



Come follow Christ in the footsteps of St Chad

Lichfield Diocese

Governance Handbook

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Bishop's Staff Meeting (BSM)

The Bishop's Staff meeting is not a formal part of the governance structure but is nonetheless integral to the efficient working of the Diocese and its area scheme.

It has four functions:

- To act as a "think tank" where the Diocesan Bishop can develop ideas and shape his/her vision for the Diocese.
- To ensure that the pastoral care and development of the clergy remains paramount
- To ensure there is a consistency of approach to pastoral and managerial issues across the three areas and the central sector.
- To provide as space where all BSM members can find mutual personal support and theological reflection

Diocesan Synod

Origin of Diocesan Synod

A statutory Body established by the **Synodical Government Measure 1969** (and **Church Representation Rules**). The **Church Representation Rules** were originally enacted as Schedule 3 to the **Synodical Government Measure 1969** and have been continually updated since then.

The Rules are a vital tool for all those involved in parochial, diocesan and national Church governance. In particular, the Rules govern the preparation of the church electoral roll, the conduct of annual parochial church meetings, and the membership and election of PCCs, deanery synods and diocesan Synods.

<http://www.churchofengland.org/about-us/structure/churchlawlegis/church-representation-rules.aspx>

Role/Terms of Reference of Diocesan Synod

- 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;
- To advise the bishop on any matters on which he/she may consult the synod (It shall be the duty of the bishop to consult with the Diocesan Synod on matters of general concern and importance to the diocese)
- To consider and express their opinion on any matters referred to them by the General Synod, and in particular to approve or disapprove provisions referred to them by the General Synod under Article 8 of the Constitution
- To consider proposals for the annual budget for the diocese and to approve or disapprove them;
- To consider the annual accounts of the diocesan board of finance of the diocese.

Membership of Diocesan Synod

A Diocesan Synod shall consist of a House of Bishops, a House of Clergy and a House of Laity (see Part E of the Diocesan Standing Orders for membership details)

President:

- The Diocesan Bishop

Area Bishops, the Chair of the House of Clergy and the Chair of the House of Laity are Vice-Presidents of Synod.

House of Bishops

The Bishop of the diocese, every suffragan bishop of the diocese and such other person or persons, being a person or persons in episcopal orders working in the diocese, as the Bishop of the diocese, with the concurrence of the archbishop of the province, may nominate.

House of clergy

Ex-officio

- any person or persons in episcopal orders nominated by the Bishop of the diocese, other than a suffragan bishop or a person nominated as above
- the Dean of the Cathedral
- the Archdeacons (four)
- the proctors elected from the diocese or from any university in the diocese
- any other member of that House, being the person chosen by and from among the clerical members of religious communities in the Province, who resides in the diocese;
- the Chancellor of the diocese (if in Holy Orders)
- the chairman of the Diocesan Board of Finance (if in Holy Orders)
- and the Chairman of the Diocesan Advisory Committee (if in Holy Orders);

Elected clergy members

- members elected by the houses of clergy of the deanery synods in the diocese in accordance with the rules;

Co-opted clergy members

- not more than five members (being clerks in Holy Orders) co-opted by the house of clergy of the Diocesan Synod.

House of Laity

Ex-officio

- the Chancellor of the diocese (if not in Holy Orders)
- the Chair of the Diocesan Board of Finance and the Chair of the Diocesan Advisory Committee (if not in Holy Orders)
- the members elected from the diocese to the House of Laity of the General Synod
- any other member of that House, being an ex officio or co-opted member of the House of Laity of the General Synod or a person chosen by and from among the lay members of religious communities in the Province, who resides in the diocese

Elected lay members

- members elected by the houses of Laity of the deanery synods in the diocese in accordance with the next following rules;

Co-opted lay members

- not more than five members co-opted by the House of Laity of the diocesan synod, who shall be actual communicants of age to vote at a Parliamentary election.

Nominated Members

The Bishop of the Diocese may nominate ten additional members of the Diocesan Synod, who may be of the clergy or the laity and shall be members of the appropriate House.

Elections to Diocesan Synod

Every three years, the House of Clergy and the House of Laity elect members to Diocesan Synod. Those elected hold office for three years beginning with 1st August following their election. Co-opted and nominated members shall retire on the last date for the return of results of the triennial elections. Current synod elected August 2015; next elections 2018.

Procedures and practice for meeting of Diocesan Synod

Diocesan Synod is managed in accordance with its Standing Orders (latest revision 2015).

Diocesan Synod meets three times a year; In March and October on Saturday (day) and in June (evening). The Diocesan Bishop chairs the initial session of the meeting (introductory, previous minutes, farewells, notices, etc.); then Synod is chaired alternately by the Chair of House of Laity/Chair of the House of Clergy for different sessions.

Agendas are set at agenda planning meetings (by the Bishop's Council *Agenda Planning Committee*) and, amongst other items, includes a report to Diocesan Synod from General Synod, and a summary report of Bishop's Council meetings held since the last Synod.

Papers are sent out by post 21 days in advance.

During the 21 days any questions have to be notified in writing at least 10 days in advance of the meeting. The CEO (who is also Secretary to Synod) ensures any questions are passed to the appropriate officer and a response is sent at least a day before the meeting. The CEO ensures the appropriate officer is in attendance on the day – the questioner is allowed up to two supplementary oral questions at the meeting.

Questions may also be asked, without notice, at the meeting. If it is not possible to answer straight away, officers may reply within 10 days following the meeting.

Any Other Business agenda item should technically be used only for members to raise any issues they would like placed on a future Diocesan Synod Agenda.

Minutes are taped. Draft minutes are produced and emailed to the CEO and Chair of the Lichfield Diocesan Board of Finance for verification. Accurate but not verbatim minutes are required in which key points should be recorded, together with any agreed/suggested actions. Copies of verified Minutes after verification (although before signing at next Diocesan Synod) may be emailed to the Chair of the House of Clergy and the Chair of the House of Laity and the Diocesan Bishop. The audio files of proceedings together with related paperwork are available on the diocesan website.

Lichfield Diocesan Board of Finance (LDBF)

Origin of LDBF

The Lichfield Diocesan Board of Finance was established under the **Diocesan Boards of Finance Measure 1925** and registered as a charity with the Charity Commission (Charity number 1107827 - for further details see <http://www.charity-commission.gov.uk/index.aspx>)

The LDBF is a charitable company, limited by guarantee, (Company number 00239561; incorporated 14/05/1929) with members of the Bishop's Council as Directors.

It is the financial and legal executive of the Diocesan Synod and is responsible for financing its activities. The LDBF through its Finance and Central Services Committee, Bishop's Council and Diocesan Synod agrees an annual expenditure budget. Its roles and responsibilities are the same as Diocesan Synod's.

The company is governed by Memorandum and Articles of Association dated 14 May 1929 as amended by special resolutions dated 6 February 1968, 18 June 2003, 13 March 2004 and 24 June 2015.

A Register of Interests is maintained.

Membership of LDBF

The Council or Executive Committee (which is the same as Bishop's Council of Diocesan Synod) manages the affairs of the Board, whose members are defined in the Memorandum and Articles of Association.

The Chair will be elected by Diocesan Synod at the start of each triennium.

Bishop's Council and Standing Committee of Diocesan Synod

Role/Terms of Reference of Bishop's Council

The Bishop's Council is responsible for considering matters of policy, for advising the Diocesan Bishop, and for determining how matters should be taken forward to the Diocesan Synod for further consideration. To do this, the Bishop's Council handles a wide range of financial and strategic business, and considers issues raised by the Diocesan Board of Education, and the LDBF's sub-committees, the deaneries and the national church. Members act as Directors and Trustees of the Diocesan Board of Finance, a limited company and registered charity, and are responsible for the management of finance subject to the direction of the Synod; members also act as the membership of the statutory Lichfield Diocesan Mission and Pastoral Committee.

Full details of the role are listed in Diocesan Synod Standing Orders, the Memorandum and Articles of Association and the Lichfield Diocesan Mission and Pastoral Committee constitution but are broadly –

- To fulfil the legal obligations of trusteeship (fiduciary obligations as trustees and directors of the Lichfield Diocesan Board of Finance)
- To discuss and approve the vision, priorities and financial limitations of the Diocese
- To monitor budget spends and achievements against strategic objectives (by department)
- To carry out work under the Mission and Pastoral Measure 2011

Accountability of Bishop's Council

The Bishop's Council is accountable to the Diocesan Synod

Membership of Bishop's Council (details from Diocesan Synod Standing Orders but reflecting current situation)

Ex-officio

- The President (Chair) – diocesan bishop
- All other members of the House of Bishops
- The Dean of the Cathedral
- The Archdeacons
- The Chair of the Lichfield Diocesan Board of Finance
- The Chair of the Board of Education

Elected

Members elected from among the members of the Synod:

- The Chair of the House of Clergy
- The Chair of the House of Laity
- Four clergy members
- Eleven lay members

Nominated and co-opted members

- A maximum of two members may be nominated by the President
- A further two may be co-opted by Bishop's Council

In attendance

- *Diocesan CEO (Secretary of the Council as Secretary of the Synod)*

- *Finance Director*
- *Diocesan Pastoral Officer*
- *Other diocesan Directors of Departments as necessary*

Elections to Bishop's Council

All elected members are to be elected by the House of which each is a member, immediately after the election of a new Synod, and the total number of the Council, including ex-officio members, shall not exceed 32 or be less than 28.

Procedures and practice for meeting of Bishop's Council and Standing Committee

6 meetings per year (although the July meeting is flexible and may not take place) between 5.30-9.00 on a weekday evening

The meeting is conducted in three sections – the first related to synodical and Central Sector work which is chaired by the President; the second related to statutory (Lichfield Diocesan Board of Finance) work - that which relates to fiduciary duties – which is chaired by Chair of Lichfield Diocesan Board of Finance; the third related to the statutory work of the Lichfield Diocesan Mission and Pastoral Committee, chaired by the Diocesan Bishop but guided by the Diocesan Pastoral Officer.

Agendas are set at agenda planning meetings (by the Bishop's Council *Agenda Planning Committee*) and sent out with associated papers by email approximately two weeks in advance.

The Minutes are recorded; draft Minutes are prepared and emailed to the Diocesan Secretary and the Chairman of Lichfield Diocesan Board of Finance; the final Minutes are emailed with the papers for the next meeting.

Note: Copies of verified Minutes (although before signing at next Bishop's Council) may be emailed to the Chair of the House of Clergy and the Chair of the House of Laity and the Diocesan Bishop for information.

Note: A summary of Bishop's Council meetings is prepared for Diocesan Synod.

Agenda Planning Committee (Agenda Planning)

Origin of Agenda Planning

Agenda Planning shall be a non-statutory sub-committee of the Bishop's Council (provided for by Standing Orders). Agenda Planning is therefore accountable to Bishop's Council.

Role/Terms of Reference of Agenda Planning

To ensure a smooth flow of business to the Bishop's Council and to the Diocesan Synod by:

- Preparing the agenda for diocesan synod on behalf of Bishop's Council
- Planning the agenda of Bishop's Council.
- Reviewing Synod's Standing Orders when required

Membership of Agenda Planning

- The Diocesan Bishop as President (and Chair of the House of Bishops) or the Bishop's Chaplain/Bishop's Lay Assistant
- The Chair of the House of Clergy (or representative)
- The Chair of the House of Laity (or representative)
- The Chair of the Lichfield Diocesan Board of Finance
- Two members nominated by and from the Bishop's Council (this membership is reviewed post the triennium elections)
- The Secretary of Synod (Diocesan CEO)

Procedures and practice for meeting of Agenda Planning Committee

- Meets a minimum of three times a year prior to each Diocesan Synod.
- The quorum for the meetings shall be three
- It should report to Bishop's Council a forecast of future expected synodical business

Diocesan Mission and Pastoral Committee (DMPC)

Origin of Diocesan Mission and Pastoral Committee

A statutory committee originally established by Diocesan Synod under the *Dioceses, Pastoral and Mission Measure 2007* which provided for a new committee to be appointed by 31 August 2009 in each diocese to replace the Pastoral Committee and the Redundant Churches Uses Committee. These functions are now contained in the *Mission and Pastoral Measure 2011*, with Schedule 1 of this Measure providing for its constitution and procedure.

The Measure directs that Diocesan Synod shall provide the Mission and Pastoral Committee with a written constitution or, if the committee is reconstituted as mentioned in subsection (3), an amended or new written constitution, which shall comply with the provisions of Schedule 1 (*Mission and Pastoral Measure 2011, Part 2; Para.2, 1-4*)

Originally approved by Bishop's Council 26 February 2009 (copy held) and approved by Synod 28th March 2009; reviewed and re-approved 2014; further modified 2016.

LICHFIELD DIOCESAN MISSION AND PASTORAL COMMITTEE

Structure and constitution

1 Introduction

- 1.1 The overall responsibility for mission, pastoral care and ministry in the Diocese of Lichfield belongs to the Diocesan Bishop. He/she shares this with his/her Episcopal colleagues. The role and responsibility of the Diocesan Synod, in this regard, stem from the need to resource this mission and ministry.
- 1.2 The strategic responsibilities for mission (pastoral, evangelistic, social and ecumenical) are clearly matters that relate to the role of the Bishop's Council as it advises and supports the Bishop in his/her overall responsibility for pastoral care and ministry. The Bishop's Council/Standing Committee will form the Lichfield Diocesan Mission and Pastoral Committee. The Bishops Council/Standing Committee will take responsibility for ensuring that the policies of the Diocesan Synod are carried out with respect to the deployment of ministry resources, in particular stipendiary clergy, available to the Diocese. This provides an opportunity to introduce a structured and holistic approach to the provision of ministry, its deployment and resourcing, as well as the development of new areas of ministry, with clear intent to further the mission of the church.
- 1.3 The Lichfield Diocesan Mission and Pastoral Committee (LDMPC) in its new formulation will replace the present Diocesan Mission and Pastoral Committee and will be drawn up as required under the Mission and Pastoral Measure 2011 (MPM 2011)
- 1.4 The MPM 2011 (Part 1, Section 1) states that:

“It shall be the duty of any person or body carrying out functions under this Measure or the Pastoral Measure 1983 to have due regard to the *furtherance of the mission* of the Church of England.”

The DPMM further defines mission as “the whole mission of the Church of England, pastoral, evangelistic, social and ecumenical”.

- 1.5 The LDMPC shall have the same membership as the Bishop’s Council/Standing Committee. In order to comply with the provisions of the MPM 2011, that as far as possible there should be an equal number of ordained and lay members, one additional lay person shall be co-opted onto the BC/SC.
- 1.6 The approval of a constitution by the Diocesan Synod and any subsequent amendments approved by the Synod are required by MPM 2(4) and must accord with the outline constitution and procedure set out in Schedule 1 to the Measure.

Constitution and Procedure of the LDMPC

2 Structure

2.1 Membership of the LDMPC

The membership of the LDMPC shall be the same as the membership of the Bishop’s Council & Standing Committee with due regard to the provisions of the MPM 2011 with respect to the balance of lay and ordained members.

- 2.2 The Committee (and any sub-committee) shall have power to appoint persons who have appropriate expertise, whether or not as members of another body, to provide advice on any of their functions.
- 2.3 The LDMPC shall, in carrying out any of its functions, to the extent that it thinks appropriate, consult any other persons or bodies, whether within the Church of England or not, which exercise functions or carry out activities relevant to the functions of the committee. (MPM 2011 S3(4))
- 2.4 The Committee may delegate any of its functions to the Area Mission and Pastoral Committees except its duty under section 6(5) or 21(4) of the MPM 2011 (to afford opportunities to incumbents of benefices and vicars in team ministries to meet the committee itself) and its functions under Schedule 4 to that Measure.
- 2.5 The LDMPC will consider proposals from each Episcopal Area with respect to the structure and membership of the Area Mission and Pastoral Committee.

2.5 Chair

The chair of the LDMPC may be the Bishop of the Diocese if he/she so wishes. If the Bishop is not the chair the Bishop shall appoint a chair either from the membership of the Bishop’s Council or co-opt a person to be the chair. The chair shall be a full member of the Bishop’s Council and of the Diocesan Synod.

2.6 Number of meetings and agenda

The business of the LDMPC will be undertaken as part of as many meetings of the BC/SC as may be required. The business of the LDMPC shall be conducted as part of the overall agenda of the BC/SC.

2.7 The agenda of the LDMPC may be located at any point in the overall agenda of the BC/SC in order to facilitate the better consideration of matters brought before it. The chair shall be consulted on the place in the agenda allocated to LDMPC business.

2.8 It will be necessary from time to time for the LDMPC to meet to hear representations from incumbents (and others) concerning certain pastoral schemes. Under MPM 2011 6(5) this may not be delegated to a sub-committee. If representations cannot be heard as part of a scheduled meeting a special meeting will be called under the chairmanship of the LDMPC. Any special meeting must be quorate.

2.9 *Quorum*

The quorum shall be not less than one third of the total members of the DMPC provided at least 6 elected and 2 ex-officio members of the DMPC are present but the DMPC may act notwithstanding any vacancy in its membership or any defect in its composition.

2.10 *Officers of the Committee*

The Secretary of the LDMPC shall be the Diocesan Pastoral Officer. The Diocesan Secretary and other Directors of Diocesan Departments who would normally be in attendance at BC meetings shall be officers in attendance on the Committee.

3 Duties and Purposes of the LDMPC

The duties that are set out in 3.1 below are those that are assigned to the Committee under the Measure.

3.1 It shall be the duty of the LDMPC and any Sub-Committees

(a) to carry out its functions with due regard to the furtherance of the mission of the Church of England. In particular it shall have regard to worship, mission and community life as central to the life and work of the Church of England (see footnote 1.)

(b) to make or assist in making better provision for the cure of souls that come under the Episcopal oversight of the Bishop of Lichfield to the extent that the committee thinks appropriate, in particular parts of the diocese or in particular parishes;

(c) from time to time, as the Bishop may direct, or as the committee thinks fit, after consultation with the Bishop, to review arrangements for pastoral supervision and care of those under the Episcopal oversight of the Bishop of Lichfield to the extent that the committee thinks appropriate, in particular parts of the diocese or in particular parishes (including sharing agreements in respect of a church or parsonage house and any proposals for sharing agreements);

(d) to review from time to time as may be directed by the Bishop, and in any event at least once in every five years, the arrangements for pastoral supervision in each conventional district in the diocese and, in cases where they consider it desirable, to make recommendations to the Bishop for any of the matters for which provision may be made under the MPM 2011 (other than section 36) by a pastoral scheme or order;

(e) from time to time, as the Bishop may direct, or as the committee thinks fit, to prepare strategies or proposals for carrying out the committee's functions under paragraphs (b) and (c) above for submission to the Bishop and the diocesan synod for their approval;

(f) to maintain an overview of matters relating to church buildings in the diocese and their use, other than matters which are within the jurisdiction of the Consistory Court or within the statutory functions of the Diocesan Advisory Committee;

(g) in the case of listed buildings or buildings in a conservation area, to make every endeavour to find a suitable alternative use or suitable alternative uses for churches which are proposed to be closed and buildings which have been closed for regular public worship in the diocese under a pastoral church buildings scheme and, in the case of any other such building, to develop proposals for the suitable alternative use or uses of the building or for the demolition of the building and the disposal of its site;

(h) where it considers it desirable, to make recommendations to the Bishop concerning a pastoral scheme or order, in accordance with section 6 and 21 of the MPM 2011 for any of the matters for which provision may be made under the Measure (other than section 36). (see also *Process of Pastoral Scheme or Order*, below);

(i) to carry out any other functions conferred upon a pastoral committee or a redundant churches uses committee of a diocese by Measure or any other enactment.

3.2 In carrying out any of its functions the LDMPC and any Sub-Committee shall have regard to –

(a) the financial implications for the diocese and the Church of England as a whole;

(b) the need to allocate appropriate spheres of work and to ensure that appropriate conditions of service are enjoyed by those employed or holding office in the diocese and, where relevant, that reasonable remuneration is provided for all those engaged in the cure of souls. (Subject to section 3 subsection (5) of the MPM2011: see footnote 3);

(c) the traditions, needs and characteristics of particular parishes;

(d) any other aspects of the policies of the Diocesan Synod to which the synod has requested the committee to have regard in discharging its responsibilities.

3.3 The LDMPC shall make report –

(a) annually to the Diocesan Synod on its activities during the preceding year and

(b) annually to the Commissioners on the exercise of its functions under section 3(3)(e). (see footnote 2.)

3.4 In particular the LDMPC, in taking up particular responsibilities of the Standing Committee of Synod for strategic planning, shall:

(a) Consider the number of establishment posts (stipendiary clergy) within the Episcopal oversight of the Bishop of Lichfield; to do this in relation to information received from the national church; to maintain the post monitoring documents and records; to make allocation of stipendiary clergy numbers to archdeaconries and deaneries; to consider diocesan policy with respect to recruitment.

(b) Have an overview of the recruitment to and deployment of licensed lay ministries within the diocese.

(c) Consider the allocation and arrangements for title posts in relation to the allocation of such posts made to the diocese by the national church. This to be done in conjunction with the bishops and in liaison with the responsible Diocesan Officer(s).

3.5 To consider the sustainability of ministry and the personnel involved with particular regard to finance and housing.

3.6 Subject to the provisions of Schedule 1 of the MPM 2011 and to any directions given by the Diocesan Synod, the LDMPC shall have power to regulate its own procedure and that of any sub-committee and to provide for any other matters which it thinks fit.

3.7 The LDMPC may from time to time establish sub-committees and working parties as it deems necessary to assist in the exercise of any of its duties and functions. The LDMPC is assisted by the Area Mission and Pastoral Committee details of which can be found under Permanent Sub-Committees of the LDMPC below.

3.8 *Church Buildings*

The LDMPC will consider redundancy and future use of church buildings in the Episcopal Areas of the Diocese of Lichfield.

3.9 Because matters relating to the use, development and redundancy of church buildings relate to the work of a number of diocesan departments it will be the responsibility of the Archdeacons to liaise with the DAC, the Area Mission and Pastoral Committees, other relevant Diocesan committees and other persons as required in considering matters of redundancy and future use. Pastoral church buildings schemes will be considered in the same manner as other pastoral schemes.

4 Permanent Sub-Committees of the LDMPC

4.1 *The Area Mission and Pastoral Committee*

Each Episcopal Area within the Diocese of Lichfield shall have an Area Mission and Pastoral Committee which shall have delegated to it such matters as are set out in this constitution or as the LDMPC shall determine saving the exceptions already noted and provided for in the Measure.

4.2 Each Area Mission and Pastoral Committee shall have the power to regulate its own procedures, which shall follow, as far as practical, the procedures and regulations that govern the LDMPC.

4.3 The chair of the Area Mission and Pastoral Committee shall be either the Area Bishop or an Archdeacon.

4.4 The Area Mission and Pastoral Committee shall either appoint a minutes secretary from among its number or another person to take the minutes who shall not be a full member of the Committee.

4.5 The Diocesan Pastoral Officer will serve as executive secretary to each Area Mission and Pastoral Committee and shall oversee and co-ordinate the process of consultations, suspension, orders and schemes (see the role description for the Diocesan Pastoral Officer). Each AMPC shall appoint from within its number or in addition a minutes secretary.

4.6 Deanery Mission and Pastoral Committees shall be considered, for the purposes of this constitution, as working parties of the Area Mission and Pastoral Committee and answerable to it. (See separate document outlining the role of the Deanery Mission and Pastoral Committees).

4.7 Membership of the Area Pastoral Committees. This varies but follows in part the requirement below:

The Area Bishop	ex officio
The Archdeacon(s) of the Episcopal Area	ex officio
Not less than six other persons (of whom half should be lay and half ordained)	

In attendance: The Diocesan Pastoral Officer

Whilst practice varies in each of the Episcopal Areas due to different contexts the general principle should be that the Area Mission and Pastoral Committee should reflect as far as possible the way in which responsibility for deployment is taken up within the Area. Where a significant responsibility for this is undertaken by Rural Deans and Lay Chairs they should be represented on the AMPC.

In the first instance the Area Bishop and Archdeacon(s) of the Area will propose the make-up of the AMPC to the LDMPC for approval.

The LDMPC shall review the membership of the Area Mission and Pastoral Committees whenever it shall see fit and in any case not less than once every three years.

4.8 *Duties and Purpose of the Area Mission and Pastoral Committees*

(a) To consider the deployment of available ministerial resources in the light of the pastoral needs of the parishes and sector ministries of the Area concerned. To do this with regard to the mission of the church and the agreed policies of the diocese

(b) To receive and consider the plans for pastoral provision and pastoral re-organisation presented by any Deanery Mission and Pastoral Committees, including arrangements for post savings as appropriate or required by policy.

(c) To initiate and monitor informal discussions concerning pastoral provision and re-organisation.

(d) To issue, for consultation, draft proposals with respect to pastoral schemes and orders.

(e) To prepare orders (including those for minor boundary changes) and present them to the Bishop for approval. All orders will be notified to the LDMPC.

(e) To receive representations from interested parties (saving the right for certain interested parties to make representations to the LDMPC).

(f) To forward proposals to the Bishop for approval.

(g) To consider recommendations for suspension of presentation and to forward these to the Bishop for approval.

(h) To report their activities to the LDMPC.

(i) To receive as part of the plans of each Deanery Mission and Pastoral Committee their considerations of the use of buildings (especially churches) within the deanery as resources for mission. To receive advice from the Deanery Mission and Pastoral Committees on the development of new buildings and the need for closure.

(j) With proper regard to the statutory duties of the DAC to consider proposals for church building and land development in the light of mission and ministry needs.

(k) To advise and assist the LDMPC in its responsibility to find suitable alternative uses for churches which are proposed to be closed and buildings which have been closed for regular public worship in the diocese under a pastoral church buildings scheme or for the demolition of the building and the disposal of its site.

(l) To bring forward proposals for the suitable extended use of church buildings.

5 Process of Pastoral Schemes

5.1 The procedure for consideration, recommendation and the process of pastoral schemes shall be as follows.

(a) The Area Mission and Pastoral Committee (AMPC) to review pastoral arrangements with particular reference to Deanery Mission and Pastoral plans (as appropriate) and to note informal consultations with respect to particular proposals.

(b) The AMPC to formulate draft proposals and undertake consultation with interested parties. The LDMPC, through the Diocesan Pastoral Officer, to be informed of particular proposals and their progress.

(c) The AMPC to forward draft proposals and a statement of views expressed to the Bishop for approval.

(d) The Bishop to return approved proposals to the AMPC and the LDMPC via the Diocesan Pastoral Officer.

(e) The Diocesan Pastoral Officer to draft a scheme and submit it to the Church Commissioners for validation. The Chair of the LDMPC, and/or the Chairs of the AMPCs, and the Secretary shall have delegated powers from the Committee, and/or the AMPCs, to approve the correction of any errors, the making good of any omissions, or any amendments that may be made by the Church Commissioners to any Scheme or Order during the validation process.

(f) The LDMPC to approve and issue draft schemes for consultation in accordance with the procedure set out in the MPM 2011 and the Code of Recommended Practice.

(g) The making of schemes to be reported by the Diocesan Pastoral Officer to the LDMPC, and the AMPCs.

Note: This sets out the formal process of approvals for schemes and is intended to show the demarcation of responsibility between the LDMPC and its sub-committees. In practice the AMPCs will keep the LDMPC as fully informed as possible so that the LDMPC can contribute to the pastoral planning for the Diocese as a whole and be equipped to fulfil its duties as set out in 1 and 2 above.

In particular the LDMPC will receive copies of the Deanery mission and pastoral plans in order to assist fulfil the duty set out in 1(b), (c), (d) above.

6 Ad hoc sub-committees

- 6.1 A sub-committee may be formed as required, to engage in discussions with interested parties or to hear from any person or body who may assist or advise the LDMPC regarding a particular proposal. Such a sub-committee shall comprise: an archdeacon, who will act as chair, and no less than two other members of the Committee. The Diocesan Pastoral Officer (or their substitute) shall attend any meeting to give advice. The Committee may request officers of the diocese to attend to offer their advice. The Committee shall make provision for the keeping of a record of any meeting.
- 6.2 See 2.8 above.
- 6.2 A sub-committee may be formed as required to undertake a particular piece of work on behalf of the Committee or to take on particular responsibilities on behalf of the Committee. The Committee shall decide upon an appropriate chairperson from among the members of the Committee and shall also decide upon the number of members of the Committee who will be members of the sub-committee, except that that number shall be at least two. The sub-committee shall have the power to appoint other persons with appropriate expertise to assist them in their work.

Footnotes

Extracts from the MPM 2011

1. **S3(1)**
In carrying out any of its functions the mission and pastoral committee shall, without prejudice to section 1 above, have regard to worship, mission and community as central to the life and work of the Church of England.
2. **S3(3)**
It shall be the duty of the mission and pastoral committee-
(e) in the case of listed buildings or buildings in a conservation area, to make, in accordance with section 55, every endeavour to find a suitable alternative use or suitable alternative uses for churches which are proposed to be closed and buildings which have been closed for regular public worship in the diocese under a pastoral church buildings scheme and, in the case of any other such building, to develop proposals for the suitable alternative use or uses of the building or for the demolition of the building and the disposal of its site.
3. **S3(5)**
Nothing in this section shall enable the mission and pastoral committee—
(a) to exercise functions conferred on any other person or body by or under any enactment, or
(b) to fix or alter the terms of service of any person employed or holding office in the diocese.

Other Notes:

1. The MPM 2011 abolishes Diocesan Redundant Churches Committees and makes consideration of redundancy and future use of redundant churches a matter for the Diocesan Mission and Pastoral Committee. The MPM 2011 also states that this should not cut across the responsibilities of the DAC.

The full text of the Mission and Pastoral Measure 2011 may be found here:

<http://www.legislation.gov.uk/ukcm/2011/3/enacted>

The full text of the Code of Practice may be found here:

<http://www.churchofengland.org/clergy-office-holders/pastoralandclosedchurches/mpm2011code.aspx>

Constitutions of Area Mission and Pastoral Committees

Approved Bishop's Council July 2014; reviewed, amended and proposed to Diocesan Synod 2016

Shrewsbury Area Mission and Pastoral Committee (ShAMPC)

Membership of ShAMPC

1. The Bishop of Shrewsbury (ex-officio and Chair)
2. The Archdeacon of Salop (ex-officio)
3. Additionally four clergy and four laity chosen as below:
 - i) One clergy membership and one lay membership to be offered to the Shrewsbury Area members of Bishop's Council for their joint agreement as to who should become members of the SAMPC.
 - ii) One clergy membership to be offered to Shrewsbury Area Rural/Area Deans, for their joint agreement as to who should become a clergy member of the SAMPC, and one lay post to be offered to Shrewsbury Area Deanery Lay Chairs for their joint agreement as to who should become a lay member of the SAMPC
 - iii) The four remaining memberships (two clergy, two lay) shall be nominees of the Area Bishop and/or Archdeacon, taking account, if possible, of the demographic spread of the archdeaconry.

If any of the above memberships cannot be filled as described in (i), (ii) or (iii) above, the Area Bishop and/or Archdeacon may nominate to fill the post to meet the requirements of balance.

In attendance:

- *The Minutes Secretary*
- *The Diocesan Pastoral Officer*

Procedures and practice of ShAMPC

Term of office - Bishop's Council members will be reviewed at the triennium. For nominated members, their membership will be reviewed every three years by the Area Bishop.

Quorum - A quorum will be 50% of the SAMPC membership, which must include one ex-officio member. The Chair may have a casting vote.

Note: Rural Deans may be substituted by Assistant Rural Deans and Lay Chairs by Assistant Lay Chairs. However assistants do not have voting rights. Their presence is to ensure continuity of communication.

Rural Dean or Lay Chair may request that their assistant becomes the formal replacement for them on the Committee and the AMPC will consider such a request. If agreed the assistant will have voting rights.

Non-member Rural Deans/Lay Chairs may be invited to attend meetings relating to matters affecting their specific deaneries but shall not have a vote.

Frequency of Meetings - At least four times each year. The dates of meeting to be decided in the light of the dates of meeting of the LDMPC.

Stafford Area Mission and Pastoral Committee (StAMPC)

Membership of StAMPC

1. The Bishop of Stafford (Chair)
2. The Archdeacon of Stoke-upon-Trent
3. A Lay Chair from each Deanery Cluster (*see note below*)
4. A Rural Dean from each Deanery Cluster (*see note below*)

In attendance:

- *The Minutes Secretary*
- *The Diocesan Pastoral Officer*

Procedures and practice of StAMPC

Quorum

Not less than two thirds of the voting membership of the Committee including at least one of the Bishop and the Archdeacon.

Note: Each Rural Dean/Lay Chair would serve for five years or until he/she ceases to occupy that office, passing membership on to the next Rural Dean/Lay Chair in the Cluster in alphabetical order.

The Deanery Clusters are: (1) Eccleshall, Stafford and Stone (2) Tutbury and Uttoxeter (3) Alstonefield, Cheadle and Leek (4) Newcastle, Stoke and Stoke North

Frequency of Meetings

At least four times each year. The dates of meeting to be decided in the light of the dates of meeting of the LDMPC.

Wolverhampton Area Mission and Pastoral Committee (WAMPC)

Membership of WAMPC

1. The Bishop of Wolverhampton
2. The Archdeacon of Walsall
3. The Archdeacon of Lichfield (Chair)
4. The Rural Deans of the Episcopal Area (10)
5. The Lay Chairs of the Episcopal Area (10)

In attendance:

- *The Minutes Secretary*
- *The Diocesan Pastoral Officer*

Note: Rural Deans may be substituted by Assistant Rural Deans and Lay Chairs by Assistant Lay Chairs. However assistants do not have voting rights. Their presence is to ensure continuity of communication. Rural Dean or Lay Chair may request that their assistant becomes the formal replacement for them on the Committee and the AMPC will consider such a request. If agreed the assistant will have voting rights.

Quorum - Not less than 50% (11 members) of the voting membership of the Committee including at least one of the Bishop and the Archdeacons.

Frequency of Meetings - At least four times each year. The dates of meeting to be decided in the light of the dates of meeting of the LDMPC.

Lichfield Diocesan Advisory Committee (DAC)

A statutory committee established by earlier legislation and currently formed under the provisions of the *Care of Churches and Ecclesiastical Jurisdiction Measure 1991*

Role/Terms of Reference of the DAC

The functions of a Diocesan Advisory Committee shall be—

1. to act as an advisory body on matters affecting places of worship in the diocese and, in particular, to give advice when requested by any of the persons specified in paragraph 2 below on matters relating to—
 - a. the grant of faculties;
 - b. the architecture, archaeology, art and history of places of worship;
 - c. the use, care, planning, design and redundancy of places of worship;
 - d. the use and care of the contents of such places;
 - e. the use and care of churchyards and burial grounds;
2. to review and assess the degree of risk to materials, or of loss to archaeological or historic remains or records, arising from any proposals relating to the conservation, repair or alteration of places of worship, churchyards and burial grounds and the contents of such places;
3. to develop and maintain a repository of records relating to the conservation, repair and alteration of places of worship, churchyards and burial grounds and other material (including inspection reports, inventories, technical information and photographs) relating to the work of the committee;
4. to issue guidance for the preparation and storage of such records;
5. to make recommendations as to the circumstances when the preparation of such a record should be made a condition of a faculty;
6. to take action to encourage the care and appreciation of places of worship, churchyards and burial grounds and the contents of such places, and for that purpose to publicise methods of conservation, repair, construction, adaptation and re-development;
7. to perform such other functions as may be assigned to the committee by any enactment, by any Canon of the Church of England or by resolution of the diocesan synod or as the committee may be requested to perform by the bishop or chancellor of the diocese.

Membership of the DAC

Defined in *Care of Churches and Ecclesiastical Jurisdiction Measure 1991* Schedule 1.

1. The committee shall consist of a Chair, the archdeacons of the diocese and not less than twelve other members.
2. The chairman shall be appointed by the bishop of the diocese after consultation with the bishop's council, the chancellor and the Council for the Care of Churches.
3. The other members shall be—
 - a. two persons appointed by the bishop's council of the diocese from among the elected members of the diocesan synod of the diocese;
 - b. not less than ten other persons appointed by the bishop's council of the diocese, of whom one shall be appointed after consultation with the Historic Buildings and Monuments Commission for England, one shall be appointed after consultation with the relevant associations of local authorities and one shall be appointed after consultation with the national amenity societies;
 - c. such other persons as may be co-opted under paragraph 12 below.
4. In making appointments under paragraph 4(b) above, the bishop's council shall ensure that the persons appointed have, between them,—
 - a. knowledge of the history, development and use of church buildings;
 - b. knowledge of Church of England liturgy and worship;
 - c. knowledge of architecture, archaeology, art and history; and

- d. experience of the care of historic buildings and their contents.
5. The first appointment of the chairman and other members of the committee under paragraph 4(a) and (b) above shall take place as soon as practicable, and subsequent new appointments of the chairman and those members shall be made within the period of one year following the formation of the second new diocesan synod after the latest appointments.
6. The term of office of the chairman and any other member of the committee appointed under paragraph 4(a) or (b) above shall be the period from his/her appointment to the making of new appointments in accordance with paragraph 6 above.
7. A member of the committee who ceases to hold a qualification by virtue of which he/she became a member shall thereupon cease to be a member.
8. A member of the committee who ceases to hold office otherwise than by virtue of paragraph 8 above shall be eligible for re-appointment.
9. Where a casual vacancy occurs among the chairman and other members of the committee appointed under paragraph 4(a) or (b) above, the bishop shall appoint a person to fill the vacancy, and if the person whose place is to be filled was a member of the committee by virtue of his/her membership of the diocesan synod of the diocese the person so appointed shall also be a member of that diocesan synod.
10. Any person appointed to fill a casual vacancy shall hold office only for the unexpired portion of the term of office of the person in whose place he/she is appointed.
11. With the consent of the bishop of the diocese, the committee may from time to time co-opt such persons (of a number not exceeding one third of the total number of the other members) as it thinks fit to be additional members of the committee, but any person so co-opted shall cease to be a member of the committee on the making of new appointments of members in accordance with paragraph 6 above.

Miscellaneous

12. The bishop of the diocese may appoint suitably qualified persons to act as consultants to the committee if the committee so request.
13. The secretary to the committee shall be appointed by the bishop of the diocese after consultation with the chairman of the committee and the chief administrative officer of the diocese.
14. In this constitution "national amenity society" has the same meaning as in the Care of Churches and Ecclesiastical Jurisdiction Measure 1991.
15. In paragraph 4(b) above "relevant associations of local authorities" means such associations as may from time to time be designated by the Dean of the Arches and Auditor as the relevant associations of local authorities for the purposes of this Schedule in relation to the diocese concerned.

Ex-officio –

The Archdeacons (four)

Nominated

1. Architect member (Lichfield AD)
2. Architect member (Walsall AD)
3. Architect member (Stoke AD)
4. Architect member (Salop AD)
5. Clergy Member (Lichfield AD)
6. Clergy member (Walsall AD)
7. Clergy member (Salop AD)
8. Clergy member (Stoke AD)
9. Diocesan Synod Lay Member
10. English Heritage nominated member

11. Amenity Societies nominated member
12. Local authorities nominated member
13. Archaeological Adviser member
14. DAC Secretary and Co-opted member

Procedure and practice for DAC meetings

10 meetings a year (no meeting in August or December) Details of the year's meeting dates and deadline for papers are posted on the DAC pages of the diocesan website.

Vacancy in See Committee (VIS)

Origin of VIS

A committee established under the Vacancy in See Committees Regulation 1993 (as amended)

A Vacancy in See Committee is required to be in existence at all times in every diocese. The Committee only meets when there is a vacancy in the See. In other words, in the case of the Diocese of Lichfield, when the post of Bishop of Lichfield has become vacant. The Committee holds at least two meetings, the first of which is held as soon as practicable after the vacancy has been announced. At its second meeting the Committee discusses the needs of the Diocese. It then prepares a statement setting out those needs and sends it to the Crown Nominations Commission of the General Synod, together with such factual information about the Diocese and its organisation as the Commission may have requested.

The Committee elects by ballot from amongst its members, persons to be members of the Crown Nominations Commission. Such election is normally taken as the final business of the second meeting of the Committee, and is conducted by the method of the single transferable vote in accordance with the Regulations of the General Synod currently in force. Not less than half of the members elected must be lay members of the Committee.

Membership

- The Area bishops (3 seats)
- The Dean (1 seat)
- Two Archdeacons (to represent the archdeacons in the Diocese) (2 seats)
- The proctors elected by the Diocese to the Lower House of Convocation of the General Synod (currently 6 seats)
- The members of the House of Laity of the General Synod elected by the Diocese (currently 6 seats)
- The Chairmen of the House of Clergy and of the House of Laity of the Diocesan Synod (2 seats)
- Elected membership: 2 clerical and 7 lay (total: 9 seats)
- Up to 4 nominations by the Bishop's Council

Procedure and practice for VIS meetings

Two meetings are held during the vacancy to elect diocesan representatives to the Crown Nominations Committee. The VIS Committee also oversees the preparation of the diocesan Statement of Needs.

The procedure for the formation of a new Committee is set out in the Regulation. The Committee is reconstituted after the election of a new diocesan synod. The elected and nominated members of an existing Vacancy in See Committee continue in office until 31 December of the year in which a new diocesan synod is elected. This ensures that there is always a full complement of Committee members in place whenever a vacancy occurs.

Where a Vacancy in the See occurs and a Committee has begun its work, the Committee membership as convened shall continue to serve, irrespective of the election of new members following a diocesan synod election.

Finance and Central Services Committee (FACS)

Origin of FACS

A non-statutory sub-committee of Bishop's Council. Established 2003/4.

Role/Terms of Reference of FACS

- To oversee the management of diocesan finances on behalf of the members of Bishop's Council (in their role as directors of the Diocesan Board of Finance) by:
- Reviewing the draft annual Budget for presentation to the Council ensuring that it has been prepared in accordance with the policy guidelines set down by the Council and by Synod
- Monitoring on a regular basis the current year's income and expenditure drawing to the attention of the Council any significant variances
- Reviewing the draft annual DBF Report and Accounts prior to their approval by the Council and Synod
- Monitoring the receipt of parish shares, to deal with issues arising from the Share process, to approve applications for arrears write-offs and, as necessary, to develop changes in the Family Purse formula and administration for approval by the Council.
- Receiving reports from the following sub-committees
 - a. Housing (BBC)
 - b. Budget Review Group (BRG)
 - c. Investments (DIG)
 - d. Land (Glebe)
 - e. Diocesan Growth Fund (Growth Fund)
 - f. Parish Assessors (PASC)
 - g. Parish Projects Grants and loans (PPGL)
 - h. Pay and conditions (PACS)
 - i. Risk Management (Risk Group)
- Preparing and keeping under constant review the five year financial forecast including the management of diocesan reserves.
- Overseeing, on behalf of the Council the investments of the diocese
- Undertaking regular reviews of major risks facing the Council and to develop appropriate risk policies
- Looking for ways of improving the communication of financial information to parishes
- Carrying out such other financial tasks in relation to diocesan finances as the Bishop's Council shall direct by the Council.

Membership of FACS

- Chair of Lichfield Diocesan Board of Finance (Chair of Committee by virtue of office)
- Deputy Chair of the Lichfield Diocesan Board of Finance
- The Diocesan Bishop
- Chair of Benefice Buildings Committee
- Chair of Glebe Committee
- Chair of Parish Assessors Committee
- Chair of Parish Projects Loans and Grants Committee
- Chair of Diocesan Investment Group
- Chair of Risk Assessment Group
- Representative of St Chads Retreat Centres
- one member nominated by Bishop's Council
- one non-synodical member (nominated) to supply specific skill set as needed
- The committee can co-opt up to 2 further members with appropriate gifts and skills

In attendance

- *Diocesan Secretary*
- *Finance Director*
- *Deputy Finance Director*

Procedures and practice for meetings of FACS

- Meets 5 – 6 times a year (usually January, April, July, September and November approx.)
- Finance Department prepares Agenda and related papers and email out one week in advance.
- Finance Department to minute – aiming for clarity and properly identified actions for follow up.
- Reports of the meetings of FACS will be reviewed by Bishop's Council (acting in their capacity as Directors of the LDBF) annotated under three headings
 - (a) for noting
 - (b) for ratification
 - (c) for discussion and decision
- It is anticipated that unless due notice is given by a Council member items within the first two categories will not be re-debated by Bishop's Council

Benefice Buildings Committee (BBC)

Origin of BBC

Under the Repair of Benefice Buildings Measure 1972, each diocese is required to have a Diocesan Parsonages Board. The Lichfield Diocesan Board of Finance was appointed as the statutory Parsonages Board and a scheme under the measure delegated all its functions to the Benefice Buildings Committee. That delegation is continued by this constitution.

Role/Terms of reference of BBC

- To be responsible for the maintaining of the diocesan housing stock
- To identify vacant houses and maximise rental income
- To identify surplus housing stock and prepare report to the Investment Group
- To identify potential development plots and prepare report to the Investment Group
- To oversee and remain in budget any capital expenditure approved by FACS/DIG
- To oversee the acquisition and disposal of property once the relative authorisation has been received.

Membership of BBC

Chair: To be appointed by the Committee
(The Chair shall have a casting vote)

Deputy Chairman: To be appointed by the Committee

Ex-officio

- The Archdeacons of the diocese

Appointed (ex-officio)

- The Chair of the Lichfield Diocesan Board of Finance

Elected:

Elections by the Diocesan Synod members are for the lay members of this Committee only. Separate arrangements are made for elections of Clergy members.

- (a) **Four** clergy elected from among their numbers by the beneficed and licensed clergy of the diocese. (The election shall be operated in four archidiaconal electoral areas.)
- (b) **Four** members of the laity elected by the Diocesan Synod acting as the Board of Finance from its members, one being from each archdeaconry.

In the event of a casual vacancy among elected clergy members (which casual vacancy shall include lack of nominations) the Committee may co-opt from among the beneficed and licensed clergy of the diocese.

In the event of a casual vacancy among the elected lay members (which casual vacancy shall include lack of nominations) the Committee may co-opt from the lay members of the diocese, considering the provisions above and the skillsets needed by the Committee.

In attendance:

- *Director of Property/Secretary*
- *Diocesan Surveyor*
- *Director of Finance*

Procedures and practice for meetings of BBC

- Committee meets 4 times a year – usually January, April, June/July and October
- Agenda and Minutes handled by Property Department

Term of Office

- Elected members shall stand down at the end of the Triennium but are eligible for re-election if they meet the necessary criteria.
- Co-opted membership shall also be reviewed at each Triennium

Quorum

A quorum of the committee is 5 members.

Accountability

The Committee is accountable to the Finance and Central Services Committee.

Budget Review Group (BRG)

Origin of BRG

A committee which reports to FACS

Role/Terms of Reference of BRG

- To oversee the construction of the Diocesan Budget and ensure that there is synergy between Diocesan Strategy and Finance
- Specifically address:
 - (a) recommending the increase in Parish Share
 - (b) increase in stipends and salaries
 - (c) ensuring the diocese remains financially sustainable
 - (d) setting budgets for each area of work
- To consider any applications for additional work and expenditure
- To oversee the Mission Development Fund.
- To oversee the Resourcing The Future Budget and making recommendations to FACS and Council.

Membership of BRG

- The Chair of the Diocesan Board of Finance
- The Deputy Chair of the Diocesan Board of Finance
- The Diocesan Secretary
- The Finance Director

The Chair of the Board of Finance chairs this committee.

The Group is serviced by a member of the Finance Department

Procedures and practice for meetings of BRG

Frequency of meetings

Holds two meetings a year –

- In March to set the parameters for the preparation of the following years Budget
- In August to set the Budget for the following year for consideration by Bishops Council and approval by Diocesan Synod

Note: Other matters may arise that can either be dealt with by email or a special meeting is called to discuss the issue.

Attendance

The quorum will be four – if any member listed above cannot be present a deputy shall be assigned.

Accountability

The Group will be accountable to the Finance and Central Services Committee

Diocesan Investments Group (DIG)

Origin of DIG

The Investments Group is a working group of the Finance and Central Services Committee (FACS), from which it derives its authority.

Role/Terms of Reference of DIG

The role of the Diocesan investment group is to look after the Investments and Assets of the Board of Finance on behalf of FACS. The need for such a group was identified by the Future Planning Working Party who met through out 2003 to give an overview of the Diocesan finances and identify weaknesses in managing assets and decision making on financial issues. In accordance with the Bishop's Council review of terms of reference the objectives for DIG are as follows below.

Objectives of DIG

- 1) To set up and regulate the Diocesan Investment Policy
- 2) To agree the asset allocation to maximise the Total Annual Return
- 3) To manage the Pastoral and Diocesan Stipend Fund and capital asset expenditure
- 4) To
 - a. carry out investment proposal
 - b. recommend on acquisitions and disposals of houses and developments
- 5) To appraise investment proposals from Glebe Committee and make recommendations on Glebe Developments
- 6) To draw up and manage a policy on the appropriate level and portfolio of reserves the Diocese should hold in order to ensure its long-term viability
- 7) To draw up a set of simple "Financial Regulations" for the management of Diocesan assets which will enable the Bishop's Council to monitor key financial trends and for the Board's Senior Officers to manage with confidence within clearly defined boundaries of authority

Membership of DIG

- The Deputy Chair of the DBF
- The Chair of the DBF
- Three other members of which at least one must be a member of Bishop's Council**
- The Director of Finance
- Diocesan Chief Executive Officer
- Optional 2 co opted members **

** Members should serve a term of 3 years and retirement is by rotation (Specific gifts and skills in asset management and investment would be desirable) At least one member of the Committee is clergy.

The Chair is appointed by the Committee

Procedures and practice for meetings of DIG

The Group would be serviced by a member of the Finance Department

Frequency of meetings

A minimum of three times a year.

Attendance

The quorum will be four

Accountability

The Group will be accountable to the Finance and Central Services Committee

Glebe Committee (Glebe)

Origin of Glebe

Under the Endowments and Glebe Measure 1976, powers to manage diocesan glebe was assigned to the Lichfield Diocesan Board of Finance. Provision was made for a Scheme to be made under the Measure to set up an appropriate committee to carry out these functions. A Scheme to establish the Diocesan Glebe Committee was approved by the DBF on 21 February 1977 and it is proposed to amend that Scheme as below.

Role/Terms of Reference of Glebe

- To maximise Glebe Land Rental
- To keep up to date the Glebe Land Register
- To identify potential Glebe Land Development and prepare reports to the Investment Group
- To maintain the Glebe Land and maximise the overall potential

Membership of Glebe

- Chair (appointed by the diocesan Bishop)

Ex-officio

- An Archdeacon – the choice of attending Archdeacon would be determined by themselves by rota

Nominated

- Two members of and nominated by FACS (one clergy, one lay)
- Two members of and nominated by BBC (one clergy, one lay)
- Co-opted members (up to **two** members who need not be members of the Lichfield Diocesan Board of Finance)

In attendance

- *Diocesan Director of Property - Secretary to the Glebe Committee*
- *Diocesan Director of Finance*
- *Glebe agent (Staffordshire)*
- *Glebe agent (Shropshire)*
- *Representative from FBC Manby Bowdler, solicitors*
- *Administrative Assistant to the Property Department*
- *The Chair of the Lichfield Diocesan Board of Finance – as required - but to receive all Agendas, Minutes, etc.*
- *All remaining Archdeacons – as required - but to receive all Agendas, Minutes, etc.*

Procedures and practice for meetings of Glebe

- Committee meets twice a year – June and November
- Agenda and Minutes handled by Property Department/CEO office

Term of Office

Membership to be reviewed every three years

Quorum

The Committee (in full) consists of a potential 8 members; a quorum is 3 members

Accountability

Committee reports to FACS

Resourcing Parish Mission (RPM)

Origin

The merger of the Growth Fund (set up to distribute the Church Commissioners Mission Development Fund that ceases in 2016) and the Parish Project Loans and Grants Committee (PPLG), that allocated Loans and Grants on behalf of the Diocesan Board of Finance, Diocesan Community Fund and Bridgebuilders. This forms one central Grant-making and Project-overseeing body for the Diocese to join up Mission and Finance.

Terms of Reference

To oversee the management of diocesan and parish projects, loans and specific grants on behalf of FACS.

Membership

Chair – a member of Senior Staff

The Deputy Chair of the Board of Finance*

The Chair of the Parish Assessors* (or a nominated Assessor on behalf of the Chair**)

The Chair of the DAC

The Director of Mission

The Diocesan CEO

The Director of Finance

The Diocesan Parish Resources Team Manager

A member of Bishop's Council

A Parochial Parish Minister – with specific skills in Projects and areas of Mission

Optional 2 co-opted members ***

* FACS Members

** The Chair of Parish Assessors may annually nominate a representative.

*** Members should serve a term of 3 years and retirement is by rotation (Specific gifts and skills in project management would be desirable)

Quorate

Six members present. (five unless both Co opted members are filled)

Supporting Officers who may be required to attend

- *Reaching New Generations Officers*
- *Diocesan Parish Project Support Officer*
- *DAC Secretary*
- *Fresh Expression members*

Officers

The Committee will be served by the Finance Department Co Coordinator and the Research Assistant to the Diocesan Director of Mission.

Mission Grant Making Criteria

There will be two types of Mission grants available:

- a. Equipment and events.**
- b. Personnel**

There are separate forms available for the two different types of Mission grants.

The following examples of eligible projects are given simply to stimulate ideas - applicants are invited to use their God-given imaginations in finding creative ways of growing the twenty-first century church

a. Equipment and events:

- Start-up funding for a new congregation meeting in a school hall - musical instruments, data projector, initial rental etc.
- Training and equipment needs for a team of Children's Group Leaders for newly improved Sunday groups
- Start up and initial running costs for Messy Church or an after-school congregation
- Costs of an evangelistic mission

b. Personnel

- Salary costs for a youth or children's minister, a families worker, an alpha group co-ordinator, an evangelist, a church planter, a Fresh Expression of church leader, a young adults networker

When applying for Mission Grants for equipment and events, complete the form and send it to Richard Barrett. If you want advice then contact Richard Barrett at the Local Mission Office.

When applying for a grant for personnel related to 0-18s please make initial contact with one of the Reaching New Generations team* (rng@lichfield.anglican.org) ; for Fresh Expressions of church or church planting, contact the Deputy Director of Mission (david.cundill@lichfield.anglican.org). After working the project through with them it will go to the relevant Archdeacon before going forward to the Resourcing Parish Mission team (richard.barrett@lichfield.anglican.org).

*the accompanying chart shows the path for such applications.

Grant Making Criteria

1. Grants from the Mission Funds will be made for initiatives in evangelism, the numerical growth of the Christian church, and fresh expressions of church.
2. Grants are available for one-off costs and for annual costs, including staff costs, for up to three years.
3. Grants are not available towards major building works or projects that are primarily social in nature. If you are in any doubt about the eligibility of your project please check with a member of the grant making group.
4. Grants will normally be made for up to 50% of the total cost, up to a limit of £15,000 per annum, but up to 75% where there is deprivation. The minimum grant application considered will be £250. There will be a contingency for parishes with high deprivation indices to be awarded 90% funding.
5. Projects should normally involve initiatives that relate to people in their twenties or thirties, families, teenagers or children - the generations that the churches have been losing and need to re-connect with.
6. Any unit of the Diocese of Lichfield may apply for a grant - parishes, teams, clusters, deaneries, fresh expressions, or Areas.
7. The application form asks how much of your Parish Share is paid by regular monthly amount. This is a serious question – we can only set aside money for the Mission Funds if Parish Share payments come in reliably and regularly. Please show your support for the Mission Fund by increasing the proportion of your Share paid by regular monthly amount.
8. In order to become eligible for a grant, Parishes with Share arrears will need to show how their arrears are being dealt with.
9. It will be helpful if larger applications show some evidence of wider support from within the diocese e.g. a parish should show some level of support from their deanery or cluster.

All applications will need to pass five tests:

1. **Relevance** - that your application comes within the indicated criteria
2. **Competence** - that you have filled in your form and answered any supplementary questions in such a way as to convince the grant-making group that you have a fair chance of delivering your project competently.
3. **Plausibility** - that you establish a plausible route by which your proposal could result in the growth of the church.
4. **Comprehensiveness** - that you have answered all the questions on the form (plus any supplementaries) in such a way as to give the grant-making group a clear and full picture of your intentions.
5. **Sustainability** – that the larger, longer term projects show how you might keep the project going once our funding has finished or personnel have moved on.

Parish Loans and Grants

Loans

- 1) To review and regulate the Diocesan Loan Policy
- 2) To review all the current loans on a regular basis and highlight any concerns that may arise from the reviews to FACS
- 3) To consider all future Loan Applications and approve loans up to £50k and make recommendations to FACS for loans in excess of £50k
- 4) Loans in excess of £150k will be initially approved at RPM, then FACS before final approval at Bishops Council

Projects

- 1) To review existing and proposed projects, with particular concern to financial, mission and ministry and resources constraints and opportunities.
- 2) To review and oversee participation audits
- 3) To identify mentors and arrange for persons, where applicable to be placed on project management committees as observers and to offer assistance where applicable
- 4) To help identify potential funding streams and grant making applications
- 5) To create a project planning and management guidebook

Grants

- 1) To consider support set up grants, including contributions of up to 10% in order to gain larger grants
- 2) To consider financial support in assisting in finding alternative use for Church Buildings.
- 3) Any other project, loans or grant work delegated by FACS.

Parish Assessors Sub-Committee (PASC)

(Unless and until decided otherwise by the Finance and Central Services Committee (FACS), the name shall be "Parish Assessors Sub-Committee" (PASC)

Origin of PASC

PASC is a sub-committee of FACS, which itself is a committee reporting through Bishop's Council to the Diocesan Board of Finance. PASC lies within the Parish Resources section of the Diocese.

PASC is accountable to FACS which is its immediate reporting line.

Role/Terms of Reference of PASC

- To ensure that money and mission are mutually supportive
- To see that the total share is levied in a fair way
- To maximise the income from Parish Share in a fair way
- To help Parishes meet the challenge of responding to their Share commitment
- To monitor the working of the Parish Share formula and provide feedback, including suggestions for change, to FACS via the STG
- To assist in promoting the Diocesan objectives/vision/strategy

Level of Authority

Any authority held by PASC is delegated from FACS and may be amended by FACS at any time.

Archidiaconal sub-groups may agree write-offs, including reductions from calculated Share, up to £7499 in any rolling three year period per Parish, with each write-off being advised to FACS for noting.

Proposed write-offs from £7,500 to £20,000 must be submitted to FACS and if approved must be advised to Bishop's Council for noting.

Any proposed write-offs over £20,000 must be submitted to Bishop's Council for approval.

Membership of PASC

Ex-officio

- The Archdeacons of the diocese

Recruitment of other members shall be from suitably qualified laity & retired clergy. The number of members and their assignment to a particular Archdeaconry shall be determined by FACS, as needs demand.

Any person nominated (normally via an Archdeacon) to be a member of PASC shall be considered by FACS and, if thought suitable for the role, shall be appointed by FACS.

Appointment of Parish Assessors shall initially be for a period of six years. They can then be re-appointed for further terms of three years with the approval of FACS.

Archidiaconal Sub-groups

Members shall primarily work in the Archdeaconry to which they have been assigned, under the direction of the relevant Archdeacon. However, they may be called upon to work in other Archdeaconries as the need demands.

Chair

One of the members of PASC shall be chosen by FACS to chair the PASC. The term of office shall be for three years. At the end of the term of office the incumbent Chair may stand for a further term of three years but must then retire from the role for at least a period of three years.

If FACS does not consider that a particular Chair is carrying out the role to the satisfaction of FACS and passes a vote of no confidence in the Chair, then that person may be removed from office with no further reason given.

The Chair shall be an ex-officio member of FACS but will not be eligible to vote on any matter concerning the conduct of their own Chairmanship.

Procedures and practice for meetings of PASC

Meetings

There shall be a minimum three plenary meetings of PASC at approximately four monthly intervals. Venues will be decided as appropriate.

The number of Archidiaconal meetings shall be as determined by the relevant Archdeacon and shall include the annual Archdeacon's Consultation meeting. Such meetings shall normally take place at the relevant Archdeacon's Office, but other venues may be chosen if required.

In order for the plenary meetings of PASC to be quorate, at least one-half of the members, including one Parish Assessor from each Archdeaconry, must be present.

There shall be an open invitation for the Chief Executive Officer and the Finance Director to attend any PASC meeting should they so wish.

Secretariat

The Parish Share Officers (PSO) from St Mary's House shall provide Secretariat services for PASC meetings.

Strategic Thinking Group

The PASC shall maintain a Strategic Thinking Group (STG). Its purpose will be to monitor the effectiveness of the then current Parish Share formula; to devise (if thought necessary) any amendments to the formula; to consider ways of increasing the percentage of Parish Share collected; to consider any relevant issues affecting the calculation and collection of Parish Share that PASC or FACS may put to it, and to keep under review the Terms of Reference by which PASC is governed. Membership shall include a small number of PASC members (including the Chair) and the Finance Director.

Parish Projects Loans and Grants Committee (PLG)

Origin of PLG

The Parish Project Loans and Grants Committee is a working group of the Finance and Central Services Committee (FACS), with delegated authority as set by FACS.

Role

To review all existing parish and associated loans approved by the Board of Finance. In addition the group will review, assist and identify all parishes with existing and proposed projects taking into consideration financial constraints, Mission and Ministry opportunities and other resources available. It will therefore work closely with the Area Archdeacon, Director of Mission and Director of Transforming Communities. The Committee will also consider potential use of Church Buildings in consultation with the Archdeacons and DAC – especially during the period of time where a building is considered surplus to requirements and before it is made Redundant. Finally the Committee will look at possible grants that may be available to a particular project and consider small support grants to enable projects to access larger grants.

Terms of Reference

To oversee the management of diocesan and parish projects, loans and specific grants on behalf of FACS.

Objectives

Loans

- 5) To review and regulate the Diocesan Loan Policy
- 6) To review all the current loans on a regular basis and highlight any concerns that may arise from the reviews to FACS
- 7) To consider all future Loan Applications and approve loans up to £50k and make recommendations to FACS for loans in excess of £50k

Projects

- 6) To review existing and proposed projects, with particular concern to financial, mission and ministry and resources constraints and opportunities.
- 7) to review and oversee participation audits
- 8) to identify mentors and arrange for persons, where applicable to be placed on project management committees as observers and to offer assistance where applicable
- 9) to help identify potential funding streams and grant making applications
- 10) to create a project planning and management guidebook

Grants

- 4) to consider support set up grants, including contributions of up to 10% in order to gain larger grants
- 5) to consider financial support in assisting in finding alternative use for Church Buildings.
- 6) any other project, loans or grant work delegated by FACS.

Membership

- Chair* (Appointed by FACS, either from the current membership or as an additional member)
- The Deputy Chair of the DBF*
- The Chair of the Parish Assessors *(or a nominated Assessor on behalf of the Chair**)

- The Diocesan CEO
- The Director of Finance
- A representative from the DAC
- Optional 2 co-opted members ***

* FACS Members

** The Chair of Parish Assessors may annually nominate a representative.

*** Members should serve a term of 3 years and retirement is by rotation (Specific gifts and skills in project management would be desirable)

In Attendance

- *Church Buildings Support Officer*
- *Parish Project Support Officer*
- *Parish Resource Team Manager*
- *DAC Secretary*
- *Diocesan Director of Mission*

The Group is serviced by a member of the Finance Department

Frequency of meetings

A minimum of three times a year.

Attendance

The quorum is four members

Accountability

The Group is accountable to the Finance and Central Services Committee

Pay and Conditions Committee (PACS)

Origin of PACS

A committee which reports to FACS

Role/Terms of Reference of PACS

- To oversee the pay and conditions of all lay staff, ensuring consistency and fairness in both St Marys House and the satellite offices by:
 - (a) approving annual cost of living awards
 - (b) considering individual merit awards
- To consider annual stipend rates set by the national church and to decide Lichfield's response.
- To oversee Stipend Payment Policies for the clergy across the Diocese.
- To administer central sector ministry staff salaries and housing allowances.

Membership of PACS

- The Chair of the Diocesan Board of Finance (Chair by virtue of office)
- The Deputy Chair of the Diocesan Board of Finance
- The Diocesan Secretary
- The Finance Director
- One additional member with relevant skills, appointed by FACS, although not necessarily a member of FACS

Procedures and practice for meetings of PACS

Holds two meetings a year –

- In March to discuss an annual pay award.
- In August/September to award merit acknowledgements

Note: This latter might easily be carried out and agreed by email. Other issues that arise may be dealt with by email or a special meeting is called to discuss the issue.

Risk and Audit Committee

Accountability and Origin

The Group will be accountable to the Finance and Central Services Committee . It is an expansion of the current Risk Assessment Working Group to encompass Internal and External Audit procedures.

Role/Terms of Reference of Risk and Audit Committee

- To identify and manage the Diocesan Risk Register
- To make recommendations to FACS and other bodies on High Risk areas
- To recommend to FACS appropriate procedures and internal controls to minimise risk to the Board
- To review any matters relating to the appointment of the external auditors for the Diocese, the audit fee and any questions of resignation or dismissal.
- To discuss with the external auditors before the audit commences the nature and scope of the audits, including changes from statutory or regulatory requirements
- To review draft year end accounts and financial statements of the Diocesan Board of Finance and other Diocesan accounts, and to facilitate the finalisation of the accounts for review by members of FACS before their meeting. To assist the Finance Director with the implementation of changes to accounting policies and practice.
- To review and discuss with the auditors any changes to the accounting policies and practices or methods of presentation.
- To discuss problems and reservations arising from the audits and any matters the auditors may wish to discuss including a meeting with the auditors, without management present, to take place each April as a minimum and at such other times as the Committee wishes.
- To review the external auditors management letters and the respective management response.
- To review and report upon the internal financial and non-financial control policies
- To consider other topics that Council or FACS request or the Committee think appropriate.

Membership of Risk and Audit Committee

Members

- An elected member of FACS to Chair the meeting
- Chair of the Lichfield Diocesan Board of Finance
- Deputy Chair of the Lichfield Diocesan Board of Finance
- Chief Executive Officer
- Finance Director
- A member of Bishop's Council

(One of the above to have affiliation to the Board of Education)

Procedures and practice for meetings of Risk and Audit Committee

Meets three times a year

March – to review the Audit Report and draft Annual Accounts

July/August – to review the Pre Audit meeting for the Board of Education

December/January – to review the Board of Education Audit and Pre Audit meeting for the Diocesan Board entities.

The Committee will be serviced by the PA to the CEO

Safeguarding Management Group (Safeguarding Group)

A group approved by Synod

Terms of Reference of Safeguarding Group

- The development of policy, procedures and good practice guidelines which includes:
 - keeping well informed and up to date with the development of government policy, church policy and good practice;
 - developing and regularly reviewing the diocesan safeguarding children policy, ensuring that it is easily accessible and understandable to licensed and paid workers and to volunteers.
 - ensuring each parish has adopted and implemented the diocesan policy and procedures;
 - monitoring and checking parish policies and providing advice and guidance on these;
 - briefing the national adviser on all cases which go to public court or tribunal or which draw media attention.
- Receiving regular reports from the Bishop's Safeguarding Adviser, the Diocesan Advisor for the safeguarding of children and the Diocesan Advisor for the safeguarding of vulnerable adults.
- Overseeing the development of parish training
- Having a strategy for dealing with specific crisis incidents in place
- Ensuring all appropriate statutory relationships are in place
- Overseeing arrangements for DBS
- Ensuring arrangements are in place for risk assessment and risk management
- Ensuring Archdeacons include monitoring the implementation of parish safeguarding policies, procedures and good practice in their visitations.

Membership of Safeguarding Group

- An independent Chair appointed by the Diocesan Bishop
- An Area Bishop nominated by the Diocesan Bishop
- The Diocesan Chief Executive
- The Bishop's Chaplain
- The Bishop's Safeguarding Adviser
- The Diocesan Advisor for the safeguarding of children
- The Diocesan Advisor for the safeguarding of vulnerable adults
- The Diocesan Registrar
- The Diocesan Youth Officer
- The Diocesan Director of Communications
- A representative of the Cathedral

Meetings

The Group meets quarterly

Accountability

The Group submits an annual report to the Diocesan Synod's October session.

St Chad's Retreat Centres

A company limited by guarantee.

The objects and powers are detailed in the Memorandum and Articles of Association; company registered as number 8922281 on 4 March 2014.

Role/Terms of reference of St Chad's Retreat Centres

The trust's role is to utilise the two Lichfield diocesan centres, Shallowford house and Dovedale house, in order to provide places of retreat and reflection to fulfil the diocesan aims of reaching new generations, growing disciples and discovering the heart of god as well as providing the general public the use of the centre for breaks and conferences.

Directors/Trustees of St Chad's Retreat Centres

There will be at least five trustees and no more than eight appointed as below –

- two Trustees nominated by the sole member (Lichfield Diocesan Board of Finance)
- two Trustees nominated by the advisory committee for each House (Shallowford and Dovedale),
- further Trustees appointed by the existing Trustees, subject to the maximum number permitted.

The Chair is appointed by the Trustees from the body of Trustees.

Procedures and practice for meetings of St Chad's Retreat Centres

Articles of Association contain membership and practice (copy held)

Diocesan Board of Education (DBE)

Governed by Memorandum and Articles of Association incorporated 23 November 1948 as amended by special resolution dated 30 April 1992 and Certificate of Incorporation on change of name granted 13 May 1992. It is also subject to the provisions of the Diocesan Boards of Education Measure 1991.

Role/Terms of Reference of DBE

- To consider and determine broad matters of policy and strategy arising from the Board's responsibilities stated in the Diocesan Boards of Education Measure 1991 and other charges allocated by the Diocesan Synod, including the current initiative 'Going for Growth!'
- To advise the Bishop, the Synod and the Diocese on relevant education matters.
- To approve the annual budget.
- In observation of its incorporated company status, to hold an annual general meeting to receive the annual accounts of the Board and of the Barchester Fund and to appoint auditors.
- To approve the annual report to Synod.
- To receive for ratification the minutes of the Executive Committee, Barchester Committee and Schools Committee.

Management Committee of DBE

A sub-committee of DBE to carry out the following functions -

- To elect chairs and members to its committees
- To delegate authority to its committees

Membership of DBE

The DBE has considered the recommendations of the *DBE for the Future Review* and has agreed with the approval of Synod, the Bishop and the Secretary of State) to downsize to 15 members. The constitution would be:-

- **The Diocesan Bishop**
 - **1 Bishop's nomination (Suffragan Bishop or Archdeacon)**
 - **1 additional Bishop's nomination (lay or ordained)**
 - **7 synod-elected members (1 Clerk in Holy Orders; 3 lay persons; 3 synod members)**
 - **5 co-opted members (including 2 with experience of CE schools in the diocese; 1 member with experience of other areas with which the Board is concerned).**
- (15 Members)

The changes should take effect from 1st January 2016, when the DBE is due to be reconstituted after the expiry of its current three-year tenure.

Procedures and practice for meetings of DBE

Articles of Association contain membership and practice (copy held)

Board of Education Finance Committee (EFC)

Origin of EFC

A non-statutory sub-committee of Board of Education. Established 2018 following recommendations for the Diocesan Risk and Audit Committee and approved by the Board in June 2018.

Role/Terms of Reference of EFC

To oversee the management of Diocesan Board of Education finances on behalf of the members of Board (in their role as directors and trustees Diocesan Board of Education) by:

- Monitoring on a regular basis the current year's income and expenditure drawing to the attention of the Board any significant variances
- Reviewing the Annual Budget for presentation to the Board ensuring that it has been prepared in accordance with the policy guidelines set down by the Board of Education or Board of Finance
- To oversee and manage the Investments of the Board of Education and to consider any recommendations by the Diocesan Investment Group and associated investment managers
- Reviewing the draft annual DBE Report and Accounts prior to their approval by the Board
- To follow up and either implement or recommend to the Board of Education any areas raised by the Diocesan Risk and Audit Committee
- To consider Grants and Loan Applications
- To appraise and carry out due diligence on any existing and new areas of work from a financial and business perspective
- To review staffing levels and requirements and oversee Central Education Services.
- To oversee the Accounting Policies and recommend any changes or new policies to the Board.
- Receiving reports from:
 - j. Christian Distinctiveness Advisers
 - k. Schools Property Adviser
- Preparing and keeping under constant review the five year financial forecast including the management of reserves.
- Undertaking regular reviews of major risks facing the Board of Education and to develop appropriate risk policies
- Looking for ways of improving the communication of financial information
- Carrying out such other financial tasks in relation to Board of Education finances as the Board of Education of Finance shall direct.

Membership of EFC

- Chair of Lichfield Diocesan Board of Education (Chair of Committee by virtue of office)
- Deputy Chair of the Lichfield Diocesan Board of Education
- Chair of the Barchester Committee
- One member elected by the Board of Education for a period of the life of the current Board.
- The committee can co-opt up to 2 further members with appropriate gifts and skills

In attendance

- *Diocesan Director of Education*
- *Deputy Diocesan Director of Education*
- *Schools Property Adviser*
- *Diocesan Director of Finance*
- *Deputy Diocesan Director of Finance*
- *DBE Business manager*

Procedures and practice for meetings of EFC

- Meets a minimum of 5 times a year (usually January, April, July, September and November approx.)
- Quorum will be three members in attendance, if at least one of the two co-opted places is filled provided one of the ex officio members is present. If there are no co-opted members the quorum will be two, provided either Chair or Deputy Chair is present.
- Finance Department prepares Agenda and related papers and email out one week in advance.
- Business Manager to minute – aiming for clarity and properly identified actions for follow up.
- Reports of the meetings of EFC will be reviewed by Board of Education (acting in their capacity as Directors of the LDBE) annotated under three headings
 - (d) for noting
 - (e) for ratification
 - (f) for discussion and decision
- It is anticipated that unless due notice is given by a Board member items within the first two categories will not be re-debated by the Board of Education