

Anglican Church Diocese of Sydney

St Andrew's House
Sydney Square NSW 2000
Telephone (02) 9265 1555
Website www.sydney.anglican.asn.au

PO Box Q190
QVB Post Office NSW 1230
Fax (02) 9261 4485

28 March 2001

Circular to the Members of the 45th Synod

Re: Special Session of the Synod to appoint an Archbishop

Contents	Page
1. Administrator's Summons to the Special Session of the Synod to appoint an Archbishop	1
2. Arrangements and Procedures	2
3. Major Stages of the Appointment	4
4. Role of the Archbishop	8
5. Terms and Conditions of Appointment	9
6. Plan of the Wesley Theatre	12
7. Nomination Form	13

Mark Payne, the Diocesan Secretary, is pleased to answer any questions about this session of the Synod.

Please bring this with you for use at Synod.

1. Administrator's Summons to the Special Session of the Synod to appoint an Archbishop

I am pleased to summon the members of the 45th Synod to a special session of the Synod of our Diocese to appoint the next Archbishop of the See of Sydney. Meetings will be held in the Wesley Theatre, 220 Pitt Street Sydney from Monday 4 June to Friday 8 June 2001, unless we can finish within that time.

A service of Holy Communion will be held at 2 pm on Monday 4 June in St Andrew's Cathedral and the Synod will assemble in the Wesley Theatre for business 30 minutes after the service or at 4.30 pm, whichever is the later.

I have invited Bishop Wallace Benn, Bishop of Lewes, to preach at the Synod service, and also to lead prayer at the beginning of the first day of the special session, and bible study and prayer on subsequent days.

Special Prayers

I hope that you and all our Church members will pray for the Synod and for the selection of the right person for this very important office. The following prayer (from AAPB) could be used during Sunday services.

Lord God,
you are our eternal shepherd and guide.
In your mercy grant your Church in this Diocese
a shepherd after your own heart
who will walk in your ways
and with loving care watch over your people,
that your name may be glorified;
through Jesus Christ our Lord. Amen

Nominations

Any 2 or more members of the Synod may nominate any duly qualified person for the office of Archbishop of Sydney although a duly qualified person will be taken not to have been nominated to the office of Archbishop of Sydney unless one or more nominations signed by not less than 20 members of Synod is received.

Nominations of duly qualified persons for the office of Archbishop of Sydney close on **Monday 30 April 2001** and must be given to Mr Mark Payne, Diocesan Secretary, 2nd Floor, St Andrew's House, Sydney Square 2000 on or before that day.

Further details about nominations are enclosed - see items 3.2 to 3.10 and item 7.

With best wishes.

PAUL BARNETT
Administrator of the Diocese of Sydney

2. Arrangements and Procedures

Venue

2.1 The Synod is to meet in the Wesley Theatre, 220 Pitt Street Sydney.

Applicable Ordinances

2.2 The Archbishop of Sydney Appointment Ordinance 1982 ("1982 Ordinance") contains the procedures for appointing our next Archbishop. A copy of that Ordinance is printed on pages 91 to 108 inclusive of *Acts & Ordinances*. This ordinance can also be found on the Synod's website at www.sydney.anglican.asn.au/synod/ords/adminord/o73-0037.html. The Conduct of the Business of Synod Ordinance 2000 is also relevant, except to the extent of any inconsistency with the 1982 Ordinance. A copy of that ordinance is enclosed. It also be found on the Synod's website at www.sydney.anglican.asn.au/synod/ords/adminord/o73-0015.html.

Hours of Meeting

2.3 The proposed hours of meeting and the likely sequence of events are -

<i>4 June</i>	
2.00 pm - 4.00 pm	Service in the Cathedral
4.30 pm - 6.00 pm	Opening session
7.30 pm - 10.00 pm)
)
<i>5 June</i>)
6.30 pm - 10.00 pm)
)
<i>6 June</i>)
6.30 pm - 10.00 pm)
)
)
<i>7 June</i>)
6.30 pm - 10.00 pm)
)
)
<i>8 June</i>)
6.30 pm - 10.00 pm)

The Synod will adjourn no later than 10.00 pm each evening.

If there is only 1 nominee on the Final List, the Final Debate and Preferential Ballot will not be required. If there are 2 or 3 nominees on the Final List then, after the Final Debate, the Synod is to adjourn until the next day to have the Preferential Ballot.

President of the Synod

2.4 The Administrator, Bishop Paul Barnett, will be the President of the special session of the Synod. Under clause 4 of the Administrator Ordinance 1999, if Bishop Barnett is a nominee the Chancellor or the Advocate will be the President or, if both of them are unable or unwilling to preside, such person as the Synod may elect.

Name Tags/Entry to Theatre

2.5 In the next mailing (to be sent in May after the closure of nominations), name tags will be sent to members. They must be worn or displayed to gain entry into the section of the Theatre for Synod members.

- 2.6 If you lose your name tag or forget to bring it, please see one of the staff members at the door and ask for a temporary replacement.

Speeches on Nominees

- 2.7 There will be 3 points at which the nominees can be debated (Select List, Final List and Final Debate before Preferential Ballot). If there is only 1 nominee on the Final List, the debating points will be reduced to 2 since there will be no Final Debate before Preferential Ballot.
- 2.8 Clause 26 of the 1982 Ordinance sets the following limits on speeches, subject to extension by the Synod -

	<i>Select List</i>	<i>Final List</i>	<i>Final Debate</i>
Proposer	15 minutes	10 minutes	5 minutes
Others	5 minutes	5 minutes	5 minutes

Where a motion is moved and any other member (except the seconder) speaks in respect of the motion, the proposer has a right of reply after all other speeches have been made in respect of the motion.

Returning Officers

- 2.9 Mr Ken Bowden and Mr Andrew Sillar will be the Returning Officers.

Meals

- 2.10 There are numerous small cafes not far away from the Wesley Theatre where members of Synod can buy meals and coffee etc at reasonable prices.

Public Gallery

- 2.11 There will be a public gallery until the end of the Presidential address on 4 June. From that time, the Synod will not be open to the public.

Photographs and Press Releases

- 2.12 The President, under business rule 6.6 and through the Chief Executive Officer of Anglican Media, will arrange for photographs to be taken at appropriate times during the Synod session. No other photographs are permitted.
- 2.13 The Chief Executive Officer of Anglican Media, with the approval of the President, will arrange for press releases to be made at appropriate times, including -
- a list of the nominees with 1 or 2 lines of explanation about each, the amount of the explanation to be the same for each nominee, and
 - at the Select List and Final List stages, a list of the remaining nominees, and
 - after the Synod agrees to invite a person to become Archbishop of Sydney.

3. Major Stages of the Appointment

- 3.1 There are up to 5 major stages in the appointment of the next Archbishop -
- Stage 1 - Nominations
 - Stage 2 - Select List
 - Stage 3 - Final List
 - Stage 4 - Final Choice of a Nominee
 - Stage 5 - Offer, Acceptance, Declaration of Election etc

Stage 1 - Nominations

- 3.2 See clauses 7 and 8 of the 1982 Ordinance and item 7 of this circular.
- 3.3 Any 2 or more members of Synod can nominate any duly qualified person for the office of Archbishop of Sydney. However a duly qualified person will be taken not to have been nominated unless one or more nominations signed by not less than 20 members of the Synod are received under clause 7(2) of the 1982 Ordinance.
- 3.4 Under clause 7(2) of the 1982 Ordinance a nomination must -
- (a) be in writing, and
 - (b) be signed by the nominators, and
 - (c) specify the address for service of notices on the nominators and the address for service of notices on the nominee, and
 - (d) be given to Mr Mark Payne, Diocesan Secretary, 2nd Floor St Andrew's House, Sydney Square 2000 no later than **Monday 30 April 2001**.
- 3.5 A nomination form accompanies these papers, although any document which complies with clauses 7(1) and 7(2) of the 1982 Ordinance is in order.
- 3.6 Upon a duly qualified person being nominated, the Diocesan Secretary will contact the nominee advising of his nomination. The nominee then has 14 days within which he may withdraw. If the nominee withdraws, he will be taken not to have been nominated.
- 3.7 A list of nominees will be sent to Synod members by **Wednesday 23 May 2001**. The names of the nominees will be in alphabetical order on the list and will show, for each nominee, the names of each of the nominators.
- 3.8 There is an unwritten convention that a member of the Synod who is nominated will not attend when the nomination is discussed.
- 3.9 Under clause 9 of the 1982 Ordinance the nominators of a nominee are to determine among themselves in relation to each stage who will propose and second a nomination at that stage and who will otherwise speak in favour of the nomination at that stage. The Secretaries are to be advised of such determinations within sufficient time to enable the name of the proposer and seconder to be included in the appropriate day's business paper. If the nominators are unable to make such a determination, the President is to select, from among those nominators, the proposer and seconder of the nomination in respect of that stage.

- 3.10 The question of who is a “duly qualified person” to be nominated is for the good sense of the Synod. A person who is not a priest will need to be so ordained and to be consecrated as a bishop before “taking his seat in the Cathedral” and commencing office. If a priest is chosen, the person will need to be consecrated as a bishop. If a bishop is chosen, the matter of “taking his seat in the Cathedral” is all that is required.

Stage 2 - Select List

- 3.11 See clauses 15 and 15A of the 1982 Ordinance. This stage is expected to start on 4 June.
- 3.12 The list of nominations is to be reduced to a Select List. Each nominee is to be proposed and seconded in the order of the list of nominees. If someone speaks against the proposal it can be debated. At the end of the debate the proposer has a right of reply before consideration of the next nominee commences. If no one wants to speak against the proposal, consideration of the next nominee commences.
- 3.13 After consideration of the last nominee has been concluded the President will, unless the Synod otherwise determines, put the following motion to the Synod in respect of each nominee -
- “That the name of (A.B.) be placed upon the Select List.”.
- 3.14 Voting on each of the motions is taken simultaneously by a secret ballot in each order with the lay members voting first. The President must announce all the results.
- 3.15 For the name of a nominee to be placed on the Select List, a majority of either order (lay or clergy) then present and voting must vote in favour of the motion in respect of the nominee.
- 3.16 The President is to determine by lot the order of the names placed on the Select List and announce that order.

Stage 3 - Final List

- 3.17 See clauses 16 to 23 of the 1982 Ordinance.
- 3.18 Next, the Select List is to be reduced to the Final List. This can follow the Select List stage on 4 June, but may be on 5 June. Each nominee is again proposed, seconded and may be debated. If debated, the proposer has the right of reply. Then consideration of the next name on the Select List commences.
- 3.19 After consideration of the last name on the Select List has been concluded, the President will, unless the Synod otherwise determines, put the following motion to the Synod in respect of each nominee -
- “That the name of (A.B.) be placed upon the Final List.”.
- 3.20 Voting on each of the motions is taken simultaneously by a secret ballot in each order with the lay members voting first.
- 3.21 For a name to be placed on the Final List at the “first time of asking”, a majority of each order of the members of Synod then present and voting must vote in favour of the motion in respect of that name.

- 3.22 Where there were 3 or more nominees on the Select List but less than 3 names on the Final List, the names of those who missed will be again voted on without further debate. At this "second time of asking", if a majority of both orders of the members then present and voting vote in favour of a nominee, the name of that nominee is placed on the Final List.
- 3.23 The voting is by secret ballot. The President must announce all the results.
- 3.24 Where there are more than 3 nominees on the Final List the Synod must have several ballots to reduce the Final List one name at a time to 3 names. Both orders vote at the same time during these ballots.
- 3.25 At last there will be 1 name on the Final List or a Final List with 2 or 3 names. If there are 2 or 3 names, the President is to determine by lot the order of the names on the Final List and announce that order.

Stage 4 - Final Choice of a Nominee

- 3.26 See clauses 24 to 33 of the 1982 Ordinance.
- 3.27 This stage may immediately follow the Final List stage if there is only 1 nominee. In this case the President will put the following motion -
- "That (A.B.) be invited to be Archbishop of Sydney".
- 3.28 A majority of both orders of the members then present and voting is required for the motion to carry. A vote on the motion is to be by show of hands, the lay members voting first. If the motion is carried the President will declare (A.B.) duly elected to the office of Archbishop.
- 3.29 If there are 2 or 3 names on the Final List there will be a further round of proposing and seconding. After all the nominees are proposed and seconded, debate follows. Proposers have a right of reply.
- 3.30 Then the Synod must adjourn to the next or another day for a preferential ballot. A majority of 1st preferences is required in both orders of the members present and voting before a nominee is declared "elected".
- 3.31 Special rules requiring a further ballot or ballots or providing for the distribution of votes apply if a nominee does not obtain a majority of 1st preferences from the initial preferential ballot.
- 3.32 Should there still be no clear result, the Synod must adjourn to the next or another day to consider a series of options (clause 33 of the 1982 Ordinance) which enable the Synod to have another ballot or return to one of several earlier stages.

Stage 5 - Offer, Acceptance, Declaration of Election etc

- 3.33 See clauses 34 to 41 of the 1982 Ordinance.
- 3.34 In effect, the "election" is a decision to offer the office of Archbishop of Sydney to the person selected. The offer can be conveyed immediately if the nominee is close by, but otherwise may take some time. The terms and conditions of appointment are conveyed at the same time.

- 3.35 If the offer is accepted by a person who is already a bishop, the person becomes Archbishop upon “taking his seat in the Cathedral”. In the past this has been at a service in the Cathedral.
- 3.36 If the offer is accepted by a person who is not a bishop, after proving the “canonical fitness” of that person, arrangements must be made for his consecration as a bishop before he can take his seat in the Cathedral.
- 3.37 The President must cause the “election” to be declared in the Cathedral.
- 3.38 If the person selected declines the offer, or if the election fails for any other cause not dealt with in the 1982 Ordinance, the whole procedure must start again.

4. Role of the Archbishop

- 4.1 The Archbishop of Sydney is an ordained minister of the Word and Sacraments who has been consecrated as a bishop and elected by the Synod. According to the Ordinal the central ministerial functions of a bishop are to instruct and teach, to correct false doctrine, to live a life that is an example to others, to maintain order, to ordain, to confirm baptised persons and to assist the poor and needy. He is the "guardian of the spiritualities" and he is sometimes called the "Ordinary", meaning one who has jurisdiction in ecclesiastical matters within a diocese.
- 4.2 Under various church laws the Archbishop may perform a number of functions, such as appointing or licensing clergy to minister in parochial units and chaplaincies, licensing and consecrating churches, visiting and correcting the clergy, appointing a registrar, a chancellor and other office holders, authorising lay ministry, etc. All licensed clergy undertake to adhere to the doctrine of our Church, to use the prescribed forms of service and to obey the Archbishop in all legal and honest demands. The Archbishop is responsible for maintaining order in this connection.
- 4.3 The Archbishop is a member ex-officio of more than 30 diocesan organisations and appoints persons as members of many organisations. He is the President of the Synod and its Standing Committee, and of the Provincial Synod and its Standing Committee, and no ordinance passed by the Synod or its Standing Committee is valid unless it receives his assent within 1 month of being passed. By agreement, he is the President of a number of organisations which do not have any constitutional link with the Synod of the Diocese or its Standing Committee.
- 4.4 As Metropolitan of the Province of New South Wales, the Archbishop is responsible for summoning meetings of the Provincial Synod and its Standing Committee. He has a pastoral relationship with the other bishops in the Province and has primary responsibility for the consecration of a bishop for a diocese within the Province.

5. Terms and Conditions of Appointment

Archbishop's Stipend Etc

- 5.1 Under the Endowment of the See Ordinance 1977, the Standing Committee determines the stipend and emoluments of the Archbishop with the Archbishop's approval.
- 5.2 The Standing Committee has appointed a committee to review the level of stipend as to its appropriateness for the tasks and duties of the Archbishop. This committee is to report back to the meeting of the Standing Committee on 30 April 2001.
- 5.3 So far as the other components of the package are concerned the Standing Committee has determined that the following will be offered to the next Archbishop -

Superannuation: Membership in the Sydney Diocesan Superannuation Fund.

Motor Vehicles: A fully serviced motor vehicle for the Archbishop and a fully serviced 4 cylinder motor vehicle for his wife should the Archbishop's wife exercise a ministry complementary to that of the Archbishop.

Travelling Expenses: To be reimbursed as necessary for intrastate, interstate and overseas travel on official business.

Representation Expenses: Entertainment, conference fees, and other representation expenses incurred in the performance of duty to be reimbursed.

Residence: A house, which could be the present Bishops Court, suitable (or capable of being made suitable) for the Archbishop and his family, to be approved by the Standing Committee after consultation between the next Archbishop and the Property Trust.

Office Services: Provided within the Archbishop's Registry in St Andrew's House.

Annual Leave and Long Service Leave: Provided in accordance with the Annual Leave Ordinance 1983 and the Long Service Leave Canon 1992.

Endowment of the See

- 5.4 The Endowment of the See is held by the Property Trust upon the following trusts -
- “(a) To pay the stipend of the Archbishop of Sydney, the expenses in relation to his official residence and travelling, secretarial and other expenses in respect of his office;
 - (b) During the absence of the Archbishop or during any vacancy in the See to pay:
 - (i) an allowance to his Commissary or the Administrator of the Diocese for the time being;
 - (ii) the expenses incurred in the discharge of episcopal functions within the Diocese;
 - (iii) the expenses incurred on filling up the vacancy of the See;
 - (iv) travelling and other expenses and allowances to the incoming Archbishop.
 - (c) Subject as aforesaid to pay such other amounts in connection with the Diocese for such purpose as may from time to time be determined.

- (d) Subject as aforesaid to pay such other amounts not exceeding \$10,000 in the year 1984 and in each subsequent calendar year or such greater amount per annum as may be determined from time to time by resolution of the Standing Committee on or towards such purposes of the Anglican Church of Australia in the Diocese of Sydney as may from time to time be specified by the Archbishop.
- (e) Subject as aforesaid to pay such amounts for such purposes of the Diocese beyond the Diocese as may be determined by resolution of Synod or by ordinance of Standing Committee but only insofar as those purposes include the provision of a capital sum to endow the see of another diocese.

The amounts to be paid pursuant to paragraphs (a), (b) and (c) shall be such as are from time to time determined and the Archbishop approved of by the Standing Committee and in the case of payments made under paragraphs (a) and (c) approved by the Archbishop and in the case of payments made under paragraph (b) approved by the Archbishop or his Commissary or Administrator as the case may be."

- 5.5 The following summary of the accounts for 1999 and 2000 gives some idea of the Endowment.

Balance Sheet summary	<i>\$m's</i> 1999	<i>\$m's</i> 2000
Fixed Assets (mainly Residences) ¹	18.8	24.0
Investments	39.8	38.7
Current Assets	<u>3.3</u>	<u>3.2</u>
	61.9	65.9
Less Liabilities	<u>0.3</u>	<u>0.3</u>
	<u>61.6</u>	<u>65.6</u>

¹ Increase in value due to revaluation

Income and Expenditure summary	<i>\$m's</i> 1999	<i>\$m's</i> 2000
Income	2.8	3.1
Less Expenditure	<u>2.6</u>	<u>2.8</u>
Operating Surplus	0.2	0.3
Less grants/transfer to reserves	<u>0.17</u>	<u>0.04</u>
Net Surplus (Deficit)	<u>0.03</u>	<u>0.26</u>

- 5.6 The accounts of the Endowment of the See are tabled at Synod sessions: the Property Trust is the trustee.

See Finance and Information Canon 1966

- 5.7 Within 2 months from the occurrence of the vacancy in the See the Administrator is to commission a report on the assets which comprise the Endowment of the See. This report must include -
- (a) a balance sheet and income and expenditure accounts for each of the 3 years immediately preceding the vacancy;

- (b) a description of the condition of the proposed residence and the related outgoings; and
 - (c) any other matters which the investigator thinks should be included.
- 5.8 The audit of the 2000 accounts and the report required by the 1966 Canon are to be completed before 19 May 2001. The Administrator has asked Mr Rodney Dredge to do the report. The Administrator is to send a copy of the report to the person appointed as Archbishop.

6. Plan of the Wesley Theatre

7. Archbishop's Appointment Synod 2001
Nomination Form

To - Mr Mark Payne
Diocesan Secretary
Anglican Church Diocese of Sydney
Level 2
St Andrew's House
SYDNEY SQUARE NSW 2000

We hereby nominate

of

(the "nominee") for the office of Archbishop of the See of Sydney.

The address for service of notices on the nominee is

.....

First
Nominator:
(sign)

Second
Nominator:
(sign)

Name:
(please print)

Name:
(please print)

Parish/Other*:

Parish/Other*:

The address for service of notices on the nominators is

.....

Date:

* *If not a parish representative, specify the Part of the Synod Membership Ordinance 1995 under which the nominator is a member of the Synod.*