

## THE ELECTION OF BISHOPS

- 1 Under Canon Three, the Diocesan Council prescribes the following forms:
  - a) Notice of Election, which shall be in Form 3A;
  - b) Form of Nomination and Instructions, which shall be in Form 3B;
  - c) Form of Biographical Information for Nominees, which shall be in Form 3C ; and
  - d) Diocesan Profile Guideline, which shall be in Form 3D.
  
2. The Nomination Review Committee shall invite nominees to provide limited responses to standard questions regarding the nature and focus of the nominee's ministry, including why the nominee has allowed his/her name to be placed in nomination. Where the Committee invites such responses in audio-visual format, the Committee shall attempt to ensure consistency in production.

### FORM 3A Notice of Election

To All Clergy, Laity, and Ex-officio Members of the Diocesan Synod of Fredericton

Take notice that the 1xx.th session of the Diocesan Synod of Fredericton (electoral) will convene on

Day Month 20[xx] at [Hour].  
At [Name of Location], [Address]

The only item on the agenda for this Synod is the election of a diocesan / coadjutor / suffragan bishop to succeed/assist Bishop [name of bishop].

*[Where the Bishop gives notice under Canon Three, s. 2; This is omitted when the Notice is given under Canon Three, s. 1]*

This election and the plans for the term of the coadjutorship / suffraganship were approved at the [xx] th Diocesan Synod on [Date].

The election of a Bishop is an important task and it requires the full participation of our lay and clerical Members of the Synod. Please make every effort to attend.

If you are an elected member of the Synod from a parish and will be unable to attend the Synod, you must pass this information to the appropriate substitute member of the Synod from your parish.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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Secretary of the Diocesan Synod of Fredericton

## **FORM 3B Form of Nomination and Instructions**

(Canon Three s. 4(3-5))

### Instructions for Nominators

#### 1 General Instructions:

A nominator shall complete two Forms to nominate a candidate for election as a Bishop in the Diocese of Fredericton. The first is the Nomination Form – Form 3B. The second is a Biographical Information Form – Form 3C. The nominators must ensure that all information is complete and within the required format.

The Nomination Form (Form 3B) may be hand written, but the Biographical Information Form (Form 3C) must be “typed” or computer generated. The information contained in Form 3C is to be provided in the format of the Form (2 pages) and within the space limitations and font size provided. (Margins are 1" left and right; and 1" top and bottom.) There is no provision for “attached additional information.”

For the nomination to be accepted, both Form 3B and Form 3C, shall be mailed or hand-delivered to the Nomination Review Committee, c/o The Diocese of Fredericton, 115 Church St, Fredericton NB E3B 4C8. FAX or email submissions will not be accepted, although an additional e-mailed version would be appreciated.

Under Canon Three, the deadline for nominations is thirty days before the Synod convenes on [*Date of Electoral Synod*].

Nominations will be posted on the diocesan website at least twenty-one days before the Synod convenes.

Upon receipt of the completed Nomination and Biographical Information Forms, the Nomination Review Committee will examine them for accuracy and adherence to format requirements. Once reviewed, and after any follow-up which may be necessary, the forms will be submitted to the Secretary of the Synod for production and distribution to Synod delegates.

#### 2 The Nomination Form (Form 3B):

A nomination requires the signature of one clerical and one lay member, or substitute lay member of Synod. The form should be dated. Please note the certification of eligibility to make the nomination. The form does not require the nominee’s signature, but must indicate whether the nominee is aware of the nomination.

#### 3 Biographical Information Form (Form 3C):

Biographical information should be obtained directly from the nominee.

Please Note:

- a) “Current Ministry Appointment” is indeed a repeat from the Nomination Form
- b) “Appointment” generally refers to appointments under license by a Bishop
- c) Include location/ministry, time frame etc. Specific dates are not necessary; e.g., Priest and Rector Parish of St Joseph for three years; Chaplain, University of Woodland two years; exclude secular employment, summer placements etc.
- d) Item 5 - It is here, other ministry activity can be described such as Chaplain to organization(s), service as archdeacon or regional dean, service on diocesan committees

or on local ecumenical organizations, etc

e) Item 6- This is very much wide open and could include notation of everything from hobbies and past-times to volunteer service in the community, and from previous secular employment to political activities, to current supplemental secular employment.

f) While item 4 is a “listing” of specific appointments, items 5 and 6 are more narrative in nature.

#### 4 Photograph

The nomination information should include a photograph of the nominee. The photo should be “head and shoulders” with no distractions in the background. It should be at least 4 X 6 and colour is acceptable.

The photograph may be submitted in digital format, either taken with a digital camera or scanned. In either case please ensure a resolution of at least 200 DPI, and a photo size at least 4 X 6 inches .jpg format (required). Some digital cameras have settings that can be adjusted.

While nomination forms must be mailed or hand-delivered, photographs may be sent via email, or on a computer disk.

#### 5 Police Record Checks

The successful candidate shall provide a completed Police Record Check (children, youth and vulnerable adult) prior to the expression of concurrence of the Bishops of the Province of Canada as required by provincial Canon 3 s. 4(3).

**Form of Nomination**

Nomination of a Candidate in the Election of a [Diocesan/Coadjutor/Suffragan] Bishop in the Diocese of Fredericton.

We the undersigned hereby place the following in nomination for election as [Diocesan/Coadjutor/Suffragan] Bishop for the Diocese of Fredericton.

- Name:
- Address:
- City/Province/Postal Code:
- Email Address:
- Telephone:
- Current Ministry Appointment:

Signed:

Clerical Nominator:

I hereby certify that I am cleric, licensed and resident in the Diocese of Fredericton and therefore am qualified to sign this nomination for Episcopal Election

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lay Nominator:

I hereby certify that as of the date of signature shown below, I am a lay Delegate of the Synod or a substitute lay Delegate of the Synod, and therefore am qualified to sign this nomination for Episcopal Election

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[ ] The herein named nominee is aware of this nomination

## **FORM 3C Form of Biographical Information for Nominees**

(Canon Three, s. 4(5))

Nominee in the [date] Election of a [*Diocesan/Coadjutor/Suffragan*] Bishop for the Diocese of Fredericton

### 1. PERSONAL INFORMATION

Name:

Date of Birth:

Current Ministry Appointment:

### 2. ORDINATION (*where, when, by whom*)

As Deacon:

As Priest:

As Bishop:

### 3. FORMAL EDUCATION (*institution, and dates of degrees held or professional designations awarded*)

### 4. CLERICAL APPOINTMENTS (*parish ministries, licensed chaplaincies etc*)

### 5. ADDITIONAL MINISTRY ACTIVITIES (*over and above those related directly to clerical appointments*)

### 6. OTHER ACTIVITIES AND PERSONAL INTERESTS: (*volunteer or paid activities, previous vocations, hobbies and interests*)

## FORM 3D Diocesan Profile Guideline

The Diocesan Profile should thoroughly address the following:

Why profile the Diocese?

Who are we?

- List of archdeaconries / deaneries / parishes
- Statistical data including personnel, demographics, finance
- History
- What are our unique gifts?
- Current diocesan vision and / or strategic plan (summary)

What are the resources and people we have for sharing in God's mission in the world?

- Current governance structures
- Current diocesan staff and officers
- Stewardship status ... financial and other resources, past and future budgets
- Properties and facilities ... diocesan / parochial
- Special ministries ... diocesan / parochial

What is the current status of mission and ministry in the Diocese?

- Unique challenges
- Recent accomplishments
- Hopes for the future

What is our place in the Anglican world and how do we want to play a part in that larger life of the Church?

Adopted  
31 May 2008  
Revised  
22 April 2017