

SYNOD COUNCIL MEMBER JOB DESCRIPTION



Responsibilities:

- to prayerfully consider the matters that come before Synod Council
- to read minutes and background information provided
- to participate in up to ten meetings per year;
- to interpret decisions and actions of Synod Council to your ministry circles and the wider diocese
- to participate in the working groups, committees and business of Synod Council

Term of Office:

- Regional representatives - two years
- Vision, FAC, and Canterbury Hills representatives - one year (renewable)
- Bishop's Appointees - one year (renewable)
- Directors, Archdeacons and Office Holders – during the term of office

Time required:

- one meeting per month
- as much as three hours per month for reading and prayerful consideration

Support:

- orientation session to the work of Synod Council
- telephone and email access to the secretary of synod and other diocesan staff

Accountable to:

- the Bishop as chair of Synod Council

Participation Group

- Synod Council occasionally one or two young adults and may include vulnerable adults.

Screening Requirements and Limitations

- Members will receive an orientation to the diocesan Safe Church policy
- Confidentiality and safe church policy must be affirmed at the beginning of each term.

Benefits:

For you:

- an opportunity to help shape the missional direction of the diocese and participate in its governance
- an opportunity to learn more about diocesan life and to understand your own parish better
- an opportunity to learn new skills and for support in your own ministry
- an opportunity to meet people from other regions of the diocese

For your parish:

- better access to information about what's happening in the diocese
- a member with current knowledge of resources and approaches
- an enhanced pool of skills in the parish
- an opportunity to share your parish's learnings with others in the diocese

For the Diocese:

- better connections with the grassroots of the church
- increased cohesion in the diocese as people from different regions work together
- enhanced capacity to share the good work undertaken by our diocese

Risk Assessment Review

Risk	Description	Rating
Participant	Adults	Low
Setting	Virtual and In-Person Public Meetings	Low
Activity	Governance	Low
Supervision	Always in Large Groups	Low
Nature of Relationship	Extends over time but term-limited	Low
Degree of Authority	Some Authority	Medium
Physical Safety	Minimal physical risks	Low
Financial	Financial oversight and approvals	Medium
Privileged Information	Some possession of privileged information	Medium
Overall Risk to Person	Potential risk of damaged reputation	Medium
Overall Risk to Diocese	Minimal risk	Low

Consensus of Risk Assessment = Medium