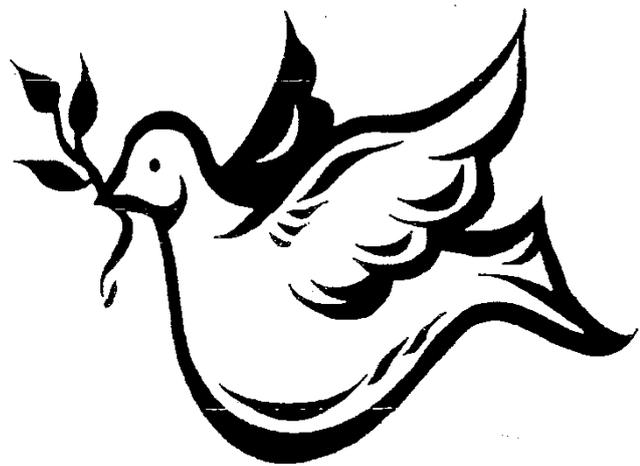


Listening

to the



Spirit

**A Handbook for New Synod Members
In the Diocese of Waikato and Taranaki**

LISTENING TO THE SPIRIT

WHAKARONGO KI TE WAIRUA TAPU

CONTENTS

2. Contents
3. Introduction
4. On Being a Synod Representative
5. A Prayer for Synod Members
6. The Mission of the Church
7. General Synod Te Hīnota Whānui
Diocesan Synod
8. Membership of Synod
9. Becoming an Effective Synod Representative
Statutes
10. How to find out what you need to know
Your Gifts in the Mission of the Church
11. Using your Gifts in the Mission of the Church
12. Preparations before Synod Sessions
13. Work on the Notices of Motion
Involving others in the Parish
14. Voting Decisions
Pre-Synod Archdeaconry Meetings
On Manners and Procedures at Synod
15. Motion Procedures
Synod in Committee
16. On Taking Part in Debates
17. Some Ways of Reporting Back to the Parish
18. Getting Ready for the next Synod



ANGLICAN DIOCESE OF WAIKATO & TARANAKI

INTRODUCTION

From its inception, the Church has sought to make decisions in Council – the people of God gathered together constitutes a very special assembly – we belong to different areas with special local interest. Yet, we are one family. The concerns of each should be the concerns of all; the joys of each must be celebrated by all.

So we come together in Synod – an old word with a powerful meaning – “meeting to seek a path for the journey”. Christ is our Way. How we live out that Way in today’s world involves decisions on resources and personnel, money and means – it is a Holy responsibility, for how and what we decide will determine the way we seek to go.

We hope this book will help to enhance our meetings.

ON BEING A SYNOD REPRESENTATIVE

Synod is constituted in three houses; the House of Bishops, the House of Clergy and the House of Laity.

Each Parish elects two LAY MEMBERS to represent them at the Diocesan Synod. Clergy holding active licenses also represent parishes and ministry units at the Synod.

This booklet is designed to

- inform Clergy and Laity new to the Synod and / or the Diocese of Waikato and Taranaki .
- guide Lay people in their decisions as to whether to stand for election as a Synod Representative.
- help newly elected Synod Representatives and Clergy to become active and effective members of Synod.
- show Representatives how they can further the Mission of the Church by their activities as Synod Representatives.

A PRAYER FOR SYNOD MEMBERS

WHAKARONGO KI TE WAIRUA TAPU *LISTENING TO THE SPIRIT*

TE ATUA O TE MANA ME TE KAHA
EVER LIVING GOD
INSPIRE US WITH YOUR SPIRIT, WE PRAY
INSPIRE US, YOUR SYNOD REPRESENTATIVES'
GUIDE US AS WE LEARN TO LISTEN
TO YOUR SPIRIT IN OUR MIDST.

E TE KARAITI
LOVING CHRIST, OUR REDEEMER AND SUSTAINER,
MAY WE WHO PRAY THE WORDS
"SPIRIT OF THE LIVING GOD"
LISTEN TO YOUR SPIRIT.

E TE WAIRUA TAPU
SPIRIT OF THE LIVING GOD
CLEANSE OUR HEARTS AND MINDS
HELP US TO LISTEN AND HEAR
SO THAT OUR HEARTS REFLECT YOUR HEART
AND OUR DECISIONS REFLECT YOUR WILL
WE OFFER YOU OUR GIFTS
WE OFFER ALL THAT WE ARE AND ALL THAT WE HAVE
TO BE USED IN YOUR SERVICE AS SYNOD MEMBERS.

SPIRIT OF THE LIVING GOD,
BE WITH US NOW, BE ALWAYS AT WORK IN US.

E TE WAIRUA TAPU O TE ATUA ORA
KIA TATA MAI KIA MATOU AIANEI
MAHIE TO MAHI I ROTŌ I A MATOU I NGA WA KATOA

AMINE

THE MISSION OF THE CHURCH



- TO CELEBRATE THE PRESENCE OF GOD IN WORSHIP
- TO PROCLAIM THE GOOD NEWS OF THE KINGDOM
- TO TEACH, BAPTISE AND NURTURE NEW BELIEVERS
- TO RESPOND TO HUMAN NEEDS BY LOVING SERVICE
- TO SEEK TO TRANSFORM UNJUST STRUCTURES OF SOCIETY
- TO STRIVE TO SAFEGUARD THE INTEGRITY OF CREATION AND SUSTAIN AND RENEW THE LIFE OF THE EARTH

GENERAL SYNOD TE HINOTA WHANUI

- General Synod is the governing body of the Church in Aotearoa, New Zealand and Polynesia. It meets every two years. The decisions of General Synod affecting New Zealand Dioceses (Tikanga Pakeha) are referred back to the Diocesan Synods for endorsement.
- The membership of General Synod is made up of the Bishops of each Diocese and of clergy and lay representatives elected by each of the three Tikanga at their Diocesan Synod.
- The Proceedings of General Synod are sent to members of General Synod. General Synod minutes and proceedings are held at the Diocesan Office and may be read there by those interested.

DIOCESAN SYNOD

- The Diocesan Synod is responsible to General Synod.
- You could say that the Diocesan Synod is the "Parliament" of the Diocese. As such, it is concerned with the organisation and good governance of the Diocese.
- It meets annually to discuss, and make policy decisions, on how best to carry out the Mission of the Church.
- Between Synods these policy decisions, and other Diocesan matters are dealt with on behalf of the Diocesan Synod by the Diocesan Standing Committee.

MEMBERSHIP OF THE DIOCESAN SYNOD

These people have speaking and voting rights:

- a. The BISHOPS
- b. The CHANCELLOR of the Diocese
- c. The CLERGY. The Clergy are not elected. They are Synod Members because of their position as licensed clergy in the Diocese.
- d. Elected REPRESENTATIVES of the LAITY, TWO FROM EACH PARISH.
- e. Four elected Youth Representatives.
- f. Two Elected AAW representatives.

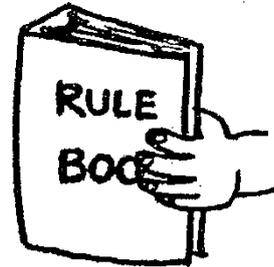
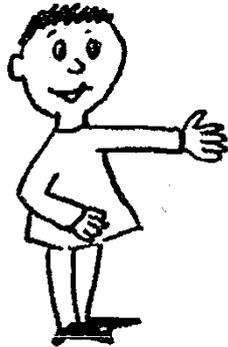
These people have speaking rights, but not voting rights:

- g. Retired CLERGY.
- h. Other CLERGY who have permission to officiate within the Diocese.
- i. The Diocesan Manager Registrar

These people can be granted speaking rights at a Synod Session but do not have voting rights:

- j. LAY WORKERS employed by the Diocese.
- k. REPRESENTATIVES of special interest groups
- l. VISITORS
- m. INVITED GUESTS – INCLUDING YOUTH REPRESENTATIVES
- n. ST JOHN'S COLLEGE STUDENTS

BECOMING AN EFFECTIVE SYNOD REPRESENTATIVE



If you are to participate effectively at Synod, you will need to build up your knowledge of the work of Synod well before you attend your first Synod.

First you will need to become familiar with the Statutes and Standing Orders. "The Rules": (See *Getting Fired up for God*) Refer www.waikatotaranakianglican.org.nz

When you become a Synod Representative you should have access to "The Rules".

Each Parish/Ministry Unit has a copy.

We will be updating it every year with the amendments made at each year's Synod. These amendments will be sent soon after the Synod meeting.

STATUTES

When you peruse the Statutes and Standing Resolutions read carefully through Statute No. 2 - "The Waikato Diocesan Statute of Synod 1994 and Statute No. 3 - The Standing Orders 3 Statute 1972".

These Statutes describe the procedures for the conduct of Synod business.

Become familiar with these procedures.

The conduct of the business follows formal meeting procedure. (If you're not sure about formal meeting procedure, a useful simple guide is "Chairing a Meeting", available from the Government Bookshop.) There could be parts of the Statute that puzzle you. Read through the Statute and list anything you need to find out more about.

Make sure you know:

- What First, Second and Third Readings of Bills involve.
- What happens when Synod goes Into Committee.
- What a Division is, and what happens when a Division is called for.

HOW TO FIND OUT WHAT YOU NEED TO KNOW

1. Ask your Parish's other Synod Representative.
2. Ask the retiring Representative whose place you are taking.
3. Check with your Vicar.
4. Refer to Synod Representatives from a neighbouring Parish.
5. Check with you Archdeacon.
6. If there is a Standing Committee Member living nearby ask that Member.
7. Consult the Diocesan Registrar.

YOUR GIFTS AND THE SYNOD REPORTS

After you have become familiar with "The Rules" it is time to concentrate your energies on those Synod matters that have to do with your specific gifts and interest.

Reports are presented annually to all Synod Members. Ask the previous Synod Representative to pass these Reports on to you.

Read them carefully. Note who convenes the Committee/Council to do with your specific gifts and interests, and whether any members of those Committees/Councils live near you.

If you care to, contact these people.

Take an active interest.

Your interest and support would be welcomed.

Find out what help is needed.

Pray regularly for the work of those Committees/Councils and individuals.

"Now you are the body of Christ and each of you is part of it. And in the Church God has appointed first of all apostles, second prophets, third teachers, then workers of miracles, also those having gifts of healing, those able to help others, those with gifts of administration, and those speaking in different kinds of tongues."

1 Corinthians 12:28

USING YOUR GIFTS IN THE MISSION OF THE CHURCH

What are your gifts?

Where do your gifts, skills and interests lie?

How will you use them to further the Mission of the Church?

Tick the items on the following list that have relevance for you.

- Communications
- Ecumenical matters
- Enabling ministry
- Evangelism Finance and stewardship
- Furthering adult faith development
- Issues of peace and justice
- Matters of social concern such as pornography, violence and other social issues of the day
- Ministry training
- Missions
- Nurturing new adult members
- Parish Libraries/Parish and Diocesan Archives
- Pastoral care and social service
- The poor and disadvantaged, the unemployed
- Preparation for baptism, or for Admission to Communion
- Preparation for marriage
- Work with children
- Work with the sick and dying
- Worship and liturgy
- Youth work

NOW LINK YOUR GIFTS AND INTERESTS WITH THE APPROPRIATE
DIOCESAN COMMITTEES AS YOU READ THEIR REPORTS.

**CONSIDER OFFERING TO BE NOMINATED TO THE STANDING
COMMITTEE. OR BEING AVAILABLE FOR APPOINTMENT TO A
DIOCESAN SUB-COMMITTEE. ELECTIONS ARE HELD AT THE
1ST SESSION OF EACH SYNOD AND THE TERM IS 2 YEARS.**

PREPARATIONS BEFORE THE SYNOD SESSION

Responding to the reports

After you have received the Annual Reports (approximately 4 weeks prior to Synod) read them all, paying particular attention to those in your areas of interest.

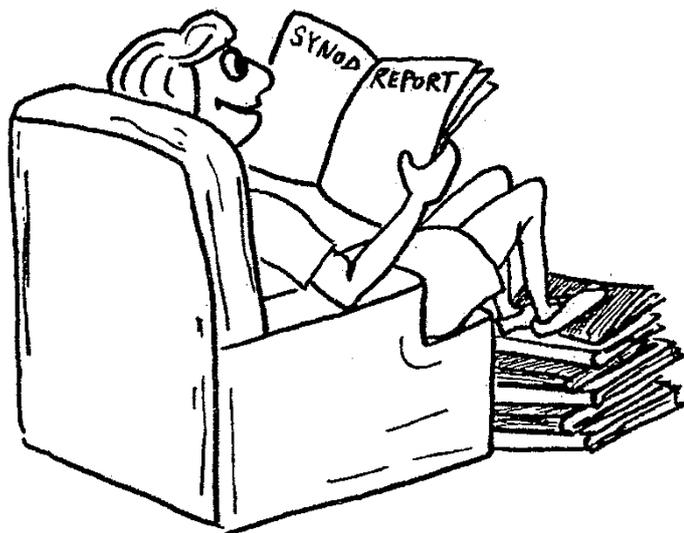
Write brief summaries of the Reports and include them in the weekly Parish News Sheet.

Discuss these reports with interested members of your Parish.

If you feel that the committee in your special area has done a good job why not write and tell them so.

You may have some questions you'd like to ask.

If they involve a long answer write to the committee for a written reply.



WORK ON THE NOTICES OF MOTION

Notices of motions are sent out to all Synod Members together with the Reports of the various committees.



Study these carefully. Start working immediately. You don't have much time between receiving Notices of Motion and Synod.

Whatever people say, it is impossible to vote intelligently and wisely if you haven't studied an issue beforehand.

If you need some background information about a motion that interests you, ring or write to the mover of the motion for more information.

Try to arrange for time to discuss the motions and the background information with other members of the parish, and particularly your vestry.

INVOLVING OTHERS IN THE PARISH

It is important to discuss the motions with people in the parish for these reasons:

- a. You find out how parishioners think so you can represent them more accurately.
- b. Involving others in the parish helps you think through the issues in greater depth.
- c. You help others in the parish learn about and participate in issues of importance to the wider church.
- d. Parish prayers for Synod will be informed prayers.



VOTING DECISIONS

YOU GO AS A REPRESENTATIVE NOT AS A DELEGATE

It is only after you have listened at Synod to the speeches for and against, and had certain questions answered and matters clarified that you can decide wisely.

The process of decision making at Synod is the way the Church attempts to discern the movement of the Holy Spirit in its midst.

PRE-SYNOD ARCHDEACONRY MEETINGS

There is usually a Pre-Synod Archdeaconry meeting for Synod Members. This meeting is an important opportunity to ask questions and learn more about issues coming up at Synod.

Before the Pre-Synod Archdeaconry meeting it is a good idea to call a meeting of the vestry members and others interested to discuss the Bills and Motions coming up before Synod.

You can then go to that meeting well prepared with questions. There is often a real problem with time here. Do what you can.

ON MANNERS AND PROCEDURES AT SYNOD

On arrival at the Synod Hall remember to sign the attendance book.

If you know beforehand that you can't be there for all or part of the session you must write to the Bishops immediately for leave of absence. If you find out after arrival at Synod that you need to leave for a period of time, advise the officers of Synod and obtain leave.

Stand silently for the entry and departure of the President, Chancellor and Chaplain at the beginning and end of each session.

Acknowledge the Chair with a slight bow if it is necessary to pass in front of the Chair; and also when leaving and entering the Synod Room; while the Synod is in session.

If you wish to speak, put your hand up for acknowledgement by the Chair or move forward to the chairs near the microphones in front of the room, or use the roving microphone, if there is one.

MOTION PROCEDURES

Sometimes when amendments are made to motions, and voting on amendments occurs, it is very easy to become confused.

If your knowledge of motion procedure is shaky, it is a good idea to have a copy of a book on meeting procedure open at the section on motions. That way you can keep track of what is happening.

However, if you find yourself confused, you can be pretty sure that some others will be too.

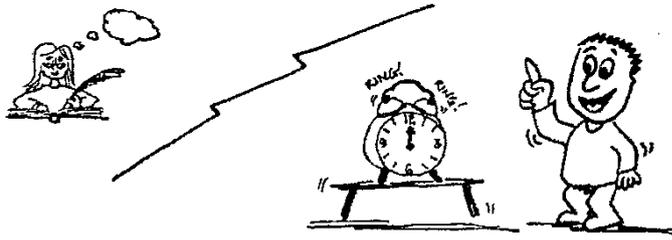
It is your responsibility to make sure before you vote that you understand exactly what you are voting for.

If you are not sure, stop proceedings at this point by asking for clarification, so that the matter can be explained clearly.

SYNOD IN COMMITTEE

On occasion when Synod is debating a motion, someone will move that Synod should go into Committee. At this point the Chairperson of Committees takes the Chair. The Bishop's Staff, which is in an upright position when Synod is in Session, is removed. This is the visible sign that Synod is In Committee. The discussion is now freed up and members may speak more than once if appropriate. Nothing is recorded and none of these proceedings may be reported. At the conclusion of the debate the Chairperson of Committees reports back to Synod which then returns to its normal way of proceeding. The Bishop's Staff is returned to its upright position

ON TAKING PART IN DEBATES



Because you are one of only two Lay Representatives from your Parish your active involvement is important.

Concentrate on the motions of most interest to you in the areas of your gifts and knowledge.

It is good to prepare at least one speech before you come to Synod. Nevertheless, if somebody has made your points already, abandon your carefully prepared and cherished speech.

Be ready to speak off the cuff, if you feel that your contribution will add to the debate.

Learn to appreciate when Synod has 'heard enough' and is ready to vote. Needless repetition and belabouring the point is counterproductive. Prepare to speak on two or three motions at the most and leave the others to other Synod Members.

Remember that you have a time limit. People who are given extensions of time to speak often deprive others who are still waiting to speak.

Statute No. 3 – Standing Orders Statute 1972

Clause 19. Except by leave of the President, the mover of a Resolution shall not speak for more than five minutes, and any subsequent speaker on the Motion shall not speak for more than three minutes.

SOME WAYS OF REPORTING BACK TO THE PARISH

When the Synod is over it is your duty to explain Synod decisions to the Parish and to facilitate the implementation of these decisions.

- If you have encouraged Vestry members and others to take a real interest by visiting some Synod sessions, your task will be easier.
- Ask the Vicar if you may report to the Parish in Church the Sunday after Synod.
- Have a dialogue sermon between the Synod Representative and/or the Vicar.
- Call a pot luck tea at which you discuss Synod issues.
- Write a Parish newsletter about decisions and discussions at Synod.
- Ask for a special Vestry meeting, as soon as possible after Synod, to be devoted to Synod issues – especially the financial implications.
- Make a Synod display on the noticeboard.
- Invite movers of significant motions to come and address the congregation.
- Arrange a question and answer session based on the Synod issue of Church Alive.
- You may think of other ways. Use your imagination. If they are effective, let others know by writing about them to Church Alive.

GETTING READY FOR THE NEXT SYNOD

Now is the time to consider the possibility of putting forward motions yourself at the next Synod.

Or, at the very least, to consider encouraging others to formulate motions for possible inclusion at the next session.

Before you propose a motion write it out and read it over carefully to ensure that it expresses clearly and concisely what you want Synod to debate. Check it out with the member who will second it so that you are both satisfied with its wording.

Continue to support and encourage the work of the committees you are most interested in.

Be prepared to join a committee if you are asked to to so.

Keep Diocesan matters before the Parish by regular items in the newsletter and public notices in Church.

Make sure you keep in touch with Standing Committee decisions.

The Standing Committee minutes are available from the Diocesan Registrar and will be sent on request.

