

VOLUNTEER JOB DESCRIPTION FOR MEMBERS OF PROVINCIAL SYNOD

Nature of the Position: To participate in Provincial Synod of the Ecclesiastical Province of Ontario which is held on a triennial basis, and which takes place in various parts of the Province of Ontario.

Outline of Responsibilities:

- To represent the Diocese of Niagara, along with other clergy and lay people, at Provincial Synod.
- Some Provincial Synod delegates with specific areas of expertise serve on the Provincial Executive which meets occasionally between Provincial Synods. Issues that come before Provincial Synod range from matters referred to Provincial Synod by General Synod, the administration of the finances and trusts of Provincial Synod, ecclesiastical discipline and oversight of Episcopal ministries.
- Prepare for Synod by reading advance materials, attending advance meetings organized by the Diocese.

Skills and Experience:

- Delegates will be able to bring their knowledge of issues currently before the church, to think reflectively and to participate actively in issues before the Provincial House.
- An understanding of the range of Diocesan culture and values.
- An ability to absorb written and oral material and make decisions based on that material

Support, Supervision and Training:

- Most support is peer based. There is some preparation and orientation by the Diocesan Bishop and Secretary of Synod prior to the meeting of Synod.

Participation Group:

- A small number of clergy and lay people who are also Delegates to Provincial Synod from the Diocese of Niagara. Other Dioceses send a similar sample of Diocesan representatives.

Volunteer Screening Requirements:

- Signed declaration of agreement, screening through Parish Clergy

Length of Term:

- Nominations are sought for every Provincial Synod. There is a limitation of term based on participation in three successive Provincial Synods.

Benefits to the Volunteer:

- This is an opportunity to learn about and participate actively in issues before the wider church, beyond Niagara, and influence the future direction.

Risk Assessment Review

Risk	Description	Rating
Participant and Others	Other Adults	Medium
Setting	Hotel, Conference Center, Churches	Low
Activity	Participation in Business Meeting, Conference Activities	Low
Supervision	Peer	Low
Nature of Relationship	Limited term, non intensive	Low
Degree of Authority	Some authority	Medium
Physical Safety	Minimal Physical Risks	Low
Financial	No personal financial involvement or costs	Low
Privileged Information	Some possession of privileged information	Medium
Damaged Reputation	Some potential risk of damaged reputation	Low - Medium

Risk Assessment: Low

The risk for this ministry is primarily low, with some medium elements contextual to the nature of the ministry.