



Anglican Diocese of Fredericton
ROLES AND RESPONSIBILITIES

Synod Credentials Committee

Brief Description and Mandate

The mandate of the Credentials Committee is outlined in Canon Two:

3(4) The Credentials Committee shall

- (a) Register the names of the members in attendance at the meeting,*
- (b) Decide any question about the standing of persons claiming membership, and*
- (c) Report to the Chair as to whether there is a quorum.*

Other detailed duties requested by Synod Planning

On-going Responsibilities and Reporting

- The ‘Chair Person’ of the Credentials Committee is called into service well in advance of a session of the Synod and is a member of Synod Planning
- The Committee should expect to receive a final synod membership list including lay delegates and licensed clergy 10 days prior to the convening of the Synod
- Specific responsibilities and/or activities of the Credentials Committee are as follows:
 - o Recruit members (approx. 16) for the work of the Committee in preparation for Synod
 - o Receive preliminary synod membership list for inclusion in the convening circular
 - o Train registration staff
 - o Schedule assigned tasks/functions
 - o Obtain all necessary permits
 - o Prepare directional signs for posting
 - o Prepare floor plan for Registration
 - o Review floor plan with host
 - o Supervise the creation of member name badges as necessary
 - o Package printed material required for members of the Synod

The work of this committee is finished at the end of a session of Synod.

Membership

Chair (member of Synod Planning)

Credentials Officer (Secretary of the Synod or other designated)

Registration team(s), synod package team (or representatives of)

Other membership as needed

Budget

Incidental costs approved by Diocesan Council as part of the budget for a session of Synod.

Sub-groups and Other Links

Synod Planning Committees, Secretary of Synod, Administrative staff.

Updated

Day	Month	Year
05	10	2009