



6 November 2020

Dear friends,

I write to provide you with the details and to invite you to register for our meeting of the Synod of South Australia:

- ▶ **Thursday, 11 February to Saturday, 13th February 2021**
- ▶ **Adelaide West Uniting Church and Yarthu Apinthe** (312 Sir Donald Bradman Drive, Brooklyn Park)

MEMBERSHIP

You are receiving this email because you have been appointed by your presbytery or by a synod board or council to membership of the Synod meeting. If you have been sent this in error, please contact me as soon as possible.

COVID-19

Due to COVID-19, a number of aspects of our meeting will be adjusted or changed in order to meet government requirements and to keep us all safe. Please be understanding and appreciate the care and concern with which these changes are made.

▶ Keeping our meeting COVID-Safe

	If you have any symptoms (even if mild) please do not attend this event.		
	Practice good hygiene – wash your hands often with soap and running water, for at least 20 seconds. Dry them with paper towel or a hand dryer. Alternatively use alcohol based hand sanitiser.		Cover your nose and mouth with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow.
	Keep 1.5m distance from others wherever possible.		Avoid touching your eyes, nose or mouth.
	Avoid physical contact ; hugging, kissing, hand-shaking.		Download the COVIDSafe app

Our membership has been reduced for this meeting of the Synod. Visitors will not be able to attend, unless they have prior approval from the Business Committee, and are resourcing sessions of the Synod meeting. We will have a dedicated COVID Safe Marshal for our meeting to help us to appropriately manage our gathering.

In the unfortunate event where we find ourselves unable to meet in person (due to the tightening of restrictions) then our meeting will be held entirely online via Zoom. We will send you all the required information about this, should it become necessary.

REGISTRATION

All members attending are required to register online. Your registration will be finalised when you check in at the meeting and you will be issued with your name tag, lanyard and voting cards.

The information gathered from the online registration contributes to the effective management of the meeting, particularly with regard to catering and seating arrangements:

▶ Attendance

Members are expected to attend every session of the Synod meeting, unless a medical or other urgent matter prevents you from doing so. To be absent from any session of Synod without good cause is to dishonour those who have elected you and those with whom you gather.

▶ Check In

Due to contact tracing requirements you will be required to check in each morning of the meeting.

A one way entry/exit system will be in operation for check in purposes. Please enter via the double doors at the rear of the hall (near the playground).

Check in will be staggered due to the lower room density requirements in the hall compared to the auditorium. When you register, you will be asked to nominate an arrival timeslot (8:00-8:15; 8:15 – 8:30 or 8:30 – 8:45am). Once you enter the auditorium please remain in your seat.

CLOSURE OF THE ROLL

The Roll of the meeting will be closed at **11:30am on Thursday 11 February 2021**.

If you are not able to register by this time, please contact the Associate General Secretary, Rev Sue Page, to make arrangements to register at another time.

REPORTS AND PROPOSALS

All general meeting information and proposals to be addressed will be available for download from the meeting webpage: <https://sa.uca.org.au/about-us/synod-meetings/> and the Yapp App <https://my.yapp.us/SYNODSA>

If you are not able to download information from the Internet, please contact Rev Sue Page (assocgensec@sa.uca.org.au or **8236 4217**) to request that papers be mailed to you. Members are encouraged to regularly check the website for reports and other information relating to the meeting. If there are any questions arising from a report, please email or talk to the relevant person prior to the meeting.

The meeting will be conducted using the *Manual for Meetings* processes. These are located at: https://assembly.uca.org.au/images/stories/Regulations/Manual_for_meetings2015.pdf

Synod members may submit proposals for consideration by the Synod on any matter in the reports or the working papers, and on any matter that falls within Synod's responsibility.

► **New proposals are required to be submitted by no later than 5pm, 8 January 2021.**

New proposals should be sent to:

Rev Felicity Amery, gensec@sa.uca.org.au (or) GPO Box 2145, Adelaide SA 5001.

This is to:

- Encourage members to think well ahead of time about the proposals they want to bring to the meeting
- Allow the wording of proposals to be refined so that they can be dealt with in the best way at the meeting
- Allow members time to reflect on the proposals
- Enable a realistic agenda to be created giving adequate time to all aspects of the meeting.

If you wish to submit a proposal for consideration by Synod, please ensure that it is put in writing and includes the names of two (2) members of Synod, and has with it a paragraph of rationale.

Assistance in the structure and wording of new proposals will be offered so that the proposals can be dealt with as efficiently as possible by the meeting.

REPORT ELECTIVES

To encourage greater engagement, most reports will be delivered in smaller groups as electives during the meeting of the Synod. Each member is asked to choose up to six report electives to attend. Due to COVID-19 room density requirements you must nominate your preferences in the online registration to assist our planning for room allocation and you must attend the electives that you choose.

WORKING GROUPS

There will be times during our meeting when we will break into smaller working groups to discuss proposals. Members will be allocated randomly to these groups.

Working groups will be able to ask questions of the report author or proposer during their working group sessions live via the Yapp App Q&A tab <https://my.yapp.us/SYNODSA>

ELECTIONS FOR COUNCILS AND COMMITTEES

There are vacancies occurring on some Synod Committees, Councils or Boards. Some of these are filled by appointment and some are filled by a nomination/election process. With due attention to Synod Bylaws members of Synod are invited to submit nominations for vacant positions.

This year, nominations will close prior to the meeting of the Synod. The only committee that requires a nominee to be a member of the meeting of the Synod is Synod Standing Committee. For all other committees, non-members of the meeting of the Synod may be nominated. Please note, nominees must be confirmed members of the Uniting Church. Proposers and seconders must be members of the Synod meeting.

Nomination forms will be sent out at the end of November and will be received up to 5pm on Thursday 21 January 2021.

Parts of the Nomination form are required to be completed by the proposer or seconder as well as the nominee before being submitted. A photo of the nominee is required. Please note nomination forms will not be accepted without a photo. This is because we will be making nominee profiles available to members of Synod prior to our meeting so that members may prayerfully discern their voting.

Below is a preliminary list of vacancies to be filled by a nomination / election process.

Committee/Council	Vacancies to be filled	Term of membership	Category (if applicable)
Assembly	18	Attendance at the 16th Assembly 15- 19 July to be held in Queensland	Categories apply
Synod Standing Committee	5	24 months	Categories apply
Mission Leadership Development Board	2	36 months	Categories apply
Parkin Mission Parkin Trust Governors	2	36 months	One ordained and one lay person
Placements Committee Chairperson	1	12 months	
Moderator Nominating Committee	3	Until Moderator-elect is elected	Categories apply

Vacancies to be filled by appointment include 3 members of Stipends Committee; 2 members of Resources Board; 3 members of the Property Trust; 4 members of the Synod Committee for Counselling; 1 member of the Synod Committee for Discipline; 4 members of the Synod Ecumenical Relationships Committee; the Convenor of the Advisers Committee; 1 member of Synod Business Committee

► Conducting of ballots

The ballots will be conducted electronically via Survey Monkey. During the Synod meeting you will receive an email with a unique link to the surveys for these elections. Members only are entitled to participate in the ballot and only one vote is allowed per Synod member.

Each of the ballots will include instructions specific to that election and ballots will open and close at designated times.

Any questions about the process should be directed to Sue Page assocgensec@sa.uca.org.au

Votes will be counted by the Ballot team led by Chief Scrutineer, Mrs Anne Wilson.

CATERING

Tea/coffee will be provided upon arrival, as well as complimentary morning and afternoon teas. Members can bring their own meals or purchase them at food outlets in the local area. **The Adelaide West Uniting Church Catering Team will be providing lunch options on Thursday, Friday and Saturday and dinner options on Thursday and Friday night for \$10.00 per meal.** Can you please indicate your catering options on the Intention to Attend form, along with any dietary requirements. Meals can be paid for at the meeting.

WI-FI, POWER AND PARKING

Wi-Fi will be available.

Power will be available to connect and charge electronic devices.

Disabled parking spaces are available.

Please indicate on your registration if you require power or a reserved disability parking space.

TRAVEL REIMBURSEMENT

The Synod travel reimbursement guidelines can be found [here](#) and form can be found [here](#).

Alternatively these forms are available for collection at the meeting. It is anticipated that members will make their own arrangements for accommodation during the event.

PROGRAM

Information about the program and key issues coming before the meeting will be made available soon.

PRAYER

An important part of the meeting of the Synod will be prayer. Due to COVID restrictions, we will not be holding a daily prayer meeting onsite, but there will be a prayer wall throughout the meeting, where members can add their prayers in writing, or simply take some time to pray. A Prayer Calendar will also be sent out in the lead up to the meeting, inviting our church to pray for our Synod meeting. During our time together, the Moderator will regularly call the meeting to prayer. Please begin now to pray for the Synod meeting 2021.

We remind you that no supervised facilities will be available for infants or children at this meeting however Adelaide West does have a crèche room which is included in the bounds of the house.

Thank you for being prepared to serve God and the Church as a member of Synod 2021. Please continue to pray for one another and for our meeting together. If you have any concerns before or during the meeting please phone Sue Page on **0430 666 959**.

Grace and Peace



Rev Sue Page

Associate General Secretary

Synod of South Australia