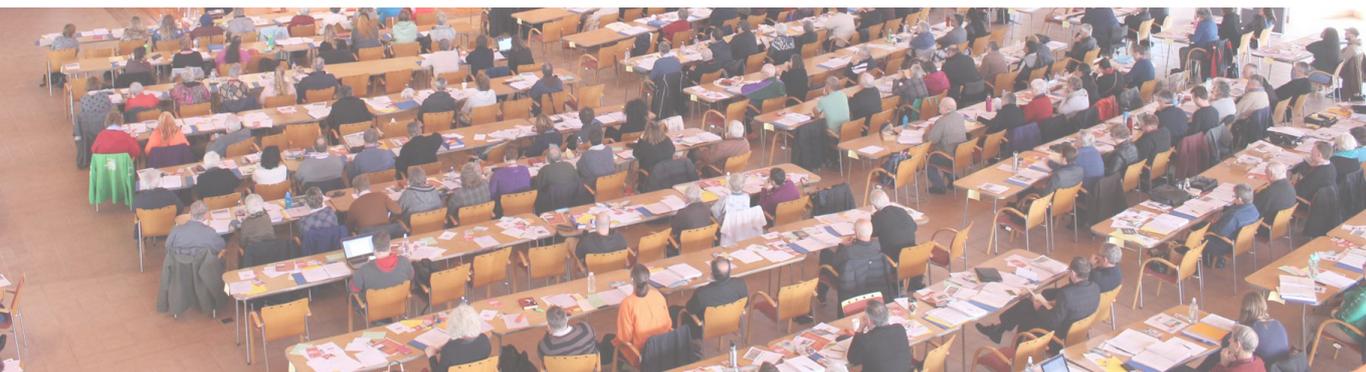




ANGLICAN  
DIOCESE OF  
AUCKLAND

# SYNOD GUIDE

12<sup>th</sup> Edition, 2019



## **A HANDBOOK FOR PARTICIPANTS IN THE SYNOD OF THE DIOCESE OF AUCKLAND**

The principle of Synodical government is an important one for it emphasizes the fact that the Church is the whole people of God and that the responsibility of governing the Church is one that is shared by Bishops, Clergy and Laity.

ANGLICAN DIOCESE OF AUCKLAND  
Neligan House  
12 St Stephens Avenue, Parnell 1052  
PO Box 37 242, Parnell 1151  
Phone: +64 (9) 302 7201  
Email: [reception@aucklandanglican.org.nz](mailto:reception@aucklandanglican.org.nz)  
Website: [www.auckanglican.org.nz](http://www.auckanglican.org.nz)

# CONTENTS

<b>ABOUT SYNOD</b> .....	4
WHAT IS SYNOD?.....	4
BEING A SYNOD REPRESENTATIVE.....	4
<b>BEFORE SYNOD</b> .....	5
RAISING BILLS AND MOTIONS.....	5
WRITING REPORTS.....	5
YEAR BOOK.....	5
PRE-SYNOD MEETINGS.....	5
ATTENDANCE.....	5
<b>DURING SYNOD</b> .....	6
WHAT EVERY MEMBER NEEDS TO KNOW AT SYNOD.....	6
HOW TO KEEP TRACK OF WHAT IS HAPPENING.....	6
MANNERS AND ALL THAT.....	6
ATTENDANCE BOOK.....	6
OBSERVERS.....	6
SOME POINTS ABOUT PROCEDURE.....	7
PASSING OF BILLS.....	7
THE SUBMISSION OF A MOTION.....	8
AMENDMENTS TO A MOTION.....	9
SPEAKING RIGHTS.....	9
SPEAKING AT SYNOD.....	9
VOTING RIGHTS.....	10
VOTING ON BILLS AND MOTIONS.....	10
ELECTIONS.....	11
REPORTS.....	11
SUSPENSION OF A STANDING ORDER.....	11
SELECT COMMITTEES AND COMMISSIONS.....	11
<b>AFTER SYNOD</b> .....	12
WHAT ARE THEY TALKING ABOUT?.....	13
TERMS.....	13
ABBREVIATIONS.....	17
<b>APPENDIX A</b> .....	18

## **ABOUT SYNOD**

### **WHAT IS SYNOD?**

The Diocesan SYNOD consists of the Bishops of the Diocese, together with the licensed clergy of the Ministry Units and other bodies within the Diocese, elected lay representatives from the various Ministry Units in the Diocese, and some appointed representatives.

The Diocesan Synod in Auckland is a large body of approximately 400 members and it meets once a year in September (the first Thursday to Saturday), to

- decide MATTERS OF POLICY for the Diocese
- express the MIND OF THE CHURCH on specific matters
- elect the members of DIOCESAN COUNCIL AND OTHER COMMITTEES, and
- consider the REPORTS AND ACCOUNTS of the many Diocesan bodies.

Synod is generally held at Holy Trinity Cathedral but on occasions may be held outside Auckland.

Through Synod the Church, centred in the Diocese with its Bishops, orders its own life and speaks both to its own members and also to the world within which it works.

Each Synod is numbered and consists of three Sessions (i.e. three consecutive years). Hence, a lay Synod representative is elected for a three-year period at the Annual General Meeting of the Ministry Unit prior to the First Session.

The Diocesan Synod Statute contains the detailed regulations as to the composition of Synod and how representatives are elected. A copy of this Statute is available from the Diocesan website or from the Diocesan Office on request. Figure 1 (at the back of this booklet) also gives an indication as to how Synod is made up.

### **BEING A SYNOD REPRESENTATIVE**

Being a Synod representative is a responsible job, but need not be a lonely one. Being together at Synod provides members with an opportunity for meeting, sharing and fellowship in the Diocesan family. It also carries a responsibility for informing the members of your Ministry Unit, especially the Governing Body, of the decisions taken by the Synod and the reasons for such decisions.

Synod representatives are representatives of their Ministry Unit; this means they are elected to debate and consider the work of the whole Church as it is presented in Synod and to make their decisions accordingly. This does not mean that the local Church can be forgotten - it needs to be kept in touch with what goes on at Synod. We suggest you do this by informing your Ministry Unit about what happens at Synod and any resolutions or decisions made.

## **BEFORE SYNOD**

Synod is not just about what happens on the days when Synod is in Session, there are a lot of activities that take place in the weeks and months before Synod too.

### **RAISING BILLS AND MOTIONS**

Synod members have the opportunity to inform policy by submitting motions and bills. Early in the year, the date that proposed motions or bills have to be sent to the Diocesan Manager is communicated to Synod members.

### **WRITING REPORTS**

Representatives from selected committees, groups, or Diocesan-related organisations are required to provide reports to Synod. These reports are included in the Year Book. Anyone who has to provide a report will be notified of the date it has to be submitted to the Diocesan Manager (again, earlier in the year).

### **YEARBOOK**

All Legal Business, reports and financial accounts are documented in the Diocese Year Book. Each Synod Member is sent a copy of the Year Book approximately three weeks before Synod starts.

### **PRE-SYNOD MEETINGS**

After the bills and motions have been sent out, the Archdeacons hold regional meetings, where the bills and motions are discussed. These meetings are open to all members of Ministry Units and are especially helpful for new members of Synod.

### **ATTENDANCE**

If you are unable to attend all or part of Synod this must be communicated in writing to the Bishop

## **DURING SYNOD**

### **WHAT EVERY MEMBER NEEDS TO KNOW AT SYNOD**

#### **HOW TO KEEP TRACK OF WHAT IS HAPPENING**

Familiarise yourself before the event with the position of the papers in your Year Book e.g. motions (statements of policy, etc.), Bills (legal matters of formal Church government), reports and accounts.

Locate and keep on top the daily Order Paper (e.g. 'First Day - Order of Proceedings'). This is the programme that Synod operates from. Events move quite quickly at the beginning of the first day of a Session. Many items, being almost mere formalities, are dealt with in a short time. Often things don't seem to settle down until we reach 'Motions of Which Notice Has Been Given'. These usually evoke a certain amount of discussion.

#### **MANNERS AND ALL THAT**

It is customary to stand when the President enters or leaves the Synod. It is usual, if it is necessary to pass in front of the President, to show acknowledgment with a slight bow. No member of Synod should pass between the President and any member who is speaking.

#### **ATTENDANCE BOOK**

An Attendance Book is provided by the Diocesan Manager and each member of Synod is required to sign beside their name on each day when present.

#### **OBSERVERS**

Synod is open to the public but the President can order any non-members to withdraw at any time.

#### **SOME POINTS ABOUT PROCEDURE**

The rules of procedure for Synod are called STANDING ORDERS, and are based on those of Parliament.

Synod may operate in three modes: in Conference Mode, in Committee Mode, or in Ordinary Session.

Synod frames policy by the debating and passing of MOTIONS submitted to it. Synod normally operates in ORDINARY SESSION to debate motions, and operates under a formal process. What happens is recorded in the proceedings, or formal minutes. One of the Bishops will preside, or chair.

The laws or rules by which the Church governs itself are called STATUTES. These are framed by the Synod and can only be created or altered by the presentation of a BILL.

When the need arises (such as in the debating of the wording of Bills or when there is to be or likely to be a long and involved discussion of some Motion), Synod may sit IN COMMITTEE when the rules of debate are considerably relaxed, and the content of what is discussed is not recorded in the proceedings.

## **PASSING OF BILLS**

Statutes start life as Bills, and go through a three-stage process, set out in Standing Order 35.

The FIRST STAGE, which usually happens on the second day of Synod, is the APPROVAL IN PRINCIPLE, where Synod considers the general approach of the Bill, but does not get into the detail or make amendments. The Mover of the Bill introduces the Bill by explaining its background, effect and key provisions, and then moves that "the principle of Bill (#) be approved". The Mover has up to 10 minutes to speak. The Secunder of the Bill may speak (for up to 5 minutes), or reserve the right to speak. The principle of the Bill will be debated, without discussion of the detail of the Bill. Any comments on the detail of the Bill, or specific wording, is for the second stage. The Mover may exercise their right of reply and the Secunder may speak if they have not already done so. The President will then put the Motion and if Synod approves the Bill in Principle, it moves immediately to the second stage.

The SECOND STAGE is the APPROVAL IN DETAIL, where Synod goes through the Bill clause by clause. Synod does this by going "into Committee", which means that Synod operates under a more informal set of rules. The Chairperson of Committees chairs Synod in Committee in place of the President. The Chairperson will go through the wording outlined in the Bill, putting each clause, or group of clauses to the Committee, for any discussion and a vote. The Mover may make comment on different parts of the Bill as they come up, or answer any questions raised. During this process, amendments may be proposed and considered (these do not require a Secunder). After the Committee has considered all parts of the Bill, the Chairperson will ask the Committee to approve the Bill as a whole (including any amendments that have been made). The proceedings of Synod (the Minutes) do not record what happens in Committee but the Committee Secretary keeps a record of all decisions made. If the Committee approves the Bill in Detail, the President will move that "the detail of Bill (#), as agreed by Synod in Committee, be approved". This is important as Synod needs to approve and record what has been done. While this Motion could be debated, in practice it is normally just approved. If the Bill is Approved in Detail, the passage of the Bill will be an Order of the Day for the last sitting day of that session.

The THIRD STAGE is the PASSAGE, which is a single Motion moved by the President as an Order of the Day on the last day of Synod. This allows members of Synod an opportunity to reflect on the Bill and, if desired, raise any issues before it passes. It is possible at this stage for a member to move that Synod goes back into Committee to re-consider any part of the Bill (amendments can only be made when Synod is in Committee). When the time comes for the Order of the Day to be dealt with, the President will move that "all Bills that have been approved in detail now pass and become Statutes". The Motion will be put without debate, unless any member of Synod requires the Motion be debated (in which

case the Mover of each Bill may exercise a right of reply before the Motion is put) and/or divided (so that each Bill can be voted on separately). If a passage Motion is carried, each Bill to which the Motion relates becomes a Statute. Bills take immediate effect as Statutes, unless expressed to take effect on a later date.

If necessary, although this is quite rare, STANDING ORDERS can be suspended to allow changes to the timing of this process. This is usually only necessary where a Bill has been introduced urgently during a session of Synod and there is not time to complete the usual processes. If you have queries about a Bill, or would like to move an amendment, it is usually helpful to speak to the Mover or Secunder as early as possible. They may be able to answer your question, or assist in wording any amendment. Others may also have raised the same issues already.

## **THE SUBMISSION OF A MOTION**

### **STANDING ORDERS**

If you wish to submit a Motion to Synod for consideration you must give notice of your Motion in writing to the Diocesan Manager at least 60 days before Synod opens. Motions can, of course, be introduced at any time without notice, but only if the whole of Synod grants permission for the Mover to do so. Any such motions will be dealt with after all motions of which prior notice was given, if time permits. Often there is not enough time for late motions to be heard, so try to plan ahead where possible.

These rules are laid down so that members might have ample opportunity to think about the issues before they are called to vote for or against some particular matter.

A Motion that has been accepted by the Synod may not be withdrawn except with the permission of Synod.

### **AMENDMENTS TO A MOTION**

Amendments may be moved at any time, according to the normal rules. One or two points worth noting, however, follow:

- 1) Any amendment, unless it is very minor, needs to be given in writing to the President and Synod Secretaries (i.e. two copies). Write out the wording you want to change and bring it up to the top table.
- 2) An amendment of which prior notice has been given has certain priorities, detailed in Standing Order 29.
- 3) No member who has already spoken to the Motion may move or second an amendment to that Motion; nor may a member who has moved or seconded an amendment move or second a further amendment to the same Motion.

- 4) When the later part of a Motion has been amended, no amendment can be proposed to an earlier part of the Motion.
- 5) When an amendment is being considered by Synod, the debate shall be confined to the amendment. Any member may speak once to an amendment before Synod, and can speak later to the main Motion, whether it is amended or not. The mover of the Motion can always exercise a right of reply to the debate.

The rules governing amendments tend to be rather complicated and you would be well advised to consult the Standing Orders 58 to 67.

## **SPEAKING RIGHTS**

Every Synod member has speaking rights. Non-members require prior permission from Synod in order to speak.

## **SPEAKING AT SYNOD**

If every member spoke to every issue that is before Synod we might be in Session for many months! Therefore, the need for restraint and formality is much greater than in other meetings we attend. However, when you have a particular contribution to make and no one else seems to be making it for you, then you will want to speak (but try to avoid simply repeating what others have said). Here are some suggestions to assist you:

When you speak use one of the microphones or you'll be greeted with cries of "can't hear" from the other end of the auditorium. Say what you have to say, addressing it to "Mr/Madam President" or "Mr/Madam Chair" as the case may be; then sit down. There is no rule against using notes. A short speech read clearly from your own notes is always much more effective than a long waffle that never quite gets to the point. Before commencing, introduce yourself by name and Ministry Unit.

A system of lights and buzzers will guide you so you know when your time is up. In Synod you will be allowed ten minutes if you are the Mover of a motion with other speakers getting five minutes (when Synod is in Committee, speaking is limited to three minutes). Extensions of time are rare and may only be granted with the unanimous consent of Synod on the Motion of someone who has not yet spoken in that debate.

## **VOTING RIGHTS**

Most members have voting rights under the Synod Statute. Those who do not have the right to vote include any ordained minister holding a Permission to Officiate in the Diocese but not holding a licence from the Bishop to an ecclesiastical office in the Diocese; and the Diocesan Secretary.

## **VOTING ON BILLS AND MOTIONS**

When sufficient consideration has been given to any matter under debate the President or Chairperson puts the question to the vote by asking those in favour to say "yes" or "aye" and then those against to say "no". The Motion is then declared "agreed" (if there is no dissenting voice), "carried" (if a majority is in favour) or "lost". The President may ask for a show of hands if the vote sounds close on the voices.

Any member may demand a "division" on a vote i.e. a method of voting whereby individual votes are recorded and counted. Every member present when a division is taken must record his or her vote. For a Motion to pass when a division is taken it is necessary that it be passed in each "House" i.e. by the Bishops, a majority of clergy present and a majority of laity present.

A simpler procedure, known as "counting of votes", may be requested, as provided for in Standing Order 92.

## **NOMINATIONS AND ELECTIONS**

The work of Synod, or at least a good deal of it, will be carried out by various committees during the year. Each Synod has the duty of electing representatives to serve on certain committees and boards e.g. Diocesan Council, General Synod. Various other bodies, such as Trust Boards, also require members to be elected occasionally by the Synod or Diocesan Council.

At the beginning of each Session of Synod the President announces the elections to be held, the times and dates for the closing of nominations and elections. Any member may nominate a person for election provided they have obtained the nominee's consent beforehand, and have a seconder (for some nominations this may need to be from a different house). There is a form provided before Synod upon which the nomination should be made (available from the Diocesan Secretary). Nominations can be submitted before Synod, from when the nomination forms are provided, up until nominations close.

Elections are held by paper ballot and voting papers will be provided at Synod. Several voting rounds may be required before a verdict is reached. The successful candidates will be announced at Synod by the President once votes have been counted.

## **REPORTS**

During the General Debate, Synod will formally receive the various reports. The General Debate provides an opportunity to speak to any matter referred to in the various reports which have been tabled but which has not already been considered and determined by Synod. Speaking time is limited to five minutes and a list of those wishing to speak will be first established.

## **SUSPENSION OF A STANDING ORDER**

Synod can do something not otherwise permitted by Standing Orders, by temporarily “suspending” Standing Orders, by a motion under Standing Order 103. This is normally only for something uncontroversial that has arisen during the Synod. The unanimous assent of the Synod is required unless notice has been given on a previous day, in which case only a simple majority is required.

## **SELECT COMMITTEES AND COMMISSIONS**

Sometimes Synod appoints a Select Committee or Commission to look into a matter and report back (see Standing Orders 81-88). If the report is to be given to the same session of Synod, a Select Committee is appointed, and only consists of Synod members. If more work is required and the report is to a later session or to Diocesan Council, a Commission is appointed, which may include non-members of Synod. A Motion to appoint a Select Committee or Commission must contain the names of the proposed members, the day and time for their report to be received, and the terms of reference.

## **AFTER SYNOD**

It is important that Synod representatives report back to their Ministry Units on the matters that were discussed and resolutions made at Synod. The Diocesan Office provides a resumé of the highlights of Synod, which is available to Synod representatives. This can be used as the basis for your report to your Ministry Unit. The full proceedings of Synod are published as soon after the close of a Session as is practicable and a copy is sent to all Synod representatives, along with copies of all Statutes passed.

If you have any questions or queries before, during or after Synod, please do not hesitate to contact the Diocesan office.

## WHAT ARE THEY TALKING ABOUT?

### TERMS

BILL	Draft legislation which Synod is invited to pass as a Statute.
BUSINESS	Any matter coming before the Synod.
BISHOPS' CHARGE	Following the Synod Eucharist, the Bishops' Charge is given. The 'Charge' is a report presented by the Bishop and the Assistant Bishop who join together to present this. This report provides an opportunity for them to comment on matters of significance and to offer suggestions for consideration and possible action.
CANONS	Legislation passed by General Synod, which is divided into Titles (or Parts) and then Canons (chapters).
CHANCELLOR	The official legal adviser to the Bishop of a Diocese.
CLERGY/CLERICAL	In Synod the term applies to those who are priests or deacons, but not to Bishops.
COMMISSION	A body of persons set up by Synod or by the Bishop to report on a certain matter. It can include those who are not members of Synod and usually reports to a later session of Synod or to Diocesan Council.
CONSTITUTION	The set of rules, first agreed in 1857 and substantially revised in 1992, which establishes the structure and operation of the Anglican Church in Aotearoa New Zealand and Polynesia.
CO-OPERATING VENTURE	A Ministry Unit with membership of two or more congregations of different denominations (Anglican, Methodist and Presbyterian).
DIOCESE	An area under the jurisdiction of a Diocesan Bishop
DIOCESAN COUNCIL	The Committee elected to act for the Diocesan Synod between annual Sessions, but only with such powers as Synod may grant it. Formerly known as Standing Committee.

<b>DIOCESAN MANAGER</b>	The principal administrative officer of the Diocese, who used to be called the Diocesan Secretary (which is the term still used in the Canons and our Statutes) or Registrar.
<b>GENERAL SYNOD</b>	In New Zealand, the Synod of the whole Anglican Church in Aotearoa New Zealand and Polynesia, held biannually.
<b>GOVERNING BODY</b>	The group responsible for the governance of a Ministry Unit, which is the Vestry of a Parish, the Vestry or Committee of a Mission District or the Council of a Local Shared Ministry Unit.
<b>HOUSE</b>	Synod is divided into three groups, which are called Houses: the House of Bishops, House of Clergy or House of Laity
<b>IN CONFERENCE</b>	One of the three modes of conducting business at Synod. The Standing Orders specify the procedures when Synod is in Conference Mode.
<b>IN COMMITTEE</b>	One of the three modes of conducting business at Synod. The Standing Orders specify the procedures when Synod is in Committee Mode.
<b>INTER-DIOCESAN CONFERENCE (IDC)</b>	A bi-annual conference of Tikanga Pakeha representatives of the Anglican Church in Aotearoa New Zealand and Polynesia. The IDC representatives also attend General Synod.
<b>KOMITI TUMUAKI</b>	The Standing Committee of Te Pihopatanga o Te Tai Tokerau (the Tikanga Maori equivalent of the Diocese).
<b>LAY PERSON/LAITY</b>	Any Church member who is not ordained.
<b>LEAVE OF SYNOD</b>	Permission given by the Synod for any member to take a particular procedural step which is not otherwise permitted
<b>LEGAL BUSINESS COMMITTEE</b>	Formerly known as the Bills Revision Committee, this group reviews proposed Bills and Motions before they come to Synod.

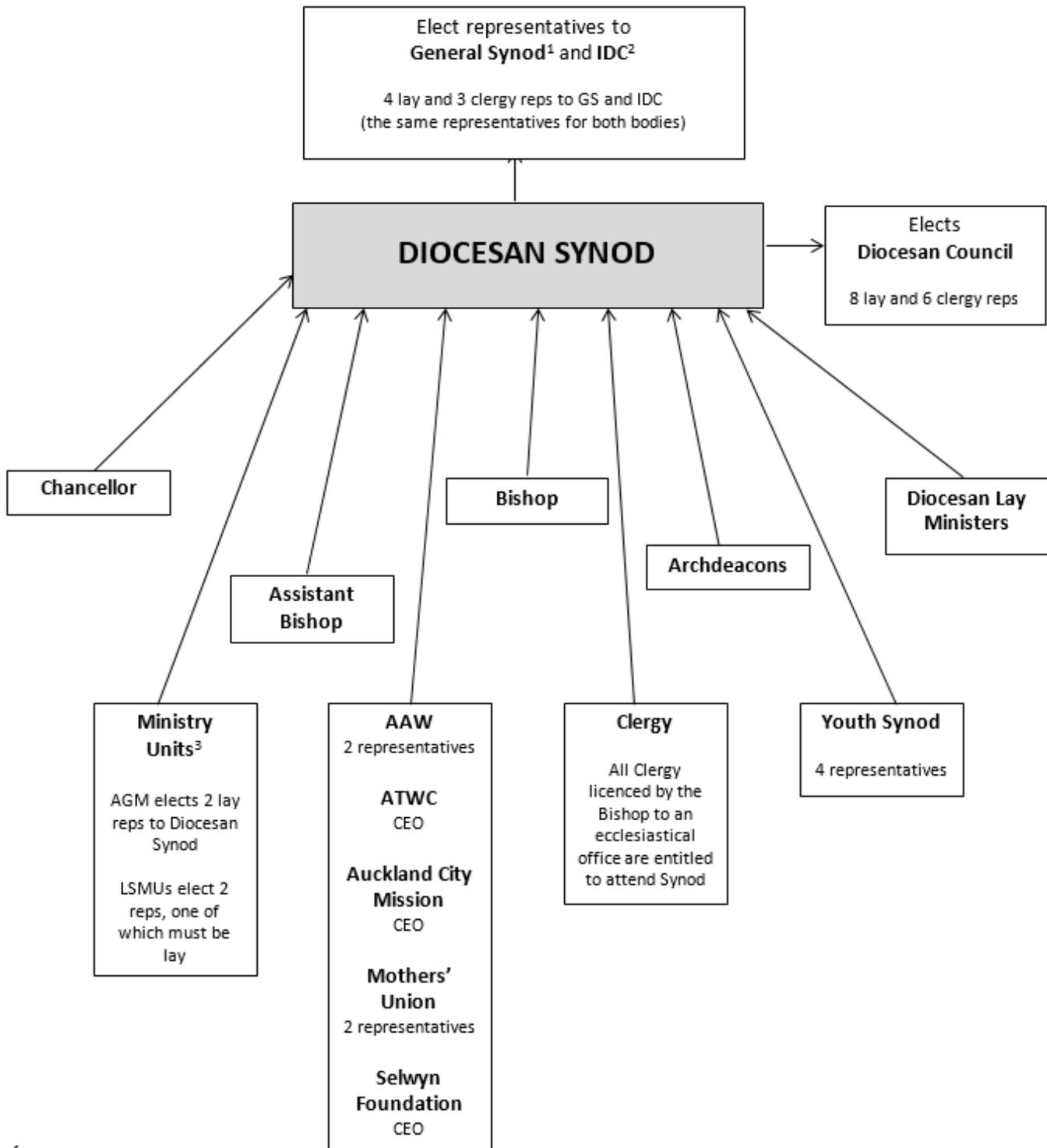
<b>LICENCE</b>	A Bishop's legal authority, given for any ecclesiastical office or function within the Diocese. Clergy and Lay Ministers are licensed.
<b>LOCAL LICENCE</b>	A Bishop's license to work only within a particular Ministry Unit, usually a Local Shared Ministry unit.
<b>LOCAL SHARED MINISTRY (LSM)</b>	A way of structuring ministry so that the local church is responsible for mission and ministry, and leadership and decision-making is shared between all members, lay and ordained, in the closest possible partnership. A Ministry Unit operating under LSM is called a Local Shared Ministry Unit or a LSM Unit.
<b>MEMBER OF SYNOD</b>	Anyone who is entitled to a seat in Synod.
<b>MINISTRY UNIT</b>	A Parish, Mission District or Local Shared Ministry unit, being the three types of ministry units into which the Diocese is divided under the Ministry Unit Statute 2013.
<b>MISSION DISTRICT</b>	A Ministry Unit to which a Priest in Charge has been appointed, and which is not a Parish or LSM unit. A Mission District is usually not able to meet all of the requirements of a Parish.
<b>MOTION</b>	A resolution before it has been agreed by Synod.
<b>ORDER OF THE DAY</b>	Any Business which is made an Order of the Day has a fixed position in the order of proceedings, and has priority over other Business when that time comes.
<b>ORDER PAPER</b>	The daily printed list of the Business of Synod set out in the order in which it is to be considered, essentially the agenda or programme.
<b>ORDINARY SESSION</b>	One of the three modes of conducting business. Synod will sit in Ordinary Session unless it is sitting in Committee or Conference Mode.

<b>PARISH</b>	A Ministry Unit under the care of a Vicar.
<b>PERMISSION TO OFFICIATE (PTO)</b>	A Bishop's authority given to ordained ministers to take services in the Diocese, but without giving them a Licence or a seat in Synod.
<b>POINT OF ORDER</b>	Calling the Chairperson's attention to the rules of procedure.
<b>PROCEEDINGS</b>	The formal minutes of Synod.
<b>RESOLUTION</b>	A Motion after it has been agreed by a vote.
<b>SPEAKING RIGHTS</b>	The right of all Synod members to speak at Synod. Procedures around speaking at Synod are set out in the Standing Orders.
<b>STANDING COMMITTEE</b>	Now known as Diocesan Council.
<b>STANDING ORDERS</b>	Rules fixed by Synod to govern its procedure.
<b>STANDING RESOLUTION</b>	A resolution from a previous Synod which should remain in force as an on-going statement of policy or other important matter. All other resolutions expire at the next Synod.
<b>STATUTE</b>	Legislation when it has been agreed to by Synod; a Bill after its enactment.
<b>SYNOD</b>	The official Diocesan legislative body, the lay members of which are elected for a three-year term.
<b>VESTRY</b>	The group responsible for the governance of a Parish.

## ABBREVIATIONS

AAW	Association of Anglican Women
ACC	Anglican Consultative Council
ACM	Auckland City Mission
AMB	Anglican Missions Board
ATB	Anglican Trusts Board
ATWC	Anglican Trust For Women & Children
AYM	Anglican Youth Ministries
CMS	Church Missionary Society
DC/Dio Council	Diocesan Council
Dio	Diocese; Diocesan School for Girls
DYF	Diocesan Youth Facilitator
GS/THW	General Synod/Te Hīnota Whānui
GTB	General Trusts Board
ICHC	Interchurch Council on Hospital Chaplaincy
IDC	Inter-Diocesan Conference
JRC	Joint Regional Committee
KT	Komiti Tumuaki
LSMU	Local Shared Ministry Unit
LSP	Local Service Provider Committee for Hospital Chaplaincy
NSM	Non-Stipendiary Ministry
NURM	Northern Urban Rural Mission
NZACN	New Zealand Anglican Care Network
NZACPB	New Zealand Anglican Church Pension Board
NZCCSS	New Zealand Council of Christian Social Services
PMS	Parish Ministry Support
PTO	Permission to Officiate
SPACE	Supporting Parents Alongside Children's Education
TIML	Trust Investments Management Limited
+	Bishop

## APPENDIX A - FIGURE 1 AUCKLAND DIOCESAN SYNOD



<sup>1</sup> Represents 3 Tikanga

<sup>2</sup> Represents 7 Pakeha Dioceses

<sup>3</sup> Ministry Unit is a generic term that encompasses Parishes, Mission Districts, LSMUs and Co-operating Parishes.