

## **Ministry Description: Lay Representatives to Synod**

Position Risk Assessment: Low

Term of Office: 1 year, renewable - elected at Vestry

### Supervision and Support:

Reports to: Incumbent

Staff Liaison (if different from above): The Bishop

Committee/Board responsible for this ministry: Advisory Board

### Purpose:

To exchange ideas on a Diocesan level.

Population(s) served: Parish  
Diocese

### Skills & Qualifications:

- should have some knowledge of how the Diocese operates.

### Spiritual Gifts Recommended:

- Faith
- Discernment

### Training Provided:

- on-the-job training

### Meeting Date & Time:

- Diocesan Synod meets every two years, usually in October or November. There is a Eucharistic Service on the Thursday, evening, followed by general meetings on the Friday and the Saturday.
- occasionally a special synod is called e.g. for the election of a bishop, held on a Saturday

### Time Commitment Involved:

- time is needed to read over the Synod material sent prior to the meetings, and attending the Synod Meetings.

### Description of Duties / Responsibilities:

- report back to the Parish regarding any information, decisions, votes etc. made at Synod
- make an effort to read *Dialogue* and *The Anglican Journal* to keep up-to-date

### Limits of the Position:

- know the limitations of the parish with regards to implementing new ideas

### Benefits & Opportunities:

- to interact and have relationships with members of other parishes

- gain an understanding as to the issues faced by the Diocese of Ontario and the Anglican Church of Canada

\* There is usually an Alternate Lay Member of Synod who attends meetings when the Lay Member of Synod is not available.

*Office Instructions: Provide a copy of this position description to the applicant. Place a copy in the applicant's file in a locked filing cabinet. Record the completion of this step on the applicant's Screening Checklist.*