

VOLUNTEER MINISTRY JOB DESCRIPTION

Position: Lay Delegate to Synod

Nature of the Position

The lay delegate to synod is a member of the parish elected at the annual vestry to represent the parish at the annual diocesan synod and to sit as a member on parish council. Should a parochial committee need to be formed to search for a new rector, this person is automatically a member. There are three lay delegates to synod, one of whom is a youth delegate.

Outline of Responsibilities

- Attend and participate in diocesan synod, usually once or twice per year.
- Prepare for synod by reading advance materials, attending advance meetings organized by the diocese and/or the parish.
- Report back to the parish regarding decisions taken at synod.
- Attend monthly parish council meetings, held during the evening, providing advice to the rector and wardens and leadership to the church community.
- As a member of the parish parochial committee responsible for advising the bishop on the appointment of a new rector, help to define the needs of the parish, interview prospective candidates and make a recommendation to the bishop.

Skills & Experience

- An understanding of the parish culture relating to a wide variety of issues.
- A desire and ability to provide leadership to the parish.
- An ability to absorb written and oral material and make decisions and to communicate effectively.
- A willingness to see parish council as a place to share information, provide advice and work towards consensus, rather than as a decision making body.
- As a member of the parochial committee, an ability to make critical decisions in a stressful situation.

Boundaries & Limitations

- Many of the roles and responsibilities for this position are governed by canon law.
- The delegate will want to make decisions within the context of the parish's ministry and core values.
- The delegate should model and uphold the written or understood code of conduct for respectful interaction between members of the parish.

Support, Supervision & Training

- Formally, the delegate is not under any supervision in terms of the delegate's authority to make decisions.
- On a practical level, the delegate seeks guidance from the priest, wardens, chair of parish council and chair of the parochial committee.
- Ideally, training would include an orientation on the role of synod, as well as the core values of the parish and any current issues it may be facing.

Participation Group

- Primarily adult, although there are also one youth delegate to synod.

Screening Requirements

- Nominated by two members of the parish
- Fulfillment of job description

Length of Term

- Elected for a two-year term; renewable.

Benefits to the Volunteer

- Opportunity to learn more about the parish and our connection to the diocese and to influence the future direction of both levels.
- Opportunity to get to know other members of the parish and to work as a team.
- Opportunity for increased development of leadership skills.

RISK ASSESSMENT REVIEW

Risk	Description	Rating
Participant	Mainly adults but also youth	High
Setting	Meeting rooms, halls	Low
Activity	Group Meetings	Low
Supervision	Always in Groups	Low
Nature of Relationship	Non-intensive and non-intimate	Low
Degree of Authority	Moderate Authority	Medium
Physical Safety	Rare physical risks	Low
Financial	Some financial involvement	Medium
Privileged Information	Occasional possession of confidential and/or sensitive information	Medium
Damaged Reputation	Low risk of damaged reputation	Low

RISK ASSESSMENT: MEDIUM

The risk for this ministry is predominately medium. The high-risk element (ministry with youth) is balanced by a number of low risk elements contextual to the nature of the ministry.

RISK MANAGEMENT REQUIRED

- Nomination by two members of the parish
- Affirms the Code of Conduct
- Agrees to uphold the job description