



THE DIOCESAN SYNOD OF FREDERICTON

115 CHURCH STREET, FREDERICTON NB E3B 4C8

(506) 459 1801 [o] (506) 460 0520 [f]

Pre-Synod Memo

To: Parish incumbents and chairs of annual meetings
From: The Secretary of Synod
Date: 28 January 2009
Re: Initial Information about Diocesan Synod 2009

Parishes should note information now available regarding the upcoming 130th Session of Diocesan Synod scheduled to begin on the evening of 04 June to the afternoon of Saturday 06 June 2009. The location will be the [Trade and Convention Centre](#), Saint John. Please pass this information to elected delegates and their substitutes.

Every elected delegate and their substitute should have a copy of [Policy B-2 Responsibilities of a Member of Synod](#).

Parish Statistical Returns

It is of **UTMOST IMPORTANCE** that parish returns are submitted (preferably by way of online access to the [Diocesan Information Management System \(DIMS\)](#) and alternatively by the [2008/9 paper working forms](#)) by the due date **15 March 2009**. Statistical information not submitted by the deadline will not be available for inclusion in the Synod convening circular. Please remember that each complete submission includes five parts:

- 1) Listing of elected parish officers and synod delegates/substitutes
- 2) Statistical return
- 3) Financial return
- 4) Report of baptisms during the year
- 5) Copy of the parish annual report with year end financials

Synod meeting information can be found as it becomes available at the [2009 Synod page](#) on the Diocesan website. We'll be doing as much communication by e-mail and the web site as possible. Complete contact information for synod delegates / substitutes in DIMS by 15 March is important.

Preparation and Planning Dates and Deadlines

Please note the following dates in our Synod planning time line:

December 2008	Q&A article re tentative plans
Today	Initial information for delegates via parish clergy
15 March 2009	Parish Statistical Return submission
30 March 2009	Mailing to synod delegates
01 April 2009	Due date for programme and other reports
16 April 2009	Deadline for results of nominations and archdeaconry elections
22 April 2009	Deadline for items to be included in the convening circular
30 April 2009	Deadline for request and offering of billets
10 - 15 May 2009	Convening circular distribution
01 June 2009	Deadline for synod registration package materials

Archdeaconry Greater Chapter

Greater Chapters will be meeting between now and Synod for the purpose of archdeaconry elections to Diocesan Council and the review of agenda items. Meeting dates and times will be communicated through Archdeacons once these plans are made.

Motions

Delegates will need to note the canonical deadline for motions to be printed in the convening circular. A form to guide the drafting of resolutions will be available. Due to the nature of several agenda items and their importance to the life of the Diocese, the Bishop has advised that should there not be time to deal with all business before the meeting a special Synod may need to be called later in the year. The need for this will be determined.

Lodging

Accommodation will be offered by way of billets in the Saint John area. Delegates are asked to note the deadline for requesting a billet via an online form on the Diocesan web site – visit the [Synod 2009 page](#). Clergy are asked to be mindful of the need to facilitate the online requests for those without internet or web access. [The Hilton Saint John Hotel](#) is also offering a conference rate of \$129 per night for a standard room 04 and 05 June. Early reservations are encouraged by the Hilton online or by phone (506) 693-8484.

Meals

At least one lunch will be provided on site at the Trade and Convention Centre. Billets will be asked to provide breakfast on Friday and Saturday morning. Tentative plans are coming together for a Friday evening banquet for which there will be additional charge with tickets sold in advance. It is also envisioned that others from the Saint John area and beyond will be given the opportunity to purchase dinner tickets, enjoy this unique opportunity for Anglican fellowship and hear the Synod Dinner Speaker. Information about obtaining tickets will be shared when available. Parish corporations may wish to give consideration to assisting delegates with these costs which are outside of the Synod budget and not part of the current diocesan assessment request of parishes.

Parish Clergy

Specific requests:

- 1) Make certain that every elected synod delegate and substitute receives this memo and [B-2 Responsibilities of a Member of Synod](#).
- 2) Assure the submission of parish statistical information by 15 March 2009.
- 3) Facilitate delegate online requests for billets where necessary.
- 4) Saint John area clergy promote billet offers by requesting parishioners consider billeting members of synod

GMH