



RULES

of the

JERSEY DEANERY SYNOD

**Under the episcopal authority of the
Bishop of Dover, with the Mandates and
Constitutions of its Committees**





Dear Friends,

I commend to you the Rules of the Jersey Synod in the hope and expectation that they will aid your discussions and decisions, under God, when you meet together to discharge your synodical responsibilities.

My relationship with you, as your Bishop, is an illustration of the relationship between the Bailiwick and the family of the Church of England and I look forward to working with you in the proclamation of the Gospel, as we speak and live Christ together.

With my prayers and blessing,

+ Trevor

5th June 2015



RULES

These Rules of the Deanery of Jersey were made by the Deanery Synod under powers conferred upon it by the Channel Islands (Representation) Measure 1931 to replace those previously made by the Deanery Synod and remaining in force on the date on which these Rules were adopted.

Adopted by the Deanery Synod on 20th January 2015

Approved by the Bishop on 11th June 2015

In force 17th June 2015

ARRANGEMENT OF SECTIONS

PART ONE

Rule (a)	GENERAL PROVISIONS (b)	Page (c)
1 -2	Functions of the Deanery Synod	7
3	Membership of the Deanery Synod	7
4	Roll of Members	8
5 -6	Procedure for Co-opting	8
7 -9	Ecumenical Representatives	8
10	Participation by non-Members	8
THE JOINT CHAIRMEN		
11	General	9
12	Election of Lay Joint Chairman	9
CHAIRMAN OF THE MEETING		
13	Meetings of the Synod	9
14	Separate Meetings of the Houses	9
OFFICERS		
15	Appointment and Term of Office	9
STANDING COMMITTEE		
16 - 18	Membership	9
19 - 23	Elected Members	10
24 - 25	Functions of the Standing Committee	10
OTHER COMMITTEES		
FINANCE COMMITTEE		
26 - 27	Membership	11
MISSION AND CHURCH GROWTH		
28 - 29	Membership	11
PROCEDURE OF COMMITTEES		
30	By whom determined	12
MEETINGS OF THE SYNOD		
31	Meetings required annually	12

(a)	(b)	(c)
32	Other Meetings	12
33	Notice of Ordinary Meetings	12
34	Special Meetings	

SEPARATE MEETINGS OF THE HOUSES

35	When held	12
----	-----------	----

AGENDA

36	Content	13
37	Circulation	13
38	Report on proceedings	13
39	Addresses, papers and discussion	13
40	Business permitted to be considered	13
41	Varying the order of business	13

NOTICE OF BUSINESS

42	General	14
43	Length of notice	14
44	Dispensing powers	14
45	Procedural motions	14

POWER OF THE CHAIRMAN

46	Procedure	14
----	-----------	----

MINUTES

47	Circulation	14
----	-------------	----

QUORUM

48	One-third of each House	14
49	If quorum not present	15

GENERAL RULES OF DEBATE

50	Moving instead of another	15
51	Opportunity for questions	15
52	One motion at a time	15
53	Reconsideration and rescission	15
54	Speaking more than once	15
55	General discussions	16
56	Speaking	16
57	Length of speeches	16
58	Withdrawal	

(a)	(b)	(c)
AMENDMENTS		
59	Content	16
60	Restrictions	16
61	Order of consideration	16
PROCEDURAL MOTIONS		
62	Content	17
63	Motions under Rule 62 c- e	17
64	Amendments and other procedural motions	17
65	Effect of procedural motions	17
66	Adjourning amendments	17
67	Resumption of business interrupted	17
VOTING		
68	General	18
69	Votes by Houses	18
70	Mode of voting	18
71	Recording votes	18
REFERENCES BY THE DIOCESAN SYNOD		
72	When considered	18
73	Prior notice and documents required	18
74 - 76	Procedure of debate	19
77	Report of result	19
78	Consultation within the Deanery	19
REPORT BY THE DEANERY SYNOD TO THE CHURCHES		
79	Report of Proceedings	19
MATTERS RAISED AT CHURCH MEETINGS		
80	Mode of representation	19
ADDRESSES, PAPERS AND GENERAL DISCUSSION		
81	Procedure determinable by Chairman	20
FINANCIAL BUSINESS		
82	Annual review	20
GENERAL PROVISIONS		
83	Admission of Press and Public	20
84	Periods of notice	20

(a)	(b)	(c)
85	Procedural defects	20

PART TWO

ELECTORAL PROCEDURES

86 – 89	Lay Representation	21
90 – 91	Areas	21
92 – 95	Church Electoral Roll	21
96 - 104	Elections	22
105	Diocesan Synod	22
106 - 107	General Synod - House of Laity	23
108	Casual vacancies	23
109 - 113	Appeals	23
114 - 115	Special provisions	24
116	Representatives of clergy resident in and holding permission to officiate in the Deanery	24

PART THREE

COMMITTEE SCHEDULES

SCHEDULE 1 - STANDING COMMITTEE

1 – 2	Constitution	25
3 - 5	Mandate	25

SCHEDULE 2 - FINANCE COMMITTEE

1 – 2	Constitution	26
3 – 11	Mandate	27

SCHEDULE 3 - MISSION AND CHURCH GROWTH COMMITTEE

1 – 3	Constitution	28
4	Mandate	28

PART ONE

GENERAL PROVISIONS

FUNCTIONS OF THE DEANERY SYNOD

1. The functions of the Deanery Synod are to:
 - a. Consider matters concerning the Church of England, to make provision for such matters in relation to the Deanery and express its opinion on any other matters of religious or public interest;
 - b. Bring together the views of the Benefices of the Deanery (Benefice includes Parishes, Districts and Proprietary Chapels.) on common problems, to discuss and formulate common policies on those problems, foster a sense of community and interdependence amongst those benefices and promote the whole mission of the Church, pastoral, evangelistic, social and ecumenical within the Deanery;
 - c. Make known, as appropriate and put into effect any provision made by the Diocesan Synod;
 - d. Consider the business of the Diocesan Synod and particularly any matters referred to that Synod by the General Synod and sound out parochial opinion whenever it is appropriate to do so;
 - e. Raise such matters as the Deanery Synod considers appropriate with the Diocesan Synod;

Provided that the functions referred to above shall not include the issue of any statement purporting to declare the doctrine of the Church on any question.

2. If the Diocesan Synod delegates to Deanery Synods functions in relation to the Benefices of their Deaneries and, in particular the determination of Parochial shares in quota allocated to the Deaneries, the Deanery Synod shall exercise those functions through the Deanery Finance Committee. In these Rules "quota" means an amount to be subscribed to the expenditure of the Diocesan Synod.

MEMBERSHIP OF THE DEANERY SYNOD

Membership

3. The Deanery Synod shall be composed of two Houses; the House of Clergy and the House of Laity:
 - a. The House of Clergy shall comprise:
 - i. The Dean;
 - ii. All beneficed and licensed clergy in the Deanery;
 - iii. An elected representative of clergy resident in and holding permission to officiate (PTO);

b. The House of Laity shall comprise:

- i. Representatives of the laity elected in accordance with the provisions of Part Two of these Rules;
- ii. Lay members co-opted under the Rule 5;
- iii. Members of the House of Laity of the General Synod whose names are inscribed on the Electoral Roll;
- iv. All persons elected as Lay Members of the Diocesan Synod.

Roll of Members

4. The Secretary shall keep a roll of the members of the Synod constantly up to date, including the name, e-mail, postal address and benefice of any person notified to him/her by the Secretary of the Diocesan Synod as qualified as a member under Rule 3.

Procedure for Co-opting

5. The co-opting of additional members shall be by resolution of the respective House passed on a motion moved either on behalf of, or by permission of, the Standing Committee of the Deanery Synod, to a maximum of 5% of either House, or three, whichever is the greater.

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.

Ecumenical Representatives

7. Other Churches may be invited by the Dean or Deanery Synod to send representatives to attend a meeting or meetings of the Deanery Synod. Subject to Rule 8 below, a representative of another Church in attendance at a meeting of the Synod may speak in any debate.

8. A representative of another Church may not:

- a. Move any motion or amendment;
- b. Exercise any voting rights.

9. These Rules shall apply to a speech by a representative of another Church in the same way as they apply to a member of the Deanery Synod.

Participation by Non-Members

10. 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 Registrar of the Diocese;
- c. Visitors invited by either of the joint Chairmen, or the Standing Committee.

THE JOINT CHAIRMEN

General

11. The Dean shall chair the Deanery Synod jointly with the Chairman of the House of Laity elected triennially by that House. During the absence or incapacity of one, the functions exercisable jointly may be performed by the other alone. The Lay Chairman shall continue in office until the end of the meeting at which his/her successor is elected, unless he/she resigns, or ceases to be qualified.

Election of Lay Joint Chairman

12. 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 Chairman. A member of the House appointed by the Dean shall act as chairman for such meeting. Whoever presides shall have a vote but no casting vote in the election. In the case of an equality of votes the decision shall be taken by lot.

CHAIRMAN OF THE MEETING

Meetings of the Synod

13. At a meeting of the Deanery Synod the Dean shall preside if he so desires and if he is absent, or being present so elects, the Lay Chairman shall preside. If both are absent, or elect not to preside, the Vice-Dean present shall preside. If all the Chairmen and Vice-Deans are absent the meeting shall elect a chairman.

Separate Meetings of the Houses

14. The joint Chairmen shall preside over any separate meetings of their respective Houses, but if either is absent a member of the House chosen by the members present shall take the chair.

OFFICERS

Appointment and Term of Office

15. At the first meeting after each triennial election the Synod shall appoint a Treasurer and a Secretary. Unless they resign the persons appointed shall serve until the conclusion of the meeting at which their successor is appointed. The Chapter Clerk shall act as Secretary of the House of Clergy and the Secretary, if a layperson, shall act as Secretary of the House of Laity. If the Secretary is not a layperson the House of Laity shall elect a layperson to act as Secretary of that House.

STANDING COMMITTEE

Membership

16. There shall be a standing committee (SC) of the Synod. Membership of the committee shall be:

a. Ex-officio:

- i. The Very Reverend the Dean
- ii. The Lay Chairman
- iii. The two Vice-Deans
- iv. The Chairman of the Finance Committee
- v. A Proctor*
- vi. The Treasurer*
- vii. The Secretary*

*Non-voting, ex-officio members

b. Elected:

- i. Two members of the House of Clergy
- ii. Two members of the House of Laity

17. The Secretary and a Proctor, if members of the Synod, may attend meetings of the SC and may speak, but shall not have a vote.

18. The Dean is the Chair of the SC. In his absence the committee is to be chaired by the Lay Chairman, or a Vice Dean in the absence of both the Dean and the Lay Chairman.

Elected Members

19. Elected members of the SC shall retire on the election of their successors, or on ceasing to be qualified.

20. Elections shall take place as soon as possible after elections to the Synod.

21. Elections to the SC shall be by the respective Houses and voting shall be by Houses.

22. The outgoing SC shall make no nominations.

23. Elections shall be by simple majority unless the Synod decides that the method of the single transferable vote shall apply.

Functions of the Standing Committee

24. The functions of the SC are to:

- a. 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 for and transact the business of Synod between meetings; and to make such appointments and to do such other things as the Synod may delegate to it;
- b. Act as the Advisory and Legislative Committee of the Deanery Synod.
- c. Act as the Pastoral Committee of the Deanery and advise the Dean on matters of pastoral organisation and deployment of resources within the Deanery.

- d. Consider the form and legality of Deanery motions to the Diocesan Synod.
- e. Constitute and appoint such sub-committees as it may from time to time resolve. On the nomination of the Dean the SC shall decide the Chairmanship of such sub-committees.

25. The mandate for this committee is set out in Schedule 1 of these Rules.

OTHER COMMITTEES

FINANCE COMMITTEE

Membership

26. There shall be a Finance Committee (FC) of the Synod, which, subject to any general direction of the Synod, shall have responsibility for the financial affairs of the Deanery. Membership of the committee shall be:

- a. Ex-officio:
 - i. A Vice-Dean*
 - ii. The Treasurer*
- b. Elected:
 - i. Four lay members;
 - ii. Three clergy members;

*Non-voting, ex-officio members

A Chairman will be appointed from the lay members of the committee.

27. The mandate for this committee is set out in Schedule 2 of these Rules.

MISSION AND CHURCH GROWTH COMMITTEE

Membership

28. The Synod shall constitute and appoint a Deanery committee for Mission and Church Growth (M&CG), which shall be responsible for fostering missionary, evangelistic and ecumenical measures to encourage church growth. Membership of the committee shall be:

- a. Ex-officio:
 - i. One of the Vice-Deans appointed by the Dean
- b. Elected:
 - i. A Chairman
 - ii. Four persons, two from each House who shall be members of the Deanery Synod.

29. The mandate for this committee is set out in Schedule 3 to these Rules.

PROCEDURE OF COMMITTEES

By whom determined

30. Subject to these rules and any resolution of the Synod, procedures of a committee, including the Standing Committee, shall be determined by itself.

MEETINGS OF THE SYNOD

Meetings required annually

31. The Synod shall meet at least three times in every year and shall hold one of these meetings (in these Rules referred to as the Annual Business Meeting) not later than 30th June for the purpose of receiving and approving the annual accounts of the Deanery. Not later than 30th November in each year the Synod shall meet to receive the budget proposals for the following financial year. Subject to this, meetings shall take place at such times and places as the Dean shall decide after consulting with the SC and taking account of the dates fixed for the meetings of the Diocesan Synod.

Other Meetings

32. The joint Chairmen may summon a meeting of the Synod at any time. If they refuse or neglect to do so within 28 days after a request for that purpose signed by not less than ten percent (10%) of the members of the Synod, such members may summon a meeting forthwith.

Notice of Ordinary Meetings

33. The date, time and place of ordinary meetings of the Synod are to be fixed at the meeting of the SC in January, annually, and announced to members as soon as possible afterwards.

Special Meetings

34. 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. The quorum required for 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

35. Either House shall sit and vote separately if the Deanery Synod resolves, or the House decides to, or these Rules, or the Rules of the House, provide. Each House may determine its own procedure consistently with these Rules.

AGENDA FOR MEETINGS OF SYNOD

Content

36. 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 (SC) shall decide on the agenda for each of its meetings, specifying within it:

- a. The notice that has been received (See Rules 39 and 43 below);
- b. The business of any earlier meeting not disposed of, or withdrawn;
- c. Matters arising from the Diocesan Synod, which are of concern to the Deanery Synod and, in particular, any matters referred to the Diocesan Synod by the General Synod
- d. The order in which the business on the agenda shall be considered.

Circulation

37. The Secretary shall e-mail an agenda paper to every member at least two weeks before a meeting, or in the case of a meeting called at less than two weeks' notice, at the same time as the notice. E-mail is the preferred method of delivery, but members may request postal delivery.

Report on Proceedings

38. Every agenda, having invited comment on such minutes in draft, shall include the approval as a correct record of the minutes of the last meeting.

Addresses, Papers and Discussions

39. Subject to the provisions of Rule 43 below, an individual motion put forward by not less than 10% of Synod members; or if accepted by the SC, put forward by any other member; or put forward by the SC itself, will be included in the next Synod agenda. An address or paper of reasonable length (as the chairman of the meeting may decide at his/her discretion) pertinent to the motion may be given at that meeting by a member of the said 10% nominated by them, or the said other member, or a member of the SC. If agreed by the SC, or by a majority at that next meeting (being a quorate meeting), the address or paper may be given by a visiting speaker. Subject to the General Rules for Debate below, general discussion may then follow.

Business Permitted to be considered

40. A meeting of the Synod will only deal with business detailed on the agenda, unless half of the members present agree to new business being considered; provided that no decision on major policy on such new business is made at that meeting. The Chairman will, after debate, decide what is a 'major policy'.

Varying the Order of Business

41. The order of business may be varied by the Chairman at his discretion, or by resolution of the Synod put without debate.

NOTICE OF BUSINESS

General

42. Notice of any business for a meeting of the Synod will be in writing and sent electronically, or by hard copy, by the Secretary in accordance with Rule 43.

Length of Notice

43. Subject to Rule 34, the following periods of notice are required:

- a. New business for the agenda: 4 weeks
- b. Motions and amendments arising from the agenda: 7 days

Dispensing Powers

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

Procedural Motions

45. Procedural motions mentioned in Rules 62 – 64, below, may be moved without notice, unless express provision is made to the contrary.

POWERS OF THE CHAIRMAN

Procedures

46. Subject to these Rules, the person who is presiding shall regulate the procedure at any meeting of the Synod, or either House.

MINUTES

Circulation

47. The Secretary shall prepare minutes of every meeting, which shall be circulated to members, or in the case of a meeting of the Deanery Synod, to those members who attended the Synod meeting, in draft, within 10 working days of the meeting. The provisions of Rule 79 shall apply to minutes of meetings of Synod. Names of those attending will be recorded and will be available for inspection by members but, subject to any applicable law, shall not be circulated more widely.

QUORUM

One-third of each House

48. Except as provided in Rule 34, a quorum shall be one-third of the members of each House of the Synod.

If Quorum not present

49. The Chairman shall, if requested by any member, take a count of the members present and shall adjourn the meeting if a quorum is not present. No decision of the Synod shall be invalidated by the absence of a quorum, unless the Chairman's attention is called to it, or to the possibility of it happening, immediately after the vote being taken, or at an earlier time during the meeting.

GENERAL RULES OF DEBATE

Moving instead of another Member

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

Opportunity for Questions

51. Immediately after a motion has been moved the Chairman will give members an opportunity to ask questions of the mover or speaker, or to address the motion.

One Motion at a time

52. During the debate on a motion or amendment no other motion shall be moved except a procedural motion under Rule 62. No other amendment may be moved on the same motion before the prior amendment is decided. The Chairman may however permit two or more motions, or amendments to be discussed but not voted on if circumstances suggest to him/her that this course would facilitate the proper conduct of the Synod's business.

Reconsideration and Rescission

53. No motion or amendment to the same effect as, or dependent on, one that 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 SC unless an appeal by a majority of the membership of Synod is received within the notice periods set out in Rule 43, above. In which case the subject will be included as an agenda item in the following meeting of Synod.

Speaking more than once

54. Subject to Rule 55 below, 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 his motion;
- b. A speech on an amendment shall not be deemed a speech on the main motion;
- c. A point of order may be made under these Rules.

General Discussions

55. The Chairman may suspend the last preceding rule at any time for so long as he/she thinks the purposes of the Synod would be more usefully served by a general discussion. He/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 Chairman. No motion or amendment shall be moved, or put to the vote, during such discussion. The number of speeches made by any member while it continues shall be disregarded for the purpose of Rule 54 until that rule is declared by the Chairman to be in force again.

Speaking

56. Every speech shall be addressed to the Chairman. Speeches shall be succinct and relevant to the matter under debate.

Length of Speeches

57. At any time the Chairman may impose a reasonable limit on the length of speeches. This ruling may be revoked provided the Chairman informs members of each ruling, which shall not be open to question.

Withdrawal

58. The mover may withdraw a motion or amendment at any time, before or during a meeting of Synod.

AMENDMENTS

Content

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

Restrictions

60. No amendment shall be moved to:
- a. A motion to receive the report of a Committee;
 - b. A motion on a question referred by the Diocesan Synod;
 - c. Another amendment.

Order of Consideration

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

PROCEDURAL MOTIONS

Content

62. With the consent of the Chairman the following procedural motions may be moved, with or without notice, but without interrupting the speech of another member:

- a. Synod be now adjourned;
- b. Debate be now adjourned;
- c. Synod do now pass to the next business;
- d. The matter under discussion is referred back;
- e. Debate be closed.

Motions under Rule 62 c - e

63. In the case of the motions mentioned in Rule 62 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 Chairman permits further speeches, a brief reply by the mover of the original motion, or failing him/her, one other member.

Amendments and other Procedural Motions

64. An adjournment, or closure may be moved on an amendment, or another procedural motion. A motion to pass to the next business, or to refer back shall not be moved in this way.

Effect of Procedural Resolutions

65. In the event of any procedural motion being passed, the agenda item to which it relates shall be closed, or stand adjourned, as the case may be, other than in the case of a motion that the debate on a motion be closed. In this case the mover of the closure motion shall have a right of reply before the matter is put to the vote.

Adjourning Amendments

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

Resumption of Business Interrupted

67. Unless otherwise resolved, business interrupted by an adjournment of the Synod shall ordinarily be resumed at the next meeting.

VOTING

General

68. 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:

- a. If the Chairman so rules;
- b. If no fewer than five members so request;
- c. On any matter referred by the Diocesan Synod.

Votes by Houses

69. On a vote by Houses decisions of the Synod shall be taken by a majority of the members of each House present and voting, unless a greater majority in favour is requested for a motion passed to Deanery Synod by Diocesan or General Synod. If on any motion or resolution there shall be conflicting decisions of the Houses of Synod, the motion shall be lost.

Mode of Voting

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

- a. 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. May at his discretion order a count on any other vote.

Recording Votes

71. The result of the voting in a vote by Houses shall be recorded in the minutes.

REFERENCES BY THE DIOCESAN SYNOD

When considered

72. Subject to any timetable laid down by the Diocesan Synod, the SC shall decide when references by the Diocesan Synod shall be included in the agenda of Deanery Synod meetings.

Prior Notice and Documents Required

73. Unless the SC 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 SC shall be circulated.

Procedure of Debate

74. When 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 69. If the motion is defeated, the question shall be decided in the negative.

75. When the reference invites a fuller statement of opinion a motion containing a draft of such a statement shall be moved on behalf of the SC and amendments to such a motion shall be in order.

76. When all motions under paragraphs 74 and 75, above, have been decided, any member may move other motions arising from them.

Report of the Result

77. 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

78. Subject to any timetable laid down by the Diocesan Synod, the Deanery Synod may refer any question, or request arising from a Diocesan Synod, directly to the churches in the Deanery before voting on a motion covering the question or issue raised by the Diocesan Synod.

REPORT BY THE DEANERY SYNOD TO THE CHURCHES

Report of Proceedings

79. After a meeting of the Deanery Synod the Secretary shall, in accordance with Rule 47, prepare and circulate the draft minutes to those members who attended the Synod meeting for comment. Amendments to the draft minutes are to be sent to the Secretary within ten working days, after which time the minutes of the proceedings of that meeting will be sent to the SC and later be submitted to the Deanery Synod for approval at its next meeting.

MATTERS RAISED AT CHURCH MEETINGS

Mode of Representation

80. Any church meeting in the Deanery may, on a motion moved by a member representing that benefice, bring before the Deanery Synod any matter either of general church interest, or affecting that benefice and may move that a representative of the Deanery Synod on the Diocesan Synod be instructed to bring such matter before that Synod on behalf of the Deanery Synod. Subject to any direction by the Deanery Synod, the SC shall appoint such a representative.

ADDRESSES, PAPERS AND GENERAL DISCUSSION

Procedure determinable by Chairman

81. The Chairman presiding shall decide on 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 Chairman under Rule 55, above.

FINANCIAL BUSINESS

Annual Review

82. The Finance Committee shall:

- a. Submit a report and independently assessed accounts for the preceding financial year to the Synod not later than the Annual Business Meeting in June of each year.
- b. Submit to Synod not later than 30th November in each year:
 - i. A statement showing the estimated expenditure of the Synod during the next financial year;
 - ii. Proposals for raising the income required to meet such expenditure.

GENERAL PROVISIONS

Admission of Press and Public

83. Subject to any directions by the Synod, or the SC, 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 agenda before the Synod. If the motion is carried, the Chairman shall request the representatives of the Press and members of the public to withdraw.

Periods of Notice

84. Any Period of notice required by these Rules will 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

85. A meeting of the Synod or any of its committees where the minutes have been approved and signed shall be accepted as properly summoned and held, notwithstanding any defect in the procedure for summoning, or conducting such a meeting. No proceedings shall be invalidated by the accidental omission to give the required notice of the meeting to any member.

PART TWO

ELECTORAL PROCEDURES

Lay Representation

86. The Laity shall be represented in the:
- a. Deanery Synod;
 - b. Diocesan Synod;
 - c. House of Laity of the General Synod, by persons elected in accordance with these Rules.
87. All representatives are to be lay communicant members of the Church of England of eighteen years of age, or over.
88. No person may be elected as a lay representative who has not previously consented to serve in the capacity in any of the said bodies for which he, or she is a candidate. All representatives may be of either sex.
89. No person shall be disqualified from being elected as a lay representative by the fact that he/she is not qualified to vote at the election at which he/she is elected.

Areas

90. The areas that are to be represented in the Deanery Synod are the Ancient Parishes, the District Churches, Proprietary Chapels and Daughter Churches into which the Deanery is divided. The number of representatives to be elected from each Church or Chapel shall be based on the individual church's electoral Roll numbers:
- | | |
|-----------------------------------|-------------------|
| a. Up to 50 names | 1 representative; |
| b. 50 to 100 names | 2 representatives |
| c. 100 to 200 names | 3 representatives |
| d. For every additional 100 names | 1 vote |
91. In the event that a benefice, church or chapel is closed it will cease to be represented on Deanery Synod.

Church Electoral Roll

92. The Deanery Electoral Roll shall be formed by the Deanery Synod from lists of entitled electors whose names are recorded on the Church Electoral Roll. There shall be a separate Electoral Roll for each benefice.
93. The Minister and Churchwardens shall revise Electoral Roll lists in each benefice, annually and prepare a new roll every six years. They shall include the names of all persons claiming to be electors, who reside in such benefice, or who have habitually attended public worship in the parish or church during a period of six months prior to enrolment and whose claim in the opinion of the Minister and Churchwardens should be allowed.

94. No person shall be entitled to be on the list of more than one benefice in the Deanery.

95. The Electoral Roll shall be placed near the principal door of the Church each year and any person affected shall be deemed to have notice of any required revision.

Elections

96. Not later than the 30th April annually, each parish/church/chapel shall hold a Congregational meeting to elect representatives of that parish/church/chapel to the Deanery Synod.

97. The meeting to elect parish/church/chapel representatives to the Deanery Synod shall be convened by the Minister and affixed at or near the principal door of the Church for a period to include the two Sundays immediately preceding the day of the meeting.

98. During the vacancy of the benefice, or when the Minister is incapacitated by absence or illness or any other cause, the Churchwardens shall have the powers vested in the Minister under Rule 97, above.

99. The convenor, if present and, if not, a chairman chosen by and from the electors present, shall preside at the meeting to elect representatives, but no clerical chairman shall have a vote (except a casting vote) in the election of lay representatives.

100. The candidates must, either previously to the meeting by written notice to the convenor, or at the meeting, be nominated by one elector and seconded by another.

101. If more candidates are nominated than there are seats to be filled, the election shall take place at the meeting by a show of hands.

102. At every election each elector shall have as many votes as there are persons to be elected, but may not give more than one vote to any one candidate.

103. When equal votes require a casting vote to decide an election, the person presiding over the election, if a layman, shall have a second vote.

104. The person presiding at the election shall announce the result at the meeting and also publish the result by a notice fixed at, or near to, the principal door of the Church, where it is to remain for fourteen days. The person presiding shall report the result in writing to the Dean within three working days following the day of the election.

Diocesan Synod

105. At such time and date as may be appropriate to coincide with Diocesan Rules, the clerical and lay members, voting in Houses, shall elect such numbers of clerical and lay representatives to the Diocesan Synod of Winchester, or of such other Diocese as the Bishop may lawfully determine, for a period not exceeding three years.

General Synod - House of Laity

106. At such time and date as may be appropriate to coincide with the Rules of the General Synod, Lay members of the Deanery Synod shall elect one lay person who is an actual communicant of the Church of England and whose name is entered on the electoral roll of the Church of England in Jersey to represent the Deanery in the House of Laity of the General Synod. The period for which such member is elected shall be the quinquennium of the General Synod.

107. Nominations of candidates, signed by both the proposer and seconder (who must be members of the Deanery Synod), together with the candidates' written consent to serve, shall be sent to the Dean not less than fourteen days before the date fixed for the election.

Casual Vacancies

108. Elections to fill casual vacancies among representatives shall be conducted in the same manner as ordinary elections and a special meeting of the electing body shall be held for the purpose. Any person elected to fill a casual vacancy shall hold office only for the unexpired portion of the term of office of the person in whose place he or she is elected.

Appeals

109. Any person aggrieved by a decision concerning:

- a. Any enrolment or refusal of enrolment, on the Church Electoral Roll, or on any list of a parish;
- b. The removal of a name, or the refusal to remove any name, from the Church Electoral Roll, or from the list of any parish;
- c. The allowance or the disallowance of any vote given or tendered under these Rules at an election;
- d. The result of any election held or purporting to be held under these Rules;

may apply for a review of such decision in accordance with the provisions in Rules 111, below.

110. Notice of any such application shall be given in writing to the Dean, or in his absence to the Vice-Dean. Such notice shall be given within fourteen days of such grievance coming to the notice of the person concerned.

111. If the SC thinks that the grievance in question justifies such an action, it will appoint a Review Panel of three from among the lay members of Synod.

112. The grievance in question shall be considered by the Panel, which may make such recommendations as it may think appropriate

113. For the purpose of such hearings and recommendation the Panel shall consider all the relevant circumstances. It shall be entitled to inspect all documents and papers relating to the grievance and demand to be furnished with all the relevant information that it may require.

Special Provisions

114. Where any person charged with any duty to act under these Rules has neglected, or failed to discharge that duty the Dean may appoint a person to carry out the required act.

115. In the case of an omission in any parish/church/chapel to prepare or maintain a list, or to hold the annual meeting to elect representatives to the Deanery Synod, the Dean, on such an omission being brought to his notice, shall make enquiries as to the cause of such omission and if he/she thinks fit, report the matter to the Bishop.

Representation of Clergy Resident in the Deanery and holding Permission to Officiate in the Deanery

116. From 31st May 2014 and triennially thereafter the clergy resident in the Deanery who have permission to officiate, but who are not licensed or beneficed, shall elect one representative to the Deanery Synod from among their number.

PART THREE – COMMITTEE SCHEDULES

SCHEDULE 1 – THE STANDING COMMITTEE

Constituted by Rules 16-23 of the Rules of the Deanery Synod

Constitution

1. Ex-officio:
 - a. The Very Reverend the Dean
 - b. The Lay Chairman
 - c. The two Vice-Deans
 - d. The Chairman of the Finance Committee
 - e. A Proctor*
 - f. The Treasurer*
 - g. The Deanery Executive Secretary *

*Non-voting, ex-officio members

2. Elected:
 - a. Two members of the House of Clergy
 - b. Two members of the House of Laity

Total Membership: 12

Mandate

3. 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 Synod between meetings; and to make such appointments and to do such things as the Synod may delegate to it.
4. To act as the Advisory and Legislative Committee of the Deanery Synod for the purposes of consultation with the States of Jersey in connection with the application of Measures to the Island under the Jersey Canons 2012.
5. To act as the Pastoral Committee and to advise the Dean on matters of pastoral organisation and the deployment of resources within the Deanery.

Quorum: 5

SCHEDULE 2 – THE FINANCE COMMITTEE

Constituted by Resolution of the Deanery Synod, 9th September 2014

Constitution

1. Ex-officio:
 - a. A Vice Dean*
 - b. The Treasurer*
 - c. The Deanery Executive Secretary, as secretary to the Committee*

2. Elected:
 - a. Four lay members;
 - b. Three clergy members;

*Non-voting, ex-officio members

A Chairman will be appointed from the lay members of the committee.

Total Membership: 9

Mandate

3. To negotiate and to conclude, on the basis of general directions from the Deanery Synod, an agreement with any diocesan or other authority of the Church of England on the amount of Share to be paid each calendar year by the Deanery of Jersey in respect of:
 - a. The stipends and pension contributions of the clergy in Jersey; and
 - b. The appropriate contribution to be made by the Deanery towards any diocesan, or central expenses of the Church of England.

4. To assess, after consultation with the Dean of Jersey, the local financial needs of the Deanery in relation to:
 - a. Any top-up of clergy pension contributions that may be required;
 - b. Any health grants to and travel expenses of the clergy;
 - c. The half-stipend of the Dean (shared with the Government of Jersey);
 - d. The administrative and any other expenses of the Deanery.

5. To consider and to assess, after consultation with the Dean of Jersey, and on the basis of any general directions from the Deanery Synod, the appropriate amount to be allocated to the Deanery Reserve Fund, such Fund to be available to meet any unforeseen expenses of the Deanery.

6. To manage and to invest the Deanery Reserve Fund and any other monies of the Deanery as it may think fit.

7. To determine a methodology for apportioning the financial needs of the Deanery (including Share and local financial needs) between the different churches, and to

discuss regularly with the representatives of each church their ability to provide a fair proportion of those financial needs.

8. Before 1st November of each calendar year, to prepare for the consideration and approval of the Deanery Synod a draft Budget of the proposed income and expenditure of the Deanery for the succeeding year.

9. To undertake any other specific tasks that it may be mandated to undertake by the Deanery Synod.

10. To report to the Standing Committee making recommendations on the annual allocation of the Diocesan Share amongst the twelve ancient parishes, the Proprietary Chapel of St. Paul's, the Consolidated Chapelry of St Matthew, the Ecclesiastical Districts of St. Martin de Gouray, St Andrew, St Mark, and St Luke with St James and the United Benefice for the Ecclesiastical Districts of All Saints and St Simon.

11. To monitor on a monthly basis Diocesan Share payments made by parishes and to liaise with parishes when appropriate.

Quorum: 5

SCHEDULE 3 – THE MISSION AND CHURCH GROWTH COMMITTEE

Constituted by Resolutions of the Deanery Synod, 9th September 2014

Constitution

1. Ex-officio:
 - a. One of the Vice-Deans appointed by the Dean
 - b. The Deanery Executive Secretary, as secretary to the Committee

2. Elected:
 - a. A Chairman
 - b. Four persons, two from each House, who shall be members of the Deanery Synod.

Total Membership: 7

3. The Committee may co-opt additional members who do not need to be members of the Deanery Synod, but who are communicant members of the Church of England, or of a church which is a member of Churches Together in Britain and Ireland. Co-opted members shall not be entitled to exercise any voting rights.

Mandate

4. To equip and encourage churches in the Deanery to communicate the Christian faith to people of all ages.

Quorum: 4