

# TERMS OF REFERENCE

# DIOCESAN BOARD OF

# PATRONAGE

The Diocesan Board of Patronage Terms of Reference should be read together with the Board of Patronage Constitution

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## Record of Amendments

Date	Version	Reason	Page Number
May 2021	1	First Issue produced together with Norwich Diocese governance review 2020.	All

## Diocesan Board of Patronage

### Terms of Reference

#### 1. Statutory Requirement

The Norwich Diocesan Board of Patronage is constituted under Schedule 3 of the Patronage (Benefices) Measure 1986. This is described in the accompanying document, the Board of Patronage Constitution. Should the Constitution be altered in the future, this Terms of Reference document will need to be reviewed at that time to ensure consistency.

#### 2. Role

The exercise of Patronage, i.e. the right to present a priest to a benefice, is an historic foundation element of the Church of England carried over from the pre-Reformation Church. Today it forms part of a system of checks and balances which ensures the continuance of a broad spectrum of belief and practice within that Church, not least traditional orthodoxy.

The Board holds the right of presentation to a number of benefices<sup>1</sup> within the Diocese, and acts as holder of last resort in some cases.

#### 3. Duties

- a) To acquire, hold and transfer any right of patronage
- b) To exercise any right of presentation

#### 4. Composition

Membership is set out in Schedule 3 of the 1986 Measure, see the Board of Patronage Constitution Document.

##### **Ex Officio**

The Bishop (The Bishop may appoint a Suffragan as his/her alternate).

For the purpose of transacting any business relating to a particular benefice, the Archdeacon in whose archdeaconry, and both Chairs of the deanery synod of the deanery in which, that benefice lies.

##### **Elected by the relevant Houses of Diocesan Synod**

3 ordained members (licensed to or beneficed in any parish in the diocese) who are elected by the Diocesan Synod House of Clergy;

5 lay members who are elected by the Diocesan Synod House of Laity.

The Chair of the Board of Patronage is elected by the members of the Board of Patronage. The Bishop is not the Chair.

There shall be no self-presentation: A clerical member of the Board shall not take part in any proceedings of the Board connected with the exercise of a right of presentation in favour of himself or herself.

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<sup>1</sup> The list of such benefices is held by the secretary to the Board of Patronage

## **5. Tenure**

The election of members of the Board takes place every six years, in the same year as, but after, the election of members of the diocesan synod, and the elected members hold office for a term of six years beginning with 1 January following their election.

## **6. Meetings**

The Diocesan Board of Patronage normally meets quarterly but can meet at other times as needed.

Meetings may be physical or virtual, and business may be conducted by email or other means between meetings in accordance with diocesan policies.

The Diocesan Board of Patronage shall be quorate if over half of the committee members are present including the Chair of the Committee or a nominated deputy.

## **7. Report**

There is no statutory requirement to make a report.

## **8. Professional Standards**

The members of the Diocesan Board of Patronage should at all times act in accordance with relevant professional and legal standards including those for data security, safeguarding, and respectful treatment of all colleagues and those they interact with. Up to date guidance on the relevant policies may be found in the Diocese of Norwich Handbook for Committee Members.