

To the Oxford Diocesan Synod
August 2015

Dear Colleague

Thank you for offering yourself as a member of the new Diocesan Synod. As the Secretary of the Synod I would like to bring your attention to a number of items.

- We will again be offering an Induction session on the 9th September to be followed by a Eucharist to mark the inauguration of the new Synod at Christ Church Cathedral, Oxford. Please return the slip regarding your attendance not later than Wednesday 2nd September so that we can organise seating and refreshments.
- The programme for the Induction session is enclosed in this mailing.
- The first meeting of the new Synod will take place on Saturday, 14th November 2015, at St Andrew's, Hatters Lane, High Wycombe at 9.30am. Future meetings will be on 12th March and 18th June 2016
- At the beginning of a new term of office, there are some administrative matters which need your attention. Please complete and return the information requested below by post or at the indication evening.
 - a) Members of the Diocesan Synod are automatically members of the Diocesan Board of Finance. The Board of Finance is a company limited by guarantee. This means that the members each have to agree to contribute the sum of £1.00 in the event of the company being wound up and not having sufficient assets to pay its debts. Please complete the Form of Consent to become a member, and to contribute if necessary.
 - b) A questionnaire on special needs which, when completed, helps us to support your participation at meetings.
 - c) We invite you to offer your skills for both Diocesan Synod meetings and the work of boards, councils, committees and working groups whilst you are a member of the Diocesan Synod. Please tell us about your skills and interests.
 - d) We are inviting you to receive draft minutes and papers for meetings by email during this triennium.
- Members of the Synod are asked to complete an Equal Opportunities monitoring form. This information will be used to assess the current position and to monitor the extent to

which the governance of the Diocese reflects our church and the communities within which it is based. Please complete the form and return it on the Induction evening in the envelope provided, or use the envelope to post to the ODBF HR Manager, at Diocesan Church House.

I am also enclosing a list of the members of Synod. Please note your number as you will need to give this information, together with your name, when you speak in Synod. The Synod's Standing Orders give further procedural information.

Elections to Diocesan Boards and Councils will be taking place in September. A leaflet which gives basic information about the Boards and Councils, and which includes the Notice of Elections and a Nomination Form is enclosed. Completed Nomination forms need to be returned to me by noon on Monday 28th September. Please give prayerful consideration to the possibility of standing for election.

All the documents in this induction pack can be downloaded from the Diocesan website at www.oxford.anglican.org/diocesansynod. Scanned copies of signed nomination forms may be returned by email.

I will be very grateful for your co-operation in the matters outlined above. Please do not hesitate to contact me if you have any queries about any Synod related matters. In conjunction with the Registry we can tackle most questions and hope to help you to be a fully participating member of the new Synod.

Yours sincerely

Rosemary Pearce
Secretary to Synod