

DIOCESE OF LIVERPOOL - RULES FOR DEANERY SYNODS

I. THE ROLES AND RESPONSIBILITIES

The Deanery Synod exists:

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

II. THE HOUSES OF THE DEANERY SYNOD

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

This person may be elected from current members of the Synod or first co-opted for the purpose.
4. (a). The two Houses may meet separately at the request of the Chair or of three members of either House.

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

III. MEMBERSHIP OF THE HOUSE OF LAITY

1. The membership of the House of Laity shall comprise communicant members over eighteen years of age who shall be appointed from the following:

a) *Parochial Representatives*: Each parish shall appoint its lay representatives for periods of three years.

There shall be one lay representative for parishes with fewer than fifty members and an additional member for each one hundred members or part thereof.

Where there is a Team ministry then each constituent church shall appoint one representative. Additional representatives may only be appointed from a Team Ministry if the total number on the electoral rolls of all the constituent churches of the Team justifies it.

b) *Institutional Representatives*: Any institution which has a priest acting as Chaplain and is designated by the Bishop may appoint one lay representative.

(This could include chapels attached to institutes of education, deaf centres & hospitals.)

c) *Ex Officio*: Members of the General Synod and Diocesan Synod who reside in the Deanery.

d) *Lay Ministers*: Stipendiary readers, Church Army Officers and other lay people holding the Bishops licence to work in the Deanery or who hold a Diocesan or inter-deanery responsibility and are appointed by the Bishop to serve on the Deanery Synod.

e) *Co-opted Members**: The House of Laity may co-opt up to three members who shall be full members of the Synod except that they are unable to vote in elections to Diocesan or General Synods.

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

IV. MEMBERSHIP OF THE HOUSE OF CLERGY

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

a) *Parochial Representatives*: All the clergy working in parishes beneficed in or that hold a licence including those of incumbent status, and others who are stipendiary, non stipendiary or ordained local ministers whether priests or deacons.

b) *Institutional Representatives*: Any deacon or priest who has the Bishop's licence to work in an institution in the Deanery and is appointed to the Synod by the Bishop.

A list of such clergy shall be kept up to date by the Diocesan Synod Office and the Clergy members of Bishop's Council. It will include Chaplains to hospitals, prisons, educational institutions and other major bodies.

c) *Ex Officio*: Members of General Synod & Diocesan Synod who reside in the Deanery.

d) *Retired Clergy*: Clergy elected to serve from and by the retired clergy who have worshipped in the Deanery for at least six months and have permission to officiate. There shall be one representatives elected (or appointed by the Area Dean where no nominations are received) for every ten retired clergy or part thereof.

e) *Nominated Members*: Other clergy with the Bishop's Licence who are nominated by the Bishop which could include clergy with Diocesan or inter-deanery appointments that live or work for substantial parts of their ministry in the Deanery (provided that no clergy in this category can be nominated to more than one Deanery Synod).

f) *Co-opted Members**: The House of Clergy may co-opt up to three clergy who shall be full members of the Synod. They are able to vote in elections to the Diocesan Synod or the General Synod and are entitled to stand in such elections.

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

retired).

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

V. OBSERVERS

1. The Synod may decide to invite any other individual to serve as an observer on either a temporary or permanent basis. This could include:

- a. all church wardens and readers in addition to those elected;
- b. retired clergy in addition to those elected;
- c. priests, ministers or lay people from other Christian denominations who worship at Local Ecumenical Projects which include the Church of England;
- d. representatives from significant denominational or inter-church bodies that cover all or substantial parts of the Deanery;

(this could include Roman Catholic Deaneries, Methodist Circuits, United Reformed Church Districts or Churches Together;

- e. Representatives from church secondary schools or church tertiary education institutes and key representatives from statutory or community bodies.
- f. Young people under 16

2. There may be certain of the above categories where an individual who is a communicant member of the Church of England and over 16 years of age might appropriately be considered for co-option. A decision to co-opt would rest with the relevant House not with the whole Synod.

VI. MEETINGS

1. The Synod shall meet at least twice each year.
2. Normally dates for the year shall be fixed at the last meeting of the previous year.
3. If dates are not arranged for the year ahead then members should have one month's notice of any meeting of the Deanery Synod except in emergencies.
4. All minutes, agendas & papers should be dispatched at least seven days before a meeting.

5. The Quorum shall be one third of the members of each House including co-opted members. Members may not appoint alternates if they are unable to attend.
6. Meetings should last for up to two hours (excluding any break for refreshment). If there is important business still to transact at the end of the two hour period then the Chair may propose an extension of not more than twenty minutes which must be approved by the majority of members present and voting. The Chair shall then prioritise business that must be dealt with.
7. Emergency meetings may be called at the request of the Area Dean, the Lay Chair or six members of the Deanery Synod (including at least two members from each House). Emergency meetings shall require seven days notice.
8. One meeting a year shall be designated as the Annual General Meeting at which a financial report shall be approved and the Standing Committee shall give a report.
9. The separate Houses shall meet when required to elect/appoint representatives and in other instances if convened by the Chair or at the request of three members.
10. Minutes of meetings shall be sent to the Diocesan Synod Secretariat and to the Secretary of each PCC (to share with PCCS).
11. The Synod may designate all or some of its meetings to be open. The Chair shall decide whether those attending such meetings shall be allowed to speak.
12. Votes in the Synod shall require a simple majority of those present and voting. If necessary then the Chair may have a second or casting vote.
13. On an instruction from the Diocesan Synod, the General Synod or where nominations are required from a specific House then there shall be a vote by Houses.
14. If voting is required in an election then the simple majority method shall be used.

VII. OFFICERS

outline of the agenda and key items for a future meeting.

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

In selecting Vice Chairs the House of Laity may wish to appoint the past Chair, someone who is likely to succeed as Chair or someone who will assist the Chair by taking on responsibility for specific tasks.

2. Where Officers are elected rather than appointed this shall normally be held at the first meeting of the Triennium.
3. The Co Chairs shall agree between them who shall chair each meeting of the synod or particular items of business on an agenda.

VIII. LINKS WITH GENERAL SYNOD

1. Where no member elected by or appointed from within the Diocese is resident or worships in the Deanery then one of the Diocesan representatives shall be nominated to act as a link with the Deanery and report on the work of General Synod.
4. The person who is nominated may be appointed as an observer to the Synod should the Synod so decide or made a co-opted member of the Synod by the relevant House should that House so decide.
5. Each Deanery Synod should normally have a report from the General Synod at each of its meetings. This could be a report on the last meeting(s) or an

IX. STANDING COMMITTEE & MISSION & PASTORAL COMMITTEE

1. The Committee's role in the Deanery is:

- To consider the whole mission strategy
- To monitor the development and application of the Deanery Mission Plan
- To advise the Diocesan Pastoral Committee on matters of clergy appointments
- To liaise effectively with Deanery Synod and PCCs/DCCs
- To prepare the agendas for the Deanery Synod and reflect on each meeting
- To monitor attendance of those serving on their Synod, Committees and Diocesan Synod
- To undertake such other tasks as are delegated to it by the Deanery Synod

The Membership shall comprise:

- The Area Dean and the Lay Chair (one of whom shall normally be the Chair)
- Diocesan Pastoral Committee representatives
- The Clerical Secretary, Chapter Clerk and the Honorary Treasurer of the Synod
- At least 2 clergy and at least 2 lay members elected from Deanery Synod. (The composition of the directly elected members will be reviewed at the first meeting of each triennium before elections take place)
- The Committee can co-opt other members (Deanery Synod shall determine the maximum number of such co-options which could include ecumenical representation, or those with particular skills).

X. AMENDMENTS

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

PHRASEOLOGY: These Rules aim to minimise bureaucracy but achieve clarity. So *could*, *normally* or *may* are often used and comments added in brackets this indicates that discretion on how to proceed rests with Deanery Synod.