



20 April 2022

Dear friends,

I write to give you details and invite you to register for our meeting of the Synod of South Australia.

▶ **Saturday 18 June 2022 Online 9am to 4:30pm**

▶ **Friday 24 June & Saturday 25 June 9:30am to 5:30pm**

At Adelaide Hills Convention Centre, 145a Mount Barker Road, Hahndorf

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.

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.

Members of the church who are not members of Synod will be able view a live stream of the meeting. Members of Synod, by registering to attend the meeting give their permission to be live streamed to those who are approved by the Business Committee.

REGISTRATION

All members attending are required to register online by **Friday 3 June 2022**.

The information gathered from the online registration contributes to the effective management of the meeting, particularly with regard to catering.

▶ **Attendance**

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

At the in-person portion of the meeting, we will be seated at round tables. Once you select your seat, please remain in this seat for the duration of the meeting. We will be meeting in table groups from time to time during our meeting, and you will need to remain in the same group.

There is no capacity to participate in the in person portion of the meeting online. Only members in the room will be part of the decision making of the Synod meeting.

CLOSURE OF THE ROLL

The Roll of the meeting will be closed at **9am on Saturday 18 June 2022 – the commencement of the online meeting.**

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 to download from the meeting webpage: <https://sa.uca.org.au/about-us/synod-meetings/> and a new App, the details of which will be available soon.

If you are not able to download information from the internet, please contact us at synod22@sa.uca.org.au or 8236 4200 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 report author prior to the meeting.

The meeting will be conducted using the Manual for meetings processes. These can be 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 3pm Thursday 19 May 2022.**

New proposals should be sent to:

Rev. Sue Page: assocgensec@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 want 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 presented in smaller groups as electives during the online portion of the meeting of the synod. Details about choosing which report electives to attend will be sent to members in due course.

WORKING GROUPS

There will be times during our meeting when we will break into smaller working groups to discuss proposals. We will be using table groups at this meeting. Please remain at the table you choose for the duration of the in person meeting. Each table will be allocated a coordinator for working group conversations.

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.

Informations about the nomination process will be available soon.

► 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, and lunch.

Can you please indicate any dietary requirements when you click the link to register.

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.

ACCOMMODATION

It is anticipated that members will make their own arrangements for accommodation during the event.

Adelaide Hills Convention Centre (AHCC) is located within the Discovery Hahndorf Resort, and has accommodation available at discounted rates for Synod members.

Please check the website for details about accommodation types:

<https://www.discoveryholidayparks.com.au/caravan-parks/south-australia/adelaide-hills-hahndorf-resort>

Which includes cabins, cottages, units, and caravan sites.

In order to obtain the discount, please contact the Hahndorf Resort directly for all accommodation bookings by phoning (08) 8388 7921.

- Advise you are attending the Uniting Church conference at AHCC 24-25 June 2022
- BAR – “Best Available Rate” applies across each room type
- The conference discount applied will be 10%
- Larger 2-3 bedroom accommodation does have a 2 x night minimum stay

Please note that AHCC are quite heavily booked across the duration of our event so would encourage members to jump on this quickly so they have peace of mind in knowing their accommodation is secure.

Neighbouring accommodation please contact [Hahndorf Boutique Accommodation | Adelaide Hills | The Haus Group](#) or phone (08) 8388 1000

PROGRAM

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

COVID-19

Although many restrictions have been eased, we encourage members to still be mindful of COVID safe measures.

► 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.		

PRAYER

An important part of the meeting of the Synod will be prayer. A prayer space will be set up at the meeting and details of a daily prayer meeting during our synod meeting will be sent out closer to the time of our gathering. During our time together, the Moderator will regularly call the meeting to prayer. Please begin now to pray for the Synod meeting 2022.

Unfortunately, no supervised facilities will be available for infants or children at this meeting.

Thank you for being prepared to serve God and the Church as a member of Synod 2022. 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

A handwritten signature in black ink, appearing to read 'Sue Page', with a long horizontal stroke extending to the right.

Rev Sue Page

Associate General Secretary

Synod of South Australia