This document was approved and commended for use by Southwark Diocesan Synod at its meeting on 5 July 2017.

The rules for the conduct of the business of Deanery Synods in the Diocese are authorized by the Diocesan Synod under Rule 28 of the Church Representation Rules 2017.
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1. Introduction to this document

This document falls into two parts. Part A relates generally to Deaneries and Part B specifically to Deanery Synods. While every Deanery has a Deanery Synod, and although the two terms are often used interchangeably, they are two distinct things. Both are necessary in the Church of England and serve an ongoing need to demonstrate more vitality and purpose, the characteristics of a vibrant Deanery, in the mission and ministry that is largely a matter for local initiatives.

This document sets out the characteristics of a vibrant Deanery and outlines the model rules for Deanery Synods, which are a necessary part of synodical governance. This document should be read alongside the Joint Handbook for Area Deans and Deanery Lay Chairs\(^1\) and the Toolkit for Deaneries\(^2\).

Rules are required to be made by the Diocesan Synod by virtue of Rule 28 of the Church Representation Rules 2017. Sub paragraphs (a) - (f) specify what must be included in the Rules.

In compiling this document, the aim is that these rules for Deanery Synods shall be:
- user friendly - written in simple, accessible language;
- mission focussed - to facilitate the mission of the Deanery;
- as flexible as possible - allowing the Deanery Synod to determine its own procedures where practical.

Signed by:

Adrian Greenwood  
Chair of the House of Laity

Canon Dr Rosemarie Mallett  
Chair of the House of Clergy

Ruth Martin  
Diocesan Secretary

Rt Revd Christopher Chessun  
Bishop of Southwark

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1   Currently being revised.  
2   Under development.
2. Part A - Deaneries

I. What is a Deanery?
Deanaries are designated groups of Parishes within an Archdeaconry who have the opportunity and encouragement to work in partnership with each other to celebrate and to share the Good News of Jesus Christ with the people entrusted to their care.

Deaneries form an important bridge between Parishes and the wider church, including the Diocese. Working together, churches within a Deanery support each other and share resources as well as information on Mission Action Plans (MAPs) and Parish Support Fund pledges. To underline this interconnectedness, it may help to consider using the strapline “Rooted in my Parish, connected in my Deanery, growing in our Diocese.”

In Southwark Diocese there are 25 Deaneries. Each Deanery is jointly led by the Lay Chair, who is elected by the lay members of the Deanery Synod, and the Area Dean who is appointed by the Bishop after consultation with the local Clergy and the Lay Chair.

3 The Area Dean and Lay Chair may be assisted by an Assistant Area Dean and/or a Deputy Lay Chair.
One of Bishop Christopher’s three episcopal priorities in the Charge given to him at the confirmation of his election in 2011 is to breathe new life into Deaneries. In addition, a key issue for our Diocese identified by the second Strategy for Ministry report (2015) is to ensure that Deaneries become viable centres of mission and ministry. This document aims to support Deaneries as they move towards achieving this goal.

II. The Vision for Deaneries in the Diocese of Southwark

A vision for Deaneries in the Diocese of Southwark, as recommended by the Deaneries Advisory Group, was endorsed by the Diocesan Council of Trustees at its meeting on 15 October 2016. This vision is shown overleaf.

The Diocesan Council of Trustees (DCT) is the statutory committee of the Diocesan Synod and the DCT is comprised of trustees and directors who together hold, through its four constituent bodies, responsibility for the policy, financial and pastoral decisions necessary to implement the vision and strategy of Diocesan Synod. The four constituent bodies of the DCT are; the Bishop’s Council, the Diocesan Board of Finance, the Diocesan Mission & Pastoral Committee and the Diocesan Parsonages Board.

The Deaneries Advisory Group (DAG) was set up as a result of the second Strategy for Ministry (SfM) report which was approved by Diocesan Synod in November 2015. The DAG is an advisory group reporting to the co-chairs responsible for the implementation of Strategy for Ministry i.e. Archdeacon Simon Gates and the Diocesan Secretary, Ruth Martin.
Vision for Deaneries -
to become viable centres of Mission & Ministry
‘Partners in the Gospel’

Strategy for Ministry 2 challenges us to ‘**ensure that Deaneries become viable centres of mission and ministry**’. Deaneries are geographical groups of parishes whose congregations work in partnership with each other to celebrate the Good News of Jesus Christ and share the Gospel with all people. Deaneries are places where Anglican Christians relate to each other; pray and worship with each other; meet and decide with each other; and work, serve and witness with each other.

Working collaboratively with the structures of the Diocese as well as with Church Schools, other chaplaincies, mission agencies and ecumenical partners, Deaneries will:

1. actively promote the growth of the Church in overall numbers attending, in the number of congregations and fresh expressions, in the depth of discipleship and the equipping and releasing of lay people for mission, in the growth of vocations to ordained, licensed and authorised ministries, in the expansion in the range of lay ministries

2. encourage churches to reflect in their leadership and culture the diversity of the Deanery, including ethnicity, age, socio-economic circumstances and tradition

3. support parishes in holding each other to account to become transparent, accountable, generous and robust in pledges and contributions for the Parish Support Fund

4. encourage and challenge one another in the development and continuing implementation of Mission Action Plans and the use of Diocesan mission statistics

5. develop collaborative working for mission and ministry purposes amongst ordained, licensed and authorised ministers

6. provide regular, vibrant and engaging opportunities for meeting, prayer, dialogue and training across church traditions, including Synods

7. be creative, imaginative, risk-taking and strategic in making recommendations for deployment, including Deanery-wide or cross parish appointments, through their Deanery Mission and Pastoral Working Groups (DMPWGs)

8. be one of the key communication hubs within the Diocese.
III. What is a Deanery Synod?

A Deanery Synod is a body which is representative and deliberative, a body which appoints and elects, which may pass motions to its Diocesan Synod, which may receive actions from Diocesan Synod or General Synod and may provide a forum for its members and others to act. It is meant to be sufficiently representative so as to command confidence and sufficiently skilled as to be competent in its business. It is the Electoral College for the General Synod and its representatives (lay and clergy) comprise the Diocesan Synod. A Deanery Synod is therefore part of the national synodical structure.

Although Deanery Synods are not part of Diocese of Southwark governance, a Deanery Synod is a legal entity and as such it is regulated. The Church Representation Rules 2017 state that ‘the Diocesan Synod shall make rules for Deanery Synods’. These include relevant provisions of the Church Representation Rules. Section 5 of the Synodical Government Measure 1969 is also applicable to the business of the Deanery Synod, as it sets out the functions and constitution of a Deanery Synod.

However, under English law, a Deanery Synod does not enjoy charitable status and is an unincorporated body. This means a Deanery Synod cannot hold property, may not enter into contracts and should not seek to employ staff directly. This is a factor to be taken into account in intra-Deanery endeavours. Briefing on establishing joint enterprises at Deanery level can be found in the Toolkit for Deaneries on the Diocesan website.

If a Deanery or Deanery Synod wishes to explore establishing a charitable or corporate body or trust, it should seek advice from an Archdeacon as a first step and consult the Diocesan Secretary and Diocesan Registrar in due course.

IV. How is a Deanery Synod Constituted?

Every three years the Annual Parochial Church Meeting (APCM) of each Parish within the Deanery should elect lay representatives to be members of the Deanery Synod. Each clerk in Holy Orders beneficed or licensed to any Parish in the Deanery is also a member of the Deanery Synod.

Lay representatives elected by parishes to Deanery Synods, play an important role within a Deanery and at Deanery Synod meetings. They should be fully committed to service the mission of the wider Church and so to take strategic decision to advance the mission and ministry in their Deanery as well as to influence Diocesan mission. A leaflet outlining the skills to look for in potential lay representative is available on the Diocesan website.

The members of the Deanery Synod form the electorate for the Diocesan Synod, and the General Synod of the Church of England. Membership is set out in more detail in the rules enacted for Deanery Synods.
V. The Governance of Deanery Synods

General Principles Governing the Conduct of Deanery Synod Meetings

a) That all meetings must be conducted in a transparent, robust and fair manner in a spirit of Christian Grace;

b) That we are the body of Christ and will seek to work in a collaborative and inclusive way at all times;

c) Members should be committed to upholding synodical government as instituted by the Church of England;

d) The Chair is responsible for the conduct of a meeting but is accountable to the meeting and should endeavour to be flexible where possible;

e) The Chair should strive to ensure a balanced debate and manage the business of the meeting and speakers to time;

f) The Deanery Synod Standing Committee and Officers are accountable to the Deanery Synod for ensuring the business of the Synod reflects the constitution of the Synod, the context of the Deanery and the mission and ministry of our Diocese.

General guidance on Deanery Synods

Some simple guidance in planning and running the meetings of a Deanery synod is outlined below together with recommendations and guidance on terms of office.

a) A mission statement or Mission Action Plan for a Deanery, agreed by the Deanery Synod, can help ensure a sense of common purpose as well as to foster a sense of community as churches take forward the ministry and mission of the whole church.

b) Successive reviews of Deanery Synods speak of positive outcomes being tied to valuing diversity in the Deanery and being outward looking for mission. Deaneries should try and ensure that, as far as possible, representation on Deanery Synods reflects the diversity of churches in the Deanery.

c) The constitutional remit for Deanery Synods set out in the Synodical Government Measure is very wide indeed and allows for speakers on an enormous range of topics and an extensive range of activity.

d) A Deanery Synod will not normally make a financial commitment without a recommendation from the Standing Committee.

e) Given the twin aims of ‘breathing new life into Deaneries’ and ‘ensuring Deaneries become viable centres of mission and ministry’, PCCs are encouraged to give considered thought to who can best act as their Parish Representatives on Deanery Synods. Factors PCCs and APCMs may wish to bear in mind when electing Deanery Synod members include: attendance record; level of commitment to the mission of the Deanery; expected quality of their reporting back to PCCs and APCMs and any potential role on the Deanery Synod Standing Committee. New talent should be encouraged and supported wherever practical.

f) In keeping with ‘Fit for Purpose’\(^4\), and as working towards the goal of breathing new life into Deaneries requires a level of refreshment of membership, it is recommended that Deanery Synod members should be prepared to serve a minimum of one three-year term of office and normally up to a maximum of three three-year terms\(^5\). PCCs and APCMs are encouraged to demonstrate good practice by reviewing the position of anyone who has served for nine years consecutively.

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\(^4\) The Fit For Purpose Group changed radically the way the Diocese is governed, addressing the need to bring resources, finance and policy more closely together. Recommendations included the creation of a Diocesan Council of Trustees (DCT) which is now in place. Deanery Synods are not part of the governance of Southwark Diocese.

\(^5\) For information: Elected members of the DCT normally serve one or two terms of three years and a maximum of three terms, as endorsed by Diocesan Synod in July 2015.
VI. Essential Rules (or Standing Orders) for Deanery Synods in the Diocese of Southwark

1. Subject to the rules outlined below, the Deanery Synod shall have power to determine its own procedure.

Roll of Members

2. The Secretary shall keep a roll of the members of the Deanery Synod constantly up to date, including the name, address and parish of any person notified by the Secretary of the Diocesan Synod and thereby qualified as an ex-officio member.

Membership

3. Membership of the Deanery Synod is determined by the Church Representation Rules 2017, Part III rule 24. For ease of reference, these are reproduced in Appendix C.

4. The co-option of additional members is permissible and shall be by resolution of the respective house passed on a motion which is moved either on behalf of the Standing Committee of the Deanery Synod or with its permission.6

Participation by Non-Members

5. The following persons may attend meetings of Deanery Synod and shall, subject to the same obligations as members, have the right to address Synod, to speak on any motion or amendment, make a personal explanation or answer questions:
   a) the Diocesan Bishop or a duly appointed commissary
   b) the Archdeacon
   c) the Registrar of the Diocese
   d) the Diocesan Secretary
   e) visitors invited by either of the joint Chairs or the standing committee
   f) any reader licensed to a parish in the Deanery who is not an elected parochial representative
   g) any person appointed or invited being a member of the General Synod
   h) an officer of Synod who is not a member of Synod.

Attendance of General Synod Members

6. The Deanery Synod or its Standing Committee may invite, and the Bishop’s Council may appoint, a member or members of the General Synod who represent the Diocese but are not themselves ex officio members of the Deanery Synod to attend any or all of its meetings. They shall be entitled to receive copies of all documents and notices circulated to members of Synod for all meetings for which their invitation or appointment relates.

Term of Office

7. a) The parochial representatives of the laity elected by annual meetings shall be so elected every three years, and shall hold office for a term of three years beginning with the 1 June next following their election7.

b) Casual vacancies may be filled by the election by the PCC of a person qualified to be so elected and must be confirmed at the next APCM.

c) Unless the house concerned fixes a shorter period of office, co-opted members shall retire on the 31 May in the year of triennial elections.

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6 As required by the Church Representation Rules 2017.
7 Church Representation Rules 2017 Rule 25(1)
Joint Chairs

General
8. There shall be joint Chairs of the Deanery Synod, being the Area Dean and a member of the House of Laity elected triennially by that House; provided that, during the absence or incapacity of one, the functions exercisable jointly may be performed by the other alone. The Lay Chair unless s/he resigns or ceases to be qualified shall continue in office until the commencement of the meeting at which his/her successor is elected.

Election of Lay Chair
9. Immediately prior to the first meeting of the Synod after any triennial election or in the event of a vacancy in the office immediately prior to the next meeting of Synod, the House of Laity shall meet to elect a Lay Chair. A member of the House of Laity appointed by the Area Dean shall act as Chair for such meeting. Whoever so presides shall have a vote but no casting vote in the election and in the case of an equality of votes the decision shall be taken by lot.

Meetings of the Synod
10. The joint Chairs shall agree between them who shall chair each meeting of the Deanery Synod or particular items of business in the agenda of the Synod. If either is absent, the other shall preside. If both are absent, the Deputy Lay Chair or Assistant Area Dean (where such exist) make take the chair; otherwise members present shall elect a Chair for that meeting.

11. The joint Chairs shall preside over any separate meetings of their respective houses, but if either is absent a member of the house chosen by the members present shall take the chair.

Powers of Chair presiding
12. Subject to these Rules, the proceedings at any meeting of the Synod shall be regulated by the Chair presiding at that time and those of the proceedings of either House by the Chair of that House or in their absence a member of that House chosen by the members present.

Officers of Synod
13. The Officers of the Deanery Synod are the Area Dean, the Lay Chair, the Secretary and the Treasurer.

14. At the first meeting after each triennial election the Synod shall appoint:
   a) A Secretary, not necessarily from amongst its own members
   b) A Treasurer from amongst its own members (not excluding the possibility of co-option)
   c) The appointment of a Secretary from without the membership at a) above does not confer membership (unless co-opted) but does entitle the office holder to attend meetings of Synod and of its Standing Committee
   d) The persons so appointed under a) and b) above, unless they resign or cease to be qualified, shall serve until the conclusion of the meeting at which their successors are appointed
   e) The Synod may appoint an Assistant Secretary, Assistant Treasurer or Deputy Lay Chair who are not Officers of the Synod
   f) Other than the Area Dean, Officers on the Synod on the Standing Committee (i.e. Lay Chair, Treasurer and Secretary) serve for three years and then normally serve a second term of three years in any one office. They may then serve for a further three year term but must then stand down for at least one term from that office.

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8 Proverbs 18:18: “The lot settles disputes, and keeps strong ones apart”.
Standing Committee
Membership of the Standing Committee
15. There shall be a Standing Committee of the Synod consisting of the Officers who are the Lay Chair, Area Dean, Treasurer, Secretary and other such numbers of people elected by the Synod as the Synod shall decide. The Deanery Synod may, from such persons elected, appoint officers additional to those listed in 13 above or allow the Standing Committee to allocate tasks at its discretion.

16. Members of the Standing Committee, who are not Officers of Synod, serve for three years and then normally serve a second term of three years. They may then serve for a further three year term but must then stand down for at least one term.

Elections to the Standing Committee
17. Elections shall be triennial at the first meeting of each new Synod following the election of parochial representatives of the laity.
   a) Elected members shall retire on the election of their successor or on ceasing to be qualified;
   b) Casual vacancies will be filled by election at the next meeting of the Synod;
   c) The outgoing Standing Committee will make no nominations;
   d) Elections shall be by simple majority unless, not later than the said 31st May, the Synod shall have determined that the method of the single transferable vote under the regulations as from time to time in force shall apply;
   e) Members of the Standing Committee, who are not Officers of Synod, serve for three years and then normally serve a second term of three years in any one office. They may then serve for a further three year term but must then stand down for at least one term.

Functions of the Standing Committee
18. The functions of the Standing Committee shall be to initiate and advise on proposals; to ensure that members of Synod are adequately informed on questions raised and other matters of importance to the Deanery; to prepare the agenda for and organize meetings of the Synod; to transact the business of the Synod between meetings; and to make such appointments and do such other things as the Synod may delegate to it.

Other Committees of the Deanery Synod
19. The Deanery Synod may appoint other committees, working groups or individuals to undertake business in conformity with its constitution and against such time-lines and with any such rules, constitutions, membership and resources as it sees fit and considers helpful.

Financial business
20. The Treasurer shall no later than 30 June each year present to the Synod for the agreement of the Synod:
   a) A report on the accounts for the preceding financial year
   b) A statement showing the estimated expenditure of the Synod during the next financial year
   c) Proposals for raising the income required to meet such expenditure.
Meetings of Synod

21. The following rules apply to the meeting of the Synod:
   a) The date, time and place of ordinary meetings of the Synod, shall be notified to members at least six weeks before each meeting
   b) The agenda for an ordinary meeting along with any relevant papers and detailing any motions to be considered at the meeting shall be delivered to every member of the Deanery Synod not less than two weeks prior to the meeting
   c) The Synod shall hold not less than two ordinary meetings in each year at such times and places as the joint chairs shall decide after consulting with the standing committee.

Agenda preparation and content

22. Every agenda of an Ordinary Meeting shall include, for approval as a correct record, the minutes of the last Ordinary Meeting and of any subsequent meetings, also of any other reports of proceedings:
   a) A matter referred to the Deanery Synod by the General Synod or by the Diocesan Synod
   b) A report on the business of Diocesan Synod, the Diocesan Council of Trustees and any other Diocesan committee, as appropriate
   c) Subject to these rules and any resolution of the Synod, and without prejudice to the rights of individual members to a reasonable opportunity within the time available of bringing matters before that Synod, the standing committee shall settle the agenda for each Synod meeting, and shall determine the order in which the business so included shall be considered subject only to any resolution of Synod.

Apologies for absence and recording attendance

23. Apologies for absence should be sent to the Secretary in advance of the meeting.
24. The attendance of elected Parish Representatives will be recorded by the Secretary. In January of each year, a full list of attendees will be sent to the Area Dean and Lay Chair. At the same time, attendance records of Parish Representative will be sent to the PCC Secretary of the Parish they represent.

Declaration of interest

25. Anyone with a particular interest in any matter of business must first declare the nature and extent of that interest when speaking.

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9 In this context, ordinary means planned, regular meetings.
4. Appendices

Appendix A - Additional Rules for Deanery Synods

1. Business of Synod

Permitted Business

26. No business shall be considered by Synod other than:
   a) Business specified on the agenda or any paper relating thereto or arising therefrom
   b) Urgent and other specially important business added by the joint chairs and matters arising therefrom
   c) Matters raised or questions asked under “Any other business”.

27. Either of the joint Chairs or, with the consent of the Standing Committee, any other member, may give notice for the agenda of a subject for an address, paper or general discussion without the moving of a formal motion. An address or paper may be given by the member signing the notice or by a visiting speaker, and then be followed by a general discussion, if the Standing Committee so decides.

28. The order of business may be varied by the Chair presiding at their discretion or by a resolution of the Synod to be put without debate.

Notice of Business

29. Form and length of notice for business for Synod
   a) Notice of any business for an Ordinary Meeting of the Synod shall be in writing, signed and delivered to the Secretary by hand, post or email not later than the period before the meeting which is specified hereunder:

   | New business for the agenda | 28 days |
   | Motions and amendments arising from the agenda | 7 days |

   b) Motions and amendments thereto, arising from a debate on an item specified on the agenda or any paper relating thereto (known as “following motions”) may, be in order without any prior notice if in the opinion of the Chair presiding:

   i. due notice could not reasonably have been given prior to that debate
   and
   ii. it would be the wish of Synod to debate such motions or amendments
   and
   iii. time is available to debate them.

   A copy of such motion or amendment shall be delivered to the Secretary unless the Chair presiding dispenses with this requirement.

c) Questions arising after a motion has been moved or resulting from a debate may be asked and answered without notice.

Special meetings of Deanery Synod

30. The joint Chairs may summon a special meeting of the Synod at any time. If they refuse or neglect to do so within 28 days after a requisition for that purpose signed by not less than 20 members of the Synod such members may forthwith summon a meeting.

31. The minimum notice for summoning a special meeting shall be 7 days and the quorum for the transaction of business shall be a majority of the members of each house. The notice must include the date, time, place and agenda of the meeting and only business specified therein may be transacted.
Separate meetings of houses of Deanery Synod

32. Each house shall meet separately when and where it is required to do so under these Standing Orders and for the purposes stated. Additional meetings may be held when either:
   a) The Chair of the house has so directed
   b) Synod has so directed.

33. Subject to any directions by Synod or Standing Committee the date, time and place of separate meetings will be fixed by the Chair of each house allowing members at least fourteen days’ notice in writing. Unless specifically directed otherwise by Synod, separate meetings of houses shall not involve formulating motions or amendments for consideration by Synod or voting thereon. No business, except as authorised in these Standing Orders, conducted by a single house of Synod has authority over the whole Synod.

2. Meetings of Synod

34. The following additional rules apply to the meeting of the Synod:
   a) The joint Chairs may summon a meeting of the Synod at any time. If they refuse or neglect to do so within 28 days after a request for that purpose signed by not less than 20 members of the Synod, such member may then summon a meeting
   b) In the case of sudden emergency or other special circumstances the joint Chairs may summon a special meeting at not less than one week’s notice but the quorum shall be a majority of the members of each house and the only the business on the agenda may be transacted
   c) Unless rule b) above applies, a quorum of each house of clergy and laity is one third of the respective total membership. Unless a quorum is present no business shall be considered at a meeting except a motion to adjourn a debate or the meeting
   d) If a quorum is not present the Chair presiding shall, if requested by any member, take a count of the members present and shall adjourn the meeting if a quorum is wanting. In the absence of such request no decision of the Synod shall be invalidated by the absence of a quorum unless the attention of the presiding Chair is called thereto immediately upon the vote having been taken
   e) Each house may vote separately if the Synod passes a resolution to this effect on any matter. In doing so, each house must act consistently with these rules.
Appendix B - The Constitution

A Deanery Synod is governed by the provisions of section 5 of the Synodical Government Measure 1969. For convenience, this is referred to as the constitution and copied below.

Section 5 Synodical Government Measure 1969

5 Constitution and functions of Deanery Synods.

(1) Deanery Synods shall be constituted for all Deaneries in accordance with Part III of the Church Representation Rules contained in Schedule 3 to this Measure and the transitional provisions contained in Schedule 4.

(2) Deanery Synods shall, as soon as they are constituted, take the place of ruri-decanal conferences where they exist, and those conferences shall thereupon be dissolved, and any references in any Measure to ruri-decanal conferences shall be construed as references to Deanery Synods.

(3) The functions of a Deanery Synod shall be:
   (a) to consider matters concerning the Church of England and to make provision for such matters in relation to their Deanery, and to consider and express their opinion on any other matters of religious or public interest
   (b) to bring together the views of the parishes of the Deanery on common problems, to discuss and formulate common policies on those problems, to foster a sense of community and interdependence among those parishes, and generally to promote in the Deanery the whole mission of the Church, pastoral, evangelistic, social and ecumenical
   (c) to make known and so far as appropriate put into effect any provision made by the Diocesan Synod
   (d) to consider the business of the Diocesan Synod, and particularly any matters referred to that Synod by the General Synod, and to sound parochial opinion whenever they are required or consider it appropriate to do so
   (e) to raise such matters as the Deanery Synod consider appropriate with the Diocesan Synod:
      Provided that the functions referred to in paragraph (a) hereof shall not include the issue of any statement purporting to declare the doctrine of the Church on any question.

(4) If the Diocesan Synod delegate to Deanery Synods functions in relation to the parishes of their Deaneries, and in particular the determination of parochial shares in quotas allocated to the Deaneries, the Deanery Synod shall exercise those functions.

In this subsection “quota” means an amount to be subscribed to the expenditure authorised by Diocesan Synods.

(5) The General Synod may by Canon or Regulation extend, amend or further define the functions of Deanery Synods.
Appendix C - Membership of Deanery Synod

The membership of Deanery Synods is governed by the Part III of the Church Representation Rules (2017). For convenience, section 24 is copied below.

PART III DEANERY SYNODS

24. (1) A deanery synod shall consist of a house of clergy and a house of laity.

(2) The members of the house of clergy of a deanery synod shall consist of -
   (a) the clerks in Holy Orders beneficed in or licensed to any parish in the deanery;
   (b) any clerks in Holy Orders licensed to institutions in the deanery under the Extra-Parochial Ministry Measure 1967;
   (c) any clerical members of the General Synod or diocesan synod resident in the deanery;
   (d) such other clerks in Holy Orders holding the bishop’s licence to work throughout the diocese or in more than one deanery and resident in the deanery subject to any direction which may be given by the members of the house of clergy of the bishop’s council that, having regard to the number of parochial and non-parochial clergy in the deanery, such clerk shall have membership of a specified deanery synod other than the deanery where he resides provided that no person shall thereby be a member of more than one deanery synod in the diocese;
   (e) one or more clerks in Holy Orders holding permission to officiate in the diocese who are resident in the deanery or who have habitually attended public worship in a parish in the deanery during the preceding six months. One clerk may be elected or chosen for every ten such clerks or part thereof, elected or chosen in such manner as may be approved by the bishop by and from such clerks.

(3) Where an extra parochial place is not in a deanery it shall be deemed for the purposes of these rules to belong to the deanery which it abuts and if there is any doubt in the matter a determination shall be made by the bishop’s council and standing committee.

(4) For the purposes of paragraph 2(e) of this rule the relevant date shall be the 31st December in the year immediately preceding any election of the parochial representatives of the laity, and as soon as possible after that date the rural dean of the deanery shall inform the bishop of the number of clerks in Holy Orders who are qualified for membership of the deanery synod by virtue of that sub-paragraph.

(5) Not later than the 1st July following the election of parochial representatives of the laity to the deanery synod the secretary of the said synod shall send to the diocesan electoral registration officer appointed in accordance with rule 29 a list of the names and addresses of the members of the house of clergy, specifying the class of membership, and shall keep the said officer informed of subsequent changes in membership.
Subject to the provisions of rule 1(4), the members of the house of laity of a deanery synod shall consist of the following persons, that is to say -

(a) the parochial representatives elected to the synod by the annual meetings of the parishes of the deanery

(b) any lay members of the General Synod or a diocesan synod whose names are entered on the roll of any parish in the deanery

(c) if in the opinion of the bishop of the diocese any community of persons in the deanery who are in the spiritual care of a chaplain licensed by the bishop should be represented in that house, one lay person, being an actual communicant member of the Church of England of sixteen years or upwards, chosen in such manner as may be approved by the bishop by and from among the members of that community

(d) the deaconesses and lay workers licensed by the bishop to work in any part of the deanery

(e) such other deaconesses or lay workers holding the bishop’s licence to work throughout the diocese or in more than one deanery and resident in the deanery subject to any direction which may be given by the members of the House of Laity of the bishop’s council that, having regard to the number of deaconesses or lay workers in the deanery, such person shall have membership of a specified deanery synod other than the deanery where they reside provided that no person shall thereby be a member of more than one deanery synod in the diocese.

The house of clergy and house of laity of a deanery synod may co-opt additional members of their respective houses, being clerks in Holy Orders or, as the case may be, lay persons who shall be actual communicant members of the Church of England of sixteen years or upwards:

Provided that the number of members co-opted by either house shall not exceed five per cent of the total number of members of that house or three, whichever is the greater.

The names and addresses of co-opted members shall be sent by the secretary of the deanery synod to the diocesan electoral registration officer appointed in accordance with rule 29.
Appendix D - Elections of lay representatives to Deanery Synods

1. The Church Representation Rules (2017) 25(1) state that “the parochial representatives of the laity elected by annual meeting shall be so elected every three years, and shall hold office for a term of three years beginning with 1st June next following their election”.

2. At its meeting on 10 November 2007, the Diocesan Synod adopted an approach that recognised both the existence of multi-church parishes and the practice where often the maintenance of the electoral roll is in several sections, one for each of the churches and congregations of the parish.

3. On 12 November 2016, the Diocesan Synod approved the number of lay representatives per parish / church as shown in the table below. The numbers of lay representatives from each church or multi-church parish are determined the year before the triennial elections of Deanery Synod members. Such details are then communicated to PCC Secretaries, Team Secretaries and Incumbents with instructions and guidance on how to proceed.

<table>
<thead>
<tr>
<th>Total Electoral Roll</th>
<th>Number of Lay Representatives to Deanery Synod</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>25 and less</td>
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<tr>
<td></td>
<td>1</td>
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<td>26 - 75</td>
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<td>2</td>
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<td>76 - 125</td>
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<td>201 - 300</td>
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<td>301 - 400</td>
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<td>6</td>
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<td>401 - 600</td>
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<td>7</td>
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<td>601 upwards</td>
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<td>8</td>
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