

Holy Trinity Cathedral
Diocese of New Westminster, Anglican Church of Canada

Role Description

Title: Synod Delegate / Youth Delegate / Alternate Delegate

Date received by Parish Council: October 2024

1.0 OVERVIEW OF THE POSITION

The Synod Delegates, Youth Delegate and Alternate Delegates serve as part of the Parish Council of the Parish of Holy Trinity Cathedral, New Westminster. Because they are elected Parish Council members, these persons are Trustees of the Parish. Together with the Wardens they also form the Search Committee responsible for the appointment of a new Incumbent Priest to the parish. They are elected at the parish's Annual Vestry Meeting for a two-year term, with Diocesan Synod occurring in odd numbered years, e.g., 2025, and a Diocesan Mission Conference occurring in even numbered years, e.g., 2026. If the Diocesan Bishop calls extra-ordinary Synods during the Delegates' term, it is expected that the Delegates will attend those as well.

2.0 RESPONSIBILITIES

- 2.1 Attend the Synod meeting(s) of the Diocese of New Westminster and participate in the proceedings. Alternates only attend if a delegate is unable to do so due to illness. In this event, the Alternate becomes the Member of Synod for the duration of their term, and the former delegate becomes an alternate.
- 2.2 Make decisions at Synod as a member of Synod under the guidance of the Holy Spirit.
- 2.3 Provide a verbal and/or written summary of Synod proceedings to the parish after attending a Synod.
- 2.4 In the event of a vacancy in the Incumbent of a parish, the Delegates and Alternates will form part of the Search Committee to help gather information and prepare the Parish Profile, to interview and prayerfully choose a new Rector. This responsibility will necessitate meetings over and above the normal parish council meetings. The Search Committee shall choose its own chairperson from the wardens, delegates and alternate delegates, but if the Committee is unable to do so meetings of the Committee shall be chaired by a person appointed by the Bishop. If the person so appointed is not appointed from among the Committee's members, that person shall have no vote.

3.0 EXPECTATIONS

- 3.1 Attends and participates in monthly Parish Council meetings on a regular basis, usually held monthly on the third Wednesday evening, excepting July.
- 3.2 Reads draft Parish Council Minutes prior to the monthly meeting.
- 3.3 Follows up on 'work to be completed' between monthly Parish Council meetings.

- 3.4 Provides information and written reports (if needed) to the Parish Administrator for circulation if unable to attend a Parish Council meeting.
- 3.5 Participates in the life of the parish, listens to and talks with parish members / newcomers / visitors and brings their comments to the Parish Council.
- 3.6 Attends the parish's Annual Vestry and Special Vestry Meetings.
- 3.7 Shares information and ideas.
- 3.8 Seeks to understand the perspectives and interests of others and respects differences where they may occur.
- 3.9 May be asked to chair or liaise with a parish committee or working group for a specific task or project, or as an ongoing parish contact with an external committee or diocesan group.

4.0 Resources

Lay delegates to Synod should be familiar with the Canons and Constitution of the Synod of the Diocese of New Westminster, available through the diocesan website at www.anglican.vancouver.ca Relevant Diocesan Canons are 9.30-9.47

The Diocesan School for Parish Development provides tools and skills development for all parish members involved in local leadership and is highly recommended.

Other diocesan workshops and seminars are offered on a regular basis for parish growth and development and are highly recommended.

Diocesan consultants are available to assist parishes with particular aspects of parish life or to help negotiate a difficult issue or conflict.

5.0 Qualifications

- 5.1 Delegates and Alternate Delegates to Synod shall be baptized Christians of at least 15 years of age and regular worshippers at Holy Trinity Cathedral.
- 5.2 Youth Delegates to Synod are between 15 and 25 years of age, with preference given to younger candidates.
- 5.3 All members of Parish Council are mandated to complete the requisite SafeChurch modules through online training and group discussion, and are encouraged to take the Diocesan Dismantling Racism training.

6.0 Risk Assessment: low