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DIOCESE OF CHELMSFORD

CONSTITUTION OF DEANERY SYNODS

The Constitution set out below contains the salient points of Church Representation Rules [January 2004 edition] numbers 10, 11, 12 and 24 to 29 inclusive, authorised by Schedule 3 of the Synodical Government Measure 1969 as amended by resolutions of the General Synod From January 1974 to July 2004. The Constitution also contains the decisions of the Diocesan Synod made under the above-quoted Rules. This Constitution is for guidance only and reference must also be made to the above-quoted Rules which, together with Standing Orders made under them by the Diocesan Synod, are the authority for all matters connected with Deanery Synods.

1. MEMBERSHIP

- (a) A Synod shall consist of a House of Clergy and a House of Laity;
- (b) The membership of the two Houses shall be as set out in the Schedule hereto.

2. ELECTION OF PAROCHIAL REPRESENTATIVES OF THE LAITY

(a) Qualification of Candidates

The name of the candidate must be entered on the Church Electoral Roll of the parish and the candidate must be an actual communicant member of the Church of England of sixteen years of age and upwards.

(b) Conduct of Elections

- (i) Representatives shall be elected by the annual parochial church meeting of the parish every three years and shall hold office for a term of three years commencing on the 1st June in the year of their election.
- (ii) Each candidate must be nominated and seconded by persons whose names are on the roll of the parish and there must be sufficient evidence of willingness to serve.
- (iii) If the number of candidates nominated and seconded is not greater than the number of seats to be filled, all the candidates shall forthwith be declared elected.
- (iv) If more candidates are nominated than there are seats to be filled an election shall take place at the annual parochial church meeting. Every person whose name appears on the Church Electoral Roll for the parish shall be entitled to vote in the election.
- (v) Subject to Church Representation Rule 12 which provides for the option of the method of the single transferable vote for the conduct of elections, each person entitled to vote shall have as many votes as there are seats to be filled but may not give more than one vote to any one candidate.

FUNCTIONS

3. The functions of the 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, provided that the functions referred to in this sub-paragraph shall not include the issue of any statement purporting to declare the doctrine of the Church on any question.
 - (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 inter-dependence 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 considers appropriate with the Diocesan Synod.
 - (f) If the Diocesan Synod delegates to Deanery Synods functions in relation to parishes in their deaneries, the Deanery Synod shall exercise those functions.
 - (g) Members of the Synod are called upon to attend in debates and participate in decisions on matters affecting the Church at all levels and should endeavour to study the matters to be discussed at meetings and to be present so that they can report on the debates and the decisions reached to the persons affected by them. In particular it is the duty of members to report fully and regularly to the parochial church council and to church members generally at the annual parochial church meeting.

SCHEDULE

MEMBERSHIP OF DEANERY SYNODS

1. House of Clergy

- (a) All Clerks in Holy Orders beneficed in or licensed to any parish in the deanery.
- (b) Any clerical member of the General Synod or the Diocesan Synod resident in the deanery.
- (c) Any other Clerks in Holy Orders holding the Bishop's License resident or working in the deanery.
- (d) Any Clerk in Holy Orders licensed to an institution in the deanery under the Extra-Parochial Ministry Measure 1967.
- (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 and from such Clerks.

2. House of Laity

- (a) The parochial representatives of the laity.
- (b) Any lay members of the General Synod or the Diocesan Synod whose names are on the Church Electoral Roll of any parish in the deanery.
- (c) Deaconesses or lay workers licensed by the Bishop to work in any part of the deanery.

3. Co-opted Members

Either House may co-opt additional members of their respective houses being Clerks in Holy Orders or, as the case may be, lay persons who are actual communicant members of the Church of England of sixteen years and 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.

4. Number of representatives of the Laity from each Parish

The number of representatives from each parish is determined by resolution of the Diocesan Synod passed not later than 31st December in the year preceding the election of representatives.

In determining the number of representatives the Diocesan Synod must have regard to the following:-

- (a) The number of representatives must be related to numbers of names on the Church Electoral Roll for the parish; or the number of parish churches or districts in each parish or a combination of both such methods, in each case in such manner as the Diocesan Synod shall determine.
- (b) The total membership of both Houses of the Synod shall not exceed 150 and, as far as practicable, shall not be less than 50.
- (c) Every parish must be represented on the Deanery Synod.
- (d) Provision may be made for the separate representation of a district within a parish for which there is a district church council.

5. Special Provisions for Chelmsford Cathedral

The Cathedral Clergy are members of the House of Clergy of the Chelmsford North Deanery Synod.

The Lay persons on the Church Electoral Roll of the cathedral parish are entitled to elect representatives to the House of Laity of the Chelmsford North Deanery Synod.

Non-Residentiary Canons of the Cathedral who hold Diocesan appointments are members of the House of Clergy in their deanery of residence.

RULES FOR DEANERY SYNODS

MEMBERSHIP OF THE SYNOD

Roll of members

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

Variation of membership by resolution of the Diocesan Synod

2. A resolution of the Diocesan Synod under Rules 26 and 27 of the Church Representation Rules; or a direction given by the members of the House of Clergy of the Bishop's Council under Rule 24(2)(d) of the same shall, unless otherwise provided, take effect at the conclusion of the term of office of the members appointed under any previous resolution in force.

Procedure for co-options

3. The co-option of additional members shall be by resolution of the respective House passed on a motion moved either on behalf or by permission of the Standing Committee of the Deanery Synod.

Participation by non-members

4. The following shall have the right to attend and speak but not to move any motion or amendment or to vote in the Synod:

- (i) the Bishop or a duly appointed commissary;
- (ii) the Archdeacon;
- (iii) the Registrar of the diocese;
- (iv) visitors invited by either of the Joint Chairs or the Standing Committee;
- (v) persons appointed by the Bishop's Council under rule 5.

Members of the General Synod appointed to attend meetings

5. If there is no member of the deanery synod who is a member of the General Synod the Bishop's Council shall, if it thinks fit, appoint for the purposes of this rule one or more members of the General Synod who represent the diocese and whose names are entered on the roll of any parish in the diocese. Such persons shall be entitled to receive copies of notices and other documents circulated to full members of the Deanery Synod and to attend and speak at its meetings but not to move any motion or amendment or to vote.

TERM OF OFFICE

Co-opted members

6. Unless the House concerned fixes a shorter period of office, co-opted members shall retire on the 31st day of May in the year of the triennial elections.

THE JOINT CHAIRS

General

7. There shall be Joint Chairs of the Deanery Synod, being the Rural Dean and a member of the 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 Joint Chair unless he or she ceases to be qualified shall continue in office until the commencement of the meeting at which his or her successor is elected.

Election of Lay Joint Chairs

8. Before the first meeting of the Synod after any triennial election or in the event of a vacancy in the office, the House of Laity shall hold a special meeting to elect the Lay Joint Chair. A member of the House appointed by the Rural 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.

9. The Joint Chairs (as provided in Rule 7) 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 Chair shall preside. If both are absent the meeting shall elect a Chair.

Separate meetings of the Houses

10. The Joint Chairs shall preside over any separate meeting of their respective Houses but if either is absent a member of the House chosen by the members present shall take the chair.

OFFICERS

Appointment and term of office

11. At the first meeting after any triennial election the Synod shall appoint a Secretary, an Assistant Secretary and a Treasurer from among its members, provided that in the case of the Secretary and Assistant Secretary one shall be an ordained minister and the other a lay person. The persons so appointed, unless they resign or cease to be qualified, shall serve until the conclusion of the meeting at which their successors are appointed.

STANDING COMMITTEE

Membership

12. There shall be a Standing Committee of the Synod consisting of the Joint Chairs, Secretary, Assistant Secretary, Treasurer and such number not being less than six and not more than twelve persons, elected by the members of each House in equal numbers from among their members. The Committee shall have no power to co-opt additional members.

Elected Members

13. (a) Elected members shall retire on the election of their successors or on ceasing 10 be qualified.
- (b) Elections shall be triennial and immediately after elections to the Synod.
- (c) Voting shall be by Houses.
- (d) The outgoing Standing Committee shall make no nominations.
- (e) Subject to paragraph (f) below, not later than the 31st day of May in the year of the triennial elections, the Synod shall decide whether the next elections shall be conducted at a meeting using the same procedure with essential modifications as for elections at an annual parochial church meeting, or by post using the same procedure with essential modifications as for elections to the Diocesan Synod.
- (f) Elections shall be by a simple majority unless, not later than the said 31st May, the Synod shall have determined that the method of a single transferable vote under the Regulations as from time to time in force shall apply.

Functions of Committee

14. The functions of the Standing Committee shall be to initiate and advise on proposals: to ensure that members are adequately informed on questions raised and other matters of importance to the deanery; to prepare the agenda; 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

Constitution

15. The Synod shall elect a Deanery Pastoral Committee and may constitute additional committees with such chairs, membership, term of office, functions, mode of appointment and other procedure as it thinks fit.

PROCEDURE OF COMMITTEES

By whom determined

16. Subject to these Rules and any resolution of the Synod, the chairing and other procedure of a committee, including the Standing Committee, shall be determined by itself.

MEETINGS OF THE SYNOD

Meetings required annually

17 The Synod shall hold three meetings at least in any year at such times and places as the Joint Chairs shall decide after consulting with the Standing Committee and taking account of the dates fixed for meetings of the Diocesan Synod.

Other meetings

18. The Joint Chairs may summon a meeting 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 twenty members of the Synod or a third of the Synod whichever shall be less, such members may forthwith summon a meeting.

Notice of ordinary meetings

19. The date, time and place of ordinary meetings of the Synod when fixed shall be announced to members as soon as possible in such manner as the Joint Chairs may approve, provided that not less than six weeks before each meeting a notice signed by the Secretary specifying any business proposed to be transacted thereat and inviting other business shall be posted or delivered to every member.

Special meetings

20. 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 required for business at such a meeting shall be a majority of the members of each House and only business specified on the agenda may be transacted.

SEPARATE MEETINGS OF THE HOUSES

When held

21. Either House shall sit and vote separately if the Deanery Synod so resolves; the House itself so decides or these Rules or the Rules of the House so provide. Each House may determine its own procedure consistently with these Rules.

AGENDA

Content

22. 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 the Synod, the Standing Committee shall settle the agenda for each of its meetings, specifying therein all business:-

- (a) of which due notice has been received and which is in order;
- (b) of an earlier meeting not disposed of or withdrawn;

(c) of the Diocesan Synod which is of concern to the Deanery Synod and particularly any matters referred to the Diocesan Synod by the General Synod;

and shall determine the order in which the business on the agenda shall be considered.

Circulation

23. The Secretary shall post or deliver an agenda paper to every member two weeks at least before a meeting, or in the case of a meeting called at less than two weeks' notice, at the same time as the notice.

Report on proceedings

24. Every agenda shall include the approval as a correct record not only of the minutes of the last meeting but also, unless it consists of those minutes, of a report of the proceedings of that meeting as circulated, or intended for circulation, to Parochial Church Councils in accordance with Rule 64.

Addresses, papers and discussions

25. 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.

Business permitted to be considered

26. Nothing shall be considered at a meeting of the Synod except business on or arising from the agenda provided that at the request or by consent of both Joint Chairs urgent matters may be considered but not decided by the Synod.

Varying the order of business

27. The order of business may be varied by the Chair at his or her discretion or by a resolution of the Synod put without debate.

NOTICE OF BUSINESS

General

28. Notice of any business for a meeting of the Synod shall be in writing signed and delivered to the Secretary not later than the period before the meeting which is required by these Rules.

Length of notice

29. Subject to Rule 20 the following periods of notice are required:

New business for the agenda	35 days
Motions and amendments arising from the agenda	7 days

Dispensing powers

30. Notice of a motion arising from the agenda or of an amendment may be dispensed with by permission of the Chair or by resolution of the Synod but a copy shall, if the Chair so requests, be signed and delivered to the Secretary.

Procedural motions

31. A procedural motion mentioned in these Rules may be moved without notice, unless express provision is made to the contrary.

POWERS OF THE CHAIR

Procedure

32. Subject to these Rules the procedure of any meeting of the Synod or either House shall be regulated by the person who presides.

Voting rights of the Chair

33. The Chair of any meeting shall have the same voting rights as other members and shall have no second or casting vote.

MINUTES AND ATTENDANCE REGISTER

34. The Secretary shall prepare minutes of every meeting which shall be circulated to members. Where the minutes do not record the names of those attending each meeting the Secretary shall record the names of those attending in a separate register.

QUORUM

One third of each House

35. Except as provided in Rule 20, a quorum shall be one third of the members of each House of the Synod. Unless at least a quorum is present no business shall be considered at a meeting except a motion to adjourn a debate or the meeting.

If quorum not present

36. The Chair shall, if requested by any member, take a count of the members present and shall adjourn the meeting if a quorum is wanting. No decision of the Synod shall be invalidated by the absence of a quorum unless the Chair's attention is called thereto immediately upon the vote being taken.

GENERAL RULES OF DEBATE

Moving instead of another member

37. If the member who gave notice of a motion or amendment on his or her name being called chooses not to move it, another member may do so in his or her stead.

Opportunity for questions

38. Immediately after a motion has been moved the Chair may give members an opportunity to ask questions of the mover or speaker solely for the purpose of elucidating facts.

One motion at a time

39. During the debate on a motion or amendment no other motion shall be moved except a procedural motion under Rule 49 and no other amendment may be moved on the same motion before the prior amendment is decided, provided that the Chair may permit two or more motions or amendments to be discussed but not voted on if circumstances suggest to him or her that this course would facilitate the proper conduct of the Synod's business.

Reconsideration and rescission

40. No motion or amendment to the same effect as or dependent on one which has been rejected within the preceding twelve months and no motion to rescind a resolution passed within the same period shall be proposed without the agreement of the Standing Committee or the consent of the Synod.

Speaking more than once

41. Subject to Rule 42 no member shall speak more than once on a motion or amendment under debate except that:

- (a) the mover of a motion shall have the right of reply to the debate on his or her motion;
- (b) a speech on an amendment shall not be deemed a speech on the main motion;
- (c) a point of order or a personal explanation may be made at any time whether or not another member is interrupted.

General discussions

42. The Chair may at any time suspend the last preceding Rule for so long as he or she thinks the purpose of the Synod would be usefully served by a general discussion and he or she may direct that such discussion shall be held in informal groups. A general discussion under this Rule shall be conducted in accordance with procedure to be determined by the Chair under Rule 66 but no motion or amendment shall be moved or put to the vote during such discussion and the number of speeches made by any member while it continues shall be disregarded for the purpose of Rule 41 when that Rule is declared by the Chair to be again in force.

Speaking

43. Every speech shall be addressed to the Chair and shall be succinct and relevant to the matter under debate.

Length of speeches

44. The Chair may at any time impose a limit of not less than three minutes on the length of speeches and may vary or revoke such limit provided that he shall inform members of each ruling which shall not be open to question.

Withdrawal

45. A motion or amendment which has been moved may be withdrawn by the mover with the consent of the Synod.

AMENDMENTS

46. An amendment shall be relevant to and shall not have the effect of negating the motion.

47. No amendment shall be moved to:-

- (a) a motion to receive the report of a Committee;
- (b) a motion under Rule 61(a) on a question referred by the Diocesan Synod;
- (c) another amendment.

Order of consideration

48. Unless the Chair rules otherwise amendments shall be moved in the order in which they affect the motion.

PROCEDURAL MOTIONS

Content

49. With the consent of the Chair the following procedural motions may be moved with or without notice, but so as not to interrupt the speech of any member:-

- (a) that the Synod be now adjourned;
- (b) that the debate be now adjourned;
- (c) that the Synod do now pass to the next business;
- (d) that the debate be closed.

Motions under Rule 49(c) and (d)

50. In the case of motions mentioned in Rule 49(c) and (d):-

- (a) such motions shall not be moved on any question referred to the General Synod.
- (b) the debate shall be limited to a brief speech by the proposer of not more than two minutes and, unless the Chair permits further speeches, a brief reply by the mover of the original motion or, failing that person, one other member.

Amendments and other procedural motions

51. The adjournment or closure may be moved on an amendment or another procedural motion but a motion to pass to the next business shall not be so moved.

Effect of procedural resolutions

52. In the event of any procedural motion being passed the debate to which it relates shall be closed or stand adjourned, as the case may be, except that in the case of a motion that the debate on a motion be closed, the mover thereof shall have a right to reply before the matter is put to the vote.

Adjourning amendments

53. The adjournment of an amendment shall be deemed to adjourn the debate on the original motion.

Resumption of business interrupted

54. Unless otherwise resolved, business interrupted by an adjournment of the Synod shall be resumed at the next meeting and on an adjournment of debate if and when the Standing Committee so decides.

VOTING

General

55. Decisions shall be taken by a majority of the members of the Synod present and voting. If the number of votes cast are equally divided for and against the motion, the motion is lost. A separate vote of each House shall be taken in the following cases:

- (a) if the Chair so rules;
- (b) if not fewer than five members so request;
- (c) if the Diocesan Synod so requires.

Votes by Houses

56. On a vote by Houses decisions of the Synod shall be taken by a majority of the members of each House present and voting.

Mode of voting

57. Unless otherwise provided in these Rules, voting shall be by a show of hands without a count except that:

- (a) the Chair shall order a count on a vote by Houses or if a member so requests either before or immediately after the result is announced;
- (b) the Chair may at his or her discretion order a count on any other vote.

Recording votes

58. The voting on a vote by Houses shall be recorded in the minutes.

REFERENCES BY THE DIOCESAN SYNOD

When considered

59. References by the Diocesan Synod shall be included in the agenda of such meeting as the Standing Committee shall consider appropriate.

Prior notice and documents required

60. Unless the Standing Committee otherwise decides:-

- (a) at least twenty eight days' notice of any matter referred shall be given to every member;
- (b) a report or other document prepared by or on behalf of the General Synod, Diocesan Synod or Standing Committee shall be circulated.

Procedure of debate

61. (a) When the reference by the Diocesan Synod is in the form of a question requiring the answer Yes or No, the question shall be put to the Deanery Synod as a formal motion in the affirmative sense. No amendment shall be in order and a separate vote of each House shall be taken under Rule 55. If the motion is defeated the question shall be decided in the negative.
- (b) When the reference invites a fuller statement or opinion, a motion containing a draft of such statement shall be moved on behalf of the Standing Committee and amendments to such a motion shall be in order.
- (c) When all motions under the foregoing paragraphs (a) and (b) have been decided, other motions arising therefrom may, if otherwise in order, be moved by any member.

Report on result

62. The decisions (together with the number of votes in each House), on every matter referred and on every additional motion shall be reported by the Secretary of the Deanery Synod to the Secretary of the Diocesan Synod.

Consultations within the deanery

63. Subject to any timetable laid down by the Diocesan Synod, the Deanery Synod before voting on a reference may refer any question to the Parochial Church Councils or Parochial Church Meetings in the deanery.

REPORTS BY THE DEANERY SYNOD TO PAROCHIAL CHURCH COUNCILS

Report of proceedings

64. Within six weeks after a meeting of the Deanery Synod the Secretary shall prepare and circulate to the Secretaries of the Parochial Church Councils in the deanery a report approved by the Joint Chairs of the proceedings of the meeting. Such report may be in the form of minutes.

MATTERS RAISED BY PAROCHIAL COUNCILS AND MEETINGS

Mode of representation

65. Any Parochial Church Council or Parochial Church Meeting in the deanery may on a motion moved by a member representing that parish bring before the Deanery Synod any matter either of general Church interest or affecting that parish and may move that a representative of the Deanery Synod on the Diocesan Synod be instructed to bring such matter before the Diocesan Synod on behalf of the Deanery Synod. Subject to any direction by the Deanery Synod the Standing Committee shall appoint such representative.

ADDRESSES, PAPERS AND GENERAL DISCUSSION

Procedure determinable by Chair

66. The Chair presiding shall determine the procedure for any part of a meeting during which the item under consideration is not a motion or amendment but is:-

- (a) an address or the presentation of a paper, whether a report or other document by a member or a visiting speaker:
- (b) a general discussion whether or not introduced by such address, or paper, including a discussion permitted by the Chair under Rule 42.

Annual Review

67. The Standing Committee shall not later than 30th April in each year submit to the Synod:-

(a) a report and audited accounts for the preceding financial year;

[**Note:** The Charities Act 1993 removed the requirement for audited accounts. The Standing Committee's annual report should now include a financial statement which should be scrutinized by an independent examiner.]

(b) a statement showing the estimated expenditure of such Synod during the next financial year;

(c) proposals for raising the income required to meet such expenditure.

GENERAL PROVISIONS

Admission of press and public

68. Subject to any directions by the Synod or the Standing Committee any member of the Synod may move that the representatives of the press and members of the public shall withdraw during the whole or part of the business before the Synod. If the motion is carried the Chair shall request the representatives of the press and members of the public withdraw.

Periods of notice

69. Any period of notice required by these Rules shall be deemed to consist of clear days or weeks not including the date of despatch and the date of the event before which the notice must be delivered.

Procedural defects

70. A meeting of the Synod or any of its committees of which the minutes have been approved and signed shall be deemed to have been duly summoned and held notwithstanding any defect in the procedure for summoning or conducting such meeting and no proceedings thereat shall be invalidated by the accidental omission to give the required notice of the meeting to any member.

Variation of Rules made by Diocesan Synod

71. Any of these Rules which have been made by the Diocesan Synod shall not be varied, revoked or suspended except by a further resolution of that Synod.

RULES FOR THE HOUSES OF DEANERY SYNODS

Joint Chairs of the Synod

1. A candidate for election to the office of Joint Chair of the Synod shall be proposed and seconded by members of the House of Laity and if there is more than one candidate a vote shall be taken. If the votes are equal the decision shall be taken by lot.

Co-opted Members

2. Co-opted members shall retire on the 31st day of May in the year of the triennial elections unless the resolution for co-option proposes a shorter period of office.

Voting

3. On a proposal to elect the Joint Chair of the Synod; to co-opt a member; or to elect members of the House Standing Committee under Rule 13 voting shall be by a show of hands unless any member objects or the Chair rules otherwise in which case there shall be a ballot.

4. In other respects voting in the Houses shall be governed by Rules 33 and 56 to 58 of the Synod.

Officers

5. The House shall appoint a Secretary who may be the Secretary or Assistant Secretary of the Synod.

6. The Secretary shall keep minutes of meetings and perform such other duties as may be required by these Rules, by the House, or by the House Standing Committee constituted under Rule 13.

Meetings

7. Except as provided in Rule 21 of the Synod the House shall meet upon the summons of the Chair.

8. The Chair may summon a meeting whenever he or she sees fit and shall do so when required by these Rules or by those of the Synod, whenever the House Standing Committee so resolves, or if not less than ten members or one third of the House, whichever is less, in writing so request.

9. The Secretary shall send a notice of any meeting to all members not less than twenty-eight days and the agenda not less than ten days before the day of the meeting.

10. New business for the meeting shall be notified to the Secretary not less than fourteen days before the day of the meeting.

11. A special meeting may be held at not less than one week's notice under Rule 20 of the Synod.

12. Except with the Chair's consent no business shall be considered at any meeting other than that specified in the agenda or arising therefrom.

HOUSE STANDING COMMITTEE

13. Those members of the House who are members of the Standing Committee of the Synod shall form the Standing Committee of the House and the House may elect additional members.
14. The Chair and Secretary of the House shall respectively be the Chair and Secretary of the House Standing Committee.
15. Subject to any resolution of the House or of the Synod and particularly to Rule 14 of the Synod, the function of the House Standing Committee shall be to ensure the proper working of the House and it may do anything consistent with these Rules and those of the Synod to that end.

GENERAL PROVISIONS

16. Subject to these Rules the procedure of the House shall be the same mutatis mutandis as that of the Synod and the Rules of the Synod where appropriate shall apply to the House.
17. The House may by resolution adopt additional rules provided they are consistent with these Rules and with those of the Synod.

Roles and Responsibilities of Deanery Synod Members

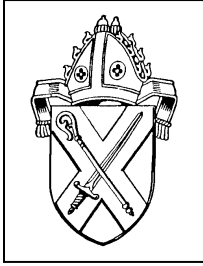
People serve on Deanery Synods as either parish delegates, licensed clergy or members of other synodical bodies. As members of the Deanery Synod, they work in collaboration with the Bishop, Area/Rural Dean, other deanery officers and members of the Synod to forward the mission of the Church. That involves a commitment to:

1. Live and grow as a disciple of Jesus Christ, sustained by word and sacrament within the fellowship of the worshipping Church.
2. Represent the best interests of the parish on the Deanery Synod, by all means available, including turning up at meetings! Be a point of contact between the deanery and the parish, participating fully in the life of the PCC, remembering that a primary purpose of the deanery is to support and enable work in parishes, but not to direct it.
3. Help to develop forward-looking deanery projects to support the parishes in their local mission and ministry.
4. Collaborate in the development, implementation and monitoring of deanery plans for the deployment of the available Clergy, Readers and Lay Ministers with the aim of providing the most effective pastoral care possible for the people of the Deanery.
5. Take an interest in the effective functioning of sector ministers and Advisers within the Deanery and the Episcopal Area.
6. Elect and support the officers of the Deanery, including the Lay Chair, Secretary, Treasurer and members of the Standing Committee, and contribute to the shaping of the Synod's agendas.
7. Support the mission of the Church by prayer and personal example. Support good practice in collaboration between parishes and in ecumenical partnerships. Promote honest and harmonious working relationships throughout the Church in the deanery.
8. Seek ways of linking to appropriate secular structures within the deanery, such as local government bodies. Participate fully in the corporate life of the area in Christ's name, seeking ways of communicating with its communities and people.
9. Keep well-informed about issues under discussion at diocesan and national levels.
10. Act as electors for the Diocesan and General Synods.
11. Work to grow cultures of generosity and genuine stewardship within the Church, to recognise and develop the gifts and ministry resources of everyone.
12. Promote relationships which link local activities with the Diocese and the world-wide Church.

(Adapted from a paper by the national Church House Deaneries Group - April 2002)

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Diocese of Chelmsford

DEANERY SYNOD MEMBERS' HANDBOOK

2005 EDITION

**As approved by the Diocesan Synod on 11th October 1986
and revised to incorporate subsequent amendments to the Church
Representation Rules**