



A toolkit for Deaneries

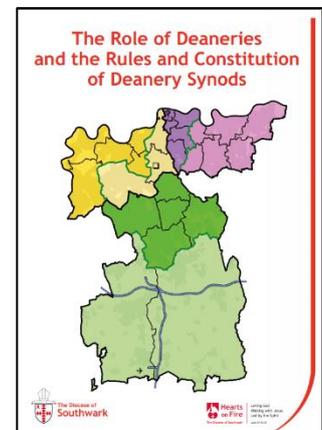
An introduction to *The Role of Deaneries and the Rules and Constitution of Deanery Synods*

New Rules and a Constitution have been produced as one response to Bishop Christopher's charge to 'breathe new life into deaneries'. The Rules replace the previous version supplied by Church House in 1995 and are the outcome of wide consultation. The Rules were approved by Diocesan Synod on 5 July 2017 under powers conferred by Rule 28(1) of the Church Representation Rules 2017.

- 1) This new document deals with three matters:
 - a) the Role of Deaneries
 - b) the Rules for Deanery Synods and
 - c) the Constitution of Deanery Synods.

- 2) The document is in three parts:
 - a) A. Deaneries
 - b) B. Deanery Synods and finally
 - c) Appendices - which contain more detail.

The core of the document is Section VI of Part B, the Essential Rules for Deanery Synods.



- 3) There are two further documents which will provide important information for Deaneries and Deanery Synods:
 - a) The *Joint Handbook for Area Deans and Deanery Lay Chairs*, which is currently in the course of revision;
 - b) A web-based *Deaneries Toolkit*, currently being compiled. The toolkit is a 'living document' and Deanery Officers are encouraged to send in material for the Toolkit as well as for the Deaneries page of the Diocesan web-site.
- 4) A vision statement for Deaneries is included in the Model Rules document on page 7. Headed '*Partners in the Gospel*', this vision applies the Diocesan strategic objectives to the life and role of Deaneries.
- 5) During the consultation, a strap-line for Deaneries was suggested - '*Rooted in my parish; connected in my Deanery; Growing in our Diocese*' - and Deaneries may want to consider adopting this strapline.
- 6) Deanery Synods are legal bodies, although they are both unincorporated and non-charitable. If Deanery Synods want to explore gaining incorporated and/or charitable status, they must consult the Archdeacon in the first instance.
- 7) Lay members of Deanery Synods are elected by their parish's APCMs for the three year

life of the Synod. Casual vacancies may be filled by the PCC between APCMs but must be confirmed by the next following APCM (see Rule 7). Currently the elected and ex-officio lay members of Deanery Synod form the Electoral College for Diocesan Synod and General Synod elections.

- 8) This document contains some general guidance on good practice and good governance for Deanery Synods, including (at para f on page 9) that normally a lay member will not serve more than three terms of three years. This is for guidance only and there may be some good reasons why an elected lay member might serve for longer, but these reasons should be fully explored.

Turning to the Essential Rules.

There are some rules which merit a special mention.

- 9) Rule 1 gives a Deanery Synod power to make its own procedures, subject to the Rules. This aims to free Deaneries to operate in the most effective way possible in each local situation only imposing rules that are strictly necessary.
- 10) Rule 8 confirms that the Area Dean and Lay Chair shall act as joint Chairs of the Deanery Synod.
- 11) Rule 9 provides for the election of the Deanery Lay Chair.
- 12) Rule 13 states that there shall be four Officers of Synod - Area Dean, Deanery Lay Chair, Deanery Secretary and Deanery Treasurer.
- 13) Rule 14 provides for the election of the Deanery Secretary and Deanery Treasurer. Rule 14 (e) also states that, “with the exception of the Area Dean who is appointed by the Bishop, the other Officers may not serve longer than three consecutive terms of three years in any one office”. This is a Rule and cannot be waived. The Rule comes into force with effect from the approval of these new Rules, backdated to the start of this new triennium - i.e. from 1 June 2017 and so consecutive terms of three years are counted from this date. Appointments made part way through a term of three years, and so which don't result in the person appointed serving a complete three year term, do not count as one of the three consecutive terms.
- 14) Rule 15 states that there shall be a Standing Committee of the Diocesan Synod. The Standing Committee shall comprise the four Officers of Synod plus any other people that the Deanery Synod wishes to appoint.
- 15) Rule 17 provides for the election of the Standing Committee members who are not the Officers. Rules 16 and 17(e) provide that a person may not be elected to the Standing Committee more than 3 consecutive terms. Again, this rule comes into effect from 1 June 2017.
- 16) Rule 19 allows a Deanery Synod to appoint working groups and task groups for a specific purpose.
- 17) Rule 20 defines the role of the Deanery Treasurer.

- 18) Rule 21 requires the Deanery Synod to meet at least twice a year.
- 19) Rule 24 requires the Deanery Secretary to keep a record of everyone's attendance and to send the complete list to the Area Dean and Deanery Lay Chair annually in January; and the list for each Parish to the respective PCC Secretary. The attendance record of previous representatives is one factor which an APCM should take in account when considering who to elect as its representatives.
- 20) Rule 25 deals with the important duty of declaring conflicts of interest.
- 21) Appendix A provides some more detailed Rules, which should not be needed most of the time. Rule 34a repeats Rule 30 and Rule 34c states the quorum for normal meetings as one third of each House (i.e. the House of Clergy and the House of Laity).
- 22) Appendix B provides the Constitution of Deanery Synod - which is an extract from the 1969 Synodical Government Measure.
- 23) Appendix C describes the membership of Deanery Synods, lay and ordained and is an extract from the Church Representation Rules 2017.
- 24) Appendix D defines how many lay representatives each Parish may elect, based on their Electoral Roll and as defined by Diocesan Synod.
- 25) **Actions needed by Deanery Synods.**
At their first meeting following the publication of the new Model Rules, Deanery Synods must:
- a) formally adopt the new Rules as set out in Part B VI and Appendix A of the document and record this in the minutes
 - b) formally receive and note everything else in the document, i.e. the guidance notes and Appendices B - D, and record this in the minutes
 - c) if not already done so in the new triennium, formally appoint the Officers of the Synod - i.e. Deanery Lay Chair, Deanery Secretary and Deanery Treasurer - in accordance with Rules 9 and 14 , noting in particular Rule 14 (f)
 - d) in accordance with Rule 15 to17, decide whether the Deanery Synod wishes to appoint any additional members to the Standing Committee in addition to the Officers. If appointing additional members, their roles and reporting lines must be clearly defined ahead of the appointment of the best people for these roles
 - e) in accordance with Rule 19, appoint members to any other committees or working groups and individuals to representative bodies if needed.
- 26) Queries about these new rules and guidance should be sent to:
executive.assisstant@southwark.anglican.org

*Prepared by the Deaneries Advisory Group
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