

Derby Diocesan Synod

Member's Guide 2024 - 2027



Transformed Lives | Growing Church | Building Community
THE KINGDOM OF GOD - GOOD NEWS FOR ALL

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Introduction

This booklet provides a quick reference guide to the work and processes of the Derby Diocesan Synod. It aims to clarify how the Synod operates, the powers and responsibilities of members, and how business and debates will be conducted.

It is intended that this will be a 'living document,' updated and amended as needed.

With this in mind all Synod members are asked to submit comments or suggestions on this guide to the Diocesan Secretary: diosec@derby.anglican.org.

Role and Purpose of Synod

Diocesan Synod is the primary governing body of the Diocese. It has a potential membership of around 140 representatives. Diocesan Synod encompasses three Houses - Bishops, Clergy and Laity. There are currently around 90 active members (elected and ex-officio).

The function of the Diocesan Synod is set out in the Synodical Government Measure 1969:

1. to consider matters concerning the Church of England and to make provision for such matters in relation to their diocese, and to consider and express their opinion on any other matters of religious or public interest;
2. to advise the bishop on any matters on which she may consult the synod;
3. to consider and express their opinion on any matters referred to them by the General Synod, and in particular to approve or disapprove provisions referred to them by the General Synod under Article 8 of the Constitution (of General Synod):
4. to consider proposals for the annual budget for the diocese and to approve or disapprove them;
5. to consider the annual accounts of the diocesan board of finance of the diocese;

Whilst this remit is both wide ranging and critical, it is also important to note that these roles are of a strategic or 'big picture' nature. More detailed decisions fall under the responsibility of the Bishop's Council and other Diocesan committees, in particular the Business Committee.

In Derby, members of the Diocesan Synod are also members of the Derby Diocesan Board of Finance (DDBF), the legal charity and company that manages the financial affairs of the Diocese.

The Directors are the members of Bishop's Council and it is within Bishop's Council and Business Committee that most decisions relating to the work and functions of the DDBF are taken.

Synodical Who's Who

President: The Bishop of Derby

Executive Chair of the Diocesan Board of Finance: Appointed by the Bishop of Derby

Diocesan Synod Vice President: Chair of the House of Laity: Elected by and from the House of Laity

Diocesan Synod Vice President: Chair of the House of Clergy: Elected by and from the House of Clergy

Secretary: The Diocesan Secretary

Diocesan Vision and Strategy

Vision, Outcomes, Priorities, Values

The summary of the Diocesan Vision, Outcomes, Priorities, and Values were discussed and agreed at Diocesan Synod in June 2024.

The Diocesan Vision is:

The Kingdom of God: Good news for all, seen in Transformed Lives through Growing Church and Building Community

As we pursue this vision, we expect our work to produce the following Outcomes:

- *Deepening relationships with God*
- *Serving our local contexts*
- *Challenging injustice*
- *Making new disciples*

To overcome the key missional challenges facing our diocese, our Priorities will be:

- *Contexts of social & economic deprivation*
- *Becoming younger*
- *Becoming more diverse*
- *Being greener*

As we do these things, we'll live out our Values:

Generous Faith, Courageous Hope, Life-giving Love

The Vision and Outcomes are intentionally broad and theologically driven, and most of the mission and ministry activities already happening in any local context can be linked to at least one of the Outcomes.

Mission Initiatives

To complement local mission activities, the Parish Support Team will also support specific "Mission Initiatives" which come with national or DDBF funding or staff time. These provide a menu of opportunities to get involved in where a parish or other local mission and ministry context has capacity – we are not expecting anyone to do all of them!

The list of Mission Initiatives that the Parish Support Team will initially be supporting is shown below. More will be added to this in time with input and ideas from people across the Diocese:

Deepening relationships with God	Serving local contexts	Challenging injustice	Making new disciples
2027 Prayer Community	Community of practice	Net Zero Carbon 2030	New Worshipping Communities
Growing Faith Learning Hub & Networks	Mental health support (e.g. in schools)	Eco Church and Eco Diocese	Being Evangelists training module
Other partnerships for growing in faith		Affordable housing	Thy Kingdom Come

How to prepare for meetings

Diocesan Synod usually meet three times a year (typically in March, June and October). The June meeting incorporates the Annual General Meeting (AGM) of the Derby Diocesan Board of Finance (DDBF). Agendas and accompanying papers are typically emailed to members two weeks in advance of a Synod meeting, however the notification for the AGM is emailed to members three weeks before the meeting date, typically along with the Diocesan Synod agenda. The business of both the Diocesan Synod and AGM is conducted in the one setting, with a seamless distinction between the two meetings.

Read the papers in advance:

The Agenda is emailed to members two weeks in advance of a Synod meeting, accompanying papers are issued with the agenda or in the days following. When items are being presented at Synod, it will be on the assumption that all members have read the background material.

Consult colleagues:

Elected members of Synods are representatives not delegates but they are there, in part, to feed in views and raise proposals or concerns from their deaneries and parishes. Make a point of asking colleagues on Deanery Synod for comments they would like you to feed into meetings – do this well in advance so if this gives rise to a question, you can be sure to have time to submit questions which allow for answers to be prepared. Questions submitted for a response at Synod must be raised and submitted no later than 10 days before the meeting.

Come with an open mind:

Come being open to the possibility that you might be persuaded to see things differently!

Pray:

Although Synod is a formal Business meeting, its ultimate task is assisting in the sharing of the Gospel and the furthering of the Kingdom of God. Our meetings are founded on prayer.

Synodical Boards and Committees

The Diocesan Synod is supported in its work by a number of other committees, boards and groups. These are listed below with a short summary of their role and main responsibilities. Members of Diocesan Synod often act as the electorate for other Committees of the DDBF.

Bishop's Council (BC)

Also acts as the Directors of the Board of Finance (DDBF) and the Diocesan Mission & Pastoral Committee (DMPC). The Bishop's Council is a single committee with a number of different roles and responsibilities:

Bishop's Council is responsible for advising the Bishop of Derby on issues falling under her Episcopal jurisdiction. As Diocesan Synod Standing Committee it is required to prepare recommendations for the Synod, transact business in between meetings of the full Synod and prepare Synod agendas (although much of the drafting and preparation work is undertaken by the Agenda Planning Group).

Chair - The Bishop of Derby

Secretary - The Diocesan Secretary

As Directors of the Derby Diocesan Board of Finance (DDBF) the members fulfill the legal role of Directors of the DDBF, dealing with the technical and statutory requirements relating to Charity and Company Law. The DDBF is the body that owns all Diocesan assets, employs Diocesan Staff and is Custodian Trustee of parish assets.

Executive Chair - The Chair of the Board of Finance

Secretary - The Diocesan Secretary

Bishop's Council also acts as the **Diocesan Mission & Pastoral Committee (DMPC)**.

This requires the committee to approve all proposals for pastoral reorganisation and take a lead on strategic pastoral and mission issues across the Diocese. It is also formally Committee for Churches Closed for Public Worship.

Having one committee responsible for this spectrum of work ensures a consistent and unified strategic approach can be taken in all areas. It is therefore the central governance committee.

Business Committee

The Business Committee meet more frequently than Bishop's Council, and deals with more everyday decisions relating to property, finance and governance. It's often the forum where preliminary discussions take place on matters which will eventually be considered at Bishop's Council and Diocesan Synod.

It also acts as the Glebe Committee, dealing with certain land and property owned by the DDBF, and the Parsonages Board, dealing with works of repair, improvement, demolition, construction, sale and purchase of parsonage building in accordance with prevailing ecclesiastical legislation.

Agenda Planning Group

The Agenda Planning Group is tasked with drafting and preparing agendas for the Diocesan Synod for approval by the Bishop's Council. It is chaired by the Bishop with the Chairs of the two Houses. The Diocesan Secretary supports the Group in their task.

Remuneration and HR Sub-Committee

This group advises Bishop's Council on the remuneration of stipendiary clergy and on the remuneration, terms and conditions of service of employees of the DDBF, both lay and ordained. It also has the task of considering and providing recommendations to Bishop's Council on negotiations for any settlement agreement with a DDBF employee or a member of clergy licensed in the Diocese of Derby and to provide governance oversight for the management of change within the DDBF staff team.

Diocesan Advisory Committee for the Care of Churches (DAC)

The DAC is not technically a Synodical committee, although there are strong links between the two bodies. The DAC is responsible for considering, evaluating and recommending proposals for all faculty applications to the Chancellor of the Diocese. The DAC also takes a more general advisory and support role in assisting parishes in considering how best to use and care for their church buildings. The Chair is appointed by the Bishop and Chancellor, following consultation with the Cathedral and Church Buildings Council in London. The DAC Secretary supports the work.

(This is not an exhaustive list of committees)

Bishop's Leadership Team (BLT)

This key group meets to pray with the Bishop and advise on all areas of Diocesan work. It has no accountability to or from Diocesan Synod and has no executive function, however it considers and develops key diocesan work such as deployment, people, policy and strategy formation.

Derby Diocesan Board of Education (DDBE) is a separate company and charity. The DDBE is responsible for all issues relating to the Church's engagement with Church Schools across the Diocese. The Board has a range of statutory functions in relation to Church Schools and academies. The Bishop of Derby is President of the DDBE, however this meeting is chaired by the Bishop of Repton as the bishop's representative.

Frequently Asked Questions

How is the agenda drawn up?

The agenda is the responsibility of the Bishop's Council to approve and agree, although much of the drafting and preparation work is dealt with by the Agenda Planning Group. All potential new items of business need to be submitted well in advance (at least 42 days). This can be done by emailing the Diocesan Secretary. Sometimes agenda items are motions brought for debate and vote, but many items on Synod agenda are presentations or for discussion.

The order of business is again ultimately determined by the Agenda Planning Group but importance is given to items that come from General Synod, a Deanery Synod or those raised by the President.

Although the actual agenda for any meeting is only finalised a few weeks in advance, outline business is often planned many months ahead.

How can I bring a proposition/motion to Synod?

There are a number of ways that members of Synod can get an item of business on to the agenda. One option is to raise the issue at your local Deanery Synod. If your colleagues agree with your suggestion then a 'Deanery Motion' can be submitted for discussion at a meeting of the full Diocesan Synod. Ultimately, depending on the issue being discussed, the Diocesan Synod has the power to pass such a motion to General Synod for discussion at a national level.

If your Deanery is considering submitting a motion, or suggesting a topic for consideration to the Diocesan Synod, please contact the Diocesan Secretary as soon as possible for advice on preparing and wording a motion, presentation or discussion topic to ensure it does not contradict Standing Orders, overrule existing legislation or other technical issues.

It is recommended that Deanery Synods authorise their representatives to agree the final wording of any motion. This will ensure minor amendments can be properly approved before the matter is taken to the Diocesan Synod. Alternatively please suggest a motion to the Diocesan Secretary and we will see if Bishop's Council wishes to bring the motion in its name. This can save time working through the deanery system.

Another route for bringing an issue or item of business to Synod is to submit a question in advance. Although such questions are not formal propositions, they do bring important matters to the attention of Synod.

What is the normal format for a debate to follow?

There are normally five steps in any standard debate:

1. The Motion/topic is put by a member of Synod.
2. The Synod will then discuss the topic and/or debate the Motion.
3. Any amendments to the Motion (duly notified in advance) are then proposed (usually in the order in which they affect the wording of the motion) and voted on.
4. The final Motion (with any successful amendments) is then formally proposed.
5. The Synod votes.

How can I ask a question or a supplementary question?

Any member can request to speak on any item of business, but they can only speak once per formal item of debate. Members are requested to let the Secretary know in advance if they wish to speak in a particular debate, but this is not a formal requirement. Any member may ask a question of any officer or office holder of the Synod, provided that the question is relevant to their duties and does not request an opinion. Such questions need to be submitted no later than ten days in advance of the meeting. Advance notice helps research and consideration to be given to the response.

Once a question has been submitted the questioner is then entitled to ask a supplementary question on the same subject. This rule gives all members of Synod a considerable ability to raise issues on matters that they are concerned about. Why not canvas your Deanery Synod in advance of each Diocesan Synod meeting to see if any of your colleagues have issues they would like you to raise on their behalf?

What is the procedure for filling a casual vacancy on the Diocesan Synod?

The Diocesan Secretary should be informed as soon as a vacancy occurs on Diocesan Synod.

Casual vacancies can be filled by holding an election at a meeting of the relevant House of the Deanery Synod (Church Representation Rules 45). The conduct for this election will be for the Area Dean or Lay Chair to agree. Only members of the relevant House can nominate or vote, ie if there is a vacancy in the House of Laity then only members of the House of Laity can vote.

I have a question about the Diocesan Synod

If you have a question about Diocesan Synod that it not covered in this guide, or require guidance / assistance, please contact the Diocesan Secretary who will endeavour to put your mind at ease and make your time on Synod fruitful.

Parish Support Team staff for Synod business

Our website is the best place to find out more about who's who and familiarise yourself with some of the key Parish Support Team staff, most of whom you will see at Synod from time to time.

You can contact DDBF staff via their personal DDBF email, or by contacting the team inboxes below:

Enquiries : enquiries@derby.anglican.org

Finance Team : finance@derby.anglican.org

Property Team : propertyteam@derby.anglican.org

Diocesan Secretary: diosec@derby.anglican.org

Diocesan Website "Who's Who?": derby.anglican.org/en/about-us/who-s-who

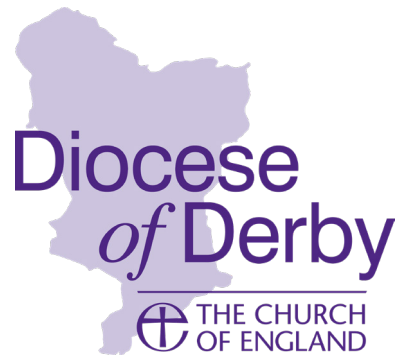
Appendices

Appendix 1) Derby Diocesan Synod Standing Orders

Appendix 2) DDBF Memorandum and Articles of Association

The Appendices are available on our website: [Home > About us > Governance > Diocesan Synod](#)

A governance review is planned for 2025 to ensure that the governance and committee structures of the Diocese of Derby best support and enable the effective and efficient delivery of the diocesan vision, its outcomes, and its priorities.



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