

Urgent Memorandum

Date: 11 September 2018
To: Members of Synod
From: Diocesan Office
Subject: **Second Session of the Fifty-Second Synod: 26 – 27 October 2018
Arrangements and Synod Lunches**
Document: 018-2018

Dear Members of Synod

Please see the following information regarding Second Session of the **Fifty-Second Synod of the Diocese of Newcastle**.

Synod 2018

Venue: Newcastle Christ Church Cathedral

Day 1: Friday 26 October 2018 | Commencing 11.00am and Concluding at 5.00pm

Day 2: Saturday 27 October 2018 | Commencing 9.30am (Synod Eucharist) and Concluding at 5pm

Special Notes: - There will be no Pre-Synod Meetings in the lead-up to this Synod.
- Information regarding Synod is available on the Diocesan Website in the Parish Portal: <http://newcastleanglican.org.au/parish-portal/synod/>
Confidential - Username: parish Password: NewDio2017
(The password is case sensitive. All users have the same Username and Password. Please do not try to change it as you will not be able to gain access.)

Travel and Car Parking

There are various options for travel to and from the city of Newcastle and parking in the vicinity of the Cathedral. We have listed some of these options here for you and ask that Synod Members investigate and make their own arrangements in relation to these matters.

Travel Options:

- Car-Pooling with people from your parish – A way to cut down on driving and parking expenses.
- Public Transport Options for Trains, Buses, Ferries – See the Transport NSW website: <https://transportnsw.info/>

Car Parking Options:

- Free car parking at Bar Beach carpark, around King Edward Park and Stockton (if getting the ferry across).
- We recommend Bolton Street Carpark for **Friday** inner city parking: It has 400 spaces which we advise you reserve on-line: <https://www.huntercarparks.com.au/bolton-street>
- We recommend the Mall Council Carpark (King Street) for Saturday inner city parking: It has currently waived its Saturday parking fee:
<http://www.newcastle.nsw.gov.au/Living/Transport/Parking/Off-street-parking>
- Please note that all car parking spaces in the Cathedral carpark will be reserved on the days of Synod for Bishops, Senior Officers and service providers.

Synod Business Papers

- Each Synod Member will receive their printed Synod Business Paper via Express Post at the beginning of October.
- Please remember that the Synod Business Paper will be strictly confidential to members of Synod.

Supplementary Business Paper

Notices of Supplementary Motions and Questions close at 9.00am on 12 October and are to be emailed or mailed to the Executive Team at the Diocesan Office: executiveteam@newcastleanglican.org.au.

Special Address to the Synod

Robert Fitzgerald AM, a former Commissioner for the Royal Commission into Child Sexual Abuse will be addressing the Synod on Friday 26 October.

Registration and Attendance

- Registration will be necessary on both days of Synod. Please register on arrival at Synod on both Friday 26 October (prior to 11.00am) and Saturday 27 October (prior to 9.30am) and collect your name badge.
- Please return your name badge upon leaving at the conclusion of Synod on Saturday.

Absences from Synod

- **Under the Synod Administration Ordinance:**
7. It is the duty of every Synod Member to attend all sessions of Synod. Leave of Absence shall not be granted except by the Bishop following a request in writing for such leave.
- **Please note that the Synod Ordinance also states that a Synod Representative may be declared as vacating their office if they:**
4B (d) Fail, without Leave of Absence, to attend a session of Synod and is declared by the Diocesan Council to have vacated his or her office.

- **Requesting Leave of Absence:**
 - Should you not be able to attend the Second Session of the Fifty-Second Synod 2018 we ask that you email your request to the Bishop (c/o the Bishop's Secretary) at the following address: bishopsecretary@newcastleanglican.org.au.
 - You will receive confirmation that leave has been granted.
 - You need to include –
 - The period of your absence
 - The reason for your absence
 - A request that leave be granted.

Standing Orders

The business of Synod will be conducted in accordance with the Standing Orders of Synod. These are published in the Synod Business Paper.

Arrival and Departure of the President

- Approximately 5 minutes before the President is due to arrive in the Synod venue, you will be asked to take your places.
- Please note that all persons in the venue should stand while the President enters and until the President asks them to be seated.
- Please note also that all persons in the venue should stand when the President leaves and remain standing until the President clears the room.

Synod Lunches

Synod Lunch Order Link: <http://www.ticketebo.com.au/synod2018>

Lunch Orders: All people wishing to have their Lunch supplied via our caterer will need to order and pay using the on-line Ticketebo system - (Control Click on the above Ticketebo link to order your Lunch).

Order by: On-line lunch orders with on-line payment are required by Sunday 14 October.

Lunch will be packed in an Eco Box comprising Roast Beef or Roast Chicken and Fresh Salad in a Turkish Roll; with a large wrapped muffin and napkin.

Lunch Options Are:

1. Regular
2. Gluten Free
3. Vegetarian
4. Gluten Free & Vegetarian

It is Important to Note that:

- To enable our various Lunch Ticket selections you are able to purchase one Lunch only per entry / transaction.
- All registrations and payments must be completed through Ticketebo by the RSVP date so we can notify our caterer of numbers in a timely manner.
- There are no paper Meal Order Form or phone orders being taken.
- Credit Card Reminder - If you need access to credit card facilities there is the Load & Go Reloadable Visa available through Australia Post. Information on this Debit Card can be found [here](https://auspost.com.au/money-insurance/make-payments/explore-online-payment-alternatives/loadgo-reloadable-visa-prepaid-card). Or click on this link: <https://auspost.com.au/money-insurance/make-payments/explore-online-payment-alternatives/loadgo-reloadable-visa-prepaid-card>

- As the Synod is expected to close by 5.00pm on both Friday and Saturday evening, there are no arrangements in place to supply Dinner to Synod Members.

Tea-Coffee-Refreshments-Fruit

Complimentary Refreshments, including tea, coffee, water and biscuits are available to all Synod Members throughout the day. There will also be complimentary fruit available.

Enquiries

If you have any general enquiries you may direct these to the Diocesan Office Parish Services Department by telephoning: **4926 3733**.

We thank you in anticipation of your attendance at the Second Session of the Fifty-Second Synod of the Diocese of Newcastle (2018). We ask that you hold this Synod in your prayers.

Linda Wilson
Chief Operating Officer