

**Provincial Synod of Canada**  
Position Description  
Position: Prolocutor and Deputy Prolocutor

Eligibility: Clerical and Lay members of Synod

Maximum term: Two consecutive terms but must be re-elected or re-appointed to be a member of Synod by her or his Diocesan Synod to be elected for a second term

Nominated by: Any member of Synod

There are a Prolocutor of the Provincial Synod, and a Deputy Prolocutor. If the Prolocutor is a cleric, the Deputy Prolocutor shall be a lay person. Otherwise, if the Prolocutor is a laic, the Deputy Prolocutor shall be a cleric. They are Officers of the Synod. They are elected from among the clergy and lay members of the Synod, all of whom are eligible for nomination. The Prolocutor and Deputy Prolocutor may be reelected to a second term, but are ineligible for election to the same office beyond two consecutive terms. Any member of the Provincial Synod may nominate a candidate for Prolocutor or Deputy Prolocutor.

They will serve until the end of the next meeting of Synod, and shall be members of the Synod and of the Provincial Council.

The duties of the Prolocutor, are:

- generally to assist the Metropolitan;
- to consult with the Metropolitan regarding the date and place of the Synod meeting;
- in the absence of the Metropolitan, or at the Metropolitan's request, to preside at meetings of the Synod and Council;
- to consult with the Metropolitan with respect to the appointment of a Chancellor;
- in the event of a vacancy, to consult with the Metropolitan with respect to the appointment of a Treasurer; ;
- to consult with the Metropolitan with respect to the appointment of Assessors;
- to sign the official copies of the Synod Journal to be presented to the Archivist;
- with the Treasurer and the Metropolitan, to be a signing officer for the Synod;
- to convene the Nominating Committee during sessions of the Synod or Council;
- to preside at the election of a Metropolitan;
- to fulfil the duties as Complaints Officer under the Sexual Misconduct Policy, including reporting to each session of the Synod on the use of the Policy;
- to act as Privacy Officer under the Privacy Policy;
- to represent the Province at the General Synod in the capacity of an observer.

In addition, according to recent custom the Prolocutor convenes and chairs the Executive meetings, and acts as Metropolitan Chaplain during Synod services.

The Prolocutor should plan on committing sufficient time for the Council meetings, the next Synod meeting, and follow-up activities, plus six to eight conference calls through the year with the executive. The executive also travel to the Synod and Council meetings one day early in order to meet and prepare for the Synod and Council meetings. In addition the Prolocutor should be available for periodic consultation with the Metropolitan and Chancellor, and prepared to take on other duties on behalf of the Province.

The total time commitment required in addition to the actual meeting times should be an average of about three or four work days per month, although there will inevitably be months with much more than average time required, balanced against months with little or no time required. In addition to a general willingness to serve in the capacity of Prolocutor and a commitment to the work and life of the Provincial Synod, desirable qualities include knowledge of the Constitution, Canons and policies of the Synod, ability to chair meetings, knowledge of the General Synod, attention to detail and an ability to work independently.

The duties of the Deputy Prolocutor are:

- generally to assist the Metropolitan and Prolocutor;
- in the absence of the Metropolitan and Prolocutor, or at the Metropolitan's request, to preside at meetings of the Synod and Council;
- in the event of a vacancy, to perform the duties of the Prolocutor until the Prolocutor elected at the next meeting of Synod takes office;
- to consult with the Metropolitan with respect to the appointment of Assessors.

In addition, according to recent custom the Deputy Prolocutor makes arrangements for worship and Bible Study leadership during Synod and Council meetings, and for evaluation of meetings. The Deputy Prolocutor should plan on committing sufficient time for the Council meetings, the next Synod meeting, and follow-up activities, plus six to eight conference calls through the year with the executive. The executive also travel to the Synod and Council meetings one day early in order to meet and prepare for the Synod and Council meetings. In addition the Deputy Prolocutor should be available for periodic consultation with the Prolocutor, and prepared to take on other duties on behalf of the Province.

The total time commitment required in addition to the actual meeting times should be an average of about two or three work days per month, although there will inevitably be months with much more than average time required, balanced against months with little or no time required. In addition to a general willingness to serve in the capacity of Deputy Prolocutor and a commitment to the work and life of the Provincial Synod, desirable qualities include knowledge of the Constitution, Canons and policies of the Synod, ability to chair meetings, knowledge of the General Synod, attention to detail and an ability to work independently.