

What is a deanery synod?

Deaneries are designated groups of parishes that seek to work together in partnership, encouraging each other in celebrating and sharing the transforming Gospel of Jesus Christ, so that people may know life in all its fullness.

The Diocese of Winchester has thirteen deaneries. These deaneries are separated into two archdeaconries. The Suffragan Bishop of Southampton and Suffragan Bishop of Basingstoke, along with the Archdeacon of Bournemouth and the Archdeacon of Winchester provide support to each of the archdeaconries.

Deaneries form an important bridge between parishes, worshipping communities and the wider diocese. Working together, people within a deanery support each other, share resources and knowledge, and plan together the future shape of mission and ministry in their area.

Each deanery is jointly led by the Lay Chair, who is elected by the lay members of the Deanery Synod, and the Area Dean, who is appointed by the Bishop after consultation with the local clergy and the Lay Chair.

What is the purpose of a Deanery Synod?¹

- to consider matters concerning the Church of England and to make provision for such matters in relation to their deanery, and to consider and express their opinion on any other matters of religious or public interest;
- to bring together the views of the parishes of the deanery on common problems, to discuss and formulate common policies on those problems, to foster a sense of community and interdependence among those parishes, and generally to promote in the deanery the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
- to make known and so far as appropriate put into effect any provision made by the diocesan synod;
- to consider the business of the diocesan synod, and particularly any matters referred to that synod by the General Synod, and to sound parochial opinion whenever they are required or consider it appropriate to do so;
- to raise such matters as the deanery synod consider appropriate with the diocesan synod:

¹ [Synodical Government Measure 1969](#)

RULES FOR DEANERY SYNODS

These Rules are made by the Diocesan Synod of the Diocese of Winchester pursuant to Rule 26(1) of the Church Representation Rules (CRR).

1. Composition

- 1.1. A Deanery Synod shall consist of a House of Clergy and a House of Laity, in accordance with Rule 14 of the Church Representation Rules.
- 1.2. The House of Clergy shall be composed in accordance with Rule 15 of the Church Representation Rules.²
- 1.3. The House of Laity shall be composed in accordance with Rule 16 of the Church Representation Rules,³ with the number of parochial representatives to be elected to the Deanery Synod by Annual Parochial Church Meetings being determined in accordance with section 4 below.
- 1.4. The House of Clergy and the House of Laity shall normally sit together for deliberation and for transaction of business.

2. Chair

- 2.1. There shall be joint Chairs of the Synod: the Area Dean, and a member of the house of laity (known as the Lay Chair) to be elected by that house at the first meeting of the Synod.
- 2.2. The two Chairs shall decide by mutual agreement which shall preside at any meeting or part of a meeting; and in the absence of such agreement the decisions shall be made by the Standing Committee of the Deanery Synod.

3. Election of a Lay Chair

- 3.1. Immediately prior to the first meeting of the Deanery Synod following any triennial election, or in the event of a vacancy arising in the office of the Lay Chair, immediately prior to the next meeting of the Deanery Synod, the House of Laity shall meet in order to elect a Lay Chair.

² A link to the Church Representation Rules is provided at the end of these Rules.

³ See footnote 2 above.

- 3.2. Unless the individual appointed as Lay Chair of the Deanery Synod resigns or otherwise ceases to be qualified, they shall continue to hold office as Lay Chair until the end of the meeting at which their successor has been elected.
- 3.3. A member of the House of Laity selected by the Area Dean shall act as Chair of the meeting called for the purposes of electing a Lay Chair.
- 3.4. Each member of the House of Laity shall have one vote in the election to appoint a Lay Chair, including the Chair of the meeting, but in the event of an equality of votes, the individual to be elected as Lay Chair shall be decided by lot.

4. Number of lay representatives to be elected

- 4.1. The number of lay representatives to be elected by the Annual Parochial Church Meeting of each parish to the Deanery Synod shall be determined by resolution of the Diocesan Synod in accordance with Rule 19(2) of the Church Representation Rules.
- 4.2. Diocesan Synod has determined the numbers to be elected by each parish according to the following formula:

Number on the electoral roll of the parish	Number of lay representatives to be elected to the relevant Deanery Synod
1 - 50	1
51 - 100	2
101 - 200	3
201 - 300	4
301 - 400	5
401 - 500	6
501 - 600	7
601 - 700	8
701 - 800	9
801 +	10

5. Co-opted Members

- 5.1. The House of Clergy and the House of Laity may co-opt members in accordance with Rule 18 of the Church Representation Rules.⁴

6. Officers of the Deanery Synod

- 6.1. The officers of the Deanery Synod shall be the Area Dean, the Lay Chair, the Secretary, any person commissioned by the Bishop to assist the Area Dean and designated as an Assistant Area Dean and Finance Committee Chair (the 'Officers').
- 6.2. At the first meeting of the Deanery Synod following any triennial election, the Deanery Synod shall appoint:
- a) a Secretary, who may, but need not be, a member of the Deanery Synod (the 'Secretary'); and
 - b) a Finance Committee Chair, who may, but need not be, a member of the Deanery Synod (the 'Finance Committee Chair')
- 6.3. For the avoidance of doubt, references in these Rules to the Secretary shall include those individuals who carry out the role of Secretary (as the case may be) as required under the Church Representation Rules but who are known by an alternative role title.
- 6.4. The individuals appointed above shall, unless they resign or cease to be qualified to hold such office, serve until the end of the meeting at which their successor is appointed.

7. Participation by Non-Members

- 7.1. 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, the Suffragan Bishop or 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. Members of the General Synod appointed to a Deanery Synod by the Standing Committee of the Diocesan Synod should there be no member of the Deanery Synod who is a member of the General Synod and should the Deanery Synod so request.

⁴ See footnote 2 above.

8. Standing Committee

- 8.1. There shall be a Standing Committee of the Deanery Synod which shall have such functions as the Deanery Synod shall delegate to it from time to time (the 'Standing Committee') and shall include to:
- a. prepare agenda for meetings of the Deanery Synod;
 - b. transact business of the Deanery Synod between meetings;
 - c. act, as required, as the mission and pastoral committee of the deanery;
 - d. encourage and coordinate the mission of the Church of England across the deanery.
- 8.2. The members of the Standing Committee shall be the Officers and of up to six other members. (It is desirable that there should be a reasonable balance between clergy and laity on the Standing Committee).

9. Elections to the Standing Committee

- 9.1. Elections to the Standing Committee shall take place every triennium at the first meeting of the new Deanery Synod following the election of parochial representatives of the laity and accordingly:
- a. Elected Members shall retire on the election of their successor (unless before that time they resign or otherwise cease to be qualified to act).
 - b. An individual wishing to stand for election to the Standing Committee must be nominated and seconded by a member of the Deanery Synod.
 - c. Casual vacancies on the Standing Committee shall be filled by election at the next meeting of the Deanery Synod following the casual vacancy arising.
 - d. Elections shall be by simple majority vote unless, not later than 31 July in the year of an election, the Deanery Synod shall have determined that the method of voting shall be by Single Transferable Vote under the regulations in force from time to time.

10. Deanery Finance Committee

10.1 The Deanery Synod may appoint a Finance Committee which may have such functions as Deanery Synod shall delegate to it, including:

1. To monitor Common Mission Fund targets and contributions
2. To identify parishes where additional support may be beneficial
3. To create an annual cycle of agenda items so that important topics are discussed and are referred to Deanery Synod at the relevant times in the year
4. To discuss any other matters referred to it by Deanery Synod

5. To make routine reports to each meeting of the Deanery Synod

10.2 The Deanery Synod may appoint a Chair of this Committee, who shall be known as the Deanery Finance Committee Chair .

10.3 The Deanery Synod may appoint members as it considers fit. The Deanery Synod may choose to delegate this responsibility to the Standing Committee. If this responsibility is delegated to the Standing Committee the Deanery Finance Committee Chair shall become a member of the Standing Committee.

11. Other committees etc. of the Deanery Synod

- 11.1. The Deanery Synod may appoint other committees, working groups or individuals to undertake certain business on behalf of the Deanery Synod as it may delegate from time to time. The Deanery Synod shall provide terms of reference for any such committees, working group or individual as it considers fit.
- 11.2. The joint Chairs shall appoint the Chair of any working group or committee as they see fit.

12. Meetings of the Deanery Synod

- 12.1. At least three meetings of the Deanery Synod shall be held each calendar year at such times and place as the joint Chairs shall decide following consultation with the Standing Committee.
- 12.2. The date, time and place of meetings of the Deanery Synod shall be notified to all members by the Secretary at least four weeks before each meeting.
- 12.3. Members shall give four weeks' notice of new business for the agenda, and one week's notice of motions or amendments arising from the agenda. The Standing Committee may, in setting the agenda, decide an item of new business must wait for a future meeting.
- 12.4. The agenda for a meeting together with any relevant papers and detailing any motions to be considered by the meeting shall be delivered by the Secretary to each member not less than two weeks before the date of the meeting.
- 12.5. The joint Chairs may call an emergency meeting of the Deanery Synod at a minimum of seven days' notice.
- 12.6. A meeting of the Deanery Synod may take place by electronic means including by telephone conference, video conference, live webcast and live

interactive streaming, provided that if a meeting is to take place by electronic means, voting may take place by such electronic method of voting as may be determined by the joint Chairs.

13. Business of the Deanery Synod

- 13.1. Except in the case of a special meeting, every agenda of a meeting of the Deanery Synod shall include:
 - a. for approval as a correct record, the minutes of the last meeting of the Deanery Synod;
 - b. matters referred to the Deanery Synod by the General Synod, the Diocesan Synod or any Parochial Church Council ('PCC') in the deanery (and such matters must be considered by the Deanery Synod within the timescales set by the standing committee);
 - c. a report on the business of the Diocesan Synod, the Bishop's Council and any other committee as appropriate;
 - d. any other matter brought forward by a member of the Deanery Synod.
- 13.2. No business shall be considered by the Deanery Synod except for:
 - a. business specified on the agenda (or any paper relevant to an agenda item);
 - b. urgent or other important business added by the joint Chairs and any matters arising;
 - c. matters raised or questions asked under 'any other business'.

14. Proceedings of the Deanery Synod

- 14.1. The quorum for a meeting of the Deanery Synod shall be one-third of members, except in the case of an emergency meeting called under Rule 12.6 at which a quorum shall be a majority of the members of each House of the Deanery Synod. Unless a quorum is present within 30 minutes of the start of the meeting, the only business that may be considered is a motion to adjourn the meeting.
- 14.2. If a member of the Deanery Synod has a personal interest in any matter of business to be considered by a meeting of the Deanery Synod, they must declare the interest at the beginning of the meeting when invited to do so by the Chair of the relevant part of the meeting. For the purposes of this rule, 'personal interest' shall mean any direct or indirect interest and includes any interest a member of the Deanery Synod (or any person connected to the member) may have as a consequence of any duty they may owe to any other person, including (but not exclusively) as a member of a PCC. A person connected to a member of the Deanery Synod shall include (a) a spouse, (b) any parent, child, brother, sister, grandparent or grandchild who is financially

dependent on the member of Deanery Synod, (c) the spouse of any person in (b), (d) any other person in a relationship with a member which may reasonably be regarded as equivalent to that of a spouse, or (e) any company, LLP or partnership of which the member is a paid director, member, partner or employee or a holder of more than 1% of the share capital or capital.

- 14.3. A report on the proceedings of the Deanery Synod shall be given to every PCC. Such report shall be approved by the joint Chairs and issued by the Secretary to the secretary of each PCC.

15. Voting

- 15.1. Subject to Rule 13.2 and except where there is a requirement for a matter to be considered separately by the House of Clergy or the House of Laity, each member of the Deanery Synod shall have one vote on each matter to be considered by the Deanery Synod.
- 15.2. Decisions shall ordinarily be taken by a majority of the members present and voting, but voting shall be by houses:
- a. if the Chair so rules;
 - b. if not fewer than five members so request;
 - c. on any matter referred by the Diocesan Synod.
- 15.3. Voting shall be by show of hands without a count, except when voting is by houses, or a member so requests either before or immediately after the result is announced, or the Chair so directs.
- 15.4. In case of an equal division of votes, the Chair of the meeting shall have a second or casting vote.
- 15.5. The joint chairs may, if they considers that any business can properly be conducted by correspondence, instruct the secretary to send proposals requiring the approval of members to each member of the Deanery Synod.
- 15.6. Unless objection to the proposals is received from members in such numbers and within such period from the date of their being sent as the joint chairs may specify, the proposals are to be treated at the end of that period as approved by the Deanery Synod as if they had been approved at a duly convened meeting.
- 15.7. Where proposals are circulated under this Rule for approval, the secretary must report to the next meeting of the Deanery Synod:

- a. whether the proposals were approved, and
- b. if objections to the proposals were received, the number of members from whom they were received.

16. Rule of Debate

- 16.1. Every motion and amendment shall require a seconder, who may reserve their speech until later, and shall not be withdrawn without leave of the Synod.
- 16.2. No member may speak more than once on a motion or an amendment, other than in explanation, except that the mover of the motion may reply to the debate.
- 16.3. No speech of more than five minutes' duration shall be permitted, save in so far as the Chair, having regard to the circumstances, may waive the restriction.
- 16.4. No motion or amendment to the same effect as one that has been rejected within the preceding twelve months, and no motion to rescind within the same period, shall be proposed without leave of the Standing Committee.
- 16.5. An amendment shall be relevant to and shall not purport to negate the motion.
- 16.6. No amendment may be moved to a motion to receive the report of a committee, or to a motion on a question requiring the answer 'yes' or 'no' referred by the Diocesan Synod.
- 16.7. All amendments shall be moved in the order that they affect the motion.
- 16.8. Except by permission of the Chair, no amendment of a proposed amendment shall be in order, until such proposed amendment by being carried shall have become a substantive motion.
- 16.9. Any member may move as a procedural motion at any time, without however interrupting the speech of another member,
 - a) that the Synod or the debate be now adjourned;
 - b) that the debate be closed, or that the matter be referred back; or that the Synod do now pass to the next business: except on a question referred by the Diocesan Synod to the Deanery Synod.

16.10. The moving and seconding of a procedural motion shall be formal, except that, on the carrying of a closure motion, the proposer of the original motion shall have the right of reply.

17. General Provisions

17.1. No change shall be made in any rules made by the Diocesan Synod except by further resolution of that Synod; but subject to such rules the Deanery Synod shall be free to determine its own procedure.

17.2. No defect in procedure shall invalidate the proceedings of a meeting of which the minutes have been approved and signed.

We hope this is a helpful guide, but if you would like further information or to offer any feedback, please contact the Parish Support Team.

Email: parish.support@winchester.anglican.org

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USEFUL LINKS

The Church Representation Rules, Part 3 (Deanery Synods)

<https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-3>

The Synodical Government Measure 1969, section 5

<https://www.legislation.gov.uk/ukcm/1969/2/section/5>