



The Diocese of  
**Southwark**

**Diocesan Secretary**

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To: Deanery Synod Members  
Cc: Area Deans  
Deanery Synod Secretaries

26 July 2021

## Pre-Notice of Election to General Synod 2021

Dear Colleagues,

Thank you for agreeing to sit on Deanery Synod and offering up your time to support the Church in its mission throughout the Diocese of Southwark and further afield.

This letter will briefly outline the process for nomination and election to General Synod, which starts its quinquennium this year. Being a member of General Synod allows one to express the concerns of their parish, community, and Diocese in the wider church to bring about positive change on the Church's journey.

### Who can stand as a candidate for General Synod?

The Diocese is organising two elections in parallel. There is an election for 195 lay people to join the House of Laity of General Synod. Alongside this, there is an election for 191 Priests or Deacons to join the House of Clergy of General Synod.

A lay person may stand for election as if they meet **all** of the following four criteria:

1. They have received communion in the Church of England (or a Church in communion with it) at least three times in the year to 12 July 2021, or would have done so but was prevented for reasons connected with coronavirus.
2. They are confirmed, ready and desirous of being confirmed, or receives communion because they are a communicant member of another Church which subscribes to the doctrine of the Holy Trinity.
3. They were at least 18 on 12 July 2021.

4. They are either on the electoral roll of a parish in the Diocese, or have been declared since 12 June 2021 to be part of the worshipping community of a mission initiative (BMO) in the Diocese.

A Priest or Deacon may stand for election if they fall into **any** of the categories below:

1. Archdeacons of the Diocese
2. Beneficed clergy in the Diocese
3. Clergy serving in Southwark Cathedral (other than the Dean of Southwark)
4. Clergy holding a licence bearing the seal of the Bishop of Southwark.
5. Clergy holding written permission to officiate in the Diocese of Southwark.

Priests and deacons are not permitted to stand as candidates in this election if they are Forces chaplains, the Chaplain-General of Prisons or members of designated religious communities.

### Who can vote in the election?

The persons forming part of the electorate for the elections are slightly different to the persons who may stand as candidates.

The electorate for the House of Laity election consists of members of the House of Laity of each Deanery Synod in the Diocese (that is to say, lay members of Deanery Synods). However, persons who are co-opted members of a Deanery Synod and persons who are lay member of a religious community with representation in General Synod are not part of the electorate.

The electorate for the House of Clergy election consists of:

1. Assistant Bishops in the Diocese (but not the Area Bishops).
2. Archdeacons of the Diocese.
3. Beneficed clergy in the Diocese.
4. Clergy serving in Southwark Cathedral (other than the Dean of Southwark)
5. Clergy holding a licence bearing the seal of the Bishop of Southwark.
6. Clergy holding written permission to officiate in the Diocese of Southwark **but only if** they are a member of the House of Clergy of a Deanery Synod.

In each case, a person must have met the above qualifications at 6am on 12 July 2021. Persons who meet the above qualifications after this date, such as persons who join a Deanery Synod only after this date, do not form part of the electorate for this election.

The major change this year is that the voting will take place online using a service provided by Civica Election Services. As such, the below information explains the process and indicate specific details about which you should know.

## Timeline

Currently, the timeline is shown in the below table. This should be noted as points at which you should expect to receive communications from Civica. It should also be mentioned that the timetable could be subject to change, but we will contact you separately with an updated timetable if this is the case.

As with previous elections, Hustings will take place with the nominated candidates. These will happen online, and we shall contact you during the nomination period to advise you of the planned date(s) for Hustings.

Event	Expected Date
Nominations Open <i>You are eligible to nominate yourself (through the Online Portal) for election, or you may be asked to Propose or Second another candidate</i>	Friday 6 August 2021
Nominations Close <i>No more candidates may be nominated, and those nominations which are deemed invalid cannot be changed</i>	Monday 6 September 2021
Voting Opens <i>The link you receive via E-Mail will allow you to vote through the Online Portal</i>	Friday 17 September 2021
Voting Closes <i>No more votes will be able to be cast after this date</i>	Friday 8 October 2021
Election Counts <i>Civica will count the votes electronically</i>	Monday 11, Tuesday 12, Wednesday 13, or Thursday 14 October 2021
Election Results (published by) <i>After notification to the Diocesan Registrar, you will be contacted with the results of the election</i>	Thursday 21 October 2021

## Online System

As previously mentioned, voting and nomination will take place through an online Portal provided by Civica Election Services..

The Electorate has been compiled by the Diocese through the return of forms sent after your Deanery Synod elections during the APCM. This list has been checked by your Deanery Synod Secretaries over the past seven days, and should now be correct. Once the Electorate has been finalised with the Deanery Synod Secretaries, and been

approved by the Diocesan Registrar, it will be sent to Civica. It is therefore important that you contact the Diocesan Office immediately if there is any error or issue which you find. In particular, please contact us if you have received this letter but do not believe yourself to be qualified to vote based on the above criteria. Civica will contact you individually on the E-Mail address you have provided with a link to the Portal, your unique Logon details (which will provide you access to your voting dashboard on the Portal), and instructions on how to use the online Portal.

It is vital that you look out for an E-Mail in the days running up to Friday 6 August 2021 from Civica. The exact E-Mail address from which you will be contacted is unknown, so we strongly recommend you regularly check your Junk Folder, Spam Filter, etc. so as not to miss this E-Mail which will be sent once. If you do not receive an E-Mail by Friday 6 August 2021 and have checked the places mentioned above, please get in touch with the Diocesan Office at once, and we will try our best to help you. It should also be mentioned that the Notice of Election will be sent by E-Mail at around the same time.

## **Process of Nomination**

Despite the nomination procedure being different, the requirements for someone to be nominated are the same. A person wishing to stand as a candidate must be proposed and seconded by persons who are eligible to vote in the election for which they are standing. A candidate's proposer and seconder must be electors in the Diocese but need not be based in the same deanery.

Electors wishing to nominate themselves as a candidate may do so using the online Civica system. But if someone wishes to stand as a candidate but is not part of the electorate, they must individually contact the Presiding Officer for a nomination paper as they will not have access to the Civica system. Please encourage people to do so if they wish to stand, particularly if you have been asked to be their Proposer or Secunder.

Self-nomination happens through the online Portal in a separate tab from the voting section. Instructions on how to do this will be issued with the invitation to nominate. The Candidate should nominate themselves, noting their Proposer and Secunder with their E-Mail addresses. This will then be sent to the Presiding Officer automatically who will scrutinise the validity of a nomination. If satisfied with a valid nomination, the Presiding Officer will contact the Proposer and Secunder to allow them to object.

It should be noted that it is automatically accepted that the Proposer and Secunder approve of a nomination unless they contact the Presiding Officer. For this reason, it is of great importance that E-Mail addresses added to the Portal are spelt correctly. All nominations must have been approved by the Presiding Officer by Monday 6 September 2021. Invalid nominations after this date will not count, even if already submitted, neither will any late nominations be accepted.

## **Voting**

An invitation to vote will be E-Mailed on Friday 17 September 2021 to the same E-Mail address as before. This will serve as notice that the Ballot is officially opened. Voting also takes place on the Portal, in a separate area from the nomination process. Along

with the invitation to vote, a set of instructions on how to use the Portal in this way will also be provided. Please note that the Log On details and Link to the Portal will be the same as before.

Voting must be completed by Friday 8 October 2021. Technical issues will not be accepted for a late vote. For this reason, we sincerely recommend you leave enough time to safely cast your vote after making your decision. The Diocesan Office may be able to help with some issues, but we recommend you contact Civica directly if it is of a technical nature as we have no control over that. If you wish to read more on the Single Transferable Vote system, there are resources available on the Church of England website, with links provided below. Results will be published by Thursday 21 October 2021 at the very latest, on the Portal. It is expected that you will be notified by E-Mail when the results have been accepted by the Presiding Officer and are available for viewing on the Portal. The Presiding Officer is Jon Baldwin, the Diocesan Registrar.

As we are sure you can understand, this is a new experience for all of us, and so we would be very grateful if you could bear with us if any issues arise during this exploratory time. With, the Diocesan Office will be happy to help in any way we can to make the whole process run smoothly. If you do not have access to the internet, then please contact us separately and we will arrange alternative provisions. All contact to the Diocesan Office or the Presiding Officer should be made through this E-Mail: [GS2021@southwark.anglican.org](mailto:GS2021@southwark.anglican.org), or by Phoning 020 7939 9400.

Thank you for your patience, and we hope you find this a rewarding and uplifting experience.

Thank you also for all you do as we serve our Diocese and the wider Church.

Yours sincerely,



Ruth Martin  
Diocesan Secretary

Cc: Jon Baldwin, Diocesan Registrar  
Charles Hudson-Beddows, EA to the Diocesan Secretary and Assistant Secretary  
to the Diocesan Synod and Council of Trustees  
Henry Metcalfe, Administrative Assistant

# Useful Links

## Diocesan Office Contact

E-Mail: [GS2021@southwark.anglican.org](mailto:GS2021@southwark.anglican.org)

Telephone: 020 7939 9400

## Church of England General Synod Webpages

General Synod Page: <https://www.churchofengland.org/about/leadership-and-governance/about-general-synod>

General Synod 2021 Page: <https://www.churchofengland.org/about/leadership-and-governance/general-synod/general-synod-elections-2021>

Single Transferable Vote Rules 2021:  
<https://www.churchofengland.org/sites/default/files/2020-02/STV%20Rules%202020%20-%20final.pdf>

House of Laity Election Rules:  
<https://www.churchofengland.org/sites/default/files/2020-02/House%20of%20Laity%20Election%202020%20-%20final.pdf>

House of Clergy Election Rules:  
<https://www.churchofengland.org/sites/default/files/2020-02/Clergy%20Election%20Rules%202020%20-%20final%20%28002%29.pdf>

FAQs for Online Elections: <https://www.churchofengland.org/sites/default/files/2021-05/FAQs%20for%20online%20elections-v1-6%20May.pdf>