

Rules for Deanery Synods

The Standing Orders which regulate the
proceedings of Deanery Synods

Rules for Deanery Synods

I. The roles and responsibilities

The Deanery Synod exists:

- a) To foster partnership in mission between: the parishes; schools; chapels; chaplaincies in key church and secular bodies; and other Church of England institutions within the Deanery.
- b) To encourage sharing, pastoral care, prayer and joint activity between the parishes in the Deanery particularly over key issues like mission planning, pastoral reorganisation, vacancies, significant changes and major events.
- c) To debate and take united action on issues of concern to the Deanery, and where relevant to submit motions to Diocesan Synod and/or General Synod;
- d) To receive reports on and share Deanery concerns with representatives serving on General Synod, Diocesan Synod and major Diocesan Committees and other bodies to which the Deanery may decide to affiliate.
- e) To study, debate and submit responses to the Diocesan Synod and General Synod on matters that have been referred to Deaneries and to submit comments within agreed timescales.
- f) To elect officers of the Synod and to elect/appoint representatives to serve on diocesan bodies and other bodies where appropriate.
- g) To oversee the finances of the Synod and to manage any projects/initiatives that the Deanery may establish.
- h) To act on behalf of the Diocesan Synod or the Diocesan Board of Finance on any matters delegated to it and to report back in ways that shall be determined.

II. The houses of the Deanery Synod

1. There shall be two Houses namely the House of Clergy and the House of Laity.
2. The House of Clergy shall be chaired by the Rural Dean (who is appointed by the Bishop of Norwich following consultation with the clergy and lay chair in the Deanery).
3. The House of Laity shall be chaired by a layperson (who shall be a communicant member on the electoral roll of a parish or institution within the Deanery who shall be over eighteen years of age and shall be elected by the lay members of the Deanery Synod).

This person may be elected from current members of the Synod or first co-opted for the purpose.

4. The two Houses may meet separately at the request of the Chair or of three members of either House. Such meetings may be held within the context of a Deanery Synod meeting with the agreement of both the Chairs.
5. The Clergy of the Deanery also meet as a Chapter. Where such Chapter meetings are designated to be formal meetings of the House of Clergy this must be clearly notified in writing (at least seven days notice must be given of such a meeting).
6. Even if lay ministers (Readers, Church Army officers and others) are invited to Chapter meetings they remain voting members of the House of Laity.
7. Where Houses meet separately the Chair will determine whether they invite observers or hold open meetings.
8. Where a casual vacancy occurs among the Deanery's representatives on Diocesan Synod then a meeting of the relevant House shall be held to elect a new member(s) to Diocesan Synod.

III. Membership of the house of laity

1. The membership of the House of Laity shall comprise communicant members aged sixteen years and upwards who shall be elected/appointed from the following:

- a) **Parochial Representatives:** Each parish shall elect its lay representatives for periods of three years at its annual meeting based on the number on their electoral roll as follows:

Electoral Roll	Representatives
1 – 30	1
31 – 60	2
61 – 150	3
151 – 240	4
241 – 330	5
331 – 420	6
421 and Over	7

- b) **Institutional Representatives:** Any institution which has a priest acting as Chaplain and is designated by the Bishop may appoint one lay representative.
- c) **Ex Officio:** Members of the General Synod and Diocesan Synod who reside in the Deanery.
- d) **Lay Ministers:** Stipendiary readers, Church Army Officers and other lay people holding the Bishop's licence to work in the Deanery or who hold a Diocesan or inter-deanery responsibility and are appointed by the Bishop to serve on the Deanery Synod.
- e) **Co-opted Members*:** The House of Laity may co-opt up to three members who shall be full members of the Synod except that they are unable to vote in elections to Diocesan or General Synods.

(In choosing co-optees the House may wish to consider individuals with particular expertise or to give a certain group a voice in Deanery Business.)

2. No person (other than co-opted members) may be a member of more than one Deanery Synod.

IV. Membership of the house of clergy

1. The membership of the House of Clergy shall comprise:

- a) **Parochial Representatives:** All the clergy beneficed in or licensed to any parish in the deanery whether priests or deacons, stipendiary or non-stipendiary.
- b) **Institutional Representatives:** All clergy holding the bishop's licence and working in an institution in the deanery. It will include Chaplains to hospitals, prisons, educational institutions and other major bodies.
- c) **Ex Officio:** Members of General Synod & Diocesan Synod who reside in the Deanery.
- d) **Retired Clergy:** Clergy elected to serve from and by the retired clergy who have worshipped in the Deanery for at least six months and have permission to officiate. There shall be one representative elected for every ten retired clergy or part thereof.
- e) **Nominated Members:** Other clergy with the Bishop's Licence who are nominated by the Bishop which could include clergy with Diocesan or inter-deanery appointments that live or work for substantial parts of their ministry in the Deanery (provided that no clergy in this category can be nominated to more than one Deanery Synod).
- f) **Co-opted Members*:** The House of Clergy may co-opt up to three clergy who shall be full members of the Synod. They are able to vote in elections to the Diocesan Synod or the General Synod and are entitled to stand in such elections.

(Such co-options could include retired clergy, clergy who live but do not work in the Deanery, and clergy with permission to officiate who are not retired).

*Co-opted members may be a member of another Deanery Synod.

V. Observers

1. The Synod may decide to invite any other individual to serve as an observer on either a temporary or permanent basis. This could include:
 - a) all church wardens and Readers in addition to those elected;
 - b) retired clergy in addition to those elected;
 - c) priests, ministers or lay people from other Christian denominations who worship at Local Ecumenical Projects which include the Church of England;
 - d) representatives from denominational or inter-church bodies that cover all or substantial parts of the Deanery;
 - e) Representatives from church secondary schools or church tertiary education institutes and key representatives from statutory or community bodies.
 - f) Young people under 16
2. There may be certain cases of the above categories where an individual, who is a communicant member of the Church of England and over 16 years of age, might appropriately be considered for co-option. A decision to co-opt would rest with the relevant House not with the whole Synod.

VI. Meetings

1. The Synod shall meet at least twice each year.
2. Normally dates for the year shall be fixed at the last meeting of the previous year.
3. If dates are not arranged for the year ahead then members should have one month's notice of any meeting of the Deanery Synod except in emergencies.
4. All minutes, agendas & papers should be dispatched at least seven days before a meeting (by electronic means where possible). Business not listed on the agenda will not normally be discussed, but in exceptional circumstances permission may be given by the Chair.

5. The Quorum shall be one third of the members of each House including co-opted members. Members may not appoint alternates if they are unable to attend.
6. Meetings should last for no more than two hours (excluding any break for refreshment). If there is important business still to transact at the end of the two-hour period then the Chair may propose an extension of not more than twenty minutes which must be approved by the majority of members present and voting. The Chair shall then prioritise business that must be dealt with.
7. Emergency meetings may be called at the request of the Rural Dean, the Lay Chair or six members of the Deanery Synod (including at least two members from each House). Emergency meetings shall require seven days notice.
8. One meeting a year shall be designated as the Annual General Meeting at which a financial report shall be approved and the Standing Committee shall give a report.
9. The separate Houses shall meet when required to elect/appoint representatives and in other instances if convened by the Chair or at the request of three members.
10. Minutes of meetings shall be sent to the Diocesan Pastoral Secretary and to the Secretary of each PCC (to share with PCCS).
11. The Synod may designate all or some of its meetings to be open. The Chair shall decide whether those attending such meetings shall be allowed to speak.
12. Votes in the Synod shall require a simple majority of those present and voting. If necessary then the Chair may have a second or casting vote.
13. On an instruction from the Diocesan Synod, the General Synod or where nominations are required from a specific House then there shall be a vote by Houses.
14. If voting is required in an election (other than to General Synod) then the simple majority method shall be used.

VII. Officers

1. The Officers shall comprise the following:
 - a) The Rural Dean (Co Chair)
 - b) The Lay Chair (Co Chair)
 - c) A Secretary and Honorary Treasurer/Deanery Assessor elected by the Synod
 - d) A Chapter Clerk appointed by the Rural Dean
 - e) If there is an Assistant Rural Dean then they shall serve as a Vice Chair of the Synod & the House of Clergy
 - f) The House of Laity may decided to elect one or more Vice Chairs from the membership of the Synod or by co-opting an individual who shall act as a Vice Chair of the Synod & the House of Laity.

In selecting Vice Chairs the House of Laity may wish to appoint the past Chair, someone who is likely to succeed as Chair or someone who will assist the Chair by taking on responsibility for specific tasks.
2. Where Officers are elected rather than appointed this shall normally be held at the first meeting of the Triennium.
3. The Co Chairs shall agree between them who shall chair each meeting of the synod or particular items of business on an agenda.
4. The Lay Chair shall continue in office until the election of their successor as Lay Chair even if they have completed the maximum number of successive terms as an elected member of the synod.

VIII. Links with General Synod

1. Each Deanery Synod should normally have a report from the General Synod at each of its meetings. This could be a report on the last meeting(s) or an outline of the agenda and key items for a future meeting.

IX. Standing Committee

1. The Committee's role in the Deanery is:
 - To consider the whole mission strategy
 - To monitor the development and application of the Deanery Mission Plan
 - To liaise effectively with Deanery Synod and PCCs/DCCs
 - To prepare the agendas for the Deanery Synod and reflect on each meeting
 - To monitor attendance of those serving on their Synod, Committees and Diocesan Synod
 - To undertake such other tasks as are delegated to it by the Deanery Synod

The Membership shall comprise:

- The Rural Dean and the Lay Chair (one of whom shall normally be the Chair)
- The Secretary, Chapter Clerk and the Honorary Treasurer of the Synod
- Not more than 2 clergy and 2 lay members elected from Deanery Synod.
- The Committee can co-opt other members (Deanery Synod shall determine the maximum number of such co-options which could include ecumenical representation, or those with particular skills).

X. Amendments

1. Bishop's Council shall review these Rules once every five years and shall invite comments from all Deaneries via Rural Deans & Lay Chairs on amendments or additions that should be made and then submit any revisions for approval by Diocesan Synod.