



# *Canterbury Diocesan Synod Guide*

*August 2018 – July 2021*



*Incorporating:*

- *Diocesan Objectives & Strategy*
- *Membership and Structure of Synod*
  - *Standing Orders*
  - *List of Officers*



## ***Diocesan Objectives & Strategy***

In all its mission and ministry the Diocese of Canterbury is committed to the following three overriding objectives:

- **To grow the church numerically and spiritually**
- **To re-imagine ministry**
- **To build partnerships that enrich communities**

The structures of the diocese are designed to facilitate the achievement of these objectives into four key 'Frameworks':

- **Children, Schools and Young People**
- **Local Church Development**
- **Licensed Ministries**
- **Communities and Partnership**

These frameworks replaced the traditional concept of Boards and Committees and represent a flexible way of working for the Diocese with communication and collaboration at its heart.

Under these objectives the Diocese has formulated the strategy of '**Changed Lives ► Changing Lives**'. As part of this strategy we hold to the following specific goals:

- **Becoming more connected and mission focussed in prayer**
- **Becoming more diverse: especially welcoming young people and those from deprived areas in our congregations**
- **Offering more courageous leadership to lead the Church in mission in a rapidly changing culture**

To do this we will hold to the following values:

- **Listening to God and to one another**
- **Celebrating what is good**
- **Taking risks**
- **Promoting every member ministry**
- **Letting the edge shape the centre by being attentive to those on the edge of our communities**

Accordingly we have currently identified 5 major project strands

- **Building a missional prayer network**
- **Engaging with areas of deprivation – at first through the expansion of the Ignite project**
- **Prioritising Young People**
- **Enriching Leadership**
- **Building Missional Learning Communities**

**CHANGED LIVES** ⇨ **CHANGING LIVES**

1. This guide is intended to provide members, new and old, with basic information about the routine administrative details of the Synod's working, and to indicate what facilities are available and who can supply them. In what we do, and in the ways in which we do it, we have to comply with the Synod's Standing Orders. The Standing Orders are found further on and give the explanation for particular details of our practice. This guide is not concerned with the Standing Orders, although it is consistent with them. Its purpose is to describe what we actually do and, generally speaking who does what.

## ***TIMES, DATES AND PLACES OF MEETINGS***

2. Whole day meetings are normally held on Saturday and begin with an act of worship. They end at either lunch time or by 3.00 pm, depending on the amount of business to be dealt with. Generally there is an evening Synod in July which deals with some of the regulatory business of the diocese. It usually starts at 6.30 pm and concludes by 9.00 pm.
3. The Synod consists of three Houses - Bishops, Clergy and Laity. Separate sessions of the three Houses may be held at any time. Meetings of the House of Clergy and the House of Laity are held early in the life of a Synod (a triennium) to elect Chairs and to consider co-options to the Houses. Informal meetings of both Houses are convened by their respective Chairs on a regular basis.
4. The Synod usually meets in churches or school halls, and the International Study Centre within the Cathedral Precincts, Canterbury. It has been the practice in the past to hold Synod meetings at different locations around the diocese in order to give members the opportunity of meeting on their home ground and also to enable them to see different places in the diocese.
5. The next meeting of the Diocesan Synod will be **Thursday 4 October 2018**, starting at **6.30 pm**.

Meetings in 2019 are scheduled as follows:-

**Saturday 30 March (REVISED DATE) - 9.30 am**  
**Wednesday 10 July - 6.30 pm**  
**Wednesday 11 September (if required) – 6.30 pm**  
**Saturday 16 November – 9.30 am**

6. A fixture list for meetings of the Synod and other Framework meetings is available each year.

## ***CIRCULATION OF PAPERS***

7. Members are sent copies of reports and papers which are to form the basis of Synod debates or which are essential as background material for debates or for an understanding of the Synod's work. Formal notice of the Synod meeting is issued approximately six weeks

before the day of the meeting. The notice gives a brief outline of the business to be transacted and in particular invites members to submit items for discussion or questions to be asked. An agenda is drawn up under guidance of Archbishop's Council (the Standing Committee of the Diocesan Synod) and its Agenda Business Committee.

8. The Agenda is issued to all members about three weeks before the meeting with all necessary papers and material for the debates not previously issued with the Notice.
9. It may be helpful for members to acquire files to retain their Synod papers; and to have this guide available for reference as it incorporates the Standing Orders and the composition of the Synod. A full list of the Diocesan Synod membership is available at: <https://www.canterburydiocese.org/synods/>
10. There are certain background documents which members may also find useful: these are the Synodical Government Measure 1969, the Church Representation Rules 2017 and the Church of England National Database (Diocesan Directory available through the website). The Measure and Rules are available online and from the Church House Bookshop in Westminster or through any bookseller.

## ***DURING THE SYNOD: FACILITIES***

### **Parking**

11. One of the most important considerations when deciding on venues for Synod meetings is the availability of parking. Parking is always arranged as close as possible to the venue for a meeting. In the case of on-street parking, members are advised to arrive early to ensure that a parking space can be found. Parking is rarely available at the International Study Centre (except for disabled parking) but public parking is available nearby or there is the use of Canterbury Park and Ride system. Details of the venue, arrangements for parking and nearby public transport will be circulated with the agenda.

### **Worship**

12. Synod meetings always start with an act of worship.

### **Security of personal belongings**

13. Members are asked not to leave bags and briefcases unattended at a meeting place. The Synod cannot accept any responsibility for loss or damage to members' personal belongings.

### **Minutes**

14. The Minutes record the business transacted by the Synod and constitute the formal record of the meeting.

### **Refreshments**

15. Coffee is available at the meeting venue; members are invited to bring their own sandwiches when the meeting extends beyond lunch unless advised otherwise.

## **DURING THE SYNOD: ORGANISATION**

### **Seating**

16. Members of the Synod may occupy any seat in the hall.

### **The front tables**

17. The Chair sits at the front. The Secretary, who advises the Chair on the general course of the business, sits alongside him.
18. Other members of the Diocesan Synod's staff will usually sit amongst Synod members in the hall.
19. Any invited press representatives also have a table.

### **Members' right to speak**

20. Members should raise their hand if they wish to be called to speak. When speaking, members normally stand in their places and are asked to speak briefly and audibly.
21. When speaking, members need only address the chair ("*Mr. Chairman ...*" not "*Mr. Chairman, ladies and gentlemen...*").
22. For the sake of identification it is essential that Speakers should begin their contribution by giving their name and the deanery they represent.

### **Microphones**

23. A public address system is always available at Synod Meetings, including a deaf loop facility. Do please make special requirements known to us in advance.

### **Introducing the staff**

24. There is a list of the senior staff of the Diocesan Synod's Frameworks included at the back of this booklet.
25. During the Synod, staff members will be on hand to offer assistance wherever possible. At other times, enquiries on a question of procedure or the agenda should be addressed to The Secretary [jhills@diocant.org](mailto:jhills@diocant.org) at Diocesan House. Enquiries relating to the work of a particular Framework should be addressed to the Chair or Lead Officer of that Framework at the address given in the list of members.

## **MEMBERSHIP OF THE DIOCESAN SYNOD**

26. The composition (that is, how the Synod is made up) is shown on Page 7.
27. The work of each Framework is summarised on the nomination papers which are issued to the members before the elections.

### **Elections to Diocesan Representative Groups**

28. Elections to the Representative Groups of this diocese are normally for three years and the term of office usually runs from 1st January after the new Synod takes office. Nomination

papers are issued before the first meeting of the Synod followed by voting papers in time for the new members to take office on 1st January. These Representative Groups where there is a legal requirement for members to be elected are Archbishop's Council, The Board of Education, Mission and Ministry Committee and the Vacancy in See Committee.

Chairs of the relevant Frameworks are appointed by Archbishop's Council. Other Framework groups are appointed by Archbishop's Council in consultation with the Episcopal Staff Team and the Chairs of Framework.

**EXTRACT FROM THE SYNODICAL GOVERNMENT MEASURE 1969 Section 4 (2):**

**"The function of the diocesan synod shall be:-**

- a) *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;*
- b) *to advise the bishop on any matters on which he may consult the synod;*
- c) *to consider and express their opinion on any matters referred to them by the General Synod, in particular to approve or disapprove provisions referred to them by the General Synod under Article 8 of the Constitution:*

*Provided that the functions referred to in paragraph a) hereof shall not include the issue of any statement purporting to declare the doctrine of the Church on any question".*



## THE CONSTITUTION of the CANTERBURY DIOCESAN SYNOD 2018 - 2021

### MEMBERSHIP

#### THE HOUSE OF BISHOPS

The Archbishop and the Bishop of Dover (2)

#### THE HOUSE OF CLERGY Elected Representatives

#### THE HOUSE OF LAITY Elected Representatives

Number of Clergy in Deanery Synod	Seats Pro rata*	Change In Seats		Total Electoral Roll Numbers in Deanery	Seats Pro rata*	Change In Seats
14	5	(-)	Ashford	1253	5	(-)
10	4	(+1)	Dover	855	3	(-)
14	5	(-)	Elham	1443	6	(+1)
15	5	(-)	Romney & Tenterden	1385	5	(-1)
13	5	(-)	Sandwich	1218	5	(-)
20	7	(-)	Canterbury	1016	4	(-)
7	3	(-)	East Bridge	819	3	(-)
11	4	(-)	Reculver	1061	4	(-)
21	7	(-1)	Thanet	2320	9	(-1)
6	3	(-)	West Bridge	723	3	(-)
12	4	(-)	Maidstone	971	4	(-)
9	3	(-)	North Downs	903	4	(+1)
9	3	(-)	Ospringe	916	4	(-)
17	6	(-)	Sittingbourne	1281	5	(-)
9	3	(-)	Weald	1363	5	(-)
187	67			17527	69	

<b>Ex-officio:</b>		<b>Ex-officio:</b>	
The Dean	1	The Commissary General	1
The Archdeacon of Ashford	1	The Chairman of the DBF	1
The Archdeacon of Canterbury	1	The Chairman of the DAC	1
The Archdeacon of Maidstone	1		
Area Deans of Deaneries	15	Lay Chairs of Deaneries	15
The representatives of the Clergy on General Synod	3	The representatives of the Laity on General Synod	3
	22		21

House of Bishops	2
House of Clergy	89
House of Laity	90
<b>Total membership of Synod</b>	<b>181</b>

**Note:** Each House may co-opt 5 people and the Archbishop may nominate up to 10 people, clergy or lay. It is intended to include the 5 Diocesan Framework Chairs if not otherwise represented.

# STANDING ORDERS FOR THE DIOCESAN SYNOD

(Adopted by the Synod at its meeting on 28th March 1981  
and amended at its meetings in July 1981,  
July 1987, November 1997 and July 2012)

## MEMBERSHIP OF THE SYNOD

### Roll of Members

1. The secretary shall keep a roll of the members of the synod constantly up to date.

### Procedure for co-option

2. The standing committee constituted under standing order 75 shall have the right to nominate persons for co-option by the house of clergy or the house of laity or otherwise to determine who else may nominate such persons but in other respects the procedure for co-opting members shall be determined by the respective houses.

### Participation by non-members

3. Any visitor attending by invitation of the president may, with the permission of the chairman, address the synod but shall have no right to move any motion or amendment or to vote.
4. Heads of departments and their assistants shall be entitled to attend meetings of the synod and may, with the permission of the chairman, address the synod. They shall have no right to move any motion or amendment or to vote.
5. The standing committee shall identify by such means as it sees fit up to eight representatives of other Christian churches to act as Ecumenical Visitors. Such ecumenical representatives shall be entitled to receive papers for all synod meetings and shall be governed by standing order 3 above.

## TERM OF OFFICE

### Co-opted and nominated members

6. Unless the house concerned or the president, as the case may be, fixes a shorter period of office, co-opted and nominated members shall retire on the last date for the return of results in the triennial election.

## THE PRESIDENT AND VICE-PRESIDENTS

### Election of vice-presidents

7. Before the first meeting of the synod after the triennial elections or in the event of a vacancy in either office, the houses of clergy and laity shall each hold a special meeting to elect one of their number to be a vice-president of the synod. A member of the appropriate house appointed by the president shall act as chairman for such meetings. Whoever so presides shall have a vote in the election and in the case of an equality of votes the decision shall be taken by lot.

## CHAIRMAN OF MEETING

### Meetings of the synod

8. The president, unless on any occasion he nominates one of the vice presidents or another member to take the chair, shall be chairman at meetings of the synod.

### **Separate meetings of the houses**

9. The president and each vice-president shall be chairman of the house of which he is a member but need not preside over its meetings if and to the extent that standing orders of the house so provide.

### **Powers of chairman**

10. Subject to these standing orders and the directions of the president, the procedure of the synod and its houses shall be regulated by the respective chairman of each.

## **OFFICERS**

### **Secretary**

11. The synod shall appoint a secretary, being either a clergyman or layman and either salaried or honorary, who shall:

- i) be responsible for the administrative arrangements for meetings of the synod;
- ii) be in attendance at such meetings;
- iii) prepare the draft agenda papers and minutes of the synod;
- iv) act as secretary of the standing committee;
- v) perform such other duties as the synod shall assign to him.

### **Assistant Secretary**

12. The standing committee may appoint an assistant secretary.

### **Registrar**

13. The registrar, or in the event of his absence or incapacity the deputy registrar where appointed, shall be the legal adviser to the synod and when required shall attend the meetings of the synod, its houses and the standing committee.

### **Terms of appointment**

14. Subject to any statutory provision and to these standing orders, the terms and conditions of service on which officers are appointed shall be determined by the standing committee.

## **MEETINGS OF THE SYNOD**

### **By whom convened**

15. The synod shall meet upon the summons of the president.

### **When and where held**

16. The president shall summon not less than two meetings in each year at such times and places as he shall direct after consulting the standing committee.

### **Meetings by request**

17. If either the standing committee by resolution so requests or if the president receives a requisition for that purpose signed by not less than thirty members the president shall summon a meeting of the synod which shall be held within eight weeks following the resolution or request.

### **Notice of ordinary meeting**

18. The date, time and place of ordinary meetings of the synod, when fixed, shall be announced to members as soon as possible in such manner as the president shall approve; provided that not less than six weeks before each meeting a notice thereof specifying any business proposed to be transacted thereat and inviting other business, shall be posted or delivered to every member and to both chairmen of every deanery in the diocese.

### **Notice of special meeting**

19. In case of sudden emergency or other special circumstances, a meeting may be convened at not less than seven days' notice but the quorum for the transaction of any business at such a meeting shall be a majority of the members of each house and only business specified in the notice may be transacted.

### **Form of notice**

20. Every notice under standing orders 18 and 19 shall be in writing and signed by the secretary.

## **SEPARATE MEETINGS OF THE HOUSES**

### **When and where held**

21. Each house shall meet separately when:

- i) it is required so to do under these standing orders;
- ii) it has so decided in accordance with its own standing orders;
- iii) the chairman of the house has so decided; or
- iv) the synod has so directed; and subject to any directions by the synod or the house concerned, the date, time and place of any separate meeting shall be fixed by the chairman of that meeting.

## **AGENDA**

### **Content**

22. Subject to these standing orders and any resolution of the synod, and without prejudice to the rights of individual members to a reasonable opportunity within the time available of bringing matters before that synod, the standing committee shall settle the agenda for each of its meetings, specifying therein all business of which due notice has been received and which is in order, and shall determine the order in which the business so included shall be considered.

### **Circulation**

23. The Secretary shall post or deliver an agenda paper to every member 21 days at least before a meeting or, in the case of a special meeting called at less than 21 days notice, at the same time as the notice.

### **Business permitted to be considered**

24. Save for urgent or other specially important business added thereto by direction of the president, and such matters as may arise therefrom, no business shall be considered at a meeting other than that specified in the agenda (or any notice paper relating thereto) or arising from business so specified.

### **Order of business**

25. In considering the order of business the standing committee shall give special consideration to items:

- i) brought before the synod at the request or direction of the president;
- ii) referred to the diocesan synod by the General Synod or by a deanery synod in the diocese; and may also allot special times at which such items shall, unless previously disposed of, be taken and set time limits for debates on any motions, where it considers this to be

necessary.

### **Varying the order of business**

26. The order of business may be varied by resolution of the synod or, unless any member objects, by the chairman.

## NOTICE OF BUSINESS

### Form of notice

27. Subject to standing order 19, notice of any business for a meeting of the synod shall be in writing, signed and delivered to the secretary by hand or by post not later than the period before the meeting which is specified in standing order 28.

### Length of notice

28. The following periods of notice shall be required:  
New business for the agenda - 35 days  
Motions and amendments arising from the agenda - 7 days  
Questions under standing order 72 - 7 days

### When not required

29. Notice of the following business shall not be required:

- i) a motion or amendment moved by permission of the chairman; provided that the full text of such motion or amendment, except by permission of the chairman, shall be handed to the secretary before it is moved;
- ii) business adjourned under standing order 56 or 57 to a specified time or meeting;
- iii) a procedural motion specified in standing order 53 (subject as provided in that standing order);
- iv) a supplementary question by a member who has asked a question under standing order 72.

## GENERAL RULES OF DEBATE

### Quorum

30. One-third of the members of each house shall form a quorum of the synod which shall be necessary for the consideration of all business except the adjournment of the synod under standing order 56 or of a debate under standing order 57.

### If quorum not present

31. If a quorum is not present, the chairman shall adjourn the synod until such time as he shall determine. Any member may call the attention of the chairman to the absence of a quorum at any time before the question is put on a motion or amendment. A quorum shall thereafter be deemed to be present and it shall not be in order to query again the presence of a quorum until after the chairman has conclusively announced the result of the vote on that question.

### Order of speeches

32. The chairman shall call upon members who desire to speak and may require them to give their names to the secretary in writing. He shall also determine the order in which they speak.

### Breach of order

33. The chairman should call a member to order for failure to address the chair; irrelevance, tedious repetition of arguments previously put forward by the same or any other member, unbecoming language, disregard of the authority of the chairman, or any other breach of order, and may order the member to end any speech which he is making.

### Points of order

34. A member may submit a point of order under these standing orders at any time and for this purpose may interrupt another speaker. A member rising to a point of order shall state what he has to say in the form of a succinct question.

### **Personal explanations**

35. A member may ask permission to interrupt a debate to make a personal explanation but only so as to correct an important misunderstanding of fact during that debate with regard to what he has said, or to explain some matter of strictly personal concern, and for this purpose may interrupt another speaker. Such permission shall be given only if any person interrupted consents and if in the opinion of the chairman the debate is likely to benefit from such an explanation.

### **Interruptions otherwise not permitted**

36. Save as provided in standing orders 34 and 35 the interruption of a speech (by question, point of information or otherwise) shall not be permitted, but where it occurs in breach of this standing order it shall be reckoned as a speech on the question before the synod and shall preclude the interrupter from speaking further on that question. The ruling of the chairman on a point of order or the admissibility of a personal explanation shall not be open to question.

### **Speaking to a motion**

37. A member shall not speak unless upon a motion or amendment save as provided in standing order 34, 35 and 72.

### **Speaking more than once**

38. A member shall not speak more than once upon the same question, except:

- i) as provided in standing orders 34 and 35;
- ii) by permission of the chairman and with the consent of the synod;
- iii) the mover of a motion (but not an amendment) may reply; such reply shall not introduce any new matter and shall close the debate;
- iv) the mover of an amendment to a standing order may speak twice.

### **Length of speeches**

39. Save as provided in these standing orders, no speech shall exceed five minutes or, in the case of a member introducing a report, ten minutes, but the chairman may at any time lengthen or shorten either of these periods; provided that he shall inform the synod of his ruling, which shall not be open to debate or question.

### **Moving and seconding**

40. (a) Every matter debated in the synod shall have been moved by a member.  
(b) A motion or amendment which, when called by the chairman, is not moved by the member who has given notice thereof may be moved by some other member in his stead.

### **Withdrawal**

41. A motion or amendment, once moved, may be withdrawn by the mover or at his request unless more than five members object.

### **Reconsideration and rescission**

42. Save by permission of the standing committee, it shall not be in order to include in the agenda:

- i) a motion in the same form as one decided by the synod within the preceding twelve months,  
or in a form substantially similar thereto;
- ii) a motion or amendment which proposes a course of action contrary to or substantially inconsistent with a decision made within the preceding twelve months

### **Division**

43. The chairman may, with the consent of the mover, divide any motion or amendment in such manner as to enable the synod to express its judgement separately upon each part of the motion or amendment so divided.

### **Reference-back motions not permitted**

44. During the debate on any motion it shall not be in order to move a further motion to refer back that motion or any recommendation to which it relates but, if otherwise permissible, an amendment to this effect may be moved. Where a motion so amended is carried but specifies no one to whom the matter is to be referred, this question shall be decided by the standing committee. No amendment shall be moved for the reference-back of any matter referred by the General Synod to the diocesan synod.

### **Special powers of chairman**

45. Unless the synod otherwise provides, the chairman shall:

- i) adjourn the synod at the hours fixed in accordance with these standing orders;
- ii) adjourn the debate on any question at the hour fixed for the commencement of other business in accordance with standing order 25;
- iii) close the debate on any motion at the hour appointed in accordance with standing order

25,

whether or not there are other members who still desire to speak, and thereupon the provisions of standing order 58 (ii) shall apply.

## **AMENDMENTS**

### **When permitted**

46. Except as provided in standing order 47 any member may move an amendment to a motion which has been duly moved and such amendment shall be disposed of before that motion is put or any further amendment is moved.

### **When not permitted**

47. Amendments to the following shall not be permitted:

- i) a procedural motion under standing order 53;
- ii) a motion to receive the report of a committee under standing order 93;
- iii) a motion under standing order 100(a) in reply to any question referred by the General Synod.

### **Amendments to amendments**

48. No amendment may be moved to an amendment except by permission of the chairman.

### **Delivery in writing**

49. Before an amendment is moved, a copy thereof in writing shall be delivered to the secretary, unless this requirement is dispensed with by the chairman.

### **Form of amendments**

50. An amendment may be made:

- i) by leaving out words; or
- ii) by leaving out words in order to insert other words; or
- iii) by inserting or adding words.

### **Content**

51. An amendment shall be relevant to and shall not have the effect of negating the main motion or amendment.

### **Order of consideration**

52. Amendments shall be moved and put to the vote in the order in which they first affect the main motion or amendment to which they relate, and if more than one amendment has been received affecting the same place in that motion or amendment, they shall be moved and put to the vote in the order

determined by the chairman. By his permission, during the debate on an amendment, other amendments may be discussed but not moved.

## PROCEDURAL MOTIONS

### Content

53. Subject to these standing orders, the following procedural motions may, with the consent of the chairman, be moved with or without notice but not so as to interrupt the speech of any member:

- i) "That the synod do pass to the next business" ("next business");
- ii) "That the synod do now adjourn" ("adjournment of the synod");
- iii) "That the debate be now adjourned" ("adjournment of debate");
- iv) "That the debate be now closed" ("closure");
- v) "That all further speeches on this question be limited to ...minutes" ("speech limit");
- vi) A motion to vary the order of business;
- vii) A motion to suspend a standing order.

### When not permitted

54. A motion shall not be moved:

- i) for next business, the closure, a speech limit on a question referred by the General Synod to the diocesan synod;
- ii) for next business on an amendment or another procedural motion.

### Next business

55. The following rules of debate shall apply:

- i) The motion may be moved either in the form "That the synod do forthwith pass to the next business" or in the form "That the synod do pass to the next business before the question is put".
- ii) A motion for next business shall take precedence over all amendments of which notice has been given.
- iii) If such motion is carried, the original motion shall lapse either forthwith or before the question is put, as the case may be, and not be reconsidered during the same meeting of the synod.
- iv) If negatived, such motion shall not be moved again on the original motion unless that motion be substantially amended.
- v) During discussion on a motion "That the synod do pass to the next business before the question is put" it shall be in order to debate the merits of the original question.

### Adjournment of the synod

56. The following rules of debate shall apply:

- i) The motion to adjourn may but need not specify a time for the next sitting of the synod or the resumption of the business interrupted.
- ii) The mover shall be allowed to speak for not more than three minutes; the mover of the original motion, if any, or, if not, some other member may speak for not more than three minutes in reply; the question shall then be put without further debate.
- iii) If the motion to adjourn is carried and the diocesan synod has not by the same resolution appointed a time for its next sitting, such sitting shall be held at the time appointed in accordance with standing order 16.
- iv) Subject to any resolution of the synod, the business interrupted shall be resumed at the next meeting.
- v) If negatived, the adjournment of the synod shall not be moved again, except by permission of the chairman, until a further hour has elapsed.

### **Adjournment of debate**

57. Standing order 56 shall, unless the context otherwise requires, apply also to this motion except that:

- i) If such motion is carried and the synod has not by the same or a later resolution appointed a time for resuming the interrupted debate, it shall be resumed only by direction of the standing committee.
- ii) If the question adjourned is an amendment, the debate on the main motion shall also stand adjourned.

### **The closure**

58. The following rules of debate shall apply:

- i) If such motion is permitted by the chairman, it shall be put forthwith without discussion.
- ii) If the closure is carried, the member, if any, who has a right of reply on a motion superseded by the closure shall be given an opportunity to speak for not more than five minutes in reply, and the motion or amendment shall be put without further debate.

### **Speech limit**

59. The following rules of debate shall apply:

- i) If this motion is permitted by the chairman, it shall be put forthwith without discussion.
- ii) Notwithstanding the time limits imposed by standing order 39, on this motion being carried, no speech shall exceed the number of minutes specified therein, but the chairman may, for any special reason of which he shall be the sole judge, allow a longer or shorter time to any member; provided that when so doing the chairman shall inform members of his ruling and shall have particular regard to any member who has a right of reply to the debate.

### **Suspension of standing orders**

60. After notice or, by permission of the chairman, without notice a member may move that a standing order be suspended during a particular debate or meeting. Such motions shall not be deemed to have been carried unless at least three-fourths of those members present and voting are in favour.

## **VOTING**

### **Assent of three houses**

61. Subject to the two next following standing orders, nothing shall be deemed to have the assent of the diocesan synod unless the three houses which constitute the synod have assented thereto, but if in the case of a particular question the president (if present) so directs, that question shall be deemed to have the assent of the house of bishops only if the majority of the members of that house who assent thereto includes the Archbishop.

### **Procedure for decisions**

62. Questions relating only to the conduct of business shall be decided by the votes of all the members of the diocesan synod present and voting, and every other question shall be decided in like manner, the assent of the three houses being presumed, unless the president (if present) requires, or any ten members require, that a separate vote of each house be taken.

### **Matters referred under Article 8**

63. If the votes of the houses of clergy and laity are in favour of any matter referred to the diocesan synod by the General Synod under the provisions of Article 8 of Schedule 22 of the Synodical Government Measure 1969 (being the Schedule which contains the Constitution of the General Synod), that matter shall be deemed to have been approved for the purposes of the said Article

### **Votes by separate houses**

64. A separate vote of each house shall be taken:
- i) on any question referred by the General Synod to the diocesan synod;
  - ii) on any other question, except a question relating only to the conduct of business, where this is required under standing order 62.

### **Majority required for decisions**

65. Subject to any statutory requirements, decisions of the synod when no separate vote is taken by each of the houses shall require the votes of a majority of all the members of the synod present and voting; and decisions of the synod when a separate vote is taken by each of the houses shall subject as aforesaid and to standing order 61, require the votes of a majority of members of each house; provided that a motion to suspend a standing order shall require the votes of at least three fourths of the members of the synod present and voting.

### **Equal voting in house of bishops**

66. Where there is an equal division of votes in the house of bishops, the president shall have a second or casting vote.

### **Opinion of president**

67. The president shall have a right to require that his opinion on any question shall be recorded in the minutes.

### **Voting rights of chairman**

68. The chairman (subject to the rights of the president when he is chairman) shall have the same voting rights as other members and shall have no second or casting vote.

### **Mode of voting**

69. The chairman on putting any question to the vote shall take a show of hands, the result of which as announced by him shall be conclusive, and may at his discretion order the hands to be counted and shall do so on a vote by houses.

### **Requests for separate voting**

70. Where the president requires, or any ten members require, a separate vote of each house, or where the president gives a direction under standing order 61 (that his assent shall be necessary to carry a proposal in the house of bishops), such requirement or direction shall be made or given before the question is put or immediately upon the announcement of the result of a show of hands, whether counted or not.

### **Procedure for count of hands**

71. The counting of hands on a separate vote of each house shall be conducted in accordance with instructions to be issued from time to time by the standing committee, and, subject thereto, the administrative arrangements for each count shall be made by the secretary under the direction of the chairman.

## **QUESTIONS**

### **To whom addressed**

72. Subject to due notice under standing orders 27 and 28 a question may be asked of:
- i) any officer of the diocesan synod referred to in these standing orders;
  - ii) the chairman of any body constituted by the synod or on which it is represented; provided that the person asked may, without reason given, refuse to answer that question.
- A member who has asked a question may ask one supplementary question.

## **Content**

73. A question, if addressed to an officer, shall relate to the duties assigned to him and, if addressed to the chairman of any body, to the business of that body. Questions shall not ask for an expression of opinion or for the solution of either an abstract legal question or a hypothetical problem, and shall be otherwise in order.

## **Persons authorised to reply**

74. If the person of whom the question is asked is a member or officer of the synod he shall reply personally and, if not, the reply may be given by one of its members nominated by the president; provided that:-

- i) the president may instruct the secretary to reply on his behalf;
- ii) a member who is absent may authorise another member to deputise for him.

## **THE ARCHBISHOP'S COUNCIL AND STANDING COMMITTEE**

### **Composition**

75. The Archbishops Council and the standing committee (in these standing orders referred to as "the standing committee") shall consist of its ex-officio members, the 2 elected chairs of diocesan synod houses, 6 elected members (2 from each archdeaconry, 1 of whom is lay and 1 clergy) and the 5 (currently lay) chairs of frameworks as appointed by Council.

Ex officio members:

- The president
- The vice-presidents
- The bishops of Dover and Maidstone
- The archdeacons
- The chairman of the diocesan board of finance
- A representative of the Dean and Chapter
- The 5 framework chairs

(Note - the Bishop of Ebbsfleet shall receive papers for all meetings of the Archbishop's Council and standing committee and is entitled to be present, to speak and to vote at such meetings.)

### **Quorum**

76. One half of the members of the standing committee shall form a quorum.

### **Elections to standing committee**

77. The elected members of the standing committee shall be elected by the house of which each is a member, immediately after the election of a new synod, and shall retire on the election of their successors or on ceasing to be qualified. The procedure for their election shall be as provided in standing orders 85-89.

### **Officers**

78. The officers of the standing committee shall be as follows:

- i) The president of the synod shall be chairman.
- ii) A member of the standing committee nominated by the president with the consent of the committee shall be vice-chairman.
- iii) The secretary of the synod shall be secretary.

### **Functions**

79.

- The primary purpose of Archbishop's Council is the Bishop and the Council working together to shape the Diocesan Strategy and to monitor the outworking of that strategy.

- The heart of the Council's task is to encourage, enable and integrate the outworking of its agreed diocesan strategy. The Council in its capacity as the Diocesan Board of Finance shall exercise the responsibilities of acting as company directors and charity trustees.

## **OTHER COMMITTEES**

### **Statutory committees**

80. The synod shall establish such committees or other bodies as may be required by law (to be known as "statutory committees") with such membership, functions and procedure as may be provided in the relevant enactment. Subject thereto, these standing orders shall apply to such committees or other bodies.

### **Committees other than statutory committees**

81. The synod may at any time constitute such other committees as in the opinion of the synod are necessary or desirable and may delegate to a committee so constituted, with or without conditions, such functions of the synod as it thinks fit.

### **Membership of committees**

82. Subject to any directions of the synod and to any statutory provision, the standing committee shall determine the number of the members of a committee and whether they shall be appointed or elected. A committee may include persons who are not members of the synod.

### **Duration of membership**

83. The standing committee may, subject to these standing orders and any resolution of the synod, at any time dissolve a committee or alter the number of its members or its composition, and shall determine the term of office of its members.

### **Sub-committees**

84. Every committee constituted by the synod may appoint sub-committees for such purposes as it thinks fit.

### **Electors**

85. Any elected members of a committee may be elected by the whole synod without discrimination as to houses or by the three houses voting separately. In the absence of any direction by either the synod or the standing committee, they shall be elected by the whole synod.

### **Nominations for election to committees**

86. Every nomination shall require a proposer and seconder who shall be qualified electors but the standing committee may (except in an election to itself) collectively nominate candidates. Nominations which shall be in writing and accompanied by signed evidence of the candidate's willingness to serve shall be delivered to the secretary within such period (not being less than 14 days) as he shall specify. If the number of nominations is no more than that of the seats to be filled, all the candidates shall be declared elected.

### **Voting in elections**

87. (a) The names of the candidates together with the names, addresses and telephone numbers of their proposers and seconders shall in any other event be circulated to every qualified elector on a voting paper which when marked and signed shall be returnable to the secretary within such period (not being less than 14 days) as he shall specify.

(b) Subject to paragraph (c) below, each elector shall have as many votes as there are seats to be filled, but shall not give more than one vote to any one candidate. In the event of an equality of votes, the election shall be decided by lot.

(c) Where the synod or standing committee has directed that the election shall be conducted upon the principle of proportional representation, the rules, with the necessary modification made by the General Synod under Church Representation Rule 33(4) and for the time being in force, shall be used.

#### **Casual vacancies**

88. A casual vacancy in the office of any member other than an ex officio or co-opted member shall be filled within six months of the occurrence of the vacancy; provided that a vacancy which occurs within six months before the next triennial elections to the synod need not be filled.

#### **Directions by standing committee**

89. The conduct of elections to committees shall, subject to these standing orders, be in accordance with any directions by the standing committee.

## **PROCEDURE OF COMMITTEES**

#### **Chairmen**

90. A committee shall, subject to any direction by the synod or the standing committee, at its first meeting elect a chairman from among its own members. In the absence of the chairman, a chairman for that meeting may be similarly elected.

#### **Quorum**

91. Not less than one third of the total members of a committee shall form a quorum but a committee may act notwithstanding a vacancy in its membership.

#### **Voting**

92. Questions submitted to a meeting of a committee shall be decided by a majority of those present and voting, save that in the case of an equality of votes the chairman shall have a second or casting vote.

#### **Reports**

93. Every committee shall report at such times and in accordance with such procedure as may be determined by the standing committee; provided that each report shall be presented by a member of the committee which is responsible for the report, on the motion "That this report be received". No amendment to such motion shall be permitted but if carried it shall not be deemed to commit the synod to the acceptance of any matter in the report.

#### **General**

94. Subject to these standing orders and to any directions by the synod or the standing committee, a committee shall have power to determine its own procedure.

## **REPRESENTATION ON OTHER BODIES**

95. The procedure for appointing or electing representatives to serve on any committees or other bodies which are not statutory committees or responsible to the synod but on which it is required or permitted to be represented shall be determined in each case by the standing committee.

## **DOCTRINAL MATTERS AND FORMS OF SERVICE**

#### **Requirement of early circulation**

96. If notice is given of a motion, whether or not under standing order 100, which raises any question touching doctrinal formulae or the services or ceremonies of the Church of England the standing committee

shall include it on the agenda of the earliest convenient meeting of the synod; provided that save by permission of the chairman and the consent of the synod, copies of such motion, together with a report thereon by the standing committee, shall be sent to members at least three months before it is finally voted on by the synod.

## **REFERENCES BY THE GENERAL SYNOD**

### **When considered**

97. When a reference is received from the General Synod, whether under Article 8 of the Constitution of that Synod or otherwise, the standing committee shall include it on the agenda of such meeting of the diocesan synod as the committee may consider appropriate.

### **Prior notice and documents required**

98. Unless the standing committee decide to the contrary for any reason members of the diocesan synod shall receive at least three months notice of the reference, and a report or other document prepared by or on behalf of either the General Synod or the standing committee of the diocesan synod shall be circulated.

### **Consultations within the diocese**

99. The diocesan synod, before voting on a reference, may refer any question arising from it to the deanery synods or parochial church councils or parochial church meetings in the diocese for the expression of their views.

### **Procedure of debate**

100. a) When the reference by the General Synod is in the form of a question requiring the answer Yes or No, the question shall be put to the diocesan synod as a formal motion in the affirmative sense. No amendment shall be in order and a separate vote of each house shall be taken under standing order 64. If the motion is defeated, the question shall be decided in the negative.

b) When the reference invites a fuller statement of opinion, a motion containing a draft of such statement shall be moved on behalf of the standing committee and amendments to such a motion shall be in order.

c) When all motions under the foregoing paragraphs (a) and (b) have been decided, other motions arising therefrom may, if otherwise in order, be moved by any member.

### **Report on result**

101. The decisions on such motions and on any related motions not specifically included in the reference, together with any opinion recorded by the president and the number of votes cast in each house, shall be reported by the secretary of the diocesan synod to the secretary of the General Synod.

## **REFERENCES BY THE DIOCESAN SYNOD TO DEANERY SYNODS AND PARISHES**

### **Matters referable**

102. The diocesan synod may on the motion of any member invite all or any deanery synods or parochial church councils or parochial church meetings in the diocese:

- i) to express an opinion on or to record approval or disapproval of any matter; or
- ii) to supply information within their knowledge; or
- iii) to exercise any other functions within their competence; and to report to the diocesan synod by a specified date.

### **Report on proposal to refer matters**

103. The standing committee shall report to the diocesan synod on any proposal under the last preceding standing order and, if necessary, consideration of such proposal shall be postponed or adjourned until the standing committee has so reported.

### **Circulation of reference**

104. The secretary of the diocesan synod shall send a copy of any resolution under standing order 102 to the secretary of each body concerned, together with such instructions and other information as the diocesan synod or the standing committee may direct.

### **Form and date of reply**

105. Subject to any direction by diocesan synod, where a reference under standing order 102 invites approval or disapproval of any proposal, those bodies to whom such reference is sent shall be requested to frame their replies in the common form prescribed by the standing committee and shall be informed of the date for reply which shall be not less than three months later than the date of the resolution by the diocesan synod.

### **Report on replies received**

106. At the earliest convenient meeting of the diocesan synod after the period for replies has expired, the standing committee shall report, orally or in writing as it thinks fit, on the outcome of the reference.

## **MATTERS RAISED BY DEANERY SYNODS AND PAROCHIAL CHURCH COUNCILS AND MEETINGS**

### **By deanery synods**

107. A deanery synod may, on a motion moved by a member of the diocesan synod who represents that deanery, bring before the diocesan synod any question of general church interest or affecting the deanery or any parish within the deanery.

### **By parochial church councils and meetings**

108. A parochial church council or parochial church meeting may, on a motion moved on its behalf in the deanery synod by a member of that synod who represents the particular council or meeting, request the deanery synod to take appropriate action under the last preceding standing order.

### **Notice to diocesan synod**

109. Notice of a motion to be moved in the diocesan synod under standing order 107 shall be given by the secretary or a member of the deanery synod duly authorised for the purpose to the secretary of the diocesan synod.

## **FINANCIAL BUSINESS**

### **Duties of standing committee**

110. The standing committee shall be responsible for advising the president and the synod on the determination of priorities in the allocation of any funds at the disposal of the synod.

### **Duties of diocesan board of finance**

111. The diocesan board of finance of the diocese (in these standing orders referred to as "the board") as constituted under the Diocesan Boards of Finance Measure 1925 shall be the financial executive of the synod and responsible for the custody and management of the synod's funds and the employment of all persons in receipt of salaries paid directly from those funds.

### **Preparation of annual accounts and draft budget**

112. Not later than 30 June in each year the standing committee shall consider a report and accounts for the preceding financial year ended on 31 December, a draft budget for the following year, and estimates for a further two years. The budget and estimates shall include:-

- a) the totals of the Ministry Fund, the Support Services Fund and the Mission Fund

b) the ratio of the Support Services Fund and the Mission Fund to the Ministry Fund

c) the explanation for any changes in the ratios year to year.

The standing committee may make to the synod in its capacity as the board of finance such recommendations thereon as it thinks fit.

#### **Presentation of annual accounts and budget**

113. Not later than 30 November the standing committee shall present to the synod in its capacity as the board of finance the accounts for the preceding year, the budget for the following year and estimates for a further two years. The budget shall provide for the expenditure required by every committee and other body responsible to the synod, subject to any changes made by the standing committee on grounds of priority or financial expediency under standing order I12.

#### **Diocesan board of finance - reports on financial business and the implications thereof**

114. The standing committee shall submit to the synod at any time reports upon:

- i) the financial business of the synod or any of its subordinate bodies or any body in receipt of moneys voted by the synod.
- ii) the financial implications of any item of business included in the synod's agenda or any notice paper relating thereto.

#### **Special votes of expenditure**

115. If the standing committee during any financial year either:

- i) anticipates that expenditure sanctioned by the budget for that year will be inadequate because costs of authorised policies have risen or because new policies have been authorised since the budget, or
- ii) if so instructed by the synod, the standing committee shall submit at any meeting of the synod before the end of that year a supplementary budget, together with recommendations as to how the additional expenditure can be met.

#### **Expenditure in excess of votes**

116. In presenting the accounts for the preceding year the standing committee shall report any expenditure in excess of the funds voted for that year and give the explanation of those responsible, together with its comments and recommendations as to how the excess expenditure shall be sanctioned.

#### **Notice of proposals involving expenditure**

117. Except with the consent of the standing committee or their authorised representatives in the synod, no motion involving expenditure shall be put to the vote unless thirty-five days' notice of the motion has been given to the standing committee, so as to give opportunity for their views on the proposal to be formulated and expressed during the debate.

#### **Form of money resolutions**

118. The standing committee shall not expend or engage to expend any of the synod's funds for which it is responsible without the authority of a resolution in the following form (to be known as a "money resolution"): "That the synod authorise (or direct) the Archbishops Council to expend a sum not exceeding (a named sum)"; provided that no amendment which would make a motion take the form of a money resolution shall be in order.

#### **Persons authorised to move money resolutions**

119. No motion framed as a money resolution shall be moved otherwise than by a member authorised by the standing committee.

**Inadmissible amendments to money resolutions**

120. Save by consent of the standing committee, an amendment (other than an amendment moved by a member on behalf of the standing committee) shall be out of order if its effect would be to increase the expenditure which a motion framed as a money resolution seeks to authorise.

**Reference back of money resolutions**

121. A money resolution may be referred back to the standing committee for further consideration.

## **GENERAL PROVISIONS**

**Admission of press and public**

122. Subject to any directions by the synod or the standing committee, any member of the synod may move that the representatives of the press and members of the public shall withdraw during the whole or part of the business before the synod. If the motion is carried the chairman shall request the representatives of the press and the public to withdraw.

**Periods of notice**

123. Any period of notice required by these standing orders shall be deemed to consist of clear days or weeks, not including the date of dispatch and the date of the event before which the notice must be delivered.

**Procedural defects**

124. A meeting of the synod or any of its committees 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 thereat shall be invalidated by the accidental omission to give the required notice of the meeting to any member.

**Amendment of standing orders**

125. A motion for the amendment of these standing orders shall require the previous consent of the standing committee.

# CANTERBURY DIOCESAN SYNOD (2018 -2021) SENIOR DIOCESAN OFFICERS

<https://www.canterburydiocese.org/contactus/>

## **DIOCESAN SYNOD**

### **Secretary**

**Canon Julian Hills**

*(also acts as Secretary of the Archbishop's Council)*

PA - Ms Victoria Greatorex

### **Registrar**

**Mr Owen Carew-Jones**

Winckworth Sherwood

Minerva House

5 Montague Close

London

SE1 9BB

## **DIOCESAN FRAMEWORKS**

### **CHILDREN, SCHOOLS & YOUNG PEOPLE**

#### **Chair**

**Mr John Moss**

#### **Deputy**

**Ms Catherine Karunaratna**

#### **Director of Education**

**Mr Quentin Roper**

Deputy Director of Education

Mrs Niki Paterson

Schools Officer (Assets, Projects & Legal)

Ms Robyn Ford

Schools Officer (Christian Character)

Mrs Rebecca Swansbury

Children & Young People's

Mr Murray Wilkinson

Ministry Adviser

### **LICENSED MINISTRIES**

Lead Officer

**Mr Neville Emslie**

Warden of Readers

Mr Nigel Collins

Director of Ordinands/Vocations

Rev Canon Joss Walker

### **LOCAL CHURCH DEVELOPMENT**

#### **Chair**

**Revd Canon Andrew Sewell**

Chair – M & M Committee

Rev Stephen Laird

Mission and Growth Advisor

Rev Canon Steve Coneys

Local Ministries & Growth Advisor

Rev Peter Ingrams

Pastoral Secretary

Mr Nigel Collins

Diocesan Stewardship Adviser

Mrs Liz Mullins

Assistant Stewardship & Funding Adviser

Mrs Charlotte McCaulay

## **COMMUNITIES AND PARTNERSHIP**

**Chair**  
**Director**

**Mrs Amanda Cottrell**  
**Rev Canon Caroline Pinchbeck**

**Commissary General**

**Ms Morag Ellis QC**

**DAC Chair**  
**Secretary**

**Dr Richard Morrice**  
Mr Edmund Harris/ Ms Chloe Ewen

**University Of Kent**  
**Chaplain**

**The Revd Stephen Laird,**  
The Vicarage, 24 Tyler Hill Rd, Blean, C/Bury, CT2 9HT

## **CANTERBURY DIOCESAN BOARD OF FINANCE**

**Chair**  
**Secretary**

**Mr Nigel Mansley**  
**Canon Julian Hills**

Safeguarding Management  
Committee  
Safeguarding Advisers

Mr David Kemp\*\*/Revd Canon Steve Lillicrap

Director of Finance  
Director of Communications & IT  
IT Strategic Manager  
HR Manager  
Property Director  
Hospitality & Health & Safety

Mr Paul Brightwell  
Mrs Elaine Rose  
Mr Doug Gibb  
Mrs Anna Drew  
Mr Martin Knight  
Mrs Sarah Marsden  
Mr Chris Robinson  
Ms Cordelia Sain-Ley-Berry-Gray

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\* Elected members of Diocesan Synod

\*\* Elected members of General Synod