
REGULATION 22 - ORDER OF THE DIOCESE OF NEW WESTMINSTER

1 ORDER OF THE DIOCESE OF NEW WESTMINSTER - AUTHORITY

1.1 Under the authority of the Bishop of New Westminster and with the approval of the Diocesan Council an award has been created titled the Order of the Diocese of New Westminster. The creation of the Order was originally approved pursuant to a motion of Diocesan Council passed December 12, 2006.

1.2 This Regulation sets out the terms and procedures in respect of the Order

2 DEFINITIONS

2.1 In this Regulation:

"**Award**" unless the context otherwise requires, means the physical granting of the Order to a person in accordance with Section 5.1 hereof;

"**Date of Presentation of the Award**" is the date that the Award was presented in accordance with Section 5.1 hereof;

"**Order**" means the Order of the Diocese of New Westminster;

"**Rector**" means and includes the incumbent priest or the priest-in-charge of a Parish;

"**Register**" has the meaning ascribed by Section 7.1 hereof; and

"**Registrar**" means the Registrar of the Diocese.

["Rector" added DC June 9, 2009]

3 PURPOSE

3.1 The purpose of the Order is the special recognition and honour of those members of the laity in the Diocese who have given outstanding service over a significant period of time in their volunteer ministry.

4 NOMINATIONS AND PROCESS

4.1 Nominations may be submitted by any member in good standing of any parish to the Rector or priest in charge of the particular parish. Each parish is permitted to nominate one person in each and every calendar year. Nominations are reviewed by and approved by the Rector, who in consultation with the Wardens on the nomination or nominations received will choose not more than one nominee and then forward the name of the nominee to the Bishop. Such nominations must be received in the Bishop's office not later than 31 March in the year of the award being made and will include a brief biography (with a photograph if possible) of the nominee and a brief summary of the reason that the nominee has been proposed along with a one time processing fee (of \$25 currently) payable to the Diocese of New Westminster. At the same time,

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the Bishop in consultation with the Archdeacons is entitled to propose up to ten recipients of the Order. Typically, such nominees will be persons whose service has been diocesan wide, or if mainly at the parish level, has had an impact in the Diocese beyond the parish where the service has been made.

- 4.2 Nominations cannot be made posthumously; nominees must be alive at the time of nomination. *[added DC June 9, 2009]*
- 4.3 Once all nominations have been received in the Bishop's office, they will, be reviewed by a committee of three persons, appointed by the Bishop for a two year term for the purpose, who ensure that all the documentation is in order, and who are responsible for checking with Rectors if there are any questions about the reasons for the nomination. Once this work has been done, a final list of will be submitted to the Bishop for his/her approval. This list is to be submitted not later than two weeks prior to the first Diocesan Council meeting after annual Synod (normally June). The Bishop reviews and approves the list. Only the Bishop has the authority to alter the list, and if he or she feels, for some reason, that a particular award from a Parish should not be made at a certain time, then the Rector of the Parish is advised by the Bishop and that Parish has the right to propose an alternate nominee. *[formerly 4.2; renumbered DC June 9, 2009]*
- 4.4 Once the Bishop has approved the list, the nominees are informed in writing and asked to respond within an appropriate time frame whether they choose to accept. Once they have responded then the nominees are announced to Diocesan Council. *[formerly 4.3; renumbered DC June 9, 2009]*
- 4.5 Should an appointee die after he or she has accepted the appointment in writing but before the presentation of the Award in accordance with Section 5.1, then for the purposes of presenting the award, the Rector of the Parish which nominated the appointee shall name one or more family members of the deceased appointee or other representative(s) from the Parish which nominated the appointee to attend at the award presentation service and receive the Award from the Bishop on behalf of the deceased. *[added DC June 9, 2009]*
- 4.6 In the first year only of the Order being presented, The Bishop may nominate up to an additional ten persons as recipients, in recognition of the likely situation where a number of deserving candidates are identified at either the Diocesan or parish level. These nominees may be proposed by the Bishop himself or by him in consultation with diocesan clergy or by clergy in a parish who may feel strongly that more than one person should be nominated from the parish in the first year of the award. *[formerly 4.4; renumbered DC June 9, 2009]*¹
- 4.7 To be eligible for receipt of an Award, a person must be prepared to consent and agree to their name being entered in the Register on the understanding that the Register is a public document, and to the publication of their photograph and material in the Register in respect of any publicity that the Diocese may wish to instigate or permit in respect of the Order or otherwise. *[formerly 4.5; renumbered DC June 9, 2009]*

¹ Section 4.6 is spent. The first Award Service was held on All Saints Day, November 1, 2009.

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5 PRESENTATION OF THE AWARD

5.1 Awards of the Order will be made from time to time, usually annually, by the Bishop at a Diocesan Celebration and Choral Eucharist service at the Cathedral Church of the Diocese. Each award is presented personally by the Bishop and parishes are invited to send both family and general congregation guests to the service.

6 FORM AND USE OF THE AWARD.

6.1 The Order takes the form of a medallion of the badge of the Diocese in coloured enamel, which is worn around the neck on a special blue, white and gold ribbon.

6.2 This medallion may be worn at:

- (a) special occasions, in parishes, or at the Diocesan level.
- (b) worship or an event where the Bishop of New Westminster is present.
- (c) Synod and Diocesan Services and events.
- (d) At the installation of New Members.

6.3 Holders of the Order will be given a small lapel pin, in enamel, to be worn with everyday dress.

7 BOOKS AND RECORDS

7.1 A record of all Awards of the Order made shall be kept in the a register (the "Register") into which the pertinent details of each award of the Order is subscribed, including but not limited to the recipients' name, the Date of Presentation of the Award, the recipients' parish and the reason the award was made.

7.2 Each record in the Register that is signed by the Registrar shall be prima facie proof of the fact set forth therein.

7.3 The Register shall be kept at the diocesan synod office unless the Bishop directs the Registrar otherwise. The Register shall be maintained in accordance with the directions of the Registrar.

8 AMENDMENT

8.1 This Regulation may be amended from time to time with the concurrence of the Bishop and Diocesan Council.

(DC 13 Jan 2009; amended DC 9 June 2009)