

I. THE ROLES AND RESPONSIBILITIES

Each Deanery Synod exists:

1. To advance the mission of God in the Deanery. In the Diocese of Liverpool this is expressed as asking God for a bigger church to make a bigger difference so that there are more people knowing Jesus and more justice in the world.
2. To encourage sharing, pastoral care, prayer and joint activity between the parishes in the Deanery particularly over key issues like mission planning, pastoral reorganisation, interregna, significant changes and major events.
3. To debate and take united action on issues of concern to the Deanery including: the development of Deanery Mission Plans; working with the Bishops, Archdeacon, the Cathedral & staff of St James' House; inter-church relations; mission and engagement with key secular institutions in the Deanery notably those with appointed chaplains;
4. To receive reports on and share Deanery concerns with representatives serving on General Synod, Diocesan Synod and major Diocesan Committees and other bodies to which the Deanery may decide to affiliate.
5. To study, debate and submit responses to the General Synod and Diocesan Synod on matters that have been referred to the Deaneries, and to submit comments within agreed timescales.
6. To appoint the officers of their Synod and to appoint representatives to serve on Diocesan and other bodies where appropriate.
7. To oversee the finances of the Synod and to manage any projects/initiatives that the Deanery may establish.
8. To act on behalf of the Diocesan Synod or the Diocesan Board of Finance on any matters delegated to it and to report back in ways that shall be determined.

II. THE HOUSES OF THE DEANERY SYNOD

1. Each Deanery Synod shall consist of two Houses, namely the *House of Clergy* and the *House of Laity*.
2. Chair of the House of Clergy:
The House of Clergy shall be chaired by the Area Dean (who shall be appointed by the Bishop of Liverpool following consultation with the clergy and laity of the Deanery).
3. Chair of the House of Laity:
The House of Laity shall appoint from within their own membership a person or persons to fulfil the role of Chair, either solely or in tandem.
4. The two Houses may meet separately at the request of the Chair or of three members of either House.
Such meetings may be held within the context of a full Deanery Synod meeting, with the agreement of the Chairs of both Houses.
5. The clergy of the Deanery may also meet as a Chapter, which is additionally open to retired clergy living within the Deanery. However, where such Chapter meetings are designated to be formal meetings of the House of Clergy this must be clearly notified in writing (at least seven days notice must be given of such a meeting).
6. While lay ministers (Licenced Lay Workers, Church Army officers and others) may be invited to clergy Chapter meetings, they are voting members of the House of Laity.
7. Where Houses meet separately, the Chair will determine whether observers may or may not be invited.

Casual Vacancies (Diocesan Synod representatives)

8. Where a casual vacancy occurs among the Deanery's representatives to Diocesan Synod
 - a. The members of the House of Clergy shall be the electorate for a casual vacancy from amongst the clergy.
 - b. The members of the House of Laity shall be the electorate for a casual vacancy from amongst the laity.
 - c. Unless directed otherwise by the Bishop, the members of the respective House shall meet to cast their vote in a casual vacancy election.

III. MEMBERSHIP OF THE HOUSE OF LAITY

1. Membership of the House of Laity is defined within Rule 16 of the Church Representation Rules.
2. The number of representatives from each parish shall be in relation to the number of names listed on the ecclesiastical Electoral Roll for the parish, following the formula
 - a. 1 representative for up to 25 names
 - b. 2 representatives for up to 50 names
 - c. 3 representatives for up to 100 names
 - d. 4 representatives for up to 200 names
 - e. 5 representatives for up to 300 names
 - f. 6 representatives for 301 names or more
3. The term of office of a member of the House of Laity, elected by their parish's Annual Meeting, begins on the 1st July within a normal election year and shall be 3 years in duration.
4. A member being elected to a Casual Vacancy shall complete the outstanding term of office for the post they are filling, however soon the next normal election year might be.
5. Where a parish consists of more than one place of worship, the Annual Meeting shall have discretion to decide what proportion of their representatives shall be chosen from amongst each worship community, unless already defined within a Scheme (Pastoral or CRR).
6. The House of Laity may co-opt up to 3 additional members who shall be full members of the Synod except that they cannot vote in elections to General or Diocesan Synods.

IV. MEMBERSHIP OF THE HOUSE OF CLERGY

1. Membership of the House of Clergy is defined within Rule 15 of the Church Representation Rules
2. Membership of the House of Clergy includes a proportion of the retired clergy, with PTO, who live or habitually worship within the Deanery. The proportion is one representative per ten retired clergy with PTO, or fraction thereof.
Retired clergy representatives shall be elected by their fellow retired clergy from within the Deanery. Where no nominations are received, retired clergy representatives may be appointed by the Area Dean.

3. The House of Clergy may co-opt up to three clergy who shall be full members of the Synod except that they cannot vote in elections to the General or Diocesan Synod.
4. Clergy may not be a member of more than one Deanery Synod at same time.

V. OBSERVERS

1. The Synod may decide to invite any other individual to serve as an observer on either a temporary or permanent basis. This could include:
 - a. all Churchwardens and Readers in addition to those elected;
 - b. retired clergy in addition to those elected;
 - c. priests, ministers or lay people from other Christian denominations who worship at Local Ecumenical Projects that include the Church of England;
 - d. representatives from significant denominational or inter-church bodies that cover all or substantial parts of the Deanery;
(this could include Roman Catholic Deaneries, Methodist Circuits, United Reformed Church Districts or Churches Together;
 - e. Representatives from church secondary schools or church tertiary education institutes and key representatives from statutory or community bodies.
 - f. Young people under the age of 18 years.

Note: Observers are not members of the Synod and cannot take part in any vote.

2. There may be certain of the above categories where an individual, who is an actual communicant member of the Church of England and listed on their parish's Electoral Roll, might appropriately be considered for co-option. A decision to co-opt would rest with the relevant House and not with the whole Synod.

VI. MEETINGS

1. Each Deanery Synod shall meet at least twice each year.
2. Wherever possible, dates for the year should be set at the last meeting of the previous year.
3. If dates were not arranged for the year ahead then members shall be given 28 days notice of any meeting of the Deanery Synod, except for emergency meetings. The notice period for emergency meetings shall be at least 7 days.

4. All minutes, agendas and papers shall be dispatched at least seven days before each meeting.
5. Where members have provided an email address, this address may be used for all Synod member communications.
6. The Quorum shall be one third of the members of each House including co-opted members. Members may not appoint alternates if they are unable to attend.
7. The Clergy Chair and Lay Chair(s) shall agree between themselves which of them shall chair each meeting, or part of a meeting, of the full Synod.
8. At the first meeting of each new Synod (the first of a new Triennium) there shall be appointed,
 - a Lay Chair appointed from amongst the laity,
 - a Lay Synod Secretary appointed from amongst the laity,
 - a Clerical Secretary appointed from amongst the clergy
 - a Standing Committee (see section IX. STANDING COMMITTEE below), and
 - a Deanery Mission and Pastoral Committee, if this committee is to be separate from the Standing Committee.
9. Should no member of the House of Laity be willing to be appointed Lay Synod Secretary, the Synod may appoint a person who is not a member of the Synod. Anyone appointed as Lay Synod Secretary, who is not already a member of the Synod, does not become a member of the Synod by their appointment.
10. Synod meetings should preferably last no longer than two hours (excluding any break for refreshment). If there is important business still to transact at the end of the two hour period then the Chair may propose an extension of not more than twenty minutes which must be approved by the majority of the members present and voting. The Chair shall then prioritise business that must be dealt with.
11. Emergency meetings may be called at the request of the Area Dean, the Lay Chair or six members of the Deanery Synod (including at least two members from each House). Emergency meetings shall require seven days notice.
12. One meeting each year shall be designated as the Annual Meeting at which a financial report shall be presented and the Standing Committee shall give a report.
13. The separate Houses shall meet when required to elect/appoint representatives and in other instances if convened by the Chair or at the request of three members.

14. Minutes of the Deanery Synod meetings shall be distributed to
 - all members of the Synod,
 - the Secretary of the Diocesan Synod, and
 - each PCC Secretary within the Deanery.
15. Minutes from meetings of the Deanery Mission and Pastoral Committee shall be distributed to
 - all members of the DM&P Committee, and
 - the Diocesan Mission and Pastoral Officer.
16. The Synod may designate all or some of its meetings to be open. The Chair shall decide whether those attending such meetings shall be allowed to address the Synod.
17. Votes in the Synod shall require a simple majority of those present and voting. If there is an equivalence of votes then the Chair may have a second or casting vote.
18. On an instruction from the Diocesan Synod, the General Synod, or where nominations are required from a specific House then there shall be a vote by Houses.
19. If voting is required in an election then the simple majority method shall be used.

VII. OFFICERS

1. The Officers of the Synod shall comprise the following:
 - a. The Area Dean who shall be a co-chair of the Deanery Synod with the Lay Chair(s)
 - b. The Lay Chair(s), who shall be a co-chair of the Deanery Synod with the Area Dean, appointed by the House of Laity
 - c. A Clerical Secretary, who shall normally also serve as the Chapter Clerk, shall be appointed by the Area Dean
 - d. A Lay Synod Secretary appointed by the House of Laity
 - e. A Honorary Treasurer appointed by the Synod
 - f. If there is an Assistant Area Dean then they shall serve as a Vice Chair of the Synod & the House of Clergy
2. The Lay Synod Secretary shall be responsible for,
 - a. The recording and distribution of Synod meeting minutes.
 - b. The maintenance of the list of Lay Synod members and the notification/verification of lay members to the diocesan office.

3. The House of Laity may also decide to elect one or more Lay Vice Chairs from the lay membership of the Synod.
In selecting a Lay Vice Chair the House of Laity may wish to appoint a past Lay Chair, someone who is likely to succeed the current Lay Chair, or someone who will assist the current Lay Chair by taking on the responsibility for a specific task(s).

VIII. HIGHER SYNODS

1. Where no member of the General Synod, elected by or appointed from within the Diocese, is a member of the respective Deanery Synod then one of the Diocesan Synod representatives from the Deanery shall be nominated to act as a General Synod link with the Deanery and report on the work of General Synod.
2. Each Deanery Synod meeting should have a report from the General Synod and/or Diocesan Synod at each of its meetings. This could be a report on the last meeting(s) or an outline of the agenda and key items for a future meeting.

IX. STANDING COMMITTEE

1. The Officers (section VII above) and any other members, as the Synod determines, shall comprise the Standing Committee. The Standing Committee shall not have a majority of clergy members.
2. The Standing Committee shall
 - prepare the Synod agendas,
 - keep under-review major issues of concern in the Deanery,
 - produce an Annual Report, and
 - deal with any emergency items between full Synod meetings.
3. The Standing Committee shall enable representatives of the Deanery on General Synod, Diocesan Synod & other key bodies to report (verbally or in writing).
4. The Standing Committee shall monitor attendance by Deanery representatives on Diocesan Synod and key Committees and report on this to Deanery Synod.
5. The Secretary of the Standing Committee shall be the Lay Secretary of the Synod.
6. The Standing Committee shall normally meet at least once each year and may conduct its business principally by letter or email.
7. The Standing Committee shall assist, where needed, the Lay Synod Secretary to maintain a list of the Synod's members and contact information.

8. The Standing Committee may also act as the Deanery Mission and Pastoral Committee, at the discretion of the Synod.

X. AMENDMENTS

1. The Bishop's Council shall retain the authority to review these Rules and may invite comments from all the Deaneries via Area Deans & Lay Chairs on amendments or additions that may be made.