



The Order of the Diocese of New Westminster

Nominations Process - 2026

Purpose of the Order

The Order was established to acknowledge lay members of the Diocese who have devoted themselves to outstanding volunteer ministry over a significant period of time. The Investiture Service takes place every other year.

Eligibility criteria

Nominees must:

1. Be Lay members of the Church.
2. Have provided volunteer service in a parish, across multiple parishes (such as through committees, parish councils, outreach initiatives, or parish programs), and/or at the Diocesan level.
3. Have served for a significant length of time.
4. Be aware of and willingly accept their nomination prior to submitting the nomination form. ¹

¹ **Privacy Notice – ODNW Nominations**

The personal information collected on the Nomination form, including contact details and biographical information, is gathered and used by the Diocese of New Westminster for the purpose of administering the Order of the Diocese of New Westminster (ODNW), communicating with Nominees and Nominators, and organizing the Investiture Service. If the Nominee accepts the ODNW honour, their name, parish, and Citation may be published in diocesan communications, including on the Diocese's website, social media, and in print or digital materials related to the ODNW. The Nominee's photograph will be used internally by diocesan staff to identify Nominees at the Investiture Service and, with the Nominee's consent, may also be published with ODNW announcements.

The Diocese collects, uses, and protects personal information in accordance with British Columbia's *Personal Information Protection Act (PIPA)*. Questions about the collection, use, or disclosure of this information may be directed to Charlotte Leonard, Archives Manager and Privacy Officer, cleonard@vancouver.anglican.ca.

Parish Nominations

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 or Priest-in-Charge, who, in consultation with the Wardens, will choose not more than **one** nominee and forward that name to the Archbishop.

Step 3: To complete the nomination, the parish must:

- Fill out and successfully submit the online [Nomination Form](#). Physical copies of the form will not be accepted.
 - * Please note the requirements regarding the Citation, which will be read at the Investiture Service and included in the permanent record of the ODNW. Citations must contain up to 80 words and reflect your nominee's personality. We reserve the right to edit the Citation for clarity or length.
- Send a clear and recent photograph of the Nominee
 - * mail to the Archbishop's Office: 1410 Nanton Ave, Vancouver BC, V6H 2E2
 - or
 - * e-mail to msousa@vancouver.anglican.ca (please include Nominee's name and parish)
- Pay the \$35 processing fee
 - * mail a cheque to the Archbishop's Office: 1410 Nanton Ave, Vancouver BC, V6H 2E2 (please note ODNW nomination on the memo line)
 - or
 - * e-transfer to info@vancouver.anglican.ca (please note ODNW nomination on the memo line)

All the steps must be completed no later than **April 30, 2026**. The Nomination Form will be automatically closed after that date.

Archbishop Nominations

In addition to Parish nominations, Archbishop John Stephens may appoint up to ten nominees to the Order, subject to the aforementioned criteria.

The Archbishop's appointments will not affect the limit of Parish nominations.

When are Nominees notified of their approval?

Nominees will be notified by the Archbishop's Office of their approval after the completion of the process outlined in Synod Regulation 3(2). This would normally occur in June or July. Rectors/Priests-in-Charge and Wardens will also be notified.

What is the Date and Time of the Investiture Service?

The 2026 Investiture Service will be held on Saturday, November 7th, 2026, at 10:30 am at St. Andrew's Wesley United Church (1022 Nelson St. #100, Vancouver, BC)

All nominees will be informed of the time they need to arrive at St. Andrew's and the number of guests they can invite to the Investiture Service after their nomination has been approved.

For more information

Please contact Maria Sousa, Executive Assistant to the Archbishop's Office at 604-684-6306 ext. 228, or msousa@vancouver.anglican.ca.