



Deanery Standing Orders

March 2017

Diocese of York

Rules for Deanery Synods

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Introduction

The Rules for Deanery Synods in the Diocese of York have been created by Diocesan Synod as part of the “Developing Our Deaneries” initiative, which considered the place of our deaneries within the wider strategy of the Diocese and its three goals:

1. Reach those we do not reach
2. Moving to Growth
3. Establishing sustainable finances.

The Diocesan goals, the Developing our Deaneries Report and these Rules have all been approved by Diocesan Synod. In this document, references to “we” and “our” should be taken to mean references to Diocesan Synod.

The purpose of these Rules is to provide a legal framework to enable deaneries to put in place the vision set out in “Developing Our Deaneries”. Whilst our deaneries have a great deal in common, they are varied in size, context and history. We have done our best to ensure that the Rules provide deaneries with a basic framework in which to operate but that allows them as much flexibility as possible to implement “Developing Our Deaneries” in a way that is appropriate for them.

We recognise that, whilst they provide a less prescriptive structure than in the past, the Rules do not of themselves explain how the framework they set out can be used creatively to achieve the mission of “Developing Our Deaneries”. In revising these Rules we have therefore taken the opportunity to present them in a new format. The Rules themselves are set out in bold type. Each Rule is followed by our comments and suggestions as to how the Rules may be applied to enable deaneries to develop the roles and opportunities set out in the report. Those comments are not part of the Rules but are intended to give the Rules some life and context by setting out how we see deaneries working within the spirit of “Developing Our Deaneries”.

“Developing Our Deaneries” and these Rules represent a new approach to the mission and work of deaneries. We recognise that it may be necessary to review and revise these Rules in the light of experience and we welcome suggested changes for consideration.

March 2017

The Role of Deaneries

SYNODICAL GOVERNMENT MEASURE 1969

The Synodical Government Measure 1969 specifies that the functions of a deanery synod shall be:

- a) to consider matters concerning the Church of England and to make provision for such matters in relation to their deanery, and to consider and express their opinion on any other matters of religious or public interest;
- b) to bring together the views of the parishes of the deanery on common problems, to discuss and formulate common policies on those problems, to foster a sense of community and interdependence among those parishes, and generally to promote in the deanery the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
- c) to make known and so far as appropriate put into effect any provision made by the diocesan synod;
- d) to consider the business of the diocesan synod, and particularly any matters referred to that synod by the General Synod, and to sound parochial opinion whenever they are required or consider it appropriate to do so;
- e) to raise such matters as the deanery synod consider appropriate with the diocesan synod.

In the Diocese of York, the vision of “Developing Our Deaneries” is that deaneries become:

A local network of churches, inspiring, influencing and leading mission and ministry.

They will be characterised by three overlapping and complementary purposes:

- enabling mission
- resourcing ministry
- supporting relationships

They will establish and work with a Deanery Leadership Team in fulfilling the vision and plan for the deanery.

The Deanery Leadership Team will work in partnership with the Deanery Synod to create a Deanery Plan which describes how mission and ministry will be developed in the deanery, beyond the level of benefices

Rules for Deanery Synods

1. House of Clergy of Deanery Synod

- 1.1 The chair of the house of clergy shall be the rural dean, who shall have the title of Area Dean. If the chair is absent, or if there is a vacancy in the office of Area Dean, the meeting shall elect a chair for that meeting.**
- 1.2 The house of clergy may determine its own procedure consistently with these Rules. Subject to any such determination, the procedure of meetings of that house shall be regulated by the person who presides.**
- 1.3 There shall be a separate meeting of the house of clergy if:**
 - 1.3.1 the Deanery Synod so resolves;**
 - 1.3.2 required by these Rules;**
 - 1.3.3 the house of clergy so resolves; or**
 - 1.3.4 required by the rules of procedure of the house of clergy.**

Comment:

Membership of the house of clergy of Deanery Synod is laid down by Church Representation Rules 24(2) and comprises:

- a) clergy beneficed in or licensed to any parish in the deanery;
- b) clergy licensed to institutions in the deanery under the Extra – Parochial Ministry Measure 1967 (e.g. hospital chaplains, prison chaplains);
- c) clergy members of General Synod or diocesan synod resident in the deanery;
- d) licensed general preachers resident in the deanery; and
- e) elected clergy holding permission to officiate who are resident in the deanery or who have habitually attended public worship in the deanery during the preceding six months, one such person being elected for every ten such clergy in the deanery as at the 31st December in the year immediately preceding the election of parochial representatives of the laity to the Deanery Synod. The Church Representation Rules 24(4) requires the rural dean/Area Dean to inform the Archbishop of those clergy members elected from this group.

Other members of the clergy are not members of the house of clergy of Deanery Synod, but may be co-opted as such (see also Rule 3 below). The Church Representation Rules 24(7) limits the number of co-opted members of the house of clergy of Deanery Synod to a maximum of the greater of three people or five percent of the total number of members of that house. The secretary of Deanery Synod is responsible for providing the names and addresses of members of the house of clergy, including co-opted members, to the diocesan electoral registration officer.

Rule 1.1: The role of the Area Dean is set out in the role description attached to “Developing Our Deaneries”.

Rule 1.3: These Rules do not contain any provisions as to how the house of clergy should manage its procedure as to separate meetings of that house and it is a matter for that house to make its own arrangements for these matters, including the form and timing of notice of meetings. As a matter of good practice, we recommend that reasonable notice of separate meetings of the house of clergy is given to the Deanery Leadership Team in the interests of transparency and shared responsibility for the work of the deanery. Note that lay members of the ministry team, if invited to attend meetings of the house of clergy, have no vote in relation to house of clergy business.

In “Developing Our Deaneries” we encourage Gatherings of Ministers and Clergy Chapter Meetings. Such meetings are part of the development of the vision and life of the deanery and are not formal meetings of the house of clergy of Deanery Synod. There will inevitably be occasions when discussions at a Gathering of Ministers of Clergy Chapter Meeting will give rise to issues which require the resolution of the Deanery Synod as a whole or of the house of clergy as a matter of formality. Where it is intended that a Clergy Chapter meeting is to be designated as a formal house of clergy meeting, this must be clearly notified in writing and in accordance with any rules of procedure of the house of clergy. Normally notice of at least seven days will be appropriate. Where matters requiring a formal decision arise from discussions at a Clergy Chapter Meeting or Gathering of Ministers, we recommend that the situation is discussed with Deanery Leadership Team in order to agree the correct forum for the formal decision.

2. House of Laity of Deanery Synod

2.1 The chair of the house of laity shall be a member of the house of laity of Deanery Synod elected by the members of the house of laity (called “the Lay Dean”). If the chair is absent, the meeting shall elect a chair for that meeting.

2.2 The term of office of the Lay Dean shall end on the sooner of:

2.2.1 the fifth anniversary of the election of that person as Lay Dean; or

2.2.2 the date on which the Lay Dean ceases to be a member of the house of laity of Deanery Synod.

2.3 A person is eligible to stand for election as the Lay Dean if they are:

2.3.1 an elected member of the house of laity of Deanery Synod; or

2.3.2 a co-opted member of the house of laity.

2.4 The election of the Lay Dean shall take place at a special meeting of the house of laity of Deanery Synod called for this purpose. That special meeting shall take place

prior to whichever of the following meetings shall be the first to be held after the vacancy in the office of Lay Dean arises:

2.4.1 a meeting of the Deanery Synod; or

2.4.2 a meeting of the house of laity of Deanery Synod.

A member of the house of laity appointed by the Area Dean shall act as chair for the special meeting. The chair of the special meeting shall have a vote but no casting vote in the election and in case of an equality of votes the decision shall be taken by lot.

2.5 The house of laity may determine its own procedure consistently with these Rules. Subject to any such determination the procedure of meetings of that house shall be regulated by the person who presides.

2.6 There shall be a separate meeting of the house of laity if:

2.6.1 the Deanery Synod so resolves;

2.6.2 required by these Rules;

2.6.3 the house of laity so resolves;

2.6.4 required by the rules of procedure of the house of laity.

Comment:

Membership of the house of laity of Deanery Synod is laid down by Church Representation Rules 24(6) and comprises:

- a) parochial representatives elected to the Deanery Synod by the annual meetings of the parishes of the deanery every three years.;
- b) any lay members of General Synod or diocesan synod whose names are entered on the roll of any parish in the deanery;
- c) a lay representative of any community of persons in the spiritual care of a chaplain in the deanery, if the Archbishop decides that community should be represented;
- d) deaconesses and lay workers licensed in the deanery (note that these are licensed lay workers within the meaning of Canon E8 and this does not include Readers or RPAs);
- e) other deaconesses and lay workers holding a license in the diocese and resident in the deanery. The Church Representation Rules 24(4) requires the rural dean/Area Dean to inform the Archbishop of those clergy members elected from this group; and
- f) representatives of other bodies appointed under a scheme of diocesan synod (for example, in relation to a bishop's mission order).

Other lay people are not members of the house of laity of Deanery Synod, but may be co-opted as such if they are actual communicant members of the Church of England and aged 16 or over (see also Rule 3 below). The Church Representation Rules 24(7) limits the number of co-opted members of the house of laity of Deanery Synod to a maximum of the greater of three people or

five percent of the total number of members of that house. The secretary of the Deanery Synod is responsible for providing the names and addresses of co-opted member to the diocesan electoral registration officer.

Rule 2.1: The role of the Lay Dean is set out in the role description attached to “Developing Our Deaneries”.

Rule 2.2: Rural deans/Area Deans are typically appointed for a period of five years. Rule 2.2 provides for the term of office of Lay Deans to mirror that of Area Deans. In practice, the terms of office of the Area Dean and the Lay Dean are likely to start and finish at different times and this will ensure continuity of leadership. The Church Representation Rules 25(1) requires an election of members of the house of laity to take place every three years. It is therefore possible that the term of office of a person elected for five years may actually come to an end much sooner if they are not re-elected as a member of the house of laity at the triennial elections, choose not to stand for election or cease to be a member of the house of laity for some other reason. No limit has been placed on the number of times a person may stand for re-election as Lay Dean.

Rule 2.3.2: The Church Representation Rules 24(7) provides that a lay person may only be co-opted as a member of the Deanery Synod if they are an actual communicant member of the Church of England and aged 16 or over. Only a person with these qualifications will be eligible for election as a co-opted member of the house of laity of Deanery Synod.

Rule 2.5: These Rules do not contain any provisions as to how the house of laity should manage its procedure as to separate meetings of that house and it is a matter for that house to make its own arrangements for these matters, including the form and timing of notice of meetings. As a matter of good practice, we recommend that reasonable notice of separate meetings of the house of laity is given to the Deanery Leadership Team in the interests of transparency and shared responsibility for the work of the deanery. Normally notice of at least seven days will be appropriate.

3. Co-opted members of Deanery Synod

3.1 The co-option of additional members of the house of clergy or house of laity shall be made by resolution of the respective house passed on a motion moved on behalf of or by permission of the Deanery Leadership Team.

3.2 Unless the house concerned fixes a shorter period, co-opted members shall retire on the 31st day of May in the year of the triennial election.

Comment:

“Developing Our Deaneries” gives a range of examples of roles that might be considered within the Deanery Leadership Team and which may involve co-opting individuals with the relevant skills to take up those roles. In particular, we recommend that the Deanery Secretary and Deanery Financial Advisor are co-opted members of Deanery Synod if they are not otherwise members.

Consideration may also be given to co-opting representatives of church communities that would not otherwise have representation, such as church plants or those established by Bishop’s Mission Orders, educational institutions, youth groups or deaf church.

The Church Representation Rules do not provide for Readers to have an automatic place on Deanery Synod. Consideration could be given to inviting Readers to stand for election as members of the house of laity or to co-option.

The number of co-opted members permitted by the Church Representation Rules is limited to the greater of three members of each house or 5% of the members of each house. Not all of those who will make a valuable contribution to the deanery will need to be members of Deanery Synod and consideration should be given to allowing such people to be observers or to participate as non-members (see Rule 4 below).

The Church Representation Rules 24(7) provides that a lay person may only be co-opted as a member of Deanery Synod if they are an actual communicant member of the Church of England and aged 16 or over. Only a person with these qualifications will be eligible for election as a co-opted member of the house of laity of Deanery Synod. Those who do not have this qualification may be allowed to be observers or participate as non-members (see Rule 4 below).

Rule 3.1: Although the resolution as to whether or not to adopt an individual as a co-opted member is a decision of the relevant house, note that it is Deanery Leadership Team that must move the motion putting forward the name of that person for co-option, or agree to the motion being moved on its behalf. The co-opted member will be a member of the Deanery Synod as a whole as well as the relevant house and the involvement of the Deanery Leadership Team reflects the need for the two houses to work collaboratively.

Rule 3.2: All co-opted members, clergy or lay, must retire on the 31st May prior to the triennial elections, unless co-opted for a shorter period. Co-opted members who have retired in accordance with this Rule may be co-opted for a further term of office without limit as to the number of times an individual may be co-opted. Continuity is important and good work is always valued, but we

recommend that careful consideration is given before an individual is co-opted for a second or subsequent term. The number of places for co-opted members is limited and there may be a need to bring in a new person with fresh ideas and different skills. Consideration should be given before co-opting for a second or subsequent term as to whether that individual should be invited to stand for election (if eligible) to free a place for a further co-opted member. Do they need to be a co-opted member with a vote or would their contribution be as valuable if provided as a non-voting observer?

4. Observers and Participation of Non-members in Deanery Synod

4.1 The following shall have the right to attend and speak but not to move any motion or amendment or to vote in the synod:

4.1.1 the Archbishop of York or duly appointed commissary;

4.1.2 a suffragan bishop of the Diocese of York;

4.1.3 an archdeacon of the Diocese of York;

4.1.4 the diocesan registrar;

4.1.5 the diocesan secretary;

4.1.5 any person appointed by the standing committee of diocesan synod under Rule 4.2; and

4.1.6 observers invited by either of the joint chairs or the Deanery Leadership Team.

4.2 If there is no member of the Deanery Synod who is a member of the General Synod, the standing committee of diocesan synod shall, if it thinks fit, appoint one or more members of the General Synod who represent the diocese and whose names are entered on the roll of any parish in the diocese. Such persons shall be entitled to receive copies of notices and other documents circulated to full members of the Deanery Synod.

Comment:

The Deanery Synod may decide to invite any other individual to serve as an observer on a temporary or permanent basis. Observers may attend meetings and speak at them, but may not move any business or vote. Any invitation to attend as an observer may be withdrawn by Deanery Synod at any time before, during or after a meeting. Examples of people who might be invited to be observers are:

- a) members of the Deanery Leadership Team who are not otherwise members, (although we recommend that members of the Deanery Leadership Team are members of the Deanery Synod, whenever legally possible);
- b) churchwardens who are not otherwise members;

- c) Readers who are not otherwise members;
- d) Registered Parish Assistants (RPAs) or others who have undergone lay ministry training in the Diocese of York who are not otherwise members;
- e) retired clergy who are not otherwise members;
- f) members of teams, working parties and sub-groups established by the Deanery Synod who are not otherwise members;
- g) representatives of other denominations who worship in local ecumenical partnerships (LEPs) that include the Church of England;
- h) representatives of other denominations or inter-denominational bodies with a significant presence in the deanery (e.g. Roman Catholic deaneries, Methodist Circuits, United Reformed Church Districts, Churches Together);
- i) representatives of church schools and other educational bodies;
- j) representatives of statutory or community bodies;
- k) representatives of congregations operating under Bishop's Mission Orders where no provision has been made for representation on the Deanery Synod;
- l) young people under 16.

Given that observers may only attend and speak, but not move business and vote, steps must be taken to ensure, particularly in relation to observers invited to attend on a permanent or long term basis, that a careful note is taken of who is and is not a member when moving or voting on formal business. It can sometimes be forgotten that familiar faces are not full members and they may themselves sometimes forget that they should not be voting. It can be easy to forget too whether a person joined synod as a co-opted member or observer. For this reason, it is recommended that a formal record of observers is maintained by the Deanery Secretary as well a record of full members.

5. Chair and Officers of Deanery Synod

5.1 There shall be joint chairs of the Deanery Synod. The joint chairs shall be the Area Dean and the Lay Dean.

5.2 The joint chairs shall agree between them who shall chair each meeting of the Deanery Synod or particular items of business of the Deanery Synod. If either is absent, the other chair shall preside. If both are absent, the meeting shall elect a chair for that meeting.

5.3 The Deanery Synod shall appoint one of their number as the Deanery Secretary. Failing such an appointment, another fit and proper person shall be appointed as Deanery Secretary, who shall not become a member of the Deanery Synod by reason

of that appointment but may be co-opted as a member of the Deanery Synod in accordance with the Church Representation Rules 24(7).

- 5.4 The appointment of the first Deanery Secretary shall be made as soon as practicable after these Rules shall come into effect. Thereafter, the synod shall appoint the Deanery Secretary at the first meeting of the Deanery Synod after each triennial election or as soon as possible thereafter.
- 5.5 The term of office of the Deanery Secretary shall end on the 31st May in the year of the triennial election of members of the Deanery Synod, whether or not the Deanery Secretary is a member of the Deanery Synod.
- 5.6 The Deanery Synod shall appoint one of their number as assistant secretary. Failing such an appointment, another fit and proper person shall be appointed as assistant secretary, who shall not become a member of the Deanery Synod by reason of that appointment but may be co-opted as a member of the Deanery Synod in accordance with the Church Representation Rules 24(7).
- 5.7 The appointment of the first assistant secretary shall be made as soon as practicable after these Rules shall come into effect. Thereafter, the synod shall appoint the assistant secretary at the first meeting of the Deanery Synod after each triennial election or as soon as possible thereafter.
- 5.8 The term of office of the Deanery Secretary shall end on the 31st May in the year of the triennial election of members of the Deanery Synod, whether or not the assistant secretary is a member of the Deanery Synod.
- 5.9 In these Rules, a reference to the Deanery Secretary shall include a reference to the assistant secretary when the context permits.
- 5.10 A Deanery Financial Advisor shall be appointed by the Archdeacon of the Archdeaconry in which the deanery shall be situated (“the Archdeacon”), after consultation with the Area Dean and the Lay Dean.
- 5.11 The term of office of the Deanery Financial Advisor shall be five years but may be brought to an end at an earlier date by notice in writing by the Archdeacon, after consultation with the Area Dean and the Lay Dean. Any notice in writing ending the term of office of the Deanery Financial Advisor before the end of the five year term shall notify the Deanery Financial Advisor that the Deanery Financial Advisor may appeal to the Suffragan Bishop responsible for the area in which the deanery is situated within 21 days of the date of the notice. If the Deanery Financial Advisor shall appeal to the Suffragan Bishop, the Suffragan Bishop may confirm, vary or cancel the notice in writing and there shall be no appeal from the decision of the Suffragan Bishop.

Comment:

This Rule should be read in conjunction with “Developing Our Deaneries”, which sets out recommendations for a collaborative form of leadership whose primary vehicle is the Deanery Leadership Team (DLT). That Report provides more detail about the role and suggested members of the DLT.

Rule 5.3 – 5.5: We recommend that, if possible, the Deanery Secretary is appointed from amongst the members of the Deanery Synod. Nevertheless, we do recognise that some deaneries may not immediately be able to find such a person and may need to look outside the Deanery Synod membership. A person appointed as Deanery Secretary from outside the Deanery Synod membership may be co-opted as a member of Deanery Synod if there is a vacancy for a co-opted member (see Rule 3 above). Alternatively, they may be permitted to attend and speak at meetings, as an observer, but not vote (see Rule 4 above). The duties of the Deanery Secretary are set out in the role description attached to “Developing Our Deaneries” and include the duties imposed on a deanery secretary by the Church Representation Rules. The term of office of a Deanery Secretary ends on the 31st May. There is no limit on the number of occasions that an individual may be re-appointed as Deanery Secretary.

Rules 5.6 – 5.9: The Rules provide for the appointment of an assistant secretary and mirror the provisions for the appointment of the Deanery Secretary. The role of the assistant secretary is to be available to carry out the duties of the Deanery Secretary whenever the Deanery Secretary is unable to carry them out personally. It is vital that key duties of the Deanery Secretary continue to be carried out in the absence of the Deanery Secretary, such as the sending out of agendas and meeting papers for Deanery Synod meetings, the taking of minutes of meetings, providing a report of the business of Deanery Synod to parishes and the maintaining of a list of members of Deanery Synod. Otherwise, it is a matter for each deanery to decide what further duties the assistant secretary will undertake. Traditionally, in appointing a deanery secretary and assistant secretary it has been a requirement that one person should be clergy and the other a lay person. No such requirement is imposed here, but some deaneries might find such an arrangement useful. Some deaneries may find it convenient for the assistant secretary to act as Chapter Clerk to the house of clergy of Deanery Synod.

Rule 5.10: The Deanery Financial Advisor (DFA) is a key member of the Deanery Leadership Team (DLT) recommended by “Developing Our Deaneries”. Ideally, the DFA will be a member of the Deanery Synod but again we recognise that not all deaneries will have members with the

necessary skills for the role. We strongly recommend that the DFA is co-opted as a member of Deanery Synod, if not otherwise a member. The duties of the DFA are set out in the role description attached to “Developing Our Deaneries”.

Rule 5.11: The term of office of the DFA is for five years from the date of their appointment. No restriction has been given as to the number of times a person can be re-appointed to the same office. If the DFA is a member of the Deanery Synod, he or she does not automatically have to step down from that office if they cease to be members of Deanery Synod. They may choose to resign but need not do so. We recognise that there may be times when there is good reason for terminating the term of office held by a person at the same time as they cease to be a member of Deanery Synod and so we have provided in Rule 5.11 for the Archdeacon to terminate the term of office of the DFA before the end of the five year period. This Rule may also be used in circumstances where an office holder who is a member of Deanery Synod simply moves away from the deanery but does not formally resign their office and does not respond to requests to do so or cannot be traced. It may be used in other circumstances where there is a good reason for bringing the term of office to an end early. For example, the law provides for certain circumstances in which an individual is disqualified from holding office in a deanery synod, usually relating to safeguarding matters. We expect that only rarely will there be disagreement as to whether the DFA’s term of office should be brought to an end early, but recognising that disagreement may possibly occur, the DFA is given a right of appeal to the Suffragan Bishop.

6. Deanery Leadership Team and Standing Committee of Deanery Synod

6.1. The Deanery Leadership Team shall be the Standing Committee of Deanery Synod.

6.2 The members of the Deanery Leadership Team shall be:

6.2.1 the Area Dean;

6.2.2 the Lay Dean;

6.2.3 the Deanery Secretary;

6.2.4 the Deanery Financial Advisor;

6.2.5 a member of the house of laity elected by the members of that house;

6.2.6 a member of the house of clergy elected by the members of that house; and

6.2.7 appointed members as permitted in accordance with Rule 6.5.

6.3 The members of the house of laity and house of clergy referred to in Rules 6.2.5 and 6.2.6 shall be elected by their respective houses at a triennial election held at the first meeting of the Deanery Synod immediately after elections to the Deanery Synod using the same procedure (with essential modifications) as for election at an annual parochial church meeting unless the Deanery Synod shall decide not later than the 31st day of May in the year of the triennial elections that the voting shall be by post

using the same system (with essential modifications) as for elections to diocesan synod. Elections shall be by a simple majority.

6.4 Elected members shall retire on the election of their successors or on ceasing to be members of their respective houses, whichever shall be the sooner.

6.5 The Deanery Synod shall determine the maximum number of additional members of the Deanery Leadership Team (if any) who may be appointed by the Deanery Synod to the Deanery Leadership Team but so that the number of appointed members of the Deanery Leadership Team shall not exceed six. Members of the Deanery Leadership Team appointed under Rule 6.2.7 shall be appointed by a resolution of the Deanery Synod moved on behalf of or with the permission of the Deanery Leadership Team. Unless the Deanery Synod fixes a shorter period, members of the Deanery Leadership Team appointed under Rule 6.2.7 shall retire on the 31st day of May in the year of the triennial election.

6.6 The function of the Deanery Leadership Team is:

6.6.1 to work with the bishop and archdeacon to inspire, influence and lead the deanery to work together to fulfil the vision for the deanery and see its deanery plan established and implemented;

6.6.2 to have a vision for the future growth of the deanery, keeping in mind our diocesan strategy, the five marks of growth and the three purposes of deaneries;

6.6.3 to facilitate the creation, implementation and review of deanery plans with the bishop and archdeacon, working collaboratively with the Deanery Synod;

6.6.4 to identify resources among the laity and to encourage their use in deanery life;

6.6.5 to ensure deanery initiatives and events are resourced;

6.6.6 to ensure good communications across the deanery;

6.6.7 to support the deanery Financial Partnership in encouraging generosity;

6.6.8 to support and pray for one another and the deanery;

6.6.9 to encourage larger deanery worship, training and social events;

6.6.10 to set the agenda for the Deanery Synod;

6.6.11 to function as the deanery Standing Committee;

6.6.12 to function as the deanery Mission and Pastoral Committee;

6.6.13 to carry out the duties of the deanery Finance Committee, where they exist;

6.6.14 to transact the business of the Deanery Synod between meetings;

6.6.15 to carry out such functions as are allocated to it by these Rules or by law; and

6.6.16 to do such other things as the Deanery Synod may delegate to it.

6.7 The Deanery Leadership Team shall hold at least four meetings each year, including at least one meeting with the bishop and/or archdeacon but shall otherwise determine the frequency and procedure of its meetings and may conduct business by email or other electronic means between meetings.

Comment:

Rule 6.5: “Developing Our Deaneries” makes suggestions as to the nature of those who might be appointed as additional members of the Deanery Leadership Team (DLT). We believe that it is for each deanery to decide what is appropriate for their needs in order to meet the vision of that report. Deaneries are under no obligation to permit the appointment of additional members of the DLT, but we would encourage deaneries to be flexible in their thinking. If a deanery considers it appropriate to appoint additional members to the DLT, it may later resolve to change the number or qualification of appointed members to meet changing circumstances. The only limitation on what deanery synods may do is that appointed members may not become the majority of the DLT. Appointed members of the DLT are appointed by the Deanery Synod, having been proposed by the DLT. Appointed members whose term of office has come to an end in accordance with this Rule may be appointed for a further term of office without limit as to the number of times an individual may be re-appointed.

Rule 6.7: “Developing Our Deaneries” recommends that the DLT should meet about six times a year. We recognise that this pattern of meeting may be too frequent in some deaneries and provide in the Rules for a minimum of four meeting. Our recommendation remains that the DLT aims to meet six times a year.

7. Other Teams, Working Parties and Sub-Groups of Deanery Synod

The Deanery Synod may constitute such additional teams, working parties and sub –groups with such chairs, membership, terms of office, functions, modes of appointment, other procedure and terms of reference as it thinks fit. All such teams, working parties and sub-groups are accountable to the Deanery Synod.

Comment:

Rule 7: Deanery Synods have complete flexibility to create whatever permanent or temporary teams, working parties and sub-groups they need. They may delegate any business they think fit to any such body to give life to the vision of “Developing Our Deaneries”, except that business which must be dealt with by the Deanery Synod or its Standing Committee under the terms of these Rules or by law. It is up to deanery synods who shall be the members of those bodies and whether their membership is to be made up from members of Deanery Synod or not.

Members of such bodies who are not already members of Deanery Synod will not become members of the Deanery Synod by virtue of being members of that body. They may be co-opted as members of the Deanery Synod if there is a vacancy in the number of co-opted members (see Rule 3 above) or may be invited to attend and speak at Deanery Synod meetings as observers (see Rule 4 above).

8. Meetings of Deanery Synod

- 8.1 The Deanery Synod shall meet at least twice a year at such times and in such places as the joint chairs shall decide after consulting the Deanery Leadership Team and taking account of the dates fixed for meetings of diocesan synod.**
- 8.2 The joint chairs may summon a meeting of the Deanery Synod at any time. If they refuse or neglect to do so within 28 days of a requisition for that purpose signed by not more than 20 members of the Deanery Synod, those members may summon a meeting on giving at least seven days notice of that meeting to members of the Deanery Synod specifying the business to be transacted.**
- 8.3 In the case of sudden emergency the joint chairs may summon a special meeting at not less than seven days notice specifying the business to be transacted.**
- 8.4 The date, time and place of ordinary meetings of the deanery, when fixed, shall be announced to the members of the Deanery Synod as soon as possible in such manner as the joint chairs may approve.**
- 8.5 Subject to Rule 8.6, the agenda for each meeting shall be set by the Deanery Leadership Team. Nothing shall be considered at a meeting of Deanery Synod except business on or arising from the agenda. Urgent matters may be considered at the request or with the consent of the joint chairs but not decided upon by the Deanery Synod.**
- 8.6 The agenda for every meeting, except a meeting called under Rule 8.2 or 8.3, shall include:**
 - 8.6.1 the approval as a correct record of the minutes of the last meeting;**
 - 8.6.2 a report by the Deanery Leadership Team of the proceedings of Deanery Synod for circulation to parochial church councils in the deanery (unless the minutes of the meeting are to stand as that report);**
 - 8.6.3 at least once a year a financial report by the Deanery Leadership Team.**
- 8.7 At least two weeks before each meeting a notice signed by the Deanery Secretary, the agenda, supporting papers and draft minutes of the previous meeting of the Deanery Synod shall be posted or delivered to every member of the Deanery Synod, except:**

- 8.7.1** in the case of a meeting called under Rules 8.2 and 8.3 when the Deanery Secretary shall post or deliver the same as soon as the meeting is called; and
- 8.7.2** in the case of business referred by diocesan synod when the Deanery Secretary shall post or deliver the same in accordance with Rule 9.
- 8.8** Except in the case of a meeting called under Rule 8.3, the quorum shall be one third of the members of each house, including co-opted members. The quorum for the business of a meeting called under Rule 8.3 shall be a majority of the members of each house. Members who are unable to attend may not appoint a proxy or alternate.
- 8.9** Decisions shall be taken by a majority of the members of the Deanery Synod present and voting, except that a separate vote of each house shall be taken:
- 8.9.1** if the chair so rules;
- 8.9.2** if not fewer than five members so request; or
- 8.9.3** on any matter referred by the diocesan synod.
- 8.10** The Deanery Synod may determine its own procedure consistently with these Rules and subject to any such determination the procedure of meetings of the Deanery Synod shall be regulated by the person who presides.
- 8.11** The Deanery Secretary shall prepare minutes of every meeting which shall be circulated to members and shall record the names of those attending.
- 8.12** A meeting of the Deanery Synod or any of its teams, working parties or sub-groups of which the minutes have been approved and signed shall be deemed to have been duly summoned and held notwithstanding any defect in the procedure for summoning or conducting such meeting and no proceedings at such meeting shall be invalidated by any accidental omission to give the required notice of the meeting to any member.

Comment:

Rule 8.1: We recommend that deanery synods fix the dates for their meetings for the forthcoming year at the last meeting of the preceding year.

Rule 8.10: We recognise that deaneries will work in different ways to give effect to the vision of “Developing Our Deaneries” and we have drafted these Rules to enable deaneries to be as flexible as possible in the way that they conduct their meetings. For some deaneries, a more informal structure will work better than for others. Some deaneries will do most of their work through informal groups, meeting only occasionally as Deanery Synod and communicating regularly with members outside formal meetings. For other deaneries, meetings of Deanery Synod will be the most effective way of working together. These Rules set out some basics that we believe are fundamental. We believe that deanery synods should meet formally at least twice a year, but they

may choose to meet more frequently. We believe that there should be a formal structure for the calling of meetings of Deanery Synod to ensure that all members are treated fairly and we have set out the basic requirements. We have provided that the agenda for each Deanery Synod meeting is to be set by the Deanery Leadership Team to ensure that meetings are focussed, but in the expectation that the Deanery Leadership Team will be approached by members with ideas and suggestions for possible agenda items. Fairness requires a minimum number of members be present at Deanery Synod meetings and so a quorum is provided. A basic voting structure is given, as is a requirement that a proper minute of Deanery Synod meetings is taken, circulated to members and approved at the following meeting. Subject to this, it is for the person presiding at the meeting to decide on the procedure to be followed at that meeting. We would normally expect this to be sufficient for day to day business of deanery synods, but this Rule allows deanery synods to develop their own rules of procedure if there is a need, so long as those rules do not conflict with anything in these Rules. Procedural issues that are to be decided by the person presiding over the meeting where no other provision is made by these Rules are:

- a) debate;
- b) amendment of motions;
- c) moving of motions;
- d) varying the order of business;
- e) procedural motions.

Any deanery wishing to consider developing additional procedural rules in relation to these and other matters should contact the Diocesan Secretary, who will be able to provide examples of models that may be considered,

Greater formality applies to matters referred to deanery synods by diocesan synod so as to ensure a consistent approach. Rule 9 below sets out the procedure for such matters.

We recommend that Deanery Synod meetings should not normally last for more than two hours, excluding any refreshment breaks. We recommend that if there is important business to transact at the end of a two hour meeting, the chair proposes an extension of not more than twenty minutes for approval by the members and, if the extension is approved, the chair prioritises the business to be dealt with.

Only members of Deanery Synod and those entitled to participate in meetings under Rule 4 above are entitled to attend meetings of Deanery Synod. We recommend that consideration is given by Deanery Synod as to whether all or some of its meeting should be open to all who wish to attend for all or part of the meeting. If a deanery synod does decide to hold an open meeting

consideration should be given as to whether visitors shall be allowed to speak. For example, a period of time may be set aside at the start of the meeting to allow visitors to speak, with visitors only being able to speak at other times when invited to do so by the chair.

9. Links with Diocesan Synod

- 9.1 References by the diocesan synod shall be included in the agenda of such meeting of the Deanery Synod as the Deanery Leadership Team shall consider appropriate and**
- 9.1.1 at least 28 days notice of any matter referred shall be given to every member; and**
- 9.2.12 a report or other document prepared by or on behalf of the Deanery Leadership Team in relation to the matter referred may be circulated to members of the Deanery Synod in addition to any report or other document provided by General Synod or diocesan synod.**
- 9.2 When the reference by the diocesan synod is in the form of a question requiring the answer “Yes” or “No”, the question shall be put to the Deanery Synod in the affirmative sense. No amendment shall be in order and a separate vote of each house shall be taken. If the motion is defeated, the question shall be decided in the negative.**
- 9.3 When the reference invites a fuller statement of opinion a motion containing a draft of such statement shall be moved on behalf of the Deanery Leadership Team and amendments to such a motion shall be in order.**
- 9.4 When all motions under the foregoing Rule 9.2 and 9.3 have been decided, other motions arising from those motions may, if otherwise in order, be moved by any member.**
- 9.5 The decisions (together with the number of votes in each house) on every matter referred and on every additional motion shall be reported by the Deanery Secretary to the secretary of the diocesan synod.**
- 9.6 Subject to any timetable laid down by the diocesan synod, the Deanery Synod before voting on a reference from diocesan synod may refer any question to the parochial church councils or parochial church meetings in the deanery.**

Comment:

Matters referred by diocesan synod to deanery synods will relate to issues of significance to the Diocese as a whole. Matters that have been referred to diocesan synod by General Synod will be of significance to the Church of England as a whole. This Rule imposes greater procedural

formality in relation to the consideration by deanery synods of those matters to ensure that there is a consistent approach by all deaneries.

Rule 9.1: Deanery synods are given flexibility as to the meeting at which the Deanery Synod considers the business referred to it by diocesan synod so that consideration can be given as to whether the next or subsequent ordinary meeting of the Deanery Synod is the meeting at which the business is to be considered or whether a special meeting will be needed to meet the timetable imposed by diocesan synod. It also enables deanery synods to consider whether separate meetings of the house of clergy and house of laity of Deanery Synod are required.

10. Links with Parishes in the Deanery

10.1 Within six weeks after a meeting of the Deanery Synod the Deanery Secretary shall prepare and circulate to the secretaries of the parochial church councils in the deanery a report approved by the Deanery Leadership Team of the proceedings of that meeting. Such report may be in the form of the minutes.

10.2 Any parochial church council or parochial church meeting in the deanery may, on a motion moved by a member representing that parish, bring before the Deanery Synod any matter of either general Church interest or affecting that parish and may move that a representative of the Deanery Synod on the diocesan synod be instructed to bring such matter before the diocesan synod on behalf of the Deanery Synod. Subject to any direction by the Deanery Synod, the Deanery Leadership Team shall appoint such a representative.

Comment:

The relationship between the Deanery Synod and the parishes in the deanery is fundamental and “Developing Our Deaneries” explores this aspect of deanery life in detail. Good communication between the deanery and its parishes is of paramount importance. This Rule reflects the fact that the Deanery Synod is a means by which the parishes are able to express their view on matters concerning the Church of England and any other matters of religious and public interest to diocesan synod.

11. Amendments to the Rules of Deanery Synods

These Rules have been made by diocesan synod and shall not be varied, revoked or suspended except by a further resolution of diocesan synod.

Comment:

Whilst these Rules have been drafted to give flexibility in the way in which deanery synods conduct their business to give effect to the vision of “Developing Our Deaneries”, no deanery synod may proceed in a way that would conflict with any part of these Rules. Any questions as to whether a proposed step or course of action would conflict with these Rules should be referred to the Diocesan Secretary. Suggestions for amendments to these Rules for consideration by diocesan synod are welcomed.