



Canterbury Diocesan Synod Guide

August 2021 – July 2024



Incorporating:

- ***Diocesan Vision & Strategy***
- ***Membership and Structure of Synod***
- ***Standing Orders (informed by Church Representation Rules 2020)***
 - ***List of Key Roles & Committees***

CHANGED LIVES ⇨ CHANGING LIVES

Diocesan Vision & Strategy

Our vision:

Changed Lives -> Changing Lives

By God's grace we want to be a people who are...

- ... confident and creative disciples of Jesus Christ**
- ... rooted in scripture and drenched in prayer**
- ... living gratefully, giving generously, caring for creation and sharing the gospel**
- ... growing in number and expectations – of God and of ourselves**
- ... motivated by justice and love, open to the Spirit & ready for adventure!**

Therefore we will....

- Grow and deepen our engagement with children and young people**
- Deepen our own faith journey**
- Find ways to live within our financial means**
- Identify churches / places where revitalisation or planting might be possible**
- Explore how living generously can release resources**
- Look at how our buildings can support mission**
- Equip a broader range of ministry to better serve our communities**

The structure of the diocese is currently designed to support the deaneries in their achievement of this vision through three 'Frameworks' (listed below) and other committees (listed at the end of this document):

- Children, Schools and Young People**
- Mission and Ministry**
- Communities and Partnerships**

These frameworks represent a collaborative way of working with our deaneries to deliver our discerned strategic themes:

- 24/7 discipleship**
- Prioritising children and young people**
- Mutuality & parish share**
- Review central and support services**
- Ministry – lay and ordained**
- Church revitalisation and planting (including Ignite)**
- Church buildings**
- Social and environmental justice**

PURPOSE OF THIS GUIDE

1. This guide is intended to provide members, new and old, with basic information about the routine administrative details of the Diocesan 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. 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 first meeting of this Diocesan Synod will be **Saturday 20 November 2021**, at **9.30am**.

Meetings in 2022 are scheduled as follows:-

Saturday 12 March - 9.30 am
Wednesday 13 July - 6.30 pm
Saturday 19 November – 9.30 am

6. A fixture list for meetings of the Synod and other 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/our-life/our-governance/governance.php>
10. There are certain background documents which members may also find useful: these are the Synodical Government Measure 1969, the Church Representation Rules 2020 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.
<https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules>

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. Drinks are 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 the Chair.
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 of *the synod*.
22. For the sake of identification 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 hearing 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 staylor@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.

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

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/she 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:*
- d) *to consider proposals for the annual budget for the diocese and to approve or disapprove them;*
- e) *to consider the annual accounts of the diocesan board of finance of the diocese*

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".

<https://www.legislation.gov.uk/ukcm/1969/2/section/4>

FURTHER INFORMATION

Further useful information can be found on our web site at:

<https://www.canterburydiocese.org/our-life/our-governance/governance.php>



THE CONSTITUTION of the CANTERBURY DIOCESAN SYNOD 2021-2024

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
12	4	(-1)	Ashford	847	4	(-1)
9	3	(-1)	Dover	652	3	(-)
14	5	(-)	Elham	1249	5	(-1)
11	4	(-1)	Romney & Tenterden	1146	5	(-)
14	5	(-)	Sandwich	984	4	(-1)
23	8	(+1)	Canterbury	998	4	(-)
6	2	(-1)	East Bridge	869	4	(+1)
10	4	(-)	Reculver	947	4	(-)
23	8	(+1)	Thanet	1715	7	(-2)
5	2	(-1)	West Bridge	639	3	(-)
10	4	(-)	Maidstone	842	4	(-)
7	3	(-)	North Downs	771	4	(-)
6	2	(-1)	Ospringe	769	4	(-)
16	6	(-)	Sittingbourne	958	4	(+1)
9	3	(-)	Weald	1143	5	(-)
175	63			14529	64	

Ex-officio:		Ex-officio:	
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		
The Senior Chaplain to the Bishop of Dover	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
	23		21

House of Bishops	2	
House of Clergy	86	
House of Laity	85	
Total membership of Synod	173	

Note: Each House may co-opt 5 people and the Archbishop may nominate up to 10 people, clergy or lay. This will include the 3 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 chair, 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 chair, 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 chair 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.

CHAIR 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 chair at meetings of the synod.

Separate meetings of the houses

9. The president and each vice-president shall be chair 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 chair

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 chair 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 chair 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 chair 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 chair.

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 chair; provided that the full text of such motion or amendment, except by permission of the chair, 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 chair shall adjourn the synod until such time as he shall determine. Any member may call the attention of the chair 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 chair has conclusively announced the result of the vote on that question.

Order of speeches

32. The chair 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 chair 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 chair, 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 chair 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 chair 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 chair 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 chair 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 chair, 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 chair 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 chair

45. Unless the synod otherwise provides, the chair 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 chair.

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 chair.

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 chair. 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 chair, 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 chair, 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 chair, 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 chair, 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 chair 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 chair 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 chair, 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 chair

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

Mode of voting

69. The chair 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 chair.

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 chair 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 chair 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 Archbishop's Council and the standing committee (which are the same body and in these standing orders are referred to as "the standing committee") shall consist of its ex-officio members, and 6 elected members (2 from each archdeaconry, 1 of whom is lay and 1 clergy)

Ex officio members:

The president

The vice-presidents (being the 2 elected chairs of diocesan synod houses) as under Standing order 7

The Bishop of Dover

The archdeacons

The Bishop's Senior Chaplain of Archdeacon status

The chair of the diocesan board of finance

The chair of the diocesan board of education

A representative of the Dean and Chapter

3 (normally lay) co-chairs of frameworks as appointed by Council

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 chair.
- ii) A member of the standing committee nominated by the president with the consent of the committee shall be vice-chair.
- 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 details 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 chair from among its own members. In the absence of the chair, a chair 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 chair 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 chair 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 chair 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 (2021 -2024)

KEY ROLES & COMMITTEES

DIOCESAN SYNOD

Acting Secretary

The Ven Stephen Taylor

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

EA – Joanna Manser

Registrar

The legal officer for the Diocese

Owen Carew-Jones

Winckworth Sherwood, Minerva House,
5 Montague Close, London, SE1 9BB

ARCHBISHOP'S COUNCIL

The standing committee of Diocesan Synod. Also acts as the Diocesan Board of Finance (DBF).

Chair

Bishop of Dover

Chair (when acting as DBF)

Peter Wyllie (from 14th July 2021)

DIOCESAN FRAMEWORKS

CHILDREN, SCHOOLS & YOUNG PEOPLE

Co-Chairs

Director of Education

Deputy Director of Education

The Ven Darren Miller & Fiona Higgs

Canon Quentin Roper

Niki Paterson

MISSION AND MINISTRY

Co-Chairs

Director

Director of Ordinands/Vocations

The Ven Darren Miller & (Vacant)

Canon Neville Emslie

The Revd Jon Marlow

COMMUNITIES AND PARTNERSHIP

Co-Chairs

Director

The Ven Andrew Sewell & Jane Ashton

The Revd Dr Jonathan Arnold

OTHER COMMITTEES

FINANCE AND ASSETS

Chair

Director of Finance

Financial Controller

Property Director

Peter Wyllie

Doug Gibb

Jennifer Mulrooney

Sarah London

DIOCESAN BOARD OF EDUCATION

A statutory committee that oversees the work of the diocese with respect to schools.

Chair	Dr John Moss
Deputy Chair	Catherine Karunaratna

SAFEGUARDING ADVISORY PANEL

Oversees all Safeguarding related matters across the diocese & Cathedral.

Independent Chair	Carol Iddon
Safeguarding Advisers	Paul Brightwell, Fiona Coombs

SAFEGUARDING EXECUTIVE GROUP

Case work for Safeguarding related matters across the diocese

Chair	The Ven Darren Miller
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DIOCESAN ADVISORY COMMITTEE

Advisory group for church buildings. See also "Commissary General" below.

Chair	Sir Paul Britton
Secretary	Kevin Tucker

MISSION AND PASTORAL COMMITTEE

Oversees all pastoral re-organisations and church closures.

Chair	The Revd Dr Stephen Laird
Pastoral Secretary	Nigel Collins

HR COMMITTEE

Oversees HR policy, salaries, staff headcount etc.

Chair	Ray Harris
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Other Key Roles

Commissary General	Robin Hopkins
<i>The judge of the court that hears legal matters relating to church buildings.</i>	

Diocesan Officers

A current list of all Diocesan Officers and their contact details can be found on the website at:
<https://canterburydiocese.org/our-life/our-people/>

Revised March 2022