

# DIOCESE OF ALGOMA

## MEMORANDUM

**TO:** Incumbents on Letter of Permission (other diocese)  
Retired Clergy and Honourary Assistants  
Clergy on Letter of Permission  
Clergy on Leave

**FROM:** The Diocesan Treasurer

**DATE:** February 14, 2023

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We are communicating with you regarding several matters relating to the forthcoming Diocesan Synod which will take place in Sault Ste. Marie, from Thursday morning, May 11, 2023, to 12:15 pm on Saturday, May 13, 2023.

In view of financial constraints we wish to avoid any misunderstandings regarding travel and out-of-pocket costs. Insofar as costs are concerned, please note the following:

1. Incumbents under a Letter of Permission are not members of Synod but are permitted Courtesies of the Floor (they may speak but have no vote). Incumbents in this situation would have their expenses covered by their parish.
2. Licensed honourary assistants are members of Synod. Their expenses may be paid by their parish by prior arrangement or by themselves.
3. Honourary assistants with a Letter of Permission are not members of Synod, as they hold their Synod membership in another Diocese. They are welcome as visitors and cover their own expenses.
4. Retired clergy that are not presently licensed and clergy on leave are welcome to attend Synod as visitors at their own expense.

Many of our retired clergy holding the Bishop's License, as well as those with Letters of Permission, do not attend Synod. The Convening Circular will be posted on the diocesan website at [www.dioceseofalgoma.com](http://www.dioceseofalgoma.com). **If you do plan to attend this Synod, please notify us by completing the form below.**

### **COVID-19 PROTOCOLS**

It is recommended strongly that delegates wear a well-fitted, well-constructed mask when Synod is in session, during the opening liturgy, and in other indoor and close-contact settings over the days of our gathering. Respirators and medical masks provide the best protection. One's mask should completely cover nose, mouth, and chin.

Please note that, at this time, Algoma's COVID-19 Vaccination Policy remains in effect. Individuals serving in leadership ministry roles have been entrusted with responsibilities that include protection of the vulnerable, and the conscientious regard of others both within and

outside the community of Christian faith. Included among the people serving in the Diocese who are required to be immunized with COVID-19 vaccines approved by Health Canada, unless legally exempt, are:

- all clergy holding the Archbishop's license or permission;
- all licensed lay workers;
- all diocesan staff;
- deanery officials;
- Synod Delegates and Alternate Delegates;

Therefore, apart from legal exemption, all officials of, and delegates to Synod must be vaccinated. If those elected to serve in the latter capacity have chosen not to be vaccinated in accordance with the policy duly elected vaccinated alternate delegate should be prepared to go in their place.

The policy may be viewed here: <https://www.dioceseofalgoma.com/wp-content/uploads/2022/04/COVID-Vax-Policy-2022-04-Update.pdf>

If a change in conditions warrants updates to the above prior to the convening of Synod, delegates will be notified.

Any questions or concerns around the Covid-19 protocols may be directed to The Ven. Dr. Jay Koyle, Diocesan Archdeacon, at 705-256-5061 Ext 22 or [jay.koyle@dioceseofalgoma.com](mailto:jay.koyle@dioceseofalgoma.com)

### **TRAVEL COSTS, ACCOMMODATIONS, MEALS ETC.**

Executive approved a synod site fee for each delegate to cover one lunch and coffee breaks in the amount of \$60.

Arrangements have been successfully concluded with the Water Tower Inn and all Synod Sessions will take place at that establishment.

In the past, considerable and unnecessary work has been caused by asking the Synod Office to arrange for accommodation, and we would suggest that you make your own reservations directly. We would suggest that you confirm your room rates at the time of registration. You should also indicate at the time of booking that you are attending the Diocese of Algoma Synod.

**The Water Tower Inn ([www.watertowerinn.com](http://www.watertowerinn.com))**

**Phone: 1-888-461-7077 (toll free)/705-949-8111 (local)**

**Group Code: Diocese of Algoma**

**\$119.00 single or double plus applicable taxes**

**This rate will only be honoured via telephone reservations with the hotel directly!**

Alternate accommodations are available at [www.saulttourism.com/plan-your-trip](http://www.saulttourism.com/plan-your-trip)

## **SPECIAL ARRANGEMENTS**

The recently appointed Arrangements Committee, chaired by The Rev. Susan Montague-Koyle (705-253-6456), will be more than happy to make special arrangements for any delegates with special needs: e.g. - dietary restrictions, handicap facilities, etc. Please let her know full details as soon as possible.

Chairs of Committees should e-mail Susan at [susan.montague2@gmail.com](mailto:susan.montague2@gmail.com) of any special requirements for meetings at and/or during Synod, as well as any Audio/Visual equipment, or display tables.

## **REGISTRATION**

The Credentials Committee will commence registration on Wednesday, May 10, 2023 from 3:30 to 5:30 p.m. at the Synod Office. Registration will also be available at the Water Tower Inn on Thursday morning. Our staff will be available at that time to assist in handing out additional material to the Delegates.

## **ORIENTATION SESSION**

Orientation is being planned. An Orientation session at St. Luke's Cathedral will take place on Wednesday at 4:30 p.m. We urge all of you, in particular those attending Synod for the first time, to try and attend this very informative session.

## **OPENING EUCHARIST**

An opening Eucharist will be held at St. Luke's Cathedral on Wednesday, May 10, 2023 at 7:00 p.m. Everyone is welcome.

Jane Mesich, CPA, CA  
Diocesan Treasurer

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The Diocese of Algoma

E-mail: [liz.hamel@dioceseofalgoma.com](mailto:liz.hamel@dioceseofalgoma.com)

Date \_\_\_\_\_

I will be attending Synod 2023.

Yes

No

Name:

\_\_\_\_\_

Address:

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