



Diocese of Edinburgh

Scottish Episcopal Church

NOMINATION: SYNOD CLERK

Please complete this form and send it to: The Diocesan Administrator, 21A Grosvenor Crescent, Edinburgh EH12 5EL* – to arrive no later than noon on Monday 18 October 2021

We nominate the Revd

to serve as Synod Clerk in the Diocese of Edinburgh.

Proposer: The Revd

Signed:

Secunder: The Revd

Signed:

Nominee: I agree to stand for the position of Synod Clerk

Signed:

A PHOTOGRAPH AND SHORT BIOGRAPHY OF NOMINEE MUST BE ATTACHED

* - a scanned, hand-signed version of the form will be accepted by email, with the hard copied posted to the office thereafter

CANON FORTY-FOUR OF THE OFFICE OF SYNOD CLERK

1. In every diocese there shall be a Synod Clerk **elected by the voting Presbyters and Deacons present in the Diocesan Synod**. Any voting Presbyter, other than the Dean, shall be eligible to be Synod Clerk. The person elected must have a majority of the votes given, but the Dean shall, as presiding officer in such elections, have a casting vote as well as a deliberative vote.
 2. The appointment of any Synod Clerk after the date at which this Canon comes into force shall be for **five years** terminating at the conclusion of the fifth annual Diocesan Synod following the election. A Presbyter may be re-elected as Synod Clerk. The appointment shall be terminated if the Synod Clerk shall become Bishop or Dean of the diocese, or shall cease to be a voting member of the Diocesan Synod, or shall be sentenced to suspension after canonical trial, or if in the judgment of a majority of the Presbyters and Deacons present in Diocesan Synod and qualified to vote shall be found inefficient in the discharge of the duties of this office.
 3. Anyone elected Synod Clerk shall not retain any Canonry previously held in the Cathedral of that Diocese unless that Canonry is annexed ex-officio to that person's principal ministerial appointment.
 4. During a vacancy in the office of Synod Clerk, or when the Synod Clerk is unable to act, a substitute may be appointed at the discretion of the Bishop for a specified occasion.
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Brief description of role of Synod Clerk within the Diocese of Edinburgh

The Synod Clerk:

- works closely with the Bishop, the Dean and the various diocesan officials to build up the life of the Diocese, not least by being an informal “listening ear” to whom clergy and others can come for advice/support.
- also offers practical help, standing in for the Dean as required (Canon 43.7)
- welcomes new clergy to the Diocese and assists with their orientation especially during their early months here.
- welcomes new members to meetings of the Diocesan Synod.
- produces agendas and minutes for the Cathedral Chapter as required.