

ELECTION OF DIOCESAN CONFERENCE & STANDING COMMITTEE MEMBERS FOR THE TRIENNIAL PERIOD 2019-2020-2021

Guidance notes for Mission Area Leaders / Chair / Administrators / Secretaries

Action required by Mission Area Conferences

1) Elect your Mission Area Representatives

Please arrange for your Mission Area Conference to elect lay persons to represent the Mission Area on the Diocesan Conference for the next three years. The number of members you are entitled to elect is contained on the form sent to each Mission Area. Clerics are automatically members of the Diocesan Conference, so you do not need to take action to elect clerical members of the Conference (but you do need to elect a cleric to the Standing Committee, see item 4 below)

2) Elect your Youth Representative

Please note that your allocation includes a dedicated place for a representative aged between 16 and 25 years.

3) Church representation

Each church has the right to be represented but it is recognised that this is not always possible if congregations are small in number for example, and therefore in such cases, the Mission Area Conference is empowered to redistribute places elsewhere within the Mission Area.

4) Standing Committee

Please elect one of the new lay representatives as your lay representative on the Standing Committee and elect one of the clerics in your Mission Area as your clerical representative on the Standing Committee. When appointing your representatives to the Standing Committee please bear in mind that the commitment required of Standing Committee members is different to that of Diocesan Conference members. The Standing Committee meets four days a year at different venues across the diocese and your representatives will be expected to attend the meetings and partake in the discussions.

5) Communication and record keeping

Once you have elected your representatives

- Please make a note of their names on the form that you have received from the Diocesan Office and send the completed form to: StAsaphElections@cinw.org.uk.
- Keep a copy for your own Mission Area records
- Please arrange for each of your elected lay members to submit their contact details to the Diocesan Office. The easiest way to do this is for them to submit the online Diocesan Conference Member Details Form via the diocesan website: <https://dioceseofstasaph.org.uk/diocesan-elections/>. If, necessary, please be prepared to assist them with this process. If they are not able to use the online form, please arrange for them send the form to us by email attachment or by post and return it to the Diocesan Office by post or email.
- The names on your list will be cross-referenced against the Members Details Form that the member has submitted to verify the election result and compile an accurate contact list on the Diocesan Database.

Please return your form to the Diocesan Office before 3 May 2019