



Media Guide

135th Session of the Synod of the Diocese of Ottawa
October 20-22, 2016

WELCOME

Welcome to the Diocese of Ottawa's Synod which begins with a Eucharist service at Christ Church Cathedral on Thursday evening at 7:00 p.m. and continues at the St. Elias Centre, 750 Ridgewood Ave., on Friday and Saturday. The Synod, which meets annually, brings together about 350 people from parishes and congregations of the Diocese to oversee all areas of diocesan life, including governance, finances, and programs.

The theme for this years Synod is **“Walking in your way towards justice and wholeness”**

Highlights and business of this Synod include the following:

- Bishop John H. Chapman will present his charge during the opening service.
- The keynote speaker will be the Rev. Norman Wesley, Incumbent of St. Thomas, Moosonee.
- The diocesan budget for 2017-2019 will be presented to Synod for its approval.

In this kit, you will find the following:

- an agenda for our Synod
- a glossary of Synod terms
- the Media Policy for our Synod
- a fact sheet
- Etiquette 101: How to address the clergy
- a media badge

Your presence at our Synod is welcome, and a table has been provided for your use inside the plenary hall. Please feel free to join us for refreshments and meals.

You are, however, reminded of the following:

- No interviews are to be conducted in the plenary hall.
- Recording devices are allowed at the discretion of the chair.
- You must wear your media badge at all times while attending this event.
- We ask photographers and TV cameramen to please remain in the area provided.
- TV cameras may be able to plug into the sound board.

Stephanie Boyd

Communications Officer

613-232-7124 x 245, stephanie-boyd@ottawa.anglican.ca

AGENDA

Synod 2016 Agenda
“Walking in your way towards justice and wholeness”

Thursday, October 20, 2016

Time	Activity	Location
7:00–9:00 p.m.	Synod Eucharist and Reception	Christ Church Cathedral

Friday, October 21, 2016

St. Elias Centre

Time	Activity	Location
7:15–9:00 a.m.	Registration	Registration Area
8:15–8:45 a.m.	New Member Orientation	Lower Hall
9:00–9:10 a.m.	Opening Prayers	Plenary Hall
	Interfaith greeting – Imam Samy	Plenary Hall
	Synod Announcements/Housekeeping/Opening Omnibus Motion	Plenary Hall
	The Rev. Norman Wesley, Incumbent of St. Thomas’s, Moose Factory	Plenary Hall
10:10–10:40 a.m.	Refreshments and Displays	Lower Hall
	Priority 1 Working Group (Part 1 of 3)	Plenary Hall
	Parish Ministry Committee	Plenary Hall
	Carleton Deanery	Plenary Hall
	Homelessness and Affordable Housing Working Group	Plenary Hall
12:05–1:05 p.m.	Lunch and Displays	Plenary Hall & Lower Hall
	Mid-day prayers (10) & Housekeeping	Plenary Hall
	Priority 1 Working Group (Part 2 of 3)	Plenary Hall
	Community Ministries	Plenary Hall
	Refugee Ministry Working Group	Plenary Hall
	Property & Finance Committee	Plenary Hall
	Nominations Report	Plenary Hall
2:55–3:15 p.m.	Refreshment Break	Plenary Lobby
	Priority 1 Working Group (Part 3 of 3)	Plenary Hall
	Environmental Subcommittee	Plenary Hall
	Budget	Plenary Hall
	Companion Diocese	Plenary Hall
	Cathedral Hill Foundation	Plenary Hall
	Debate of Motions	Plenary Hall
	Evening Prayer	Plenary Hall
5:15–6:15 p.m.	Fellowship, Cocktails, Pre-Dinner Gathering and Displays	Lower Hall
6:15–8:15 p.m.	Dinner & Entertainment (Barbershop Therapy)	Plenary Hall

Saturday, October 22, 2016

St. Elias Centre

Time	Activity	Location
8:30–8:40 a.m.	Morning Prayer	Plenary Hall
	The Rev. Norman Wesley, Incumbent of St. Thomas’s, Moose Factory	Plenary Hall
	Giving Hope: The Diocesan Annual Appeal	Plenary Hall
	PWRDF	Plenary Hall
10:00–10:30 a.m.	Refreshment Break and Displays	Lower Hall
	Special Advisor on Government Relations	Plenary Hall
	Rev. Canon Michele Staples – Anglican Military Ordinate	Plenary Hall
	All My Relations Working Group	Plenary Hall
	CLAY	Plenary Hall
	Rite of Reconciliation	Plenary Hall
12:00–1:00 p.m.	Lunch and Displays	Plenary Hall & Lower Hall
	Housekeeping	Plenary Hall
	Stewardship Café	Plenary Hall
	Communications (new diocesan website)	Plenary Hall
	General Synod Report	Plenary Hall
2:20–4:00 p.m.	Concluding Session: - Debate of Motions - Vote of Thanks - Announcements to Synod - Sending Rite	Plenary Hall

MEDIA POLICY FOR SYNOD 2016

1. For media attending the opening service at Christ Church Cathedral, please make your presence known to our Communications Officer, Stephanie Boyd, at the Sparks St. entrance to the Cathedral.
Media representatives covering the sessions at the St. Elias Centre must report to the registration table marked Media in the lobby of the St. Elias Centre or to the Synod Office, which is just off the same lobby.
Media representatives will be given an information package and must wear the badge identifying them as "Media".
2. A media relations contact person will be available during Synod to supply information and arrange interviews.
3. Representatives of the media may attend the plenary sessions at the discretion of the Chair. There will be a media table available and an area reserved for photographers and TV cameramen, who may be able to plug into the sound board (two connection available).
4. Requests prior to Synod will be forwarded to the Communication Officer, Stephanie Boyd, for the Diocese of Ottawa.

FACT SHEET

Synod Office:

71 Bronson Avenue
Ottawa, ON K1R 6G6
Telephone: 613-232-7124
Fax: 613-232-7088
Website: ottawa.anglican.ca

Officers and some Synod Office Staff:

The Bishop	The Right Reverend John H. Chapman
Dean of Ottawa	The Very Reverend Shane Parker
Executive Archdeacon	The Venerable David Selzer
Director of Financial Ministry	Sanjay Grover
Director of Mission	The Venerable Dr. Peter John Hobbs
Child, Youth and Adult Learning Facilitator	Leslie Giddings
Conference and Event Coordinator	Heidi Danson
Communications Officer	Stephanie Boyd
Refugee Ministry Officer	Joyce Couvrette
Stewardship Development Officer	Jane Scanlon
Chancellor	Robin MacKay
Vice-Chancellor	Sally Gomery
Synod Secretary (clerical)	The Reverend Dr. Robert Sears
Synod Secretary (lay)	Kim Chadsey

The Diocese:

The Diocese of Ottawa, centred in the national capital of Canada, straddles the Ottawa River and includes the eastern counties of Ontario and the western counties of Quebec.

The Diocese includes a mix of large urban and small rural farming and forestry communities, stretching from Cornwall to Hawkesbury in the east to beyond Mattawa in the west, and from Perth, Smiths Falls and Morrisburg in the South to beyond Maniwaki, Quebec, in the north.

It consists of more than 130 congregations or local churches in more than 80 parishes. For ease of communications, the parishes have been grouped into 10 regional Deaneries, each headed by an Archdeacon who is assisted by a Regional Dean.

The Diocese is part of the Ecclesiastical Province of Ontario (which also includes the dioceses of Niagara, Toronto, Ontario, Huron, Algoma, and Moosonee) in the Anglican Church of Canada.

GLOSSARY OF SYNOD

Synod: Synod is the regional convention or council of the clergy and people of the Diocese. It also refers to the legal name of the Diocese, The Incorporated Synod of the Diocese of Ottawa. In this alternative meaning, we refer to the central office of the Diocese as the Synod Office.

Synod Member or Synod Delegate: At its Vestry or annual general meeting, each parish elects a Synod member or members to share in the deliberations of the Synod. A member does not represent the concerns and issues of a particular parish, but rather is a member of the Body of Christ gathered at Synod under the guidance of the Holy Spirit to share the discussions and decisions of Synod as a whole.

Convening Circular and Synod Journal: The Convening Circular is the formal notice of the calling of Synod and the package of information of the proposed business. The Synod Journal is the formal record of the proceedings. In recent years, the Synod Circular becomes the Synod Journal following Synod.

Bishop: Bishops are elected by the Diocese or by the province, according to the particular canons of the diocese. A bishop almost always presides over a diocese and is sometimes called “the Diocesan”. The Canadian House of Bishops is a twice-yearly meeting of all bishops across Canada and makes recommendations to General Synod, the main decision-making body, on matters of church policy and nominates candidates for Primate. The Bishop of the Diocese of Ottawa is the Rt. Rev. John Holland Chapman.

Chair of Synod: The Canons, Bylaws and Regulations of the Diocese (the CBRs) state that the Bishop is to chair the meetings of the synod. The Bishop has the option, however, to appoint another person to act on his or her behalf.

The Dean: This is the title of the Rector of Christ Church Cathedral who is also the Dean of Ottawa. The Dean is the most senior priest in the Diocese and often acts on behalf of the Bishop, e.g. may chair Synod and acts in the Bishop's place when he or she is absent for an extended period of time. The Dean of Ottawa is the Very Rev. Shane Parker.

Secretaries of Synod: There are two Secretaries of Synod: a Lay Secretary, Kim Chadsey, elected by the Diocesan Council for a one-year renewable term, and a Clerical Secretary, the Rev. Dr. Robert Sears, appointed by the Bishop. They oversee the meeting of Synod and follow up the motions and initiatives arising from the meeting. They are also responsible for the work of the Diocesan Council which oversees the work of the Diocese between the annual meetings of Synod.

The Chancellor and Vice-Chancellor(s): Members of the legal profession appointed by the Bishop to advise Synod on legal, procedural, and other related matters. Robin MacKay is the Chancellor, and Sally Gomery is the Vice-Chancellor.

Canon: An ecclesiastical law or regulation of the diocese/province/national church or an honorary title conferred by a bishop on a priest or (if the canons of the diocese permit) on a lay member of the Church.

A Vote By Orders: Occasionally at the meeting of Synod, a vote is by orders or by houses, e.g. to pass a revision to a Canon of the Diocese or to elect a Bishop. We have the order or house of the laity and the order or house of the clergy. A vote by order usually is on a very weighty matter. For a motion to be passed, it must have a majority in each house. In the Provincial and General Synods there is a third order, the House of Bishops.

Archdeacon: Usually refers to a priest appointed by the Bishop to work with the clergy and people of a particular area of the Diocese known as a Deanery. The Diocese of Ottawa has ten Deaneries. Archdeacons assist the Bishop in a wide range of administrative and pastoral duties.

Regional Deans: Each Deanery of the Diocese has a Regional Dean to work with the Archdeacon in facilitating the pastoral and administrative work of the Deanery. The clergy — or Clerics — of the Deanery nominate a member of the clergy of that Deanery to the Bishop to appoint as the Regional Dean.

Archivist: The primary role of the office is the maintenance of all official acts of the Diocese which includes: the CBRs, records of all appointments of church officers and clergy, completed parish registers, etc.

Resolutions Committee: One of the committees appointed for the duration of the Synod is the Resolutions Committee. The primary role of the committee is to review all the notions brought to the Synod prior to their being discussed by the Synod. The committee ensures that a motion is clear, is within the Synod's jurisdiction, and will achieve what the mover and seconder of the motion intend.

ETIQUETTE 101

How to address the clergy

	Written	Salutation	Oral
Archbishop	The Most Rev.	Dear Archbishop...	Archbishop
Bishop	The Rt. Rev.	Dear Bishop...	Bishop
Dean	The Very Rev.	Dear Dean...	Dean
Archdeacon	The Venerable	Dear Archdeacon...	Archdeacon
Canon	Canon	Dear Canon...	Canon
Priest/Deacon	The Rev.	Dear Mr./Ms...	Mr./Ms.