

To members of the Oxford Diocesan Synod

August 2018

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 17th September to be followed by a Eucharist to mark the inauguration of the new Synod at Christ Church Cathedral, Oxford. Please can you indicate your willingness to attend by booking through Eventbrite following the link https://synod_induction.eventbrite.co.uk. If you are unable to do this, please contact Caroline Todd who will do this on your behalf, email synodclerk@oxford.anglican.org or ring her on 01865 208297. Please sign up no later than **Monday 10th September** so that we can organise seating and refreshments. We very much want to encourage all members, new and existing, to attend.
- The programme for the Induction session is enclosed in this mailing.

The first meeting of the new Synod will take place on Saturday 17th November 2018, at the Green Park Conference Centre, 100 Longwater Avenue, Green Park, Reading RG2 6GP at 9.15am. Future meetings will be on 16th March in Gerrard's Cross and 15th June 2019 in Oxford. Further information regarding venues will be supplied closer to the meetings.

- 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 Induction evening (we have printed these on cream paper to assist the process).
 - 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 on the form within the pack.

d) Most members receive draft minutes and papers for meetings by email. If you have not already completed a form, please complete the data protection form giving us permission to do so.

e) All 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, in the envelope provided, either on the Induction evening or by post to the ODBF HR Department, at Church House Oxford.

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 an election timetable is included, as is a Nomination Form, which can be copied. **Completed Nomination forms need to be returned to me by noon on Friday 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

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