

NOMINATION FORM – CHAIR OF THE HOUSE OF CLERGY

To be returned to the Diocesan Secretary at Church House by 12noon on Friday 28 September 2018.

ELECTION OF THE CHAIR OF THE HOUSE OF CLERGY OF DIOCESAN SYNOD

In accordance with Standing Order 5, before the first meeting of the Synod after the general election of Synod members, the House of Clergy of Diocesan Synod will hold an election to elect its Chair, who will also be one of the Vice-Presidents of the Synod.

Candidates must be **nominated and seconded by members of the House of Clergy**, using this form. (Please write in block letters). The nominee must indicate their willingness to accept nomination by signing the consent at the bottom of the form.

NAME OF CANDIDATE

Address

Telephone

Email

NAME OF PROPOSER

Signature of proposer

Date _____

NAME OF SECONDER

Signature of seconder

Date _____

Consent

I am willing to stand for election and, if elected, to serve as Chair of the House of Clergy / Vice-President of the Diocesan Synod.

Signature of candidate

Date _____

See Notes overleaf

NOTES

1. The Chair of the House of Clergy of Diocesan Synod is ex-officio on the current Diocesan Committees:
 - a) Bishop's Council
 - b) The Staffing Review Committee
 - c) The Human Resources Committee
 - d) Vacancy in See Committee

In addition in recent history Bishop's Council has appointed the Chair of the House of Clergy to the Finance and Scrutiny Committee.

2. In order to assist electors in their choice, candidates may make short factual statements about themselves (e.g. previous service on Diocesan committees and other organisations) for inclusion in the voting papers.
3. In the event that there is more than one nomination, a postal ballot will be conducted by the Single Transferable Vote method.
4. Further information on the role is provided below. These guidelines have been issued by the Diocesan Clergy Chairs' Forum and not everything contained therein applies to our Diocese.
For an informal chat about the role please contact George Colville on 01928 718834 x247.

Please address any general queries to Joanne Ridley: joanne.ridley@chester.anglican.org

Guidelines for a Chair of Diocesan House of Clergy

Essential

Officer of Synod - the Chair is the senior elected clergy officer of the Synod.

- Involvement in the setting of the Synod agenda
- Membership of Bishop's Council
- Convening meetings of House of Clergy

Desirable

- Chairing of sessions of Diocesan Synod
- Membership of other senior committees, as agreed locally

Good practice

- Convening meetings of all diocesan clergy if appropriate
- Liaison with colleague Chair of House of Laity

Representative of the Clergy - the Chair is the senior elected representative of the clergy of the Diocese.

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| <ul style="list-style-type: none">• A relationship of trust with the Bishop so that matters of general and pastoral concern can be raised• Role in senior appointments• Role as senior public representative of the clergy | <ul style="list-style-type: none">• Occasional attendance at Bishop's Staff Meeting• Involvement with the Rural/Area Deans team as agreed locally• As senior cleric use in other roles within a diocese, and more widely, locally agreed | <ul style="list-style-type: none">• Communication with clergy• Receiver of confidences from clergy; exercise of sound judgement |
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National and other responsibilities – the chair is a key link in communication

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| <ul style="list-style-type: none">• A budget for expenses, agreed locally | <ul style="list-style-type: none">• A role in communication and consultation over national issues of conditions of service• Participation in national chairs' forum |
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Guidelines to best practice for a Chair of House of Clergy

- 1 The role of Chair of the House of Clergy (as also Chair of House of Laity) is a highly responsible post which should be recognised as such by both the clergy who elect and the Bishop as the senior pastor and leader in the diocese. Clearly there needs to be a balance of agreed expectations and local flexibility.

Officer of Synod

- 2 We believe best practice is achieved when the Bishop shares with the two Chairs the practical management of the Diocesan Synod. This needs to involve input to the agenda as well as sharing in the chairing of Synod meetings.
- 3 As the senior clergy officer of the Synod it is important for the Chair to be involved with the strategic direction of the Diocese. The exact arrangements might vary locally but should as a minimum include membership of the Bishop's Council or equivalent.

Representative of the Clergy

- 4 A good relationship with the Bishop is essential so that the Chair can raise matters of concern of a more pastoral and wider nature so as to enable the Bishop to maintain maximum awareness of sentiment among the clergy.
- 5 The Chair of the House of Clergy should be invited to attend the Bishop's Staff meeting at least once a year.
- 6 The Chair should be seen in some way as integrated with the diocesan team of rural/area Deans; the manner in which this might be achieved would be by local agreement
- 7 As the senior representative of the clergy the Chair should be available for a "public representative role". This may include representing the clergy at farewells to senior staff and being willing occasionally to represent the diocese more widely.
- 8 Chairs may communicate and show concern for clergy by letters or cards, perhaps on arriving or leaving the diocese. Chairs too are also likely to be consulted by colleagues on pastoral or other confidential matters requiring a sound professional judgement.
- 9 The Chair should have an appropriate role in senior appointments to the Diocese. This should normally include membership of any group convened by the Bishop for the appointment of Suffragan Bishops and Archdeacons under GSMisc 455.
- 10 As an experienced cleric the Chair would normally be among those considered by the Bishop in respect of other local or national church responsibilities.

National and other responsibilities

- 11 Chairs have a responsibility to liaise with other Chairs, to share good practice and make themselves aware of national issues facing the church.
- 12 The Diocesan chair is an important link to the parochial clergy and the network of clergy chairs thus has an important role to play in action communication and consultation with the national church institutions on matters connected with clergy conditions of service.
- 13 A budget should be agreed for the Chair.