

# **Diocese of Derby**

## **Rules for Deanery Synods**

Deanery Synods are established under the Synodical Government Measure, 1969.

The functions of the Deanery Synod are:

- To support and encourage the mission and ministry of the Church of England in the Deanery;
- To consider matters from the Diocesan Synod and/or PCCs within the Deanery;
- To raise matters with the Diocesan Synod and/or PCCs within the Deanery.

Deanery Synods are constituted according to Part III of the Church Representation Rules. The Church Representation rules states “The diocesan synod shall make rules for deanery synods” (28 (1)). This document constitutes these rules for the Diocese of Derby. It was agreed by the Diocesan Synod on ..... These rules come into effect on ..... Subject to the Church Representation Rules from time to time in force and to these rules passed by the Diocesan Synod, a Deanery Synod “shall have the power to determine its own procedure” (Church Representation Rules 28 (2)).

1. As required by Canon C23.4 and the Church Representation Rules (28(1)(a)), the Area Dean and a member of the house of laity elected by that house (the Lay Chair) shall be joint chairs of the Deanery Synod. They shall agree between them who shall chair each meeting of the Deanery Synod or particular items of business on the agenda of the Deanery Synod.
2. The Deanery Synod shall appoint a secretary and a treasurer from among its members, or may appoint the Deanery Administrator as its secretary (who may be co-opted as a full voting member), or may co-opt as a full voting member a secretary and/or treasurer, from anyone on the Electoral Roll of any parish in the Deanery.
3. The Lay Chair, Secretary and Treasurer will hold office for the duration of the triennium.
4. A minimum of 2 meetings of the Deanery Synod shall be held each year, one of which shall be held before 31<sup>st</sup> July.
5. Apart from the election of the Lay Chair (Rule 1), voting by houses shall only occur when required by the Church Representation Rules or the Diocesan Synod. Other than this, decisions of the Deanery Synod shall be taken by a majority of the Deanery Synod present and voting.

6. There shall be a standing committee of the Deanery Synod, known as the Deanery Leadership Team.
  - a. The functions of the Deanery Leadership Team are:
    - i. To prepare an agenda for meetings of the Deanery Synod;
    - ii. To transact the business of the Deanery Synod between meetings;
    - iii. To act, as required, as the Mission and Pastoral Committee of the Deanery;
    - iv. To encourage and co-ordinate the mission of the church in the Deanery;
    - v. Any other roles delegated to it by the Deanery Synod.
  - b. The membership of the Deanery Leadership Team shall be:
    - i. The Area Dean
    - ii. The Lay Chair
    - iii. Any Assistant Area Dean(s)
    - iv. The Deanery Secretary
    - v. The Treasurer of the Deanery Synod (who may be elected or co-opted in the same way as the Secretary)
    - vi. Such others as the Deanery Synod shall decide
    - vii. Up to two people co-opted by the Deanery Leadership Team.
    - viii. If not appointed as Deanery Secretary, the Deanery Administrator may be invited by the Area Dean to attend the meetings of the DLT.
7. The Deanery Synod shall prepare and circulate to all Parochial Church Councils in the Deanery a report of its proceedings.
8. The Deanery Synod may set up other committees. The function, membership, duration and procedure of such committees should be determined by the Deanery Synod as the committee is set up.
9. Notice of the date, time, place and agenda of meetings of the Deanery Synod should be announced to all members (usually by the secretary or Deanery Administrator) at least two weeks before the date of the meeting.
10. The Deanery Synod must consider any item referred to it by the Diocesan Synod, within the timeframe set by the Diocesan Synod. This may be at a scheduled or an extraordinary meeting of the Deanery Synod.
11. The Deanery Synod shall consider any item referred to it by a resolution of a PCC within the Deanery. This must take place within six months of the Deanery Secretary being notified of the PCC resolution.
12. The joint chairs may call an emergency meeting of the Deanery Synod at a minimum of one week's notice. Only business on the agenda may be discussed at this meeting.
13. If at least twenty members, representing not less than one quarter of the benefices in the Deanery, request a meeting of the Deanery Synod, the joint chairs must call such a meeting. If they fail to do so within one month of the request, then those requesting it may call such a meeting. Only business on the agenda may be discussed at this meeting.

14. Quorum of the Deanery Synod shall normally be one third of the members of the Synod. In case of meetings called under 12 or 13 above, the quorum shall be one half of the members of the Synod.
15. At a meeting of the Deanery Synod called before the 31st July, the Deanery Leadership Team will submit
  - a. a report and examined/audited accounts (as appropriate) for the preceding financial year, to be accepted by Deanery Synod
  - b. a statement showing the estimated expenditure of the Synod during the next financial year, which must be agreed by the Deanery Synod
  - c. proposals for a levy from each parish to raise the income required to meet the expenditure, such proposals to be approved by the Deanery Synod.
16. The Deanery Synod may co-opt up to 10 full voting members on to the Synod. They shall serve for a term determined by the Deanery Synod or until they resign or until the next elections to the Deanery Synod, whichever shall be the shorter.
17. The following shall have the right to attend and speak, but not to move any motion or amendment or to vote in the synod.
  - a. The Bishop or a duly appointed commissary;
  - b. The Archdeacon;
  - c. The Registrar of the Diocese;
  - d. The Diocesan Secretary;
  - e. The Deanery Administrator (unless they are a member of the Deanery Synod);
  - f. Other such people as the joint chairs, the Deanery Leadership Team or the Deanery Synod shall invite to address the Synod.
18. Unless the Synod resolves to meet in closed session, members of the public and/or the press may attend, but not speak or vote.
19. These rules should form part of the Deanery Handbook, and must be sent by the Deanery Secretary to each member of the Deanery Synod at the start of their term of office.
20. These rules shall not be varied, revoked or suspended except by a further resolution of the Diocesan Synod. Any situation not covered by these rules may be determined by rules agreed by a vote of the Deanery Synod.