

To: all members of the diocesan synod

22 October 2021

Dear member,

Elections to boards, councils and committees

Congratulations on your election to Diocesan Synod, and many thanks for your willingness to serve the Diocese in this way.

I am writing to invite you to nominate candidates for election to the various boards, councils and committees, or to put yourself forward as a candidate. The contribution made by previous members of these bodies has been invaluable, and I am sure some of that expertise will continue to be available to the new bodies. But in addition, new blood, fresh ideas and a new perspective are always important if the Church as a whole, and this diocese in particular, is to rise to the challenges which face us.

Becoming a member of a board, council or committee is a valuable contribution to the Church and to the Diocese; full representation is also a great advantage to the work of these groups. We are particularly keen to see diverse representation on these bodies: lay and ordained; female and male; young and old. We encourage candidates from different ethnic and social backgrounds and those with disabilities for all bodies but particularly for the Bishop's Council which serves as the trustee body of the diocese. I would therefore urge you to give careful consideration to your nomination.

The boards, councils and committees

Elections to the following will take place this autumn:

- (a) Bishop's Council and standing committee of Diocesan Synod/DBF Finance Committee/Mission & Pastoral Committee
- (b) Operating Committee
- (c) Parsonages and Houses Committee (East)
- (d) Parsonages and Houses Committee (West)
- (e) Assets Committee
- (f) Mission and Pastoral Sub-Committee (East)
- (g) Mission and Pastoral Sub-Committee (West)
- (h) Council for Apostolic Life
- (i) Council for Promotion of the Common Good
- (j) Diocesan Overseas Council
- (k) Vacancy in See Committee

Please note that there will be no elections to the Diocesan Board of Patronage (whose members serve for 6 years, until 2024, rather than the usual 3) or to the Diocesan Board of Education, as the new

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The Chichester Diocesan Fund and Board of Finance (Incorporated) Charity No 243134

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Secretary: Gabrielle Higgins

Diocesan Boards of Education Measure 2021 extends the term of the current members until a new Scheme comes into force on 1 January 2023. Elections to the DBE will therefore take place next year under the new Scheme.

I attach an overview of the Boards, Councils and Committees. The full Committee Handbook can be found at <http://www.chichester.anglican.org/diocesan-synod/> in the Related Resources or a hard copy may be requested from Church House. The dates fixed so far for meetings in 2022 are also attached.

Those elected to the Bishop's Council serve as the trustees of the Diocesan Board of Finance (DBF). I attach a role description for being a trustee, and the declaration which all candidates will be asked to sign and these can also be found at <http://www.chichester.anglican.org/diocesan-synod/> in the Related Resources, along with a link to the Charity Commission booklet "The Essential Trustee".

Term of office

Those elected to boards, councils and committees will serve for a period of three years from 1 January 2022 until 31 December 2024.

Qualifications for candidates

Please see the table attached identifying the requirements for each committee.

Some candidates must be members of the new Diocesan Synod, and a list of members can be found at <http://www.chichester.anglican.org/diocesan-synod/> in the Related Resources. Alternatively, a hard copy may be requested from Church House. For some committees, a prescribed number of clergy and laity are to be elected. For some, candidates are elected by archdeaconry, one or two from each archdeaconry. For the Parsonages and Houses Committees and the Mission and Pastoral Sub-Committees, where there is one for the east and one for the west, the east covers the archdeacons of Hastings and Brighton & Lewes while the west covers the archdeacons of Chichester and Horsham.

Qualifications for proposers and seconders

All proposers and seconders must be members of the new Diocesan Synod.

In addition:

- For the Bishop's Council, Parsonages & Houses Committees, Mission & Pastoral Sub-Committees and the Diocesan Overseas Council, they must be a member of the same house (clergy or laity) as the candidate and live in the same archdeaconry.
- For the Vacancy in See Committee, they must be a member of the same house as the candidate but need not live in the same archdeaconry.

Procedure for nominations

Nominations must be made on the relevant form. I attach one copy of each type of form for you to kindly print. Alternatively, hard copies may be requested from annemarie.mizler@chichester.anglican.org. Forms may also be downloaded from <http://www.chichester.anglican.org/diocesan-synod/> in the Related Resources. Completed signed

nomination forms must reach me either by post, or scanned and emailed to anne-marie.mizler@chichester.anglican.org by **5pm on Friday 19 November 2021**.

I also attach two election questionnaires, one for candidates to the Bishop's Council and one for candidates to other committees. The completed questionnaires will be circulated to synod members to assist their decisions on how to vote if a ballot is required and candidates should therefore send completed questionnaires to me by the same deadline, **5pm on Friday 19 November 2021**. **Candidates will not be able to submit an election address.**

For the Bishop's Council, a summary of the skills of ex-officio members is attached to enable you to see the skills gaps. Please do consider if you, or someone else you know, would help strengthen the Council in the areas where gaps are shown.

Arrangement for a ballot

A ballot will take place only where the number of nominations exceeds the number of vacancies, and ballot papers will be issued no later than 26 November. The ballot will be by the first-past-the-post system, except for the Vacancy in See Committee, which will be by single transferable vote. The closing date for the return of ballot papers will be **5pm on Friday 17 December 2021**. The count will be conducted by members of Church House staff and will be held on Monday 20 December. Results will be announced and published on the diocesan website on the following Tuesday (21 December).

To save the costs of printing and postage this has been sent by email but hard copies are available on request from annemarie.mizler@chichester.anglican.org.

If you have any questions about the election process or the duties of committee members, please do not hesitate to contact me.

Yours faithfully

Gabrielle Higgins
Diocesan Secretary

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Overview of Boards, Councils and Committees

2022 meeting dates

Table of members to be elected and candidate qualifications

Nomination papers A, B, C and D

Election Questionnaire (for all committees except Bishop's Council)

Bishop's Council Election Questionnaire

Bishop's Council Skills Summary

Trustee Role Description and Trustee Declaration Form (for Bishop's Council candidates only)

**TIMETABLE FOR ELECTIONS TO THE
DIOCESAN SYNOD BOARDS, COUNCILS AND COMMITTEES**

Invitations to nominate sent out	Fri 22 October 2021
Closing date for nominations	5pm on Fri 19 November 2021
Ballot papers issued	No later than Fri 26 November 2021
Closing date for return of ballot papers	5pm on Fri 17 December 2021
Count of ballot papers	Mon 20 December 2021
Announcement of results	Tues 21 December 2021