

Derby Diocesan Synod Members' Guide 2021-2024



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1. Introduction

This booklet has been produced as a quick reference guide to the work and processes of the Derby Diocesan Synod. It is hoped that it will help clarify how the Synod operates, the powers and responsibilities of members, and how issues and debates will be conducted. It is intended that this will be a 'living document,' updated and amended as needed. With this in mind all Synod members are asked to submit comments or suggestions on this guide to the Executive Officer:

Sian Kellogg
Executive Officer
sian.kellogg@derby.anglican.org

2. Role and Purpose of Synod

Diocesan Synod is the primary governing body of the Diocese. It has a membership of around 125 representatives. Diocesan Synod is split into three Houses - Bishops, Clergy and Laity. There are currently 90 active members (elected and ex-officio).

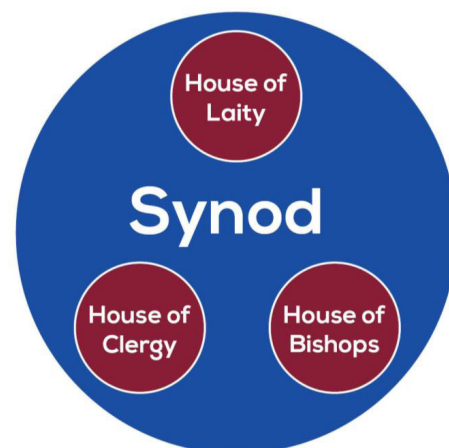
The functions of the Diocesan Synod is set out in the Synodical Government Measure 1969:

1. to consider matters concerning the Church of England and to make provision for such matters in relation to their diocese, and to consider and express their opinion on any other matters of religious or public interest;
2. to advise the bishop on any matters on which she may consult the synod;
3. to consider and express their opinion on any matters referred to them by the General Synod, and in particular to approve or disapprove provisions referred to them by the General Synod under Article 8 of the Constitution (of General Synod):
4. to consider proposals for the annual budget for the diocese and to approve or disapprove them;
5. to consider the annual accounts of the diocesan board of finance of the diocese;

Whilst this remit is both wide ranging and critical, it is also important to note that these roles are of a strategic or 'big picture' nature. More detailed decisions fall under the responsibility of the Bishop's Council and other Diocesan committees, in particular the Business Committee.

In Derby, members of the Diocesan Synod are also members of the Derby Diocesan Board of Finance (DBF), the legal charity and company that manages the financial affairs of the Diocese.

The Directors are the members of Bishop's Council and it is within Bishop's Council and Business Committee that most decisions relating to the work and functions of the DBF are taken.



3. Synodical Who's Who

- President: The Bishop of Derby
- Executive Chair of the Diocesan Board of Finance: Appointed by the Bishop of Derby
- Chair of the House of Laity: Elected by and from the House of Laity
- Chair of the House of Clergy: Elected by and from the House of Clergy
- Secretary: The Diocesan Secretary

4. How to prepare for meetings

Diocesan Synod meet three times a year (usually February, June and October).

Read the papers in advance:

When items are being presented at Synod, it will be on the assumption that all members have read the background material.

Consult colleagues:

Elected members of Synods are representatives not delegates but they are there, in part, to feed in views and raise proposals or concerns from their deaneries and parishes. Make a point of asking colleagues on Deanery Synod for comments they would like you to feed in to meetings – do this well in advance so if this gives rise to a question you can be sure to have time to submit questions which allow for answers to be prepared.

Come with an open mind:

Come being open to the possibility that you might be persuaded to see things differently!

Pray:

Although Synod is a formal Business meeting, its ultimate task is assisting in the sharing of the Gospel and the furthering of the Kingdom of God. All our meetings should be founded on prayer.

5. Synodical Boards and Committees

The Diocesan Synod is supported in its work by a number of other committees, boards and groups. These are listed below with a short summary of their role and main responsibilities. Members of Diocesan Synod often act as the electorate for other Committees of the DBF.

Bishop's Council ("BC")

Also acts as the Directors of the Board of Finance ("DBF") and the Diocesan Mission & Pastoral Committee.

The Bishop's Council is a single committee with a number of different roles and responsibilities:

As **Bishop's Council** it is responsible for advising the Bishop of Derby on issues falling under her Episcopal jurisdiction. As Diocesan Synod Standing Committee it is required to prepare recommendations for the Synod, transact business in between meetings of the full Synod and prepare Synod agendas (although much of the drafting and preparation work is undertaken by the Agenda Planning Group).

Chair - The Bishop of Derby

Secretary - The Diocesan Secretary

As Directors of the **Diocesan Board of Finance ("DBF")** the members fulfill the legal role of Directors of the DBF, dealing with the technical and statutory requirements relating to Charity and Company Law. The DBF is the body that owns all Diocesan assets, employs Diocesan Staff and is Custodian Trustee of parish assets.

Executive Chair - The Chair of the Board of Finance

Secretary - The Diocesan Secretary

5. Synodical Boards and Committees (continued)

Bishop's Council also acts as the Diocesan Mission & Pastoral Committee. This requires the committee to approve all proposals for pastoral reorganisation and take a lead on strategic pastoral and mission issues across the Diocese.

It is also formally the Parsonages Board and the Committee for Churches Closed for Public Worship.

Having one committee responsible for this spectrum of work ensures a consistent and unified strategic approach can be taken in all areas. It is therefore the central governance committee

Business Committee

This meets more frequently than Bishop's Council and deals with more everyday decisions relating to property, finance and governance. It is also often the forum where preliminary discussions take place on matters which will eventually be considered at Bishop's Council and Diocesan Synod. It also acts as the Glebe Committee (dealing with certain land and property owned by the DBF).

Agenda Planning Group

The Agenda Planning Group is tasked with drafting and preparing agendas for the Diocesan Synod for approval by the Bishop's Council. It is chaired by the Bishop with the Chairs of the two Houses. The Diocesan Secretary and Executive Officer support the Group in their task.

Diocesan Advisory Committee for the Care of Churches ("DAC")

The DAC is not technically a Synodical committee, although there are strong links between the two bodies. The committee is responsible for considering, evaluating and recommending proposals for all faculty applications to the Chancellor of the Diocese. The committee also takes a more general advisory and support role in assisting parishes in considering how best to use and care for their church buildings. The Chair is appointed by the Bishop and Chancellor, following consultation with the Cathedral and Church Buildings Council in London. The DAC Secretary supports the work of the Committee.

Bishop's Leadership Team ("BLT")

This group meets to pray with the Bishop and advise her and each other on all areas of Diocesan work. Deployment, HR, policy and strategy formation are developed. It has no executive function.

Remuneration and HR Sub-Committee

This group advises BC on the remuneration of stipendiary clergy and on the remuneration, terms and conditions of service of employees of the DBF, both lay and ordained. It also has the task of considering and providing recommendations to BC on negotiations for any settlement agreement with a DBF employee or a member of clergy licensed in the Diocese of Derby and to provide governance oversight for the management of change within the DBF staff team.

(This is not an exhaustive list of committees.)

Diocesan Board of Education ("DDBE") is a separate charity incorporated into DDBF

The Board of Education is responsible for all issues relating to the Church's engagement with Church Schools across the Dioceses. The Board has a range of statutory functions in relation to Church Schools and academies. It is chaired by the Bishop of Repton.

6. Frequently Asked Questions

How is the agenda drawn up?

The agenda is the responsibility of the Bishop's Council to approve and agree, although much of the drafting and preparation work is dealt with by the Agenda Planning Group. All potential new items of business need to be submitted well in advance (at least a month). This can be done by emailing the Diocesan Secretary. Sometimes agenda items are motions brought for debate and vote, but many items on Synod agenda are presentations or for discussion.

The order of business is again ultimately determined by the Agenda Planning Group but importance is given to items that come from General Synod, a Deanery Synod or those raised by the President.

Although the actual agenda for any meeting is only finalised a few weeks in advance, outline business is often planned many months ahead.

How can I bring a proposition/motion to Synod?

There are a number of ways that members of Synod can get an item of business on to the agenda. One option is to raise the issue at your local Deanery Synod. If your colleagues agree with your suggestion then a 'Deanery Motion' can be submitted for discussion at a meeting of the full Diocesan Synod. Ultimately, depending on the issue being discussed, the Diocesan Synod has the power to pass such a motion to General Synod for discussion at a national level.

If your Deanery is considering submitting a motion, or suggesting a topic for consideration to the Diocesan Synod, please contact the Executive Officer as soon as possible for advice on preparing and wording a motion, presentation or discussion topic to ensure it does not contradict Standing Orders, overrule existing legislation or other technical issues.

It is also recommended that Deanery Synods authorise their representatives to agree the final wording of any motion. This will ensure minor amendments can be properly approved before the matter is taken to the Diocesan Synod. Alternatively please suggest a motion to the Executive Officer and we will see if Bishop's Council wishes to bring the motion in its name. This can save time working through the deanery system.

Another route for bringing an issue or item of business to Synod is to submit a question in advance. Although such questions are not formal propositions, they do bring important matters to the attention of Synod.

What is the normal format for a debate to follow?

There are normally five steps in any standard debate:

- The Motion/topic is put by a member of Synod.
- The Synod will then discuss the topic and/or debate the Motion.
- Any amendments to the Motion (duly notified in advance) are then proposed (usually in the order in which they affect the wording of the motion) and voted on.
- The final Motion (with any successful amendments) is then formally proposed.
- The Synod votes.

How can I ask a question or a supplementary question?

Any member can request to speak on any item of business, but they can only speak once per formal item of debate. Members are requested to let the Secretary know in advance if they wish to speak in a particular debate, but this is not a formal requirement. Any member may ask a question of any officer or office holder of the Synod, provided that the question is relevant to their duties and does not request an opinion. Such questions need to be submitted 7 days in advance. Advance notice helps research and consideration to be given to the question.

Once a question has been submitted the questioner is then entitled to ask a supplementary question on the same subject. This rule gives all members of Synod a considerable ability to raise issues on matters that they are concerned about. Why not canvas your Deanery Synod in advance of each Diocesan Synod meeting to see if any of your colleagues have issues they would like you to raise on their behalf?

What is the procedure for filling a casual vacancy on the Diocesan Synod?

As soon as a vacancy occurs on Diocesan Synod, the Executive Officer should be informed. Casual vacancies can be filled by holding an election at a meeting of the relevant House of the Deanery Synod (Church Representation Rules 45). The conduct for this election will be for the Area Dean or Lay Chair to agree. However, it must be remembered that only members of the relevant House can nominate or vote, ie if there is a vacancy in the House of Laity then only members of the House of Laity can vote.

If you are in doubt or require assistance, please do not hesitate to contact the Executive Officer and we will see what we can do to make your time on Synod fruitful.

7. Key Diocesan Office Staff for Synod business

Martyn Marples
Acting Diocesan Secretary
martyn.marples@derby.anglican.org

Sian Kellogg
Executive Officer
sian.kellogg@derby.anglican.org

Mandy Francis
HR Manager
mandy.francis@derby.anglican.org

Nigel Sherratt
Secretary to DAC and DMPC
nigel.sherratt @derby.anglican.org

Martyn Marples
Head of Finance
martyn.marples@derby.anglican.org

Hannah Hogg
Safeguarding Adviser
hannah.hogg@derby.anglican.org

The Venerable Carol Coslett Archdeacon of
Chesterfield
pa.archdeacon@derby.anglican.org

Revd Peter Walley
Acting Archdeacon of Derby
pa.archdeacon@derby.anglican.org

Graham Webster
Head of Property
graham.webster@derby.anglican.org

Revd Canon Matt Barnes
Director of Discipleship, Mission and Ministry
matt.barnes@derby.anglican.org

Diocese of Derby Decision-Making Bodies and Process



Bishop of Derby
Chair of the Diocesan Synod

Legislative

General Synod

Diocesan Synod

- Also the DBF
- Business from General Synod / Deanery Synods
- Recommendations from Bishop's Council

Deanery Synod

PCC

Executive

Bishop's Council

- Directors and Trustees of the DBF
- Also DMPC and Parsonages Board
- Prepares legislation for consideration

Business Committee

- Also the Glebe Committee
- Advises Bishop's Council re: operations including parsonages
- Working group to bring mission and finance together

Judiciary

- Faculty jurisdiction under direction of Chancellor via consistory court
- Clergy Discipline Measure: Under direction of Bishop at first instance then disciplinary tribunal

Board of Education

- Part of Synodical structure, submits reports to Diocesan Synod
- Separately incorporated
- Chair delegated by Bishop of Derby to Bishop of Repton

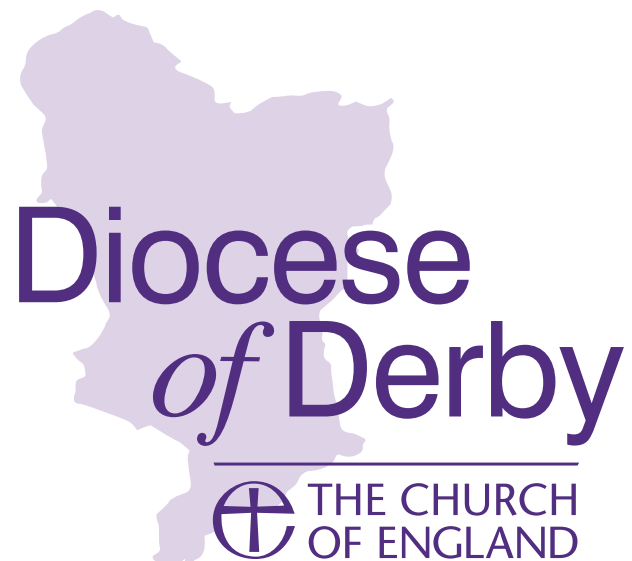
Advisory

(Bishop's mind in corporate mode; helping Bishop make decisions authorised within legislative process)

Bishop's Leadership Team

Area Deans Council

- Local Knowledge
- Informal preparatory work that goes through to Bishop's Council / Diocesan Synod or through appointments process



@dioceseofderby

www.derby.anglican.org

Diocese of Derby
Derby Church House
Full Street
Derby
DE1 3DR

enquiries@derby.anglican.org

01332 388650