



RULES FOR DEANERY SYNODS

Updated 2020

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Church Representation Rules Revised 2020

The Diocese of Oxford's Rules for Deanery Synods were initially made by Diocesan Synod in June 2014. They are required and informed by the Church Representation Rules. New Rules (the Church Representation Rules 2020) came into effect on 1 January 2020 and so the Rules for Deanery Synods have been updated in light of those. The new Church Representation Rules emerged from the work of a Simplification Task Group established by the Archbishops' Council. The task group's role was to bring forward proposals to remove constraints to the mission and growth of the Church of England that result from existing legislation and processes. You are encouraged to purchase a hard copy of the Rules from Church House Publishing or access the Rules online for free <https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules>

Although the new Rules entirely replace the old Rules, many of the concepts remain familiar. The Rules continue to provide for church electoral rolls, annual meetings, PCCs, deanery synods and diocesan synods, and the House of Laity of the General Synod. But there are significant changes to the way in which the Rules are presented and to their substance.

The new Rules have been completely redrafted and are easier to understand. They are no longer characterised by over-long sentences; provisions are broken down into more easily digestible parts. Secondly, all the provisions relating to parish governance are now in a self-contained Part of the Rules (Part 9). This should make navigation around the Rules easier.

In addition, various provisions of the previous Rules that were thought to be unnecessary or unduly burdensome have been pruned away, anomalies have been addressed, and doubts as to meaning have been removed. The Rules are designed to be compliant with recent data protection legislation; they provide for electronic communication, for better representation of mission initiatives in the Church's structures; they enable PCCs to do business by correspondence; and they provide that lay people must form a majority of a PCC.

Basic outline of the new Rules most relevant to Deanery Synods

- **Part 3** (deanery synods) makes provision for the composition of, and elections to, deanery synods.
- **Part 8** (miscellaneous) makes miscellaneous provisions for the purposes of the Rules, including provisions relating to the handling of personal data, casual vacancies, communication by email or post and interpretation.
- **Part 9** (parish governance: model Rules) contains the model Rules for parish governance. These provide for matters such as annual and other parochial church meetings, elections of members of parochial PCCs and deanery synods, the

composition and business of PCCs, and the making of schemes for joint councils for 'connected parishes'. The model Rules will apply automatically unless a parish makes a scheme under [Rule 12](#) to amend or supplement, or to replace, the model Rules.

Summary of main features of the new Rules

Electronic communication

The Rules now make comprehensive provision for the use of communication by email: see [Rule 76](#). Providing an email address is optional; but if one is provided, any communication under the Rules may be sent to that email address. An email will satisfy any requirements in the Rules for a communication to be in writing. Where in the past there was an obligation to pass on addresses (e.g. by the PCC secretary to the secretary of the deanery synod), any email address given by a person must also be passed on.

Data protection

The Rules take account of recent changes to the law contained in the General Data Protection Regulation and the Data Protection Act 2018. The Rules have been designed to avoid any need to obtain consent from individuals for processing their personal data for the purposes of the Rules. Instead, personal data can be processed in the ways required by the Rules on the basis (i) that doing so 'is necessary for compliance with a legal obligation' (as the Rules have the force of law); and (ii) so far as data includes 'special category personal data' because it reveals a person's religious beliefs, that the processing is carried out internally in the course of the Church of England's legitimate activities. Personal data contained in the published version of the electoral roll is data which 'is manifestly made public by the data subject' when he or she applies to have his or her name included on the roll and is covered on that basis.

A person who holds personal data for the purposes of the Rules must ensure that the data is held securely: see [Rule 72](#).

Further information and guidance about data protection for parishes is available on the Parish Resources website.

Mission initiatives

The Rules now make mandatory provision for the representation of mission initiatives (i.e. initiatives that are established by bishop's mission orders) on deanery synods where the bishop so directs: see [Rule 24](#).

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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 by the secretary of the diocesan synod and qualified as an ex-officio member.

Co-opted members

2. Each house may, by resolution, co-opt additional members of that house in accordance with the provisions of Church Representation Rule 18 (as set out in the Appendix to these Rules).

Participation by non-members

3. The following shall have the right to attend and speak but not to move any motion or amendment or to vote in the synod:
 - (a) the bishop or a duly appointed commissary;
 - (b) the archdeacon;
 - (c) the registrar of the diocese;
 - (d) visitors invited by either of the joint chairs or the standing committee;
 - (e) persons appointed by the standing committee of the diocesan synod under rule 4.

Members of General Synod appointed to attend meetings

4. If there is no member of the synod who is a member of the General Synod, the standing committee of the diocesan synod shall, if it thinks fit, appoint for the purposes of this rule one or more members of the General Synod resident in the diocese. Such persons shall report regularly to the synod on the proceedings of the General Synod and shall be entitled to receive copies of notices and other documents circulated to members of the synod and to attend and speak at its meetings but not to move any motion or amendment or to vote.

THE JOINT CHAIRS

General

5. There shall be joint chairs of the 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 she or he resigns or ceases to be qualified, shall continue in office until the commencement of the meeting at which a successor is to be elected.

Election of lay joint chair

6. 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 separate meeting to elect the lay joint chair. A member of that house 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.

CHAIR OF MEETING

Meetings of the synod

7. The joint chairs shall agree between them who shall chair each meeting of the 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 meeting shall elect a chair.

Separate meetings of the houses

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

OFFICERS

Appointment and term of office

- 9A. At the first meeting after any triennial election the synod shall appoint from among its members a secretary and a treasurer, and may appoint an assistant lay chair and an assistant secretary. In the event of a vacancy in any such office, the synod shall elect a successor as soon as possible after the vacancy arises. 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.

Secretary

- 9B. The synod secretary must collect and record details of changes in membership and provide information to the diocesan electoral registration officer in accordance with the requirements and timetables of Church Representation Rules 20 and 27D (as set out in the Appendix to these Rules).

STANDING COMMITTEE

Membership

10. There shall be a standing committee of the synod consisting of the joint chairs, assistant lay chair (if appointed), secretary, assistant secretary (if appointed), treasurer and persons elected by the members of each house in equal numbers from among their members. The standing committee shall have no power to co-opt additional members, except that it may co-opt any person appointed as assistant or associate area dean in the deanery.

Elected members

11.
 - (a) Elected members shall retire on the election of their successors or on ceasing to be qualified;
 - (b) Elections shall take place as soon as practicable after any triennial elections to the synod;
 - (c) Voting shall be by houses;
 - (d) Subject to paragraph (e) 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 or electronic means, using the same procedure with essential modifications as for elections to the diocesan synod;
 - (e) 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.

Functions

12. The functions of the standing committee shall be to initiate and advise on proposals; to ensure that members of the synod 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

13. The synod may constitute additional committees with such chairs, membership, term of office, functions, mode of appointment and other procedure as it thinks fit.

Procedure

14. Subject to these rules and to 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

(see rule 71 for interpretation provisions)

Meetings required annually

15. The synod shall hold two meetings at least in every 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

16. 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 requisition for that purpose signed by not less than a quarter of the members of the synod such members may forthwith summon a meeting.

Notice of ordinary meetings

17. 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 four weeks before each meeting a notice signed by the secretary, specifying any business proposed to be transacted thereat and inviting other business, shall be delivered to every member, by hand, post or electronic means.

Special meetings

18. 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 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

19. Either house shall sit and vote separately if the 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

20. Subject to these rules and to 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 the meetings of the synod, 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 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

21. The secretary shall deliver an agenda paper to every member one week at least before a meeting, by hand, post or electronic means.

Report on proceedings

22. Every agenda shall include the approval as a correct record of the minutes of the last meeting and also, unless it consists of those minutes, of a report by the standing committee of the proceedings of that meeting intended for circulation to parochial church councils in accordance with rule 64.

Addresses, papers and discussions

23. 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

24. 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

25. The order of business may be varied at the discretion of the chair, or by a resolution of the synod to be put without debate.

NOTICE OF BUSINESS

General

26. Notice of any business for a meeting of the synod shall be in writing and delivered to the secretary, by hand, post or electronic means, not later than the period before the meeting which is required by these rules.

Length of notice

27. Subject to rule 18, the following periods of notice are required:-

New business for the agenda 3 weeks

Motions and amendments arising from the agenda 7 days

Dispensing powers

28. 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

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

POWERS OF CHAIR

Procedure

30. Subject to these rules, the procedure at any meeting of the synod or either house shall be regulated by the person who presides.

MINUTES

Circulation

31. The secretary shall prepare minutes of every meeting which shall be circulated to members and shall record the names of those attending.

QUORUM

One-third of each house

32. Except as provided in rule 18, 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

33. 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

34. If the member who gave notice of a motion or amendment on being called to speak chooses not to move it, another member may do so instead.

Opportunity for questions

35. 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

36. 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 that this course would facilitate the proper conduct of the synod's business.

Reconsideration and rescission

37. 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

38. Subject to rule 39, no member shall speak more than once on a motion or amendment under debate except that:
- a. the mover of a motion shall have a right of reply to the debate on the 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 discussion

39. The chair may at any time suspend rule 38 for so long as the purposes of the synod would be more usefully served by a general discussion and 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.

Speaking

40. Every speech shall be addressed to the chair and shall be succinct and relevant to the matter under debate.

Length of speeches

41. Save as otherwise provided in these rules, no speech shall exceed five minutes or, in the case of a member moving a motion (other than a procedural motion under rule 47) or introducing a report, ten minutes, but the chair may at any time lengthen or shorten either of these periods, provided that members are informed of each ruling, which shall not be open to debate or question.

Withdrawal

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

Division of text

43. The chair may, with the consent of the mover, so divide any motion or amendment as to enable the synod to vote separately upon each part.

AMENDMENTS

Content

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

Moving

45. 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

46. Unless the chair rules otherwise, amendments shall be moved in the order in which they affect the motion.

PROCEDURAL MOTIONS

Content

47. With the consent of the chair the following procedural motions may be moved with or without notice, but not so as 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;
 - e. that the matter under discussion be referred back.

Motions under rule 47(c)–(e)

48. In the case of the motions mentioned in rule 47(c), (d) and (e):
- a. such motion shall not be moved on any question referred by 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, instead, one other member;

Amendments and other procedural motions

49. 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 motions

50. 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

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

Resumption of business interrupted

52. Unless otherwise resolved, business interrupted by an adjournment of the synod shall be resumed at the next meeting, and by an adjournment of debate, if and when the standing committee so decides.

Reference back

53. If a motion to refer back specifies no one to whom the matter is to be referred, this question shall be decided by the standing committee.

Suspension of rules

54. After notice, or by permission of the chair without notice, a member may move that a rule be suspended during a particular debate or meeting. Such motions shall not be deemed to be carried unless at least three quarters of those members present and voting are in favour. On each occasion the fact of such a suspension must be reported by the secretary to the secretary of the diocesan synod. This is without prejudice to the chair's discretion at any time to suspend rule 38, as provided for in rule 39.

VOTING

General

55. Decisions shall be taken by a majority of the members of the synod present and voting, except that 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. on any matter referred by the diocesan synod.

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 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 choose to 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, taking

account of any timetable laid down by the diocesan synod.

Prior notice and documents required

60. Unless the standing committee otherwise decides:
- a. at least 28 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 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 of 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 to the secretary of the diocesan synod.

Consultations within the deanery

63. Subject to any timetable laid down by the diocesan synod, the synod before voting on a reference may refer any question to the parochial church councils or parochial church meetings in the deanery.

REPORTS TO PAROCHIAL CHURCH COUNCILS

Report of proceedings

64. Within six weeks after a meeting of the synod the secretary shall prepare and circulate to the secretaries of the parochial church councils in the deanery a report of the proceedings of that meeting approved by the standing committee under rule 22. Such report may be in the form of the minutes.

MATTERS RAISED BY PAROCHIAL CHURCH 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 synod any matter either of general Church interest or affecting that parish and may move that a representative of the deanery on the diocesan synod be instructed to bring such matter before that synod on behalf of the deanery. Subject to any direction by the 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 39.

FINANCIAL BUSINESS

Annual review

67. The standing committee shall not later than the 31st day of March in each year submit to the synod:
- a. a report and independently examined financial statements of the synod for the year ending on the 31st December immediately preceding;
 - b. a statement showing the estimated expenditure of the synod during the current 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 seconded and carried, the chair shall request the representatives of the press and members of the public to 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.

71. *Electronic meetings* In these Rules:

- (a) A reference to a meeting includes a reference to a meeting which persons may attend, speak at, vote in, or otherwise participate in without all of the persons, or without any of the persons, being together in the same place.
- (b) A reference to a place where a meeting is held, or is to be held, includes a reference to more than one place, including electronic, digital or virtual locations, web addresses or conference call telephone numbers.
- (c) A person is to be regarded as present at a meeting at any given time if the person is at that time able to hear and be heard, and where practicable see and be seen, by the other persons present.
- (d) A reference to being present at a meeting includes a reference to being present by electronic means, including by telephone conference, video conference, live webcast and live interactive streaming.

Variation of rules

72. Any of these rules which have been made by resolution of the diocesan synod shall not be varied, revoked or suspended except by a further resolution of that synod.

APPENDIX

Church Representation Rules 14 – 20, 23-25, 27A-D and 28

[excerpts relevant to membership and governance of deanery synods]

14 A deanery synod consists of –

- (a) a house of clergy, and
- (b) a house of laity.

House of clergy

15 (1) The members of the house of clergy of a deanery synod are every clerk in Holy Orders –

- (a) who is beneficed in or licensed to a parish in the deanery,
 - (b) who is licensed under section 2 of the Extra-Parochial Ministry Measure 1967 in respect of an institution in the deanery,
 - (c) who is a clerical member of the General Synod or a diocesan synod and is resident in the deanery,
 - (d) who is resident in the deanery and licensed by the bishop to work throughout the diocese or in more than one deanery and is not subject to a direction under Rule 17 to be a member of another deanery synod,
 - (e) who is not resident in the deanery but is subject to a direction under Rule 17 to be a member of the deanery synod,
 - (f) who holds permission to officiate, is resident in the deanery or has habitually attended public worship in the deanery during the preceding six months, and is elected or chosen as mentioned in paragraph (2),
 - (g) who is co-opted under Rule 18, or
 - (h) who is made a member by virtue of a scheme under Rule 23 or 24 (cathedrals, royal peculiars, mission initiatives).
- (2) One clerk who is eligible for membership under paragraph (1)(f) is to be elected or chosen –
- (a) for every ten clerks of that description, and

(b) where the number of such clerks is not divisible by ten without fraction or remainder, for the fraction or remainder.

(3) The election or choice under paragraph (2) is made by and from the clerks who are eligible for membership under paragraph (1)(f) in such manner as the bishop may approve.

(4) As soon as possible after 31 December in the year before an election of the parochial representatives of the laity to the deanery synod, the rural dean of the deanery must inform the bishop of the number of clerks in Holy Orders who are eligible for membership under paragraph (1)(f).

(5) A member of a deanery synod under paragraph (1)(f) –

(a) is elected or chosen every three years, and

(b) holds office for a term of three years beginning with the next 1 July following the date when the election or choice takes place.

House of laity

16 (1) The members of the house of laity of a deanery synod are –

(a) each parochial representative elected to the deanery synod by the annual parochial church meeting of each parish in the deanery,

(b) any lay member of the General Synod or a diocesan synod whose name is on the roll of a parish¹ in the deanery,

(c) each deaconess or lay worker who is licensed by the bishop to work in the whole or part of the deanery,

(d) any deaconess or lay worker who is resident in the deanery and licensed by the bishop to work throughout the diocese or in more than one deanery and is not subject to a direction under Rule 17 to be a member of another deanery synod,

(e) any deaconess or lay worker who is not resident in the deanery but is subject to a direction under Rule 17 to be a member of the deanery synod,

(f) if the bishop considers that a community in the deanery which is in the spiritual care of a chaplain licensed by the bishop should be represented in the house of laity, one lay person chosen by and from the members of the community in such manner as the bishop approves,

(g) any lay person who is co-opted under Rule 18, and

(h) any lay person who is made a member by virtue of a scheme under Rule 23 or 24 (cathedrals, royal peculiars, mission initiatives).

- (2) Where a person's name is on the roll of more than one parish, the person must choose one of the parishes concerned for the purposes of paragraph (1)(a) or (b).
- (3) A person is eligible for membership of a deanery synod under paragraph (1)(f) only if the person is an actual communicant and is aged 16 or over.
- (4) The person who is the member of a deanery synod under paragraph (1)(f) –
 - (a) is chosen every three years, and
 - (b) holds office for a term of three years beginning with the next 1 July following the date when the choice is made.

Direction to join a different deanery synod

17 (1) A clerk in Holy Orders, deaconess or lay worker who resides in the deanery and is licensed by the bishop to work throughout the diocese or in more than one deanery may be given a direction –

- (a) not to be a member of the deanery synod for the deanery in which he or she resides, but
 - (b) instead to be a member of the deanery synod specified in the direction.
- (2) A direction under this Rule may be given to a clerk in Holy Orders only by the clerical members of the bishop's council and standing committee; and, when doing so, they must have regard to the number of parochial and non-parochial clergy in the deanery in which the clerk resides.
 - (3) A direction under this Rule may be given to a deaconess or lay worker only by the lay members of the bishop's council and standing committee; and, when doing so, they must have regard to the number of deaconesses in the deanery in which the deaconess resides or (as the case may be) the number of lay workers in the deanery in which the lay worker resides.
 - (4) A person may not, as a result of a direction under this Rule, be a member of more than one deanery synod in the same diocese.
 - (5) A direction under this Rule may provide for –
 - (a) a specified category of clerks, deaconesses or lay workers (as the case may be) to choose some of their number to be members, and
 - (b) the term of office of a person so chosen.

Co-option

18 (1) The house of clergy of a deanery synod may co-opt as additional members other clerks in Holy Orders.

- (2) The house of laity of a deanery synod may co-opt as additional members other lay persons who are actual communicants aged 16 or over.

- (3) The number of persons co-opted to a house under this Rule must not exceed either 5% of the total number of members of that house or three, whichever is greater.
- (4) The term of office of a person co-opted under this Rule is (subject to termination or resignation) for the lifetime of the deanery synod; but that does not prevent the person from being co-opted on one or more subsequent occasions.

Election of parochial representatives

19 (1) The parochial representatives of the laity on a deanery synod –

(a) are elected every three years beginning with 2020 by the annual parochial church meeting of each parish in the deanery, and

(b) hold office for a term of three years beginning with the next 1 July following the date of their election.

(2) The number of representatives to be elected from each parish is determined by a resolution of the diocesan synod no later than 31 December in the year preceding the elections.

(3) A diocesan synod may calculate the number of representatives from a parish for the purposes of paragraph (2) –

(a) by reference to the number of names on the roll of the parish specified in the notification under Rule 10,

(b) by reference to the number of parish churches or districts in the parish, or

(c) by a combination of both those methods.

(4) The secretary of a diocesan synod must, no later than 31 December in the year preceding the elections –

(a) certify to the secretary of each PCC the number of parochial representatives to be elected at the annual parochial church meeting of the parish, and

(b) give the secretary of each deanery synod a copy of each certificate given under sub-paragraph (a) and information relating to each parish in the deanery. Note this is currently as prescribed in CRRs but you are asked to refer to the new provision under Standing Order 9(a).

List of members given to the Diocesan Registration Officer

20 (1) The secretary of each deanery synod must, after the election of the parochial representatives of the laity to the synod but no later than the next following 1 July, give the diocesan electoral registration officer (see rule 27) –

(a) a list of the names and addresses of the members of the house of clergy of that synod, specifying for each member the category of membership under Rule 15(1), and

(b) a list of the names and addresses of the members of the house of laity of that synod, specifying for each member the category of membership under Rule 16(1).

(2) If a person is co-opted to either house of a deanery synod under Rule 18, the secretary of the synod must give the diocesan electoral registration officer the name and address of the person.

(3) The secretary of each deanery synod must give the diocesan electoral registration officer details of any subsequent changes to the membership of the house of clergy or the house of laity of that synod.

Scheme for representation for cathedrals and royal peculiars

23 (1) In the case of the cathedral church of each diocese (other than the cathedral church of Christ in Oxford, as to which see paragraph (2)) or, where a diocese has more than one cathedral church, each of them, the diocesan synod must make a scheme to provide for the representation on a deanery synod of –

(a) the dean, the residentiary canons and other ministers (or any of them), and

(b) unless the cathedral church is a parish church, every lay person whose name is on the community roll.

(2) In the case of Westminster Abbey, St George's Chapel, Windsor and the cathedral church of Christ in Oxford, the diocesan synod in each case must make a scheme to provide for the representation on a deanery synod of –

(a) the dean, the residentiary canons and other ministers (or any of them), and

(b) every lay person whom the dean has declared to be a habitual worshipper and whose name is not on the roll of a parish.

(3) A scheme under this Rule must include provision for determining the deanery synod or synods to which it applies.

Scheme for representation for mission initiatives

24 (1) Where a bishop's mission order is in force, a diocesan synod must, at the direction of the bishop or bishops who made the order, make a scheme to provide for the representation on a deanery synod of such of the persons to whom the order relates as are specified in or under the scheme.

- (2) The Code of Practice under section 84 of the Mission and Pastoral Measure 2011 (mission initiatives) must include guidance as to the exercise of functions under this Rule.
- (3) The bishop or bishops, in giving a direction under paragraph (1), and the diocesan synod, in making a scheme under this Rule, must have regard to –
 - (a) the need to make due provision for the representation of the worshipping community involved in the mission initiative,
 - (b) the governance of the initiative (which may, for example, take the form of a charitable body of some kind), and
 - (c) the guidance referred to in paragraph (2).
- (4) A scheme under this Rule must include provision for determining the deanery synod or synods to which it applies.

Schemes: approval

25 (1) A copy of a proposed scheme under Rule 22, 23 or 24 must be given to each member of the diocesan synod at least 14 days before the meeting at which it is to be considered for approval.

Mission initiative roll

27A (1) Where a direction is given under Rule 24(1), the leader of the mission initiative must establish and maintain a roll (a 'mission initiative roll') on which the names of lay persons are entered in accordance with this Rule.

- (2) A person is eligible to have his or her name on a mission initiative roll if he or she –
 - (a) is baptised,
 - (b) is aged 16 or over, and
 - (c) has made a written application to have his or her name on the roll.
- (3) An application under paragraph (2)(c) must include a declaration that the applicant –
 - (a) either is a member of the Church of England or a Church in communion with it or is a member in good standing of a Church which is not in communion with the Church of England but which subscribes to the doctrine of the Holy Trinity, and

- (b) has habitually attended public worship as part of the worshipping community involved in the initiative during the preceding six months.
- (4) A person who is eligible to have the person's name on more than one mission initiative roll is entitled to have the person's name on each of the mission initiative rolls concerned.
- (5) In the case of a mission initiative which is in more than one diocese, the function of giving a direction under paragraph (1) is exercisable by the diocesan bishops concerned acting jointly.
- (6) Where a direction was given under rule 29A of the Old Rules, the duty under paragraph (1) of this rule to maintain a mission initiative roll applies to the roll established under that rule; and a reference in Rules 27B to 27D to a mission initiative roll includes a reference to any mission initiative roll so established.
- (7) In paragraph (6), 'the Old Rules' means these Rules as set out in this Schedule in the form it took immediately before the commencement of Schedule 1 to the Church Representation and Ministers Measure 2019.

Additions to and revision of mission initiative roll

27B (1) The name of a person who is eligible to have his or her name on a mission initiative roll must be added to the roll.

(2) A mission initiative roll must be revised by the leader of the mission initiative no later than 30 May in each year.

(3) On each revision of a mission initiative roll –

(a) every addition to the roll since the previous revision (or, if there has not yet been a revision of the roll, since the establishment of the roll) must be reviewed and any further additions must be made as necessary, and

(b) a person's name must be removed from the roll in each of the following cases.

(4) The first case is where the person has died.

(5) The second case is where the person has become a clerk in Holy Orders.

(6) The third case is where the person has stated in writing the wish to have his or her name removed.

(7) The fourth case is where the person was not entitled to have his or her name entered on the roll at the time it was entered.

(8) The fifth case is where the person –

(a) has not habitually attended public worship as part of the worshipping community involved in the initiative during the preceding six months, and

(b) has not been prevented from doing so by illness or other sufficient cause.

Preparation of new mission initiative roll

- 27C** (1) The leader of a mission initiative must, no later than 30 May in every sixth year beginning with 2025, prepare a new mission initiative roll.
- (2) On the preparation of a new mission initiative roll, the name of each person who is eligible to have his or her name entered under Rule 27A must be entered on the roll; and a fresh application, which must include the declaration under Rule 27A(3), is required from each person who is already on the roll.
- (3) A person whose name is already on a mission initiative roll is not disqualified from having his or her name on the new roll merely because he or she has not complied with the condition in Rule 27A(3)(b), if the person was prevented from doing so by illness or other sufficient cause.
- (4) In a case where paragraph (3) applies, the application must briefly state why the person did not comply with that condition.

Notification of number on mission initiative roll

27D The leader of a mission initiative must, no later than 1 July in each year, give the secretary of the diocesan synod written notification of the number of names there are on the mission initiative roll as at 31 May in that year.

Casual vacancies

- 28** (1) A casual vacancy among the parochial representatives elected to a deanery synod must be filled as soon as practicable after the vacancy occurs.
- (2) Where the annual parochial church meeting is not due to be held within the two months following the occurrence of the vacancy, the vacancy must be filled by the election by the PCC of a person who is qualified to be elected as a parochial representative.
- (3) An election to fill a casual vacancy among the parochial representatives elected to a deanery synod is, where possible, to be held at a time which will enable all casual vacancies among the parochial representatives so elected to have been filled by the time of the next election to the House of Laity of the General Synod; but no such election is invalid merely because such a casual vacancy is not filled.
- (4) The secretary of a PCC must give a return of a parochial representative of the laity elected to fill a casual vacancy on the deanery synod –
- (a) to the diocesan electoral registration officer, and
- (b) to the secretary of the deanery synod.

Notes

1 'Casual vacancy' includes the case where there is a vacancy because not enough candidates were nominated to fill the places available: see rule 83(9)