

**CONVENING CIRCULAR**

*for a meeting of*  
**THE 2<sup>nd</sup> SESSION OF THE**  
**THE 135<sup>th</sup> SYNOD OF THE DIOCESE OF NIAGARA**



**Synod Session**

**SATURDAY, MARCH 13, 2010**  
**Christ's Church Cathedral**  
**252 James St. N.**  
**Hamilton, Ontario**

**Registration Begins at 8:00 a.m.**  
**in Myler Hall**

**2nd Session of the 135th Synod of the Diocese of Niagara  
Saturday, March 13, 2010**

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March 2010

## **Welcome to the Special 2<sup>nd</sup> Session of the 135<sup>th</sup> Synod of the Diocese of Niagara**

Synod is being held at Christ's Church Cathedral, Hamilton, on Saturday, March 13, 2010.

The first thing that you will notice is that this will be a lean and green Synod. We are making every effort to spend only what is needed to facilitate this meeting. Enclosed in this mailing you will receive only the important registration card that **must be presented** and exchanged for a voting card on Saturday. The Convening Circular will be posted online at [www.niagara.anglican.ca](http://www.niagara.anglican.ca) for download. If you do not have access to the internet, please contact your parish and have them download and print the information for you. We are also asking that you bring your own name tag, this will be a wonderful opportunity to show off what your parish does with name tags! There will be coffee provided upon arrival and at the morning break, we hope to finish before lunch.

This Synod will be of critical importance for you and the life of the Diocese. **There will be a new Bishop's Charge, expect the Bishop to give us an overview of the state of the Diocese regarding next steps for the Vision and the need for the position that is requested in the Budget,** there will be a Job Description for this position in your online convening circular. At Synod there will be important reports from the **Vision Petal Team Leaders, The Governance Task Force and the Bishop's Financial Task Force** (please refer to your agenda). These will be critical updates for the whole Synod on the important work that is going on now in the life of the Diocese. **Finally we will have the motion regarding all parishes paying their payroll responsibilities by Pre-authorized Payment to the Synod.** This motion was first on the Agenda of Synod in November 2008, it was deferred at each subsequent Synod, but given the financial issues facing the Synod, will now be before this Synod for debate.

### **Expenses of Synod**

Fees for the 2<sup>nd</sup> Session of Synod are \$15 per Member of Synod, clerical or lay, to cover costs incurred. Parishes will be invoiced for the number of Synod delegates to which they are entitled.

Observers are welcome and the \$15 per delegate fee to defray costs of Synod will also be charged to the parish for any observer attending. Please inform Karen Nowicki at 905-527-1316 ext. 380 or by email to [karen.nowicki@niagara.anglican.ca](mailto:karen.nowicki@niagara.anglican.ca) of the names of any observers planning to attend **by Tuesday, March 9, 2010 – Observers must register.**

**\*\*Please note\*\***

**This is the second session of the 135<sup>th</sup> Synod of the Diocese of Niagara, the first session was held on November 20<sup>th</sup> and 21<sup>st</sup>, 2009. If you attended the session in November 2009, you are the voting Member of Synod on Saturday, March 13<sup>th</sup>.**

**Alternate Delegates**

If a parish's alternate lay delegate is replacing a regular lay delegate at the 2<sup>nd</sup> Session of Synod, please notify Karen Nowicki, **no later than Wednesday, March 10<sup>th</sup>**. She can be reached at 905-527-1316 ext. 380 or via email to karen.nowicki@niagara.anglican.ca. Only those delegates so listed as being elected alternates at the 2009 annual vestry and whose name is on record at the Synod Office will be eligible to take the place of a regular voting delegate.

**Parking** in the Cathedral lot is quite limited and we **encourage you to car pool**. Synod delegates may park in the St. Mary/Jamesville Community Centre parking lot, located one block west of the Cathedral. When travelling northbound on James Street, turn left (west) onto Colbourne Street (Shoppers Drug Mart on corner), go past the stop sign, and turn into the lot on your left hand side. Cars may also park in an orderly manner on the tarmacked playground area on the other side of the fence from the parking lot (preferably near the building and away from the children's climbing equipment).

If you have any question, please do not hesitate to contact Karen Nowicki, Administrative Assistant to the Secretary of Synod at 905-527-1316 ext. 380 or via email to karen.nowicki@niagara.anglican.ca

Looking forward to seeing you at this critical Synod and thank you for your leadership in the work of God's Church in our Diocese of Niagara.

Faithfully,  
The Venerable Dr. Rick Jones  
Secretary of Synod

**FORMAT OF A MOTION**

WHEREAS - reason for the motion

WHEREAS - another reason

etc.

It is therefore moved by \_\_\_\_\_

and seconded by \_\_\_\_\_

that \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**FORMAT OF A RESOLUTION**

WHEREAS - reason for the resolution

WHEREAS - another reason

etc.

It is therefore resolved that \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Move by \_\_\_\_\_

Seconded by \_\_\_\_\_

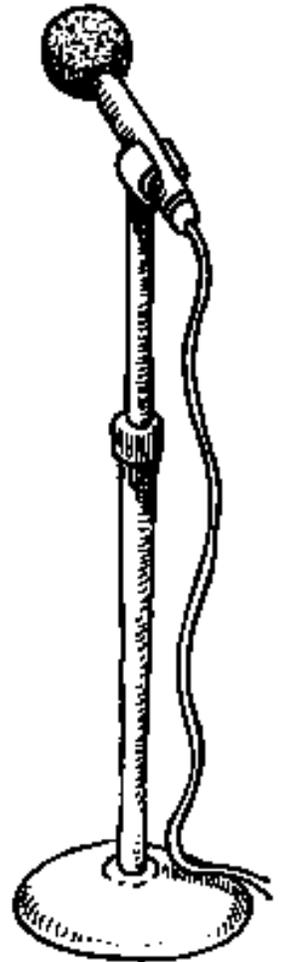
# How to Speak to a Motion

## ***Before you go to the microphone:***

- 1) Put your thoughts on paper and try to say something that hasn't already been said before or at least say it with a new twist.
- 2) Continue listening to the debate.
- 3) Consult with your table mates about ideas and thoughts. (but not too loudly, be considerate of the speaker)

## ***When you go to the microphone:***

- 4) Wait to be acknowledged by the chair.
- 5) Say your name, parish, community.
- 6) State if you are in support or against this motion.
- 7) State your thoughts as clearly as possible supporting your argument with fact or thought.
- 8) Finish with a thank you and return to your seat.
- 9) You make speak only once to each motion.



**AGENDA FOR THE 2<sup>nd</sup> SESSION OF THE  
135<sup>TH</sup> SYNOD OF THE DIOCESE OF NIAGARA  
SATURDAY, MARCH 13, 2010 IN HAMILTON**

<b>Saturday, March 13, 2010</b>		<b>Christ's Church Cathedral, Hamilton</b>
8:00	Synod Member's Registration	<i>Myler Hall</i>
9:00	Call to Order	<i>Christ's Church Cathedral</i>
9:05	Organizing Synod - Credentials Committee Report - Privileges of the House - Approval of Minutes of the 135 <sup>th</sup> 1st Session of Synod (November 2009) - Notices of Motion - Agenda/Resolutions Committee Report - Reception of All Reports - Election of 2010 - 2011 Synod Council Member - Announcements	<i>(Motion p. 2)</i>  <i>(Motion p. 2)</i>  <i>(Motion p. 2)</i>  <i>(Motion p. 2)</i>  <i>(Motion p. 2)</i>  <i>(Motion p. 2)</i>
9:15	Opening Worship	
9:30	Bishop's Charge	
9:50	2010 Proposed Budget	<i>(Motion p. 2)</i>
10:15	Break	
10:30	Vision Petal Leaders Presentation	
11:00	Governance	
11:10	Bishop's Financial Task Force Report	
11:20	Payroll Pre-Authorized Payment	<i>(Motion p.2)</i>
11:50	Bishop's Assent and Closing Remarks	
12:00	Bishop's Blessing Adjournment	

**2<sup>ND</sup> SESSION OF THE 135<sup>TH</sup> SYNOD OF THE DIOCESE OF NIAGARA**

**2009 SYNOD RESOLUTIONS/NOTICES OF MOTION**

Notice has been received from members that they will move, or cause to be moved, the following resolutions.

**1. Credentials Committee Report**

*MOTION: Canon Robert Welch/The Venerable Dr. Richard Jones*  
'that the report of the Credentials Committee be accepted.'

**2. Minutes of the 1<sup>st</sup> Session of the 2009 Synod**

*MOTION: The Reverend Ian Chadwick/Mrs. Carol Summers*  
'that the minutes of the 2009 session of the 135<sup>th</sup> Session of Synod, as found on pages 3 through 9 of the Convening Circular, be now approved.'

**3. Adoption of the Agenda**

*MOTION: The Venerable Dr. Richard Jones/Canon Robert Welch*  
'that the agenda as presented by the Agenda Committee be adopted.'

**5. Reception of All Reports**

*MOTION: The Venerable Dr. Richard Jones/Canon Robert Welch*  
'that all reports found in the Convening Circular and obtained at registration be received.'

**6. Synod Council Election**

*MOTION: Canon Robert Welch/The Venerable Dr. Richard Jones*  
'that this Synod elect Mr. Jake Hildebrandt as the Lincoln Regional Member of Synod Council for the 2010-2011 term.'

**7. 2010 Budget**

*MOTION: Mrs. Judy Conning/Mr. David Eccles*  
'that this Synod approve the 2010 proposed budget.'

**8. Payroll Pre-Authorized Payment**

*MOTION: The Venerable Michael Patterson/The Venerable Dr. Richard Jones*  
'that this Synod require mandatory participation in the payroll pre-authorized payment plan from all parishes and to authorize Archdeacons to intervene and assist those parishes that are unable to participate in this plan commencing June 1, 2010.'



## PRIVILEGES OF THE HOUSE

Privileges of the House were extended to:

- Mr. Bryan Boles (Auditor)
- Dr. Holland Hendrix (Stewardship & Financial Development)
- Ms. Sue Carson (Green Parish Accreditation)
- Ms. Susan Curran (Green Parish Accreditation)
- Jose Zarate (PWRDF)
- Graham McCaffrey (PWRDF)
- Mrs. Doris M'Timkulu (Diocesan PWRDF Coordinator)
- The Reverend Dr. Gary Nicolosi (Keynote Speaker)
- Ms. Annie Kashamura Zawadi (Keynote Speaker)

## ELECTION OF SYNOD SECRETARIES

**MOTION: The Venerable Dr. Richard Jones/Canon Robert Welch  
THAT the Reverend Canon Ian Chadwick and Mrs. Carol Summers  
be the Honorary Secretaries of Synod at the sessions of this Synod.  
CARRIED.**

## MINUTES OF THE 2<sup>nd</sup> SESSION OF THE 2008 SYNOD

**MOTION: The Reverend Ian Chadwick/Mrs. Carol Summers  
THAT the minutes of the 2008 2<sup>nd</sup> session of the 134th Session of  
Synod, as found on pages 6 through 8 of this Convening Circular be  
now approved.  
CARRIED.**

## NOTICES OF MOTION

Canon Robert Welch advised members that motions could be found on pages 3 and 4 of the Convening Circular.

## REPORT OF THE AGENDA AND RESOLUTIONS COMMITTEE

Canon Robert Welch, Diocesan Chancellor, gave his report and outlined procedures. He referred to the agenda, printed on yellow paper and found at the front of the convening circular, page 1. Resolutions/Notices of Motions found on page 3 and 4 of the convening circular.

A mover and a seconder to a resolution or motion will be allowed a total of six minutes to speak. Speakers to a motion will be allowed two minutes each. A "warning" bell will be sounded when 20 seconds are remaining in the speaker's allotted time; and a bell will be sounded to indicate the end of the allotted time.

New motions not included with the Convening Circular package or handed out at registration are to be delivered to the Secretary of Synod as soon as possible and prior to 10:00 am. It will be determined when best to deal with new motions. Motions from the floor, which can be dealt with at this Synod session, will be presented on the screens.

## ADOPTION OF THE AGENDA

**MOTION: Canon Robert Welch/The Venerable Dr. Richard Jones  
THAT the agenda as presented by the Agenda Committee be  
adopted.  
CARRIED.**

## RECEPTION OF ALL REPORTS

**MOTION: Canon Robert Welch/The Venerable Dr. Richard Jones  
THAT all reports found in the Convening Circular and obtained at  
registration be received.  
CARRIED.**

DIOCESAN COURT

The Bishop announced his appointment of three lay and three clergy members of Synod to serve on the Diocesan Court:

Mrs. Susan Little, Mr. Ian Smith, Ms. Sharon White, The Reverend Suzanne Craven, The Reverend Canon Rob Park and The Venerable Peter Scott.

The Diocesan Chancellor is automatically a member of Diocesan Court.

ANNOUNCEMENTS

The Venerable Rick Jones made announcements. He outlined the voting process for General Synod. New Synod sponsor Plansmith Urban & Rural Land Use Planning was announced. The morning refreshment break sponsored by Lazier Hickey Lawyers; lunch sponsored by Plansmith and Pollard Windows and the afternoon refreshment break sponsored by Cassels Brock Lawyers

TRINITY COLLEGE CORPORATION

**MOTION: The Venerable Michael Patterson/  
The Venerable Dr. Richard Jones  
THAT the representatives from the Diocese of Niagara to the Corporation of Trinity College be the Reverend Canon Darcey Lazerte (clergy) for a term of two years. CARRIED.**

(Please note: Mr. Ross Gillett, Mrs. Margaret Reid, Mr. Robert Reid (lay) the Reverend Owen Ash and the Reverend Cheryl Fricker (clergy), are continuing members of the Corporation of Trinity College.)

SYNOD COUNCIL ELECTION (nominations sheet handout)

**MOTION: The Venerable Dr. Richard Jones/Canon Robert Welch  
THAT this Synod elect the regional members of Synod Council and alternate regional members for the 2010-2011 term, as outlined on the nominations sheet, found on page 107 of this Convening Circular. CARRIED.**

The regional slate is as follows:

Members to serve for 2010-2011:

Brock	The Reverend George Henry, Deacon; Mrs. Patricia Davis
Greater Wellington	Mr. Lloyd Hicks
Mohawk	The Reverend Canon Scott McNaughton
Trafalgar:	The Reverend Canon Susan Wells Ms. Connie Price
Undermount	Mr. Paul Clifford

Alternate members for 2010:

Trafalgar	Mr. Kirk Boyd
Undermount	Ms. Brenda Brownlee

CANONICAL CHANGES

**Canon 3.3(19) Discipline Part 5 - Principles and General Procedures to be Observed in Discipline Procedures**

**MOTION: Canon Robert Welch/The Venerable Dr. Richard Jones  
THAT Canon 3.3(19) be amended to read, 'No proceedings shall be taken in respect of an alleged offense under Section 7 (e) or (f) unless 6 months notice of intent to take proceedings have been given to the Bishop, priest or deacon against whom it is intended proceedings will be taken. CARRIED.**

## 2010 GENERAL SYNOD NOMINATIONS

Nominees were introduced.

**MOTION: Canon Robert Welch/The Venerable Dr. Richard Jones  
THAT General Synod Nominations for Lay members be closed.  
CARRIED.**

**MOTION: Canon Robert Welch/The Venerable Dr. Richard Jones  
THAT General Synod Nominations for Clergy members be closed.  
CARRIED.**

The Chancellor informed delegates that the ballot boxes for General Synod elections would be closed at 2:15 p.m. on Friday, November 20, 2009.

Synod worship began, followed by the Bishop's Charge.

### BREAK

The Venerable Dr. Rick Jones made announcements and acknowledged the contribution of Lazier Hickey Lawyers in sponsoring the morning break.

### STEWARDSHIP & FINANCIAL DEVELOPMENT

Mr. Jim Newman, Diocesan Stewardship Consultant introduced Dr. Holland Hendrix, Executive Director of Philanthropy Anglican Church of Canada. Holland Hendrix and Jim Newman both addressed Synod.

### GREEN PARISH ACCREDITATION PROGRAM

The Reverend Bill Mous, Ms. Sue Carson and Ms. Susan Curran were introduced. The Accreditation Program was unveiled and Certificates of Accreditation were presented to 5 parishes in the diocese.

### PROVINCIAL SYNOD PRESENTATION

Members of the Diocese of Niagara 2009 Provincial Synod delegation made a presentation on Provincial Synod held October 14 - 16, 2009, hosted by the Diocese of Moosonee.

### GRACE AND LUNCH

The Reverend Sue Channen, St. Philip's by the Lake, Grimsby said Grace and lunch was served at the delegate tables. Sponsors Pollard Windows and Plansmith were acknowledged for their contribution to the lunch.

### PWRDF

Doris M'Timkulu, Jose Zarate and Graham McCaffrey were introduced. They led in the Primate's World Relief & Development Fund (PWRDF) presentation.

Chancellor Rob Welch announced that the General Synod ballot boxes were closed.

### FINANCIAL ADVISORY COMMITTEE

### 2008 AUDITED FINANCIAL STATEMENTS

**MOTION: The Reverend Canon Darcey Lazerte/  
The Venerable Dr. Richard Jones  
THAT the audited financial statements for 2008, as found on pages  
38 through 49, be accepted. CARRIED.**

AUDITOR'S REPORT

**MOTION: The Reverend Canon Darcey Lazerte/  
The Venerable Dr. Richard Jones  
THAT the Auditor's Report, as found on page 37, be accepted.  
CARRIED.**

APPOINTMENT OF AUDITORS

**MOTION: The Reverend Canon Darcey Lazerte/  
The Venerable Dr. Richard Jones  
THAT KPMG be appointed as auditors for fiscal year 2009.  
CARRIED.**

BREAK

The Venerable Richard Jones made announcements and acknowledge Cassels Brock Lawyers as the sponsor for the afternoon break.

2010 PROPOSED BUDGET

The Reverend Canon Dr. Cathie Crawford Browning and Mr. David Eccles, Co-chairs of the Finance Budget Sub-Committee of the Financial Advisory Committee delivered a PowerPoint presentation on the Proposed 2010 Budget.

**MOTION: The Reverend Canon Darcey Lazerte/  
The Venerable Dr. Richard Jones  
THAT this Synod approve the 2010 proposed budget.**

**MOTION TO AMEND: Mr. David Eccles/**

**The Reverend Canon Dr. Cathie Crawford Browning  
THAT this Synod approve the following amendments to the 2010  
proposed budget:**

- **Interest on Trust Funds should read \$10,000, as found on Page 30**
  - **Executive Officer Staff expense should read \$91,992, as found on Page 30**
  - **Treasurer Staff expense should read \$45,000, as found on Page 31**
  - **Canterbury Hills Summer Camp Program should read \$60,000, as found on Page 33**
  - **This will result in a revised yearly operating surplus of \$2,729, as found on Page 35**
- CARRIED.**

**MOTION: The Reverend Stephen Murray/The Reverend Matthew Griffin  
THAT the 2010 Proposed Budget be tabled.**

**DEFEATED.**

**MOTION: Canon Robert Welch/The Venerable Michael Patterson  
THAT this Synod refers the proposed 2010 budget back to the  
Budget/Finance subcommittee for further review and to report back  
to a special session of Synod by March 31, 2010;  
AND  
THAT the DMM assessments for 2010 will remain as calculated  
using the current formula and that this Synod authorizes the  
finance department to meet ongoing expenditures for 2010 pending  
the approval of a 2010 budget.  
CARRIED.**

**PAYROLL PRE-AUTHORIZED PAYMENT**

**MOTION: The Venerable Michael Patterson/  
The Venerable Dr. Richard Jones  
THAT the Payroll Pre-Authorized Payment motion be withdrawn.  
CARRIED.**

**SYNOD COUNCIL**

**MOTION: The Venerable Dr. Richard Jones/Canon Robert Welch  
THAT the Synod Council Report, having been fully considered, be  
now finally approved, and that all the decisions, agreements and  
documents entered into and signed on Synod's behalf since the last  
session of Synod, be hereby ratified and confirmed.  
CARRIED.**

**OTHER BUSINESS**

No new business.

**GENERAL SYNOD ELECTION RESULTS**

Chancellor Rob Welch announced the results of the General Synod election.

**Delegates**

Venerable Dr. Michael Thompson  
Venerable Dr. Steve Hopkins  
Venerable Lynne Corfield  
Reverend Canon Dr. Sharyn Hall  
The Reverend Canon Robert Fead

Mrs. Susan Little  
Mrs. Carol Summers  
Mr. Ian Pratt  
Mr. Greg Laughton  
Ms. Janet Hope

**Youth Appointee**

Mr. Dean Sutton-Greenhalgh

**Alternate Delegates**

The Reverend Cheryl Fricker  
The Very Reverend Peter Wall  
The Venerable Michael Patterson  
The Reverend Sue-Ann Ward  
The Reverend Tom Vaughan

Mr. Wayne Barnes  
Mrs. Bonnie Harris  
Mr. Russell Kelk  
Mr. Michael Edwards  
Ms. Holly Lloyd

**Alternate Youth Appointee**

Ms. Stefanie Browning

**MOTION: Canon Robert Welch/The Venerable Dr. Richard Jones  
THAT the General Synod ballots be destroyed.  
CARRIED.**

The day ended with the closing prayer. Bishop Bird gave the Blessing.

**MOTION: Canon Robert Welch/The Venerable Dr. Richard Jones  
THAT Synod adjourn and reconvene at 9:30 a.m. on Saturday,  
November 21, 2009. CARRIED.**

**SATURDAY, NOVEMBER 21, 2009**  
**CHEDOKE HALL, HAMILTON CONVENTION CENTRE**

Synod reconvened on Saturday, November 21st for the Diocesan Celebration "Living the Vision". The keynote speakers for the day were The Reverend Dr. Gary Nicolosi and Ms. Annie Kashamura Zawadi. Greeters welcomed guests that began to arrive. They were directed to the different areas set up in the venue; Kids Zone, Jam Session, Transcendent Worship, Techie Table, "The Hub" Cafe. A Mega-Map was available for people to pin point where they came from, a Graffiti Wall was posted and participants were asked to creatively express their hopes, anxieties and dreams for our diocese, their parish and their faith, and there was a Speaker's Corner. The five petals of the Diocesan Vision were present: Continuous Culture of Innovation; Culture of Generous Stewardship; Prophetic Social Justice Making; Outstanding Leadership for Ministry; Life-changing Worship. There was a Ministry Marketplace with a diverse cross-section of people and parishes from across the Diocese who are 'Living the Vision'. The main stage featured entertainment from Lindsey Mills & Christian Ambiance, Liturgical dancers, Brian Hayman Jazz Band and the NYC band. The closing Eucharist was held at 1 pm with Bishop Michael Bird and The Reverend Dr. Gary Nicolosi preaching and music by the NYC band.

**BISHOP'S ASSENT**

Delegates were led in closing Eucharist.

Bishop Bird gave his assent to all actions of the Synod.

Bishop Michael Bird closed the session with the blessing and the 135<sup>th</sup> Synod of the Diocese of Niagara was prorogued at 3:00 p.m.

Respectfully submitted,  
The Venerable Dr. Richard Jones, Secretary of Synod  
Mrs. Karen Nowicki, Administrative Assistant to the Secretary of Synod  
Mrs. Carol Summers, Honorary Lay Secretary  
The Reverend Canon Ian Chadwick, Honorary Clerical Secretary

## **2010 PROPOSED DIOCESAN OPERATING BUDGET NOTES**

Based on discussions at the November 2009 Synod funding has been restored for University Chaplaincies and Outreach within the Diocese for this year. The Parish of St. George's, St. Catharines has generously taken on funding for Bethlehem Place as a Parish Outreach initiative.

In order to fund these changes some minor adjustments have been made to the expenditures.

These include:

- Reduction of Cathedral Place Building - Maintenance and Renovation costs to closer reflect prior costs.
- Removal of Contingency fund for Diocesan Operations, as it has not been used in recent years.
- An adjustment to the amount budgeted for transitional Deacons to closer reflect prior costs.
- A reduction of \$10,000 for Diocesan Mission and Ministry Grants.

The resulting changes produce a surplus of \$304 for 2010.

## 2010 PROPOSED DIOCESAN OPERATING BUDGET

Proposed Budget December 16, 2009

	<u>ACTUAL 2008</u>	<u>APPROVED BUDGET 2009</u>	<u>ACTUAL Y-T-DATE AUG. 31/09</u>	<u>PROPOSED BUDGET 2010</u>
<b>RECEIPTS</b>				
Diocesan Mission & Ministries	3,059,084	2,972,000	2,075,846	3,122,000
Less: Diocesan Mission & Ministries Grant				-140,000
Interest on Trust Funds	-122,780	37,500	1,468	10,000
Sundry	40,102	19,000	10,669	19,000
<b>TOTAL RECEIPTS</b>	<b>2,976,406</b>	<b>3,028,500</b>	<b>2,087,983</b>	<b>3,011,000</b>
<b>EXPENDITURES</b>				
<b>Episcopal Office:</b>				
<b>Staff:</b>				
Diocesan Bishop	105,260	105,276	70,181	105,276
One-Time Cost	17,033	0	0	0
Episcopal Assistance	0	0	0	0
Executive Officer	88,422	91,992	61,331	91,992
Secretary of Synod	10,424	10,740	7,158	10,740
Office Staff	94,861	97,974	65,138	97,974
Benefits/Pension	80,100	81,864	54,574	81,864
	396,100	387,846	258,382	387,846
<b>Expenses:</b>				
Episcopal Expenses/Discretionary	45,043	40,000	30,684	40,000
Synod Council Committees	3,575	10,000	1,700	5,000
	48,618	50,000	32,384	45,000
<b>Lambeth:</b>				
Core Budget	2,400	2,400	2,571	2,572
Funding Bursaries	2,381	2,381	2,571	2,572
Conference Fee	1,500	1,500	1,500	1,500
Travel Expenses	1,000	1,000	1,000	1,500
Additional Appeals	1,000	1,000	1,000	1,500
	8,281	8,281	8,642	9,644
	<b>452,999</b>	<b>446,127</b>	<b>299,408</b>	<b>442,490</b>
<b>Evangelism Officer</b>				
<b>Staff:</b>				
Director of Evangelism	7,262	0	0	0

Benefits/Pension	2,006	0	0	0
	<hr/>			
	<b>9,268</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Director of Human Resource**

**Staff:**

Director of Human Resources	21,244	0	0	0
Benefits/Pension	2,397	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
	<b>23,641</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Ministry Support Consultant****Staff:**

Ministry Support Consultant	0	0	0	17,000
Benefits/Pension	0	0	0	4,250
	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,250</b>

**Cemetery Consultant****Staff:**

Cemetery Consultant	0	0	0	12,000
Benefits/Pension	0	0	0	1,500
	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,500</b>

**Program Department****Staff:**

Program Consultants	83,805	86,328	57,546	86,328
Office Staff	45,856	47,232	31,487	47,232
Benefits/Pension	36,488	39,900	26,611	39,900
	<b>166,149</b>	<b>173,460</b>	<b>115,644</b>	<b>173,460</b>

**Stewardship & Financial Development Consultant****Staff:**

Consultant	29,350	0	863	30,000
Less: Consultant Grant				-30,000
Benefits & Pension	3,194	0	0	0
	<b>32,544</b>	<b>0</b>	<b>863</b>	<b>0</b>

**Pension Commitments:**

Pension Support - Retired Bishops	30,000	30,000	20,000	30,000
Louisa Parke Commitment	48,751	48,000	29,885	44,000
	<b>78,751</b>	<b>78,000</b>	<b>49,885</b>	<b>74,000</b>

**Administrative Support Functions:****Finance Staff:**

Treasurer	61,033	62,864	41,910	45,000
Office Staff	208,789	215,052	143,369	167,821
Benefits/Pension	66,092	73,128	47,758	60,744
	<b>335,914</b>	<b>351,044</b>	<b>233,037</b>	<b>273,565</b>

**Less: Service Fees**

Investment Fund Administration Transfer	57,082	55,000	27,363	55,000
Insurance Fund Administration Transfer	25,000	25,000	0	25,000
Administrative Fee - ACMF, Niagara	10,000	10,000	0	10,000
	<b>92,082</b>	<b>90,000</b>	<b>27,363</b>	<b>90,000</b>
	<b>243,832</b>	<b>261,044</b>	<b>205,674</b>	<b>183,565</b>

**Other Staff Costs:**

Additional Payroll	4,305	5,000	3,888	5,000
Wage Adjustment Prior Years	0	0	0	0
Wage Adjustment Current Year	0	0	0	0
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	<b>4,305</b>	<b>5,000</b>	<b>3,888</b>	<b>5,000</b>

**Diocesan Operations:**

Archives	10,134	10,000	4,054	10,250
Conferences/Travel	9,927	10,000	3,122	8,000
Personnel Transition and Severance	660,178	265,000	418,361	315,000
Parish Grants	0	0	0	150,000
Police Checks	770	1,200	119	1,200
Parish Interest/Other Expense	64,355	45,000	19,393	35,000
Parish Loan Reduction	0	115,010	0	115,010
Discretionary Ministry/Parish Support	5,000	0	0	0
Staff Expenses	19,152	15,000	8,053	12,000
Contingency	0	5,000	0	0
Interest Bank Operating Loan	45,854	52,000	21,187	45,000
Recovery Interest on Parish Receivables	0	-50,000	-23,470	-43,000
	<b>815,370</b>	<b>468,210</b>	<b>450,819</b>	<b>648,460</b>

**Administrative Expenses:**

Telephone	16,746	12,000	5,533	12,000
Web Site Support	35,939	35,000	17,821	35,000
Mailing	16,339	13,000	7,701	13,000
Office Supplies	11,698	12,500	5,447	12,500
Payroll System	5,350	5,500	3,608	5,500
Equipment Rentals	1,018	2,000	1,674	2,000
Equipment Service/Contracts	7,052	8,000	6,851	8,000
Equipment/Furniture Purchases	7,422	5,000	10,674	5,000
Computer Systems Support	6,793	5,000	4,520	5,000
Printing	3,166	5,000	1,211	5,000
Resources	1,857	3,000	2,546	3,000
Audit	14,175	14,175	0	16,500
Legal	30,717	14,000	782	14,000
Other Expenses	6,583	5,000	2,396	5,000
Bank Charges	8,459	8,000	4,883	8,800
	<b>173,314</b>	<b>147,175</b>	<b>75,647</b>	<b>150,300</b>

**Cathedral Place Building:**

Maintenance	46,300	65,000	29,954	55,000
Utilities	76,019	76,000	32,183	65,000
Insurance	47,607	49,000	47,545	49,000
Facility Rental Revenue	-1,456	-2,000	-4,970	-5,000
Day Care Facility Rental Revenue	-36,000	-36,000	-24,000	-36,000
Renovations/Major Repairs	20,344	55,000	23,671	40,000
Property/Cleaning/Reception	190,228	205,000	136,988	205,000
	<b>343,042</b>	<b>412,000</b>	<b>241,371</b>	<b>373,000</b>
HACCC Share (usage - 2009 & 2010)	85,729	50,000	33,333	50,000
Diocesan Share	257,313	362,000	208,038	323,000
HACCC Salary Assistance	42,501	0	0	0
Total Contribution	<b>299,814</b>	<b>362,000</b>	<b>208,038</b>	<b>323,000</b>

**Ministry of the Anglican Church Beyond Niagara:**

**General Synod:**

Apportionment	672,000	672,000	450,000	600,000
Delegate Fees	0	0	0	12,420
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	672,000	672,000	450,000	612,420

**Provincial Synod:**

Assessment	19,680	18,500	19,400	19,800
Delegate Fees	0	5,000	0	0
OPCOTE	10,000	10,000	8,400	10,000
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	29,680	33,500	27,800	29,800
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	<b>701,680</b>	<b>705,500</b>	<b>477,800</b>	<b>642,220</b>

**Youth Ministry****Program Administration And Support:**

General Program Expenses	531	1,000	1,940	1,000
Serverfest	241	400	0	400
Niagara Youth Conference	16,149	18,000	8,785	18,000
Spirit Quest	1,719	1,100	124	1,100
Youth Leadership Training Program	2,610	3,850	1,854	3,850
Youth Synod	3,469	1,600	1,228	1,600
Youth Members of Diocesan Synod Orientation	285	350	0	350
Junior Youth Connections	0	0	0	0
Youth Ministry Training Initiatives	100	1,000	481	1,000
Regional Youth Ministry	1,649	2,500	710	2,500
Youth Ministry Sunday	15	0	0	0
Youth Ministry Resources	349	1,000	41	1,000
Youth Ministry Committee & Resources	1,066	350	470	350
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	<b>28,183</b>	<b>31,150</b>	<b>15,633</b>	<b>31,150</b>

**Children's and Youth Ministry:**

Children's Ministry Advisory Committee	111	0	1,031	0
Children's Ministry Leadership Devel. & Res.	5,169	3,000	2,770	3,000
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	<b>5,280</b>	<b>3,000</b>	<b>3,801</b>	<b>3,000</b>

**Canterbury Hills Camp****Canterbury Hills:**

Summer Camp Program	95,000	95,000	60,000	60,000
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	<b>95,000</b>	<b>95,000</b>	<b>60,000</b>	<b>60,000</b>

**University Chaplaincies****Chaplaincy Programs on University Campuses:**

Brock	15,121	15,121	10,081	15,121
Guelph	22,568	22,568	15,045	22,568
McMaster	12,187	12,187	8,125	12,187
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	<b>49,876</b>	<b>49,876</b>	<b>33,251</b>	<b>49,876</b>

**Outreach Within The Diocese****The Homeless, The Hungry And Those In Need In Our Community:**

Missions to Seafarers	9,956	10,000	6,637	10,000
St. Matthew's House	27,475	27,475	18,317	27,475
Bethlehem Place	2,500	2,500	1,250	0
The Bridge Hamilton	5,000	5,000	5,000	5,000
Program Administration & Support	1,030	500	0	500
	<b>45,961</b>	<b>45,475</b>	<b>31,204</b>	<b>42,975</b>

**Outreach Outside The Diocese**

<b>Social Justice Advocacy:</b>	723	500	57	500
<b>2010 Justice Camp</b>	0	0	0	0
<b>Coordinating Outreach Ministries:</b>				
Program Administration and Support	400	500	0	500
	400	500	0	500

**Partnerships In Gospel Justice With Anglicans Around The Globe:**

Partners in Mission	5,458	6,000	2,730	6,000
Refugee Working Group	1,071	3,000	0	3,000
	6,529	9,000	2,730	9,000

**Parish Training And Support:**

PWRDF and PIM	0	500	556	500
Outreach Symposium/Other Training	164	500	0	500
	164	1,000	556	1,000
	<b>7,816</b>	<b>11,000</b>	<b>3,343</b>	<b>11,000</b>

**Canterbury Hills Support**

**Canterbury Hills:**

Parish Usage Support	1,940	0	0	0
Capital Costs	40,000	25,000	0	25,000
	<b>41,940</b>	<b>25,000</b>	<b>0</b>	<b>25,000</b>

**Nurturing Congregational Growth**

Resources for Parish Planning & Development	0	0	0	0
Mission Strategy & Planning	855	2,500	294	2,500
Congregational Support Coord. Team	800	1,200	-17	1,200
Training & Resources	0	0	-3,419	0

	1,655	3,700	-3,142	3,700
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**Regional Expenses:**

Brock	250	0	0	0
Greater Wellington	0	0	0	0
Lincoln	0	0	0	0
Mohawk	0	0	0	0
Trafalgar	0	0	0	0
Undermount	250	0	0	0

	500	0	0	0
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	<b>2,155</b>	<b>3,700</b>	<b>-3,142</b>	<b>3,700</b>
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**Clergy Development & Education**

Divinity Students	9,954	20,000	7,461	10,000
Ordinations	5,150	6,000	3,881	5,000
Parish Priesthood 101 (Transitional Deacons)	3,194	4,500	0	4,000
Niagara Continuing Education	3,851	5,500	5,999	5,500
Fresh Start	0	0	0	0
Committee Expenses	966	750	144	750

	<b>23,115</b>	<b>36,750</b>	<b>17,485</b>	<b>25,250</b>
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**Parish Leadership & Support**

Interim Ministries	4,162	5,000	200	5,000
Vocational Diaconate	3,933	3,000	-1,638	3,000
Archdeacons	6,438	7,500	3,125	9,000
Fresh Start	0	0	0	0
	<b>14,533</b>	<b>15,500</b>	<b>1,687</b>	<b>17,000</b>

**Clergy Leadership & Support**

Employee Assistance Program	15,244	15,000	8,930	15,000
Clergy/Licensed Lay Workers Conference	7,519	16,000	10,837	10,000
Clergy Days	0	1,500	0	1,500
Mentoring	228	0	95	0
Committee Expenses	0	0	0	0
Regional Deans	3,000	3,000	1,500	3,000
	<b>25,991</b>	<b>35,500</b>	<b>21,362</b>	<b>29,500</b>

**Stewardship & Financial Development**

Stewardship & Financial Development Exp.	4,120	5,000	3,802	5,000
	<b>4,120</b>	<b>5,000</b>	<b>3,802</b>	<b>5,000</b>

**Ministry of Local Outreach and Community Support:****Communications:**

Niagara Anglican News	<b>38,122</b>	<b>25,000</b>	<b>29,123</b>	<b>30,000</b>
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**TOTAL EXPENDITURES**

<b>3,383,759</b>	<b>3,028,467</b>	<b>2,105,215</b>	<b>3,010,696</b>
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**SURPLUS DEFICIT**

<b>-407,353</b>	<b>33</b>	<b>-17,232</b>	<b>304</b>
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## **Diocese of Niagara**

### **Profile for the Human Resources/Ministry Support Staff person**

#### **Benefits For Parishes: Supporting Excellence in Ministry**

- Assisting the Bishop in a time of transition in a parish by developing covenants to provide clarity of expectations when formulating a new partnership of ministry (see draft covenanting process paper)

#### **Developing a handbook for Parochial Teams**

- how to read a resume
- how to formulate appropriate questions for the interview
- prayers/opening worship for the interview
- setting up the space and providing hospitality
- note-taking and analysis of interview
- reflection and discernment of God's voice and leading of the Spirit
- Closing prayers
- Preparing for the arrival of a new incumbent

#### **Developing (and updating) a handbook for Wardens**

- What do we do when we have concerns for and/or about our rector?
- Safe and vulnerable people protocol
- Handling the Finances
- Building upkeep; decennial inspections; maintenance
- Role in the parish and Diocese
- Maintaining your Spirituality in the midst of leadership role
- Well-being for Wardens and surviving the leadership role
- Dealing with Conflict effectively and efficiently
- Health and safety in the parish
- Record keeping

#### **Parish Profiles**

- Work with parish consultants to create an environment of honesty and trust to develop a true picture of where they are with status quo/ with the Vision/ with excellence in ministry/ with Natural Church Development; what do they really want/ need? What are they prepared to give up and /or take on to get there? Where is God leading?
- Explore and develop together a parish profile that highlights where the Vision fits and where the work is needed; who is the right person to get us where we need to go?
- What are the challenges? What gifts and skills do we have in the parish? What gifts and skills do we need to complement and lead us on God's path?
- Develop and provide guidance for evaluations of parish priest and staff
- Provide Safe church and Screening in Faith leadership and guidance
- Provide Health and Safety training and parish audit and recording process
- Provide training and development in various related areas as needs arise
- Point person and liaison with other Diocesan consultants/experts to provide the parish with the leadership and guidance they need as requested

## **Benefits for the Diocese and Clergy Support**

### **Provide leadership and support for Candidates committee**

- provide support to the Bishop and Executive Officer with screening and initial meetings of prospects for ordination to orders
- participates in the process of candidates committee
- provides training for volunteers on candidates committee in interviewing techniques
- Assisting the Bishop and E.O. with follow up and process of Candidates Committee; tracking and keeping files of candidates in good order
- Provide training and support for parish internship

### **Provides leadership and support for Candidates for Ordination**

- Liaison with Chaplains to ordinands, provides support
- Maintains records and follow up
- coordinates conferences and retreats
- resume writing for ministry; interview preparation; reference checking

### **Develops and provides Post Ordination Training to promote Excellence in Ministry**

- Develops, provides or initiates a plethora of one day courses in topics such as Vision for Niagara; Dealing with conflict; Project Management 101; Dynamics of Growth; People Skills 101; Communication Skills 101; Preaching and Story Telling; Liturgy Alternatives 101 - how to 'play' with liturgy; dos and don'ts; Policies and Procedures in Niagara; Managing Change; Finances 101-reading financial statements and understanding the numbers; Stewardship 101; Outreach 101/ Social Justice 101; -PWRDF/ Poverty Initiatives/ Local outreach/ Refugees; Safe Church Training -who are the vulnerable in our midst?; Who is Who and What is What in Niagara; Working with and Developing Leaders in the Parish; Orientation to Diocesan resource Centre and Diocesan Resource staff and programs; National Church and its Role/ church polity; others per suggestions
- Provides training and support for Mentoring partnerships
- Revising and where necessary developing job descriptions for staff positions at Cathedral Place & Canterbury Hills; evaluations; maintaining records
- Assisting with Covenanting process in settled parishes where invited
- Assisting with personal issues in parishes; hiring, contracts, orientation, discipline, conflict resolution
- Provide support and training for Regional Deans and Archdeacons on matters relating to personnel issues and record keeping
- Orientation to the Diocese for new clergy or new to Niagara clergy
- Developing and providing policies and procedures manual; resources on website re church buildings and projects; memorials; safe church etc
- Working with Director of Interim Ministries to evaluate Fresh Start
- Provides support for clergy

### **Benefits for the Bishop and Executive Officer**

- Alleviate pressure of dealing with the daily needs to provide support to clergy in the field as it relates to HR and Ministry Support
- Reduce the workload (currently 80%) of the E.O as it relates to HR and provide him the time for future planning and development of the Vision
- Provide the Bishop with accurate and up to date information regarding his Clerics in the field to support his role as chief pastor
- Liaise with the Bishop to develop Letters of Agreement; Covenants; Job Descriptions; Evaluations; record keeping
- Alleviate the stress on the executive staff by providing hands on assistance, expertise in matters relating to HR
- Provide leadership and support for clergy days and conferences especially in regard to health and welfare for the clergy and staff of the Diocese
- Enable the Bishop and Executive Officer to have the time to be more available to be in the field working with and for the people

## **CORRECTIONS TO THE 2009 MEMBERS OF SYNOD LIST**

On page 116, under Canterbury Hills, Ancaster, should read The Reverend Canon David Linn.

On page 116, under St. John, Ancaster, please add The Reverend Matthew Griffin.

On page 116, under St. John, Ancaster, please add the name of the Regular Lay Delegate John Layfield.

On page 116, under St. John, Ancaster, please add the name of the Regular Lay Delegate Geoff Small.

On page 117, under St. James, Fergus, please change the name of the Regular Lay Delegate Helen Henderson to read Thelma Eastwood.

On page 117, under St. Alban, Grand Valley, please change the name of the Regular Lay Delegate Lynda Rumney to read Joan Richardson.

On page 117, under St. Philip-by-the-Lake, Grimsby, please change the name of the Regular Lay Delegate Peggy Robertson to read Laura Arseneau.

On page 118, under All Saints, Hagersville, please change the name of the Regular Lay Delegate Janis Lankaster to read Sandi Tobicoe.

On page 118, under Christ's Church Cathedral, Hamilton, please remove The Reverend Matthew Griffin.

On page 118, under Holy Trinity, Hamilton, please remove The Reverend Victoria Hedelius.

On page 118, under Holy Trinity, Hamilton, please add The Reverend Trevor Jones.

On page 119, under St. Luke, Hamilton, please remove The Reverend Matthew Griffin.

On page 119, under St. Luke, Hamilton, please add The Reverend Javier Arias.

On page 119, under St. Paul, Hamilton, please remove The Reverend Jodi Medicoff.

On page 119, under St. George, Lowville, should read The Reverend Canon Susan Wells.

On page 119, under St. George, Lowville, please change the name of the Regular Lay Delegate Carol Atkinson to read Diane Slack.

On page 120, under Church of the Epiphany, Oakville, please change the name of the Regular Lay Delegate Linda Shakespeare to read Sarah Thompson.

On page 120, under St. Jude, Oakville, please change the name of the Regular Lay Delegate Dan Tregunno to read Claire Wallace.

On page 120, under St. Jude, Oakville, please change the name of the Regular Lay Delegate Julianna Rock to read Robert Warren.

## **CORRECTIONS TO THE 2009 MEMBERS OF SYNOD LIST con't...**

On page 121, under St. Paul, Port Robinson, please remove The Reverend Keith Buckingham.

On page 121, under All Saints, Ridgeway, please remove The Reverend Robert Conway.

On page 121, under Church of the Transfiguration, St. Catharines, please remove The Reverend Canon Nissa Basbaum.

On page 122, under St. Columba, St. Catharines, please add The Reverend Keith Buckingham.

On page 122, under St. Thomas, St. Catharines, please remove The Reverend Elizabeth Huether.

On page 122, under St. Thomas, St. Catharines, please add The Reverend Canon Dr. Brian Ruttan.

On page 123, under Holy Trinity, Welland, please remove The Reverend John Ripley.

On page 123, under Holy Trinity, Welland, please add The Reverend William Alakas.

On page 124, under Synod Council Members who are not Parish Delegates, please remove Mitch Banks, Brian Grose and Susan Pulleyblank.

On page 124, under Synod Council Members who are not Parish Delegates, please add Mrs. Patricia Davis, St. James and St. Brendan the Navigator, Port Colborne, Brock Representative.

On page 124, under Synod Council Members who are not Parish Delegates, please add Ms. Connie Price, St. Matthew on-the-Plains, Burlington, Trafalgar Representative.

On page 124, under Synod Council Members who are not Parish Delegates, please change Mr. John Palmer from Lincoln Representative to read Bishop's Appointee.

On page 125, under Voting Members of the College of Deacons, please change The Reverend Richard Beaudoin, Deacon to read The Reverend Ronald Pincoe, Deacon.