ca and follow the link for Synod Registration. Those who do not have access to the Internet, please ask for help from within your parish first. If no help is available, contact the Synod Office, 420-0717. Registration opens **April 12th** and closes on **May 15th**.

CHECK-IN

When you arrive for Synod, please Check-In on the second floor of the Dalhousie Student Union Building (Dal SUB), **between 10am – noon on Thursday May 25th**. You will receive a Delegate badge which is essential for both voting and meals. Arrangements can be made for late pick-up of badges if, for some significant reason, you are unable to arrive during the scheduled pick-up time.

Only Alternate Delegates, replacing a Registered Delegate who is unable to attend, will be able to register at the Synod Session. However, Alternate Delegates must be noted on the Parish Certificate of Election. Registration and Check-In for Alternate Delegates is also 10am – noon on the Thursday.

ACCOMODATIONS

You are welcome to make reservations wherever you please. Delegates are reminded that you are responsible for negotiating the costs related to Synod attendance with your Parish Council. Dalhousie has a suite-style residence with reasonable rates, close to the Dal SUB. The Dalhousie Residence Reservation site is <http://www.dal.ca/dept/summer-accommodations/accommodations.html>. Under Accommodation Options on the right side menu, choose LeMarchant Place. You will be required to provide a credit card authorization for the reservation.

PARKING

There are no designated parking areas for conferences. Those who have difficulty walking should make arrangements to be dropped off at the Dal SUB. There are several parkades nearby - the IWK, the VG Hospital, and Rehab Centre. All have daily parking rates. Dalhousie parking lots may be used with a parking pass available at the University Security Services office located in the Marion McCain Arts & Social Sciences Building (across the street from the Dal SUB). Parking enforcement is efficient.

Parking meters in the area have a time limit of two hours at \$1.00 per 40 minutes; after 6pm and on Saturday, you are not required to pay at meters.

Metro Transit Buses serve Dalhousie well. A good (and “green”) option is to park your vehicle at a mall or public space if necessary, and take a bus to the Dal SUB – Routes #1 Spring Garden to

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Mumford, #10 Westphal, #41 Dartmouth, #42 Lacewood and #58 Woodlawn stop just minutes away. Buses #3, #7, #17, and #18 stop within a block or two. Metro Transit route, schedule and fare information is online at www.halifax.ca/metrotransit/Schedules/index.asp.

MEALS

Three catered meals will be provided: Friday lunch (make your own sandwich station, drinks and fruit); Thursday supper (pasta and sauces, salad, bread, sweets), and Saturday brunch (hot buffet). On Friday evening, there will be sufficient time available to find a restaurant in the area for dinner.

All those who wish to partake in one or more of the catered meals are asked to pay a **flat rate of \$20** toward food costs, payable during On-line Registration or at Check-In. It is not possible to order catered meals while you are at Synod – all catered meals must be pre-ordered on the Synod Registration Form.

The caterer prepares food off site and from a prescribed menu. Vegetarian choices, and gluten and lactose allergies can be addressed if they are reported when you register on-line. Our menus will be nut-free but the caterer cannot guarantee a nut-free or gluten-free kitchen environment.

If your food allergies are life-threatening or often difficult to accommodate, please provide for your own needs and safety.

COFFEE AND SNACKS

The Dal SUB houses a Tim Horton's franchise and a few quick food outlets just inside the main doors on the first floor. These outlets do not open on Synod Saturday. Coffee and tea will be provided first thing Saturday morning.

COSTS of SYNOD

The Diocesan Budget, through allotment payments, covers all costs related to the meeting facilities and program for Synod as well as most of the cost of the catered meals. Delegates who request catered meals are asked to contribute \$20 towards food costs. Parishes are responsible for covering the cost of their Delegates' travel (in accordance with Diocesan Guideline 2.1.2.), meals incurred in transit, and reasonable accommodations. Delegates negotiate with their Parish Council the terms of payment of other costs related to Synod attendance.

PHYSICAL SPACE

The temperature in the McInnes Room, where Synod sessions occur, will vary. There is no control of the temperature without affecting the quality of the air – the room is equipped with an air exchange unit only and not air conditioning. Please be prepared for warm or cool conditions (i.e. wear layers). Tables directly beneath the ceiling air circulators are definitely cooler. Depending on outside sun conditions, window curtains may be closed so images on the screens are more visible. Some may find the light levels on the low side for reading printed text.

INTERNET

Internet access will not be available to Delegates. If you wish to work from a laptop or other device, please download the Convening Circular and any other documents you might need.

CAMPUS MAP <http://campusmap.dal.ca/>

ORIENTATION (Adult Delegates)

The Rt. Rev'd Sue Moxley will give a one-hour Orientation Session designed for first-time Delegates on **Thursday, May 25th beginning at 10:30am sharp**. All first-time Delegates should attend. Bring Parts 1, 2 and 3 of this Circular. Orientation will be in Room 307, Dal SUB.

ORIENTATION (Youth Delegates)

All Youth Delegates should attend Orientation on **Thursday morning at 11:45, May 25th** with the Allie Colp. After Checking-In and receiving your Delegate badge, go to Room 302, Dal SUB. Lunch will be available there. Orientation begins at 12 noon sharp and ends in time for Synod opening at 1pm. Tables will be reserved for you at Synod.

PRESENTATIONS

Part of Synod is learning about the Diocese and wider Church from groups or individuals who make presentations. The tentative schedule lists a number of presentations; the order may change as Synod evolves. This year, Bishop Cutler and his team will lead three discussions: Know Who You Are (Thursday), Know Who You Serve (Friday) and Know That It Matters (Saturday).

You will note that the Marriage Canon is on the agenda for discussion on Thursday evening. After a presentation on the subject, there will be group discussions. **The Bishop expects that all delegates will have read the full report of the Commission on the Marriage Canon before Diocesan Synod.** Accordingly, the link is provided below.

http://www.anglican.ca/wp-content/uploads/Marriage_Canon_REPORT_15Sept22.pdf

RESOLUTIONS (Motions)

The business of Synod is the Resolutions. Resolutions are submitted in writing, in advance. Canonical and Constitutional resolutions may be considered only if submitted in the appropriate form by the deadline. After the deadline, any non-Canonical/Constitutional resolutions may be considered only through a motion of consent by the membership of Synod. Part 3 of this Circular contains the Resolutions for this Synod with instructions for speaking to a Resolution, as well as Synod Rules of Order.

ELECTIONS

The Members of this Synod elect the Diocese's clergy and lay delegates to Provincial Synod and General Synod. Nominations can be made by any member of this Session of Synod, or by any parish, congregation or regional council of the Diocese. Persons nominated must be members of this Session of Synod and must agree to be nominated and to serve. Nominations are made using the form at the end of this section of the Circular. Synod's volunteer organizers greatly appreciate receiving nominations in advance of Synod, up to **Friday May 12th**. Nomination forms can also be submitted at Synod on the first day only, up to 5pm. Listen for instructions.

DISPLAYS

A variety of displays will be found in the Front Entrance of the Dal SUB, Room 224, and in areas outside the McInnes Room. Please note there is no security provided for displays or display material. Again, at this Synod we welcome a significant book display from Augsburg Fortress.

CATHEDRAL SERVICE

The Cathedral Service will take on Friday evening at 7:30pm. All delegates and observers of Synod are invited to attend.

SOCIAL MEDIA

Updates will be available via the Diocese's Facebook and Twitter. The Twitter 'handle' is [@NSPEISynod2017](https://twitter.com/NSPEISynod2017)

GOOD MANNERS

Let us be attentive to the prayer and business of Synod, and show respect to those around us.

- a) **Cellphones and Texting:** Synod is about people together in God's presence. Please make sure that cellphones and pagers are turned off or made silent while you are in the Cathedral or McInnes Room. Instead of texting or emailing while someone is speaking, wait until breaks.

If you must use your device, leave the room quietly. Please give your attention to the work at hand and enjoy the people around you.

- b) **Scent Aware:** Please do not wear or use any personal scented products while in the Cathedral or on the university campus.

OBSERVERS / NON-DELEGATES

Members of parishes and other persons who are not Delegates to Synod, Synod Session Staff, or Official Guests are also welcome to attend and observe Synod proceedings. There will be specific seating off the voting floor for observers. Meals are not provided.

THE 2017 SYNOD ARRANGEMENTS TEAM

Co-Chairs:	Don Brushett and Rev Chad McCharles
Executive Secretary:	Edith Marshall
Assistant Executive Secretary:	Rev. Tom Henderson
Registration & Delegate Matters:	Jan Connors
Check-in:	Rev. Lorraine Otto and Jana O'Neil
Meals:	Pauline Liengme
Tech:	Rev. Carl Fraser and Tanya Moxley
Social Media:	Rev. Kristin MacKenzie
Elections:	Rev. Sue Channen
Program & Worship:	The Right. Rev. Ron Cutler & Team from Parish of St. John, Truro
Presentations:	Tanya Moxley
Youth:	Allie Colp
Displays:	Victor Henrickson
Adult Orientation:	The Right Rev. Susan Moxley
Youth Orientation:	Allie Colp

HELP DESK

Someone from Synod Arrangements will be available at the table at the back of the McInnes Room throughout Synod sessions. You can leave notes for others there as well.

SYNOD 2017: *It's About MORE*

Tentative Agenda - Thursday to Saturday, 25 to 27 May 2017

Thursday, 25 May

Location

9:00am	Display Set-up Begins	Front Entrance, Rm 224, 2 Floor
10:00am	Delegate Check-In Opens	Outside McInnis Room, 2 Floor
10:30am	Adult Orientation (Rt Rev Sue Moxley)	Room 307
11:45am	Youth Orientation (Allie Colp)	Room 302

Thursday after Lunch (*Lunch provided for Youth; all others are on their own*)

1:00pm	Call to Order / Opening Worship	McInnes Room
2:00pm	Resolutions	
2:20	Call for Nominations and Explanation of Nominations (Rev Sue Channen)	
2:30pm	Bishop's Charge, Part One: <i>Know Who You Are</i>	
2:45pm	Innovation Group Presentation	
3:45pm	Resolutions	
4:50pm	Nominations Close (Rev Sue Channen) <i>(delegates to submit nomination forms at the Help Desk)</i>	
4:55pm	Building Healthy Parishes Video – 5 mins	
5:00pm	Supper (provided; must have appropriate badge or ticket)	

Thursday after Supper

6:00pm	Prayer	
6:10pm	Marriage Canon (Rev Paul Frieson / Rev Paul Jennings) Link to this important document provided: http://www.anglican.ca/wp-content/uploads/Marriage_Canon_REPORT_15Sept22.pdf	
8:10pm	Compline	

Friday, 26 May

8:50am	Gather/Prayer	McInnes Room
9:00am	Bishop's Charge, Part Two: <i>Know Who You Serve</i>	
9:15am	Innovation Group Presentation	
10:15am	Presentations and Resolutions	
11:15am	Election Instructions, Distribution of Ballots (Rev Sue Channen) Voting, followed by Collection of Ballots	

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- 11:55am Building Healthy Parishes Video – 5 mins
- 12:00 Lunch (provided; must have appropriate badge or ticket) / Ballots counted
- 1:00pm Synod in Session: Presentations and Resolutions
- 5:00pm Supper (individual responsibility)
- 7:30pm Holy Eucharist Cathedral Church

Saturday, 27 May Coffee/Tea available upon arrival

- 8:50am Gather/Prayer McInnes Room
- 9:00am Bishop's Charge, Part Three: *Know That It Matters*
- 9:15am Innovation Group
- 10:15am Resolutions
- 11:00am Brunch (provided; must have appropriate badge or ticket)
- 1200 Presentations and Resolutions, Report on Election Results
- 2:00pm Closing Eucharist

**NOMINATION FORM FOR POSITIONS TO BE ELECTED AT SYNOD:
LAY, CLERGY AND YOUTH DELEGATES TO GENERAL AND PROVINCIAL SYNODS**

- (1) Nominees must be members of the 147th Session of Synod (this session) and must agree to be nominated for the position indicated.
- (2) Nominations can be made by any member of the 147th Session of Synod, or by any parish, congregation or regional council of the Diocese.
- (3) Nomination forms are welcome in advance, up to Friday May 12th. Send or deliver completed forms to: Executive Secretary of Synod, Diocese of Nova Scotia and Prince Edward Island, 1340 Cathedral Lane, B3H2Z1. FAX: 902-425-0717. An attachment to an email recognizable as that of the Synod Member, Parish or Regional Council making the nomination is also acceptable; send to execsecsynod@nspeidiocese.ca
- (4) Forms will also be available at Synod and can be submitted as instructed on the first day of Synod, not later than 5:00 PM, Thursday, May 25th.
- (5) Please use a separate form if nominating the same person for a second role.

PERSON NOMINATED: (names only; no titles will appear on the ballot)

Phone _____ **Email** _____

Parish _____ **Region** _____

NOMINATED FOR: CHECK ONE

- Lay Delegate to General Synod 2019 July 2019 (3 to be elected)
- Youth Delegate to General Synod 2019 July 2019 (1 to be elected)
- Clergy Delegate to General Synod 2019 July 2019 (3 to be elected)
- Lay Delegate to Provincial Synod 2018 TBA 2018 (2 to be elected)
- Youth Delegate to Provincial Synod 2018 TBA 2018 (1 to be elected)
- Clergy Delegate to Provincial Synod 2018 TBA 2018 (2 to be elected)
- Youth Representative on Diocesan Council 2017-2019 (2 to be elected)
(meets 5 times per year - Feb, Apr, Jun, Oct & Dec on a Friday evening and Saturday)

THIS PERSON HAS AGREED to be nominated and to serve if elected (please circle) Yes

WHO IS MAKING THIS NOMINATION? (Individual Synod member, or Parish, or Regional Council)

Name _____ Signature _____

Parish _____ or Region _____

If an individual: “I am a member of the 147th Session (this session) of Synod” (circle) Yes

All nominees please complete the reverse of this form.

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To improve the information available about candidates, information is being collected from those willing to stand in nomination for one of the elected positions.

TO BE COMPLETED BY THE NOMINEE:

Your name: _____
please print

I completed this information with my Diocesan Synod 2017 online Registration;

Or:

I completed this information on a Nomination Form for another position.

Or;

In one paragraph, please outline why the position(s) interest you.

In one paragraph, please identify the gifts that you would bring to these councils of the Church.

INTEREST IN HELPING AT THE DIOCESAN LEVEL

The work of God’s people happens in congregations and parishes but also in a wider way. You may be called to bring your gifts or energy to one of the teams and task groups which work on behalf of all parishes, to help us into a faithful future. If you are interested, or just want more info, fill out this form and leave it at the Help Desk at the back of the McInnes Room.

Below are the Vision Strategy and Support Teams (VSSTs) and examples of their working groups. Please indicate your interests. Longer descriptions of the VSSTs are on the next page.

YOUTH AND FAMILY MINISTRY

Faith Formation in the Home; Children’s Ministries; Campus Ministries; Young Adults; Diocesan Youth Conference, Encounter (formerly Teens Encounter Christ).

FINANCIAL MANAGEMENT AND DEVELOPMENT

Budget Task Group; Mortgage, Loans, and Property Task Group; Planned Giving; Insurance

HEALTHY PARISHES

Anglican Identity – Education & Formation, Worship – Engaging worship especially music; Evangelism; Welcoming Diversity; Stewardship Education; Parish Relations – help for struggling parishes.

HEALTHY LEADERSHIP

Discernment & Formation of both clergy and lay leaders, including parish councils.

MISSION OUTREACH AND SOCIAL JUSTICE

Primate’s World Relief and Development Fund, Environment, Refugees, First Nations Relationships, Fairness in Basic Needs.

HUMAN RESOURCES human resources policies and procedures, health plans, job descriptions, hiring processes, pensions.

What draws you to this? Any education or experience in your chosen areas?

Signature _____

Name: _____ **Parish:** _____

Region: _____ **Tele No.:** _____

E-Mail: _____ Clergy Lay Youth

The Vision, Strategy and Support Teams

Youth and Family Ministry

Responsible for initiatives that will make possible the healthy integration of children, youth, and families, into the life and work of each Parish, Region and the wider Diocese. This VSST interprets the Diocesan Vision of being a “Christ-centred, mission-minded, ministering community of faith” in light of the children, youth, and families who are currently within the Anglican community and with those of the wider community.

Healthy Parishes

Responsible for Healthy Parishes with the goal that all the parishes of the Diocese are functioning in a healthy manner as demonstrated through the 5 marks of a healthy congregation - Alban Institute.

- IDENTITY: Our congregation knows who they are before God;
- VISION: Our congregation knows what it is called to do;
- STEWARDSHIP: Our congregation has the resources and leadership necessary to carry out its calling;
- WORSHIP: People experience the power and energy of the Gospel in their worship and life together;
- OUTREACH: The activities of the congregation make a discernible difference in individual lives and in the world around us.
- CONFLICT TRANSFORMATION

Healthy Leadership

Responsible for enabling the Diocese and the Parishes to identify, develop, and nurture lay and ordained leaders. Specific strategies include: to research the characteristics of healthy leadership; inventory the needs for various kinds of leadership in the Diocese; develop clear statement of duties for those holding leadership positions in Parishes and in the Diocese; articulate a vision of leadership: characteristics, competencies and skills; develop training strategy and coordinate implementation; advise on policies and processes to support exemplary leadership; develop partnerships; develop a vocabulary to describe what leadership is; coordinate the work of the task groups; and to coordinate with other VSSTs.

Mission Outreach and Social Justice

Responsible for assuring that the Parishes and corporate Diocesan activities are seriously addressing the social needs in God’s world and contributing to the national and worldwide work of the Church. Members should be familiar with the work of the National Church, be aware of social, political, health, economic, environment and value issues in Canadian society, and be willing to work cooperatively.

Financial Management and Development

Assists Diocesan Council and staff by providing visioning, oversight and recommendations on the financial management and development of the Diocese. The VSST’s initial efforts will be to stabilize the Diocesan finances and then to promote the growth of the finances through investments, allotment revenue, special appeals and bequests. The VSST will be guided by current policies and practices and will review and recommend changes to promote efficiency and effectiveness. The VSST will develop strategies to address short term and long term needs of the Diocese. Members should collectively be expert in matters of finance, budget, and investment practices.

Human Resources

The goal is healthy relationships and good working conditions for Diocesan employees (clergy and lay). The VSST’s strategy is to develop and maintain human resources policies and procedures which help build healthy working relationships in the Diocese; to monitor and measure outcomes to ensure good working environments and positive relationships; to plan for and encourage recruitment, training and continuing development of clergy; to respond to specific difficulties in the area of Human Resources as they emerge.

Delegate Evaluation for the 147th Session of Synod (Synod 2017)

Please check the appropriate boxes, one in each column:

- | | |
|---|---|
| <input type="checkbox"/> Lay Delegate | <input type="checkbox"/> My first time at Synod |
| <input type="checkbox"/> Youth Delegate | <input type="checkbox"/> I have been to Synod once |
| <input type="checkbox"/> Clergy Delegate | <input type="checkbox"/> I have been to Synod twice or more |
| <input type="checkbox"/> Co-opted / Ex-officio Delegate | |
| <input type="checkbox"/> Official Observer | |

Please offer comments or suggestions you believe might help improve Synod

(Note – temperature control in the McInnes Room is limited by technology, not by human effort)

Registering on-line, and checking-in at Synod

The Convening Circular

Orientation (specify Adult or Youth)

Main Program – “It’s About MORE”

Other Presentations

Synod Business – Motions and Discussion

Worship

Catered Meals

Any other comments? What did you like most? What did you find least helpful?

Thank you for the feedback