

PLEASE ENSURE THAT A COPY OF THIS MEMO IS GIVEN TO SYNOD DELEGATES WHEN THEY ARE ELECTED

To: Clergy and Parish Councils, Standing Committee and Sub-Committee Chairs and Delegates to Synod of the Diocese of Nova Scotia and Prince Edward Island

From: The Rev'd Canon Fred Krieger, Executive Secretary of Synod

Date: January 2006

Regarding: Preparing for Synod 2006 (Memo #1)

1. Date and place of Synod

This is to advise you that the 139th Session of the Synod of the Diocese of Nova Scotia and Prince Edward Island will meet on:

**October 12, 13 and 14 (Thursday, Friday and Saturday), 2006,
Dalhousie University, Student Union Building, Halifax, Nova Scotia.**

Registration will be during the morning of Thursday, October 12 with provision for late registration on the floor of synod thereafter. Orientation will take place during the morning of Thursday, October 12. Actual times and more detailed information will be circulated in the coming months.

2. A word about travel and accommodation.

Travel by a delegate to and from Halifax is to be paid by the parish in accordance with Diocesan Guideline 2.1.2. The travel rate is \$0.20 per kilometer and \$0.02 per kilometer for each additional synod delegate passenger. No other travel expenses are to be paid.

Since university will be in-term at the time of Synod, accommodations will be mainly by local billet. There may be some university residence beds available at Dalhousie but this will not be known until the beginning of the term in early September. Delegates may book into local hotels if they wish. The cost of accommodation is to be borne by and negotiated with the delegate's parish. Further information and details will be circulated in the coming months.

The Synod Arrangements Committee through the Dalhousie Student Union catering firm will provide for lunch meals on Friday and Saturday. There may be a banquet scheduled for one of the evenings that would be by advance ticket purchase at a reasonable price to help subsidize the actual costs borne by the Synod Arrangements Committee.

3. Election of Lay Delegates and Youth Delegates to Synod

Parishes elect delegates at their annual meeting. The standard certificate of election is to be sent to the synod office immediately after elections at the parish annual general meeting. Certificates of election were sent to parishes in the annual mailing.

4. Reports to Synod

Chairpersons of standing committees are responsible for the reports of their committee as well as any subcommittees or task groups formed by or coming under their committee. The subcommittee and task group reports should be incorporated in or appended to the standing committee report. Reports should include an account of all significant activities undertaken since the last report to Synod and plans for the future. *If a report contains recommendations for action by Synod, these should be formed into formal resolutions or motions and submitted separately to the Executive Secretary.* Reports are printed in the Convening Circular.

Deadline for reports to Synod: Monday, 24 July 2006, 5:00 PM.

Form and format of reports

Reports should be submitted electronically, preferably as an attachment to an email. If this is impossible, they may be submitted on a floppy disc. The Diocese currently uses Windows 98, and Microsoft Word 2000. Reports should be submitted in Microsoft Word 2000, an older form of Microsoft Word, or in Rich Text Format (rtf).

Submit Reports to: Mrs. Janice Roby, by email at: jroby@nspeidiocese.ca.

5. Resolutions or Motions to come before Synod

Those wishing to put a formal resolution or motion should refer to the following items.

Guidance for the Writing and Presentation of Resolutions and Motions.

“1. Resolutions or motions shall be submitted in writing to the Executive Secretary of Synod for review by the Resolutions Committee.

2. Resolutions shall commence, “RESOLVED, that”; motions shall commence “MOVED that”. A clear and concise statement of what is proposed shall follow both resolutions and motions. There shall be no preamble, that is, no introductory recitals beginning with “WHEREAS”. The names of the mover and seconder are normally included in the notice of resolution or motion printed in the Convening Circular.

3. Commentary on the resolution or motion shall follow, but not be a part of, the formal resolution or motion. The commentary shall explain the reason or reasons for the resolution or motion, sponsors of the resolution or motion, budgetary impact of the resolution or motion (cost, source of funds, whether the Administration and Finance Committee has reviewed the resolution or motion), program impact of the resolution or motion, and the congruity of the resolution or motion with the Diocesan Vision (see below).

4. The Resolutions Committee shall not decide on the merits of a proposed resolution or motion, but it may return for amendment any resolution or motion it considers to be: (a) unclear or ambiguous; (b) inaccurate; or, (c) impossible of performance.

5. The Resolutions Committee will advise the sponsor if a resolution or motion has been rejected or referred.”

Diocesan Vision

To undertake a journey of renewal, fulfilling our call to be a Christ-centred, mission-minded, ministering community of faith by building on the four Visioning Initiatives.

Developing Healthy Congregations

With God's help, to promote and develop programs which foster and enrich the pastoral, spiritual and liturgical life of every congregation.

Supporting Anglican Christian Formation

With God's help, to provide educational programs which foster the desire and answer the need for life-long learning.

Providing Organizational Efficiency and Effectiveness

With God's help, to openly support the leadership of our Bishops, most especially in their role as Pastors and Spiritual Leaders, by undertaking an analysis of the administrative effectiveness and efficiency of the Diocese.

Embracing Youth

With God's help, to act on the urgent need and call to develop and promote a distinctive Youth Initiative Program, which will build on input from youth, clergy and parishes, and other relevant sources. The focus of the Youth Initiative Program is to be on identified issues.

Deadline for resolutions and motions: Wednesday, 12 July, 5:00 PM.

Note: resolutions and motions require review by the Committee on Constitution and Canons. Submission of resolutions and motions before the absolute deadline of 12 July 2006 will help those preparing the Convening Circular.

Form and format of resolutions or motions

Resolutions and motions should be submitted electronically, preferably as an attachment to an email. If this is impossible they may be submitted on a floppy disc. The Diocese currently uses Windows and Microsoft Word. Reports should be submitted in Microsoft Word or in Rich Text Format (rtf).

Submit resolutions or motions to:

The Executive Secretary of Synod, The Rev'd Canon Fred Krieger, by email at: fkrieger@nspeidiocese.ca or to the Synod Office, Reception, second floor of the Anglican Diocesan Centre.

6. Request for time on the agenda of this Synod.

Any committee, group, or individual wishing to have time allotted on the agenda for a presentation or other such business is required to submit a "Request for Time" application. The application form is available on the diocesan website or by contacting the Chair of the Synod Arrangements Committee, the Rev'd Randy Townsend, by email at: rdtownsend@ns.sympatico.ca. The deadline for application is Thursday, April 06, 2006 and submission instructions are listed on the form.

7. Remembering Synod members who have died since the last regular session of Synod.

The names of members and former members of Synod (lay and clerical) who have died since the last regular session of Synod (May 2005) are included in the Synod Convening Circular when known or submitted to the Executive Secretary of Synod. This requires the cooperation of members of Synod, and in particular, the Regional Deans.

Regional Deans are asked to compile lists of such persons from their Regions, and include brief and appropriate notice respecting each person named.

Memorial names and notices are to be sent to:

The Executive Secretary of Synod, the Rev'd Canon Fred Krieger, by email at:
fkrieger@nspeidiocese.ca.

8. Nominations for election at Synod.

Synod will be electing persons to the following positions:

Delegates to General Synod

Diocesan Council

Six lay members
 One youth member
 Three clerical members

Appointments Committee

Two persons

Nominations Committee

Seven lay members

University of King's College Board

One person

All nominees need to be members of the October 2006 Synod.

If you wish to nominate persons to a position elected by Synod, please submit the name of that person to a member of the Nominations Committee. The members of the nominations committee are: all Regional Deans, the Executive Secretary of Synod, and the following lay persons: Reg Beaver, Penny Lockhart, Marilyn Murphy, Gerald Nelson, Jessica Pearce, Anne Stott, Peter Townsend.

9. What kind of Synod will it be?

The 2006 Synod will attend to both business and program. The particular matters that synod will address are currently being developed.

10. Application for a Display Table at Synod.

An organization may wish to offer a display table at Synod. If your organization wishes a display table, please apply to the Synod Arrangements Committee through the Chair of the Synod Arrangements Committee, the Rev'd Randy Townsend, preferably by email at:
rdtownsend@ns.sympatico.ca.

11. Your suggestions for the 2006 Synod.

The Synod Arrangements Committee welcomes your suggestions for the 2006 Synod. Please direct suggestions to the Chair of Synod Arrangements, the Rev'd Randy Townsend, rdtownsend@ns.sympatico.ca or to the Executive Secretary of Synod, the Rev'd Canon Fred Krieger, fkrieger@nspeidiocese.ca.

12. Synod Information on the Diocesan Website

It is our intention to post information about synod on our Diocesan website as received and reviewed, including forms, reports, resolutions and motions. Please check the website from time to time for information about Synod 2006.