

## **What is the special 2020 ODNW Nomination Process for Parishes?**

These are the revised steps in light of the current Covid19 situation. This process allows nominations to be submitted electronically by email, save for the posting of a cheque for the processing fee. We also ask that in gathering the information you observe all social distancing and isolation requirements: to assist with this, requirements for signatures and hard copy documents have been eliminated. If you have questions please contact Bill Siksay, Executive Assistant to the Archbishop's Office, at [bsiksay@vancouver.anglican.ca](mailto:bsiksay@vancouver.anglican.ca)

*Please note: If your parish submitted a hard copy nomination prior to March 18, 2020 you are not required to engage these steps. You should have received an acknowledgement that your nomination was received and has been processed. Please contact Bill Siksay if you have questions.*

### **DEADLINE:**

**Steps 1 through 8 must be completed by May 29, 2020.**

#### **Step 1**

Nominations may be made by any member in good standing of a parish to the Rector or Priest-in-Charge.

#### **Step 2**

All nominations are reviewed and approved by the Rector/Vicar or Priest-in-Charge, who in consultation with the Churchwardens, will choose not more than one nominee.

#### **Step 3**

The Rector/Vicar or Priest-in-Charge will contact the nominee by phone, email or text message to confirm that they accept the nomination and that they consent to the publication of their photograph and the details of their service to their parish and the diocese.

#### **Step 4**

The Rector/Vicar or Priest-in-Charge will send an email addressed to the Archbishop and emailed to [bsiksay@vancouver.anglican.ca](mailto:bsiksay@vancouver.anglican.ca) indicating the name of the nominee, the name of the nominator, the names of the Churchwardens who concur with the nomination, and that the nominee has been contacted, accepts the nomination and consents to the publication of their photo and details of their service. Indicate the name of the parish and the Rector's or Priest-in-Charge's name on the email as well. Please be sure to copy the Churchwardens and nominator on this email. Your email will be acknowledged by Bill.

### **Step 5**

The Rector/Vicar or Priest-in-Charge, or a Churchwarden, or a person designated by them, will send an email to [bsiksay@vancouver.anglican.ca](mailto:bsiksay@vancouver.anglican.ca) with the following information:

The nominee's given names.

The nominee's surname.

The title preferred by the nominee (i.e. Mr/Ms/Mrs/Dr).

The name the nominee normally uses (i.e. Dorothy prefers "Dot"; Franklin prefers "Frank").

The name of the parish making the nomination.

The full postal address of the nominee (street number/street name or box number, town/city, postal code).

The nominee's home phone, work phone, and mobile phone numbers.

The nominee's email address.

Does the nominee have any special needs at the Investiture Service? Please indicate if they use a walker or cane, have sight or hearing issues, will require a family member or friend to accompany them to the stage, will require a family member or friend to remain with them on stage, or any other information that will ensure their ability to participate in the Investiture Service. *Please note that the venue, The Massey Theatre, is accessible, and there are no stairs to climb to access the stage.*

Your Step 5 email will be acknowledged by Bill Siksay.

### **Step 6**

The Rector/Vicar or Priest-in-Charge, or a Churchwarden, or a person designated by them, will write a narrative biography (i.e. no bullet points but using full sentences) of the nominee, focusing on their parish and diocesan service. Dates of that service should be included where possible. This bio should be no more than 450 words. This biography becomes part of the official record of the Order. The completed biography should be sent to Bill Siksay as a Word document at [bsiksay@vancouver.anglican.ca](mailto:bsiksay@vancouver.anglican.ca) Your email will be acknowledged by Bill.

### **Step 7**

The Rector/Vicar or Priest-in-Charge, or a Churchwarden, or a person designated by them, will write a Citation for the nominee which will be read at the Investiture Service. This should be in narrative form (i.e. no bullet points) and convey the personality of the nominee. This citation must be no longer than 80 words. Citations that are longer than 80 words will be returned. We reserve the right to edit citations. The completed citation should be emailed as a Word document to [bsiksay@vancouver.anglican.ca](mailto:bsiksay@vancouver.anglican.ca) Your email will be acknowledged by Bill.

Examples of past citations can be found on the diocesan web site at

<https://www.vancouver.anglican.ca/diocesan-ministries/the-odnw/pages/odnw-recipients-for-2018>

**Step 8**

The Rector/Vicar or Priest-in-Charge, or a Churchwarden, or a person designated by them, will send a cheque for the \$35 processing fee payable to the “Diocese of New Westminster”. Please note “ODNW” in the memo line of the cheque. Mail the cheque to:

ODNW  
c/o Bill Siksay  
1410 Nanton Avenue  
Vancouver BC V6H 2E2.

**Step 9**

The Rector/Vicar or Priest-in-Charge, or a Churchwarden, or a person designated by them, will submit a digital photo of the nominee. This photo is not for publication but becomes part of the file and is used to help identify investees at the Investiture Service. If a photo is not easily available and if it cannot be obtained observing social distancing and self-isolation requirements, this step can be deferred beyond the May 29, 2020 deadline. The photo should be emailed to [bsiksay@vancouver.anglican.ca](mailto:bsiksay@vancouver.anglican.ca)

**Step 10**

After the nomination information is received in the Archbishop’s Office and at the close of the nomination period, all nominations will be reviewed by the Bishop’s Selection Committee. The full list of nominees is then presented to Diocesan Council at the first opportunity after the nomination deadline and the Selection Committee meeting. Nominees will be informed of the completion of this process.

**Hold the date**

Please ensure that your nominee holds the date of the Investiture Service in their calendar: Saturday, 7 November 2020 at the Massey Theatre in New Westminster. Details of the Investiture Service will be forwarded at a later date.

Thank you!