DIOCESE of WINCHESTER

Bringing Our Gifts to Synod











Contents

02 **Role and Purpose of Diocesan Synod**
Role and Responsibilities of a Member of Diocesan Synod

04 **How the Diocesan Synod Relates to Other Governance in the Diocese**

05 **The Committees and Groups**

06 **Synodical Who's Who**
Who Can Be a Member of Diocesan Synod

07 **How to Prepare for a Meeting of Diocesan Synod**

07 **Procedures at Meetings of Synod**
Papers from Previous Meetings

09 **Frequently Asked Questions**

Role and Purpose of Diocesan Synod

Diocesan Synod is the primary governing body of the Diocese. It currently has a maximum membership of around 160 representatives. Diocesan Synod is split into three Houses - Bishops, Clergy and Laity.

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

- (a) 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;
- (b) to advise the bishop on any matters on which he may consult the synod;
- (c) 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:
- (d) to consider proposals for the annual budget for the diocese and to approve or disapprove them;
- (e) to consider the annual accounts of the diocesan board of finance of the diocese;

It is also a requirement of a number of Church of England Measures for Diocesan Synod to be consulted, or even offer their consent, for a variety of matters that arise from time to time.

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 policy level or operational decisions fall under the responsibility of the Bishop's Council & Standing Committee, the Diocesan Bishop, and other Diocesan committees.

Role and Responsibilities of a Member of Diocesan Synod

The members of the Diocesan Synod are there to work in collaboration with each other and those in the Diocesan office to forward the mission of the Church. This involves seeking to:

1. Live and grow as a disciple of Jesus Christ.
2. Be a point of contact both ways between the Diocese, the deanery and its parishes, participating fully in the life of all three.
   a. To represent the perspectives of their deanery and its parishes on the Diocesan Synod by all means available.
   b. To represent and report back to the deanery and parishes on the decisions made at Diocesan Synod.
3. Work to grow cultures of generosity and genuine stewardship within the Church which honour and develop the gifts and ministry resources of all.
4. Inform themselves about the work and enterprise of the various Diocesan Boards, Committees and Councils. Consider standing for election to those for which membership of the Diocesan Synod is a pre-requisite. Also consider, or encourage, others with particular expertise to explore, membership of other Diocesan Boards, Committees and Councils.
5. Support the mission of the Church by prayer and personal example and seek to promote honest and harmonious working relationships throughout the Diocese and the Church of England.
6. Inform themselves of issues under discussion at Diocesan and national levels and try to ensure that the achievements of the Church at all levels are widely shared and understood.
7. Take an interest in relationships which link what is going on locally into the Diocese and the world church.

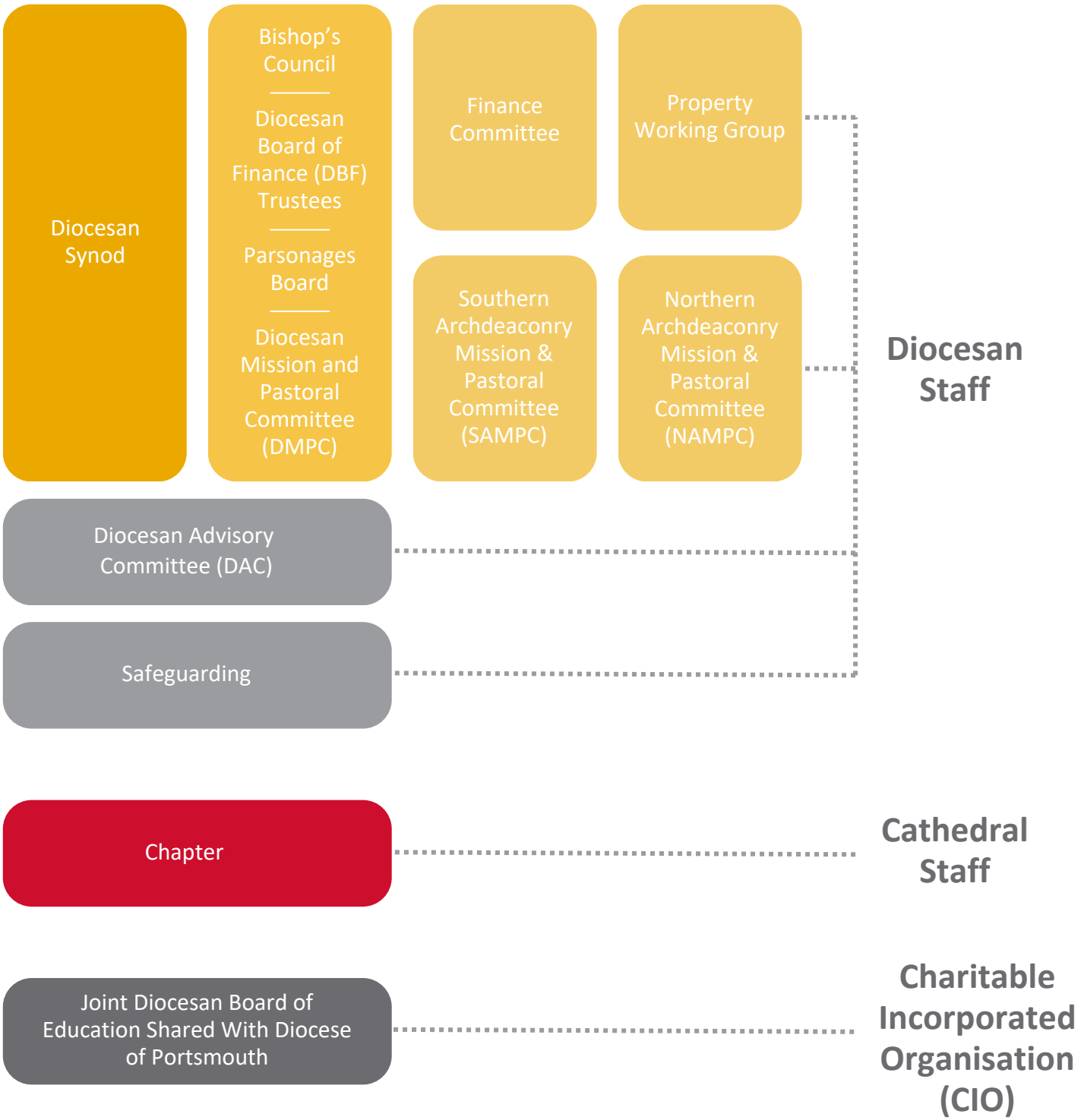
In carrying out the role of Diocesan Synod representative all members are asked to:

- Actively participate in discussions - the more people participate, the greater the legitimacy of the Synod & the more life it cascades out into the life of the diocese
- Always consider issues prayerfully
- Behave well with regard to use of language, inclusivity, body language, behave impeccably
- Be punctual, graciously with a commitment to attending three meetings each year
- Send apologies promptly when you are unable to attend
- Suggest strategic and/or creative agenda items to the agenda drafting committee in good time
- Help the Diocese move forward together
- Offer solutions, not just problems, options and choices for in the way ahead
- Be strategic and focused
- Listen to others attentively
- Accepting our differences, commit to disagreeing well
- Speak kindly, clearly and succinctly
- Vote and make decisions for the good of the Diocese as a whole, remembering our mutual accountability
- Offer feedback so we can continue to learn and improve
- Bring sensitivity and tact

For their period of office, members of Diocesan Synod are also ex officio members of their Deanery Synod and PCC, which implies a further commitment of time above and beyond the meetings of Diocesan Synod itself. They also become eligible for election to a range of other bodies (such as the Bishop's Council) which assist in the running of the Diocese.



How the Diocesan Synod Relates to Other Governance in the Diocese



The Committees and Groups

In addition to serving on Diocesan Synod some Committees have places for representatives from Diocesan Synod amongst their membership. You may feel called to offer your expertise onto one of these groups. At the point where a there is a vacancy for an elected post, members of Diocesan Synod will be notified by email, to include an election timetable. Not all committees have representatives from Diocesan Synod within their terms of reference. The role of the Nominations Committee is to make recommendations to the Bishop's Council for the appointment of candidates for non-elected membership of the committees of the Diocese of Winchester. It also makes recommendations on membership for specific working groups as and when required. In determining its recommendations, the Nominations Committee seeks to ensure a balance of skills and diversity across all committees so as to reflect the community served by the Church of England in the Diocese of Winchester, while also ensuring the provision of the specific skills, knowledge and experience appropriate to each role. Members who wish to serve on these committees are encouraged to contact Cathy Laird for further information.

Bishop's Council and Standing Committee

Membership includes 4 elected members from Diocesan Synod House of Laity, 2 elected members from Diocesan Synod House of Clergy each serving a 3 year term.

The Bishop's Council is the main policy making body of the diocese and is the Standing Committee of the Diocesan Synod. The council meets six times a year. Its main functions are:

- To initiate proposals for action by the Synod and to advise it on matters of policy
- Subject to the directions of Synod, to transact the business of the Synod when it is not in session
- To act as the Board of Directors of the Winchester Diocesan Board of Finance (WDBF), a Company Limited by Guarantee
- To act as Trustees of the Board as a registered charity
- To act as the Diocesan Mission and Pastoral Committee
- To act as the Parsonages Board
- To examine issues concerned with the diocese's finances in detail and to make recommendations
- Under the Pastoral Measure 1983 to make recommendations to the Bishop in connection with a range of topics ranging from pastoral care to the organisation of benefices and parishes.

Finance Committee

Membership approved by the Bishop's Council.

This committee reports into Bishop's Council and oversees delegated financial matters. This included the preparation of the proposed annual budget for the WDBF, advising the directors (i.e. Bishop's Council) on risk management, reviewing applications to the Diocesan Loans Fund and review of financial statements.

Northern/Southern Archdeaconry Mission and Pastoral Committees (NAMPC/SAMPC)

These groups report into Bishop's Council on recommendations following review and wider processes regarding parish and benefice changes; pastoral reorganisation and deanery plans. They also consider schemes for where communities are exploring churches to be/are closed for public worship and how new uses, and developments can be championed.

Diocesan Advisory Committee for the Care of Churches (DAC)

Membership includes 2 members of Diocesan Synod appointed by the Bishop's Council.

The Diocesan Advisory Committee for the Care of Churches (DAC) is a group of formal members and consultants all of whom volunteer their time and professional knowledge to assist parishes in looking after and appreciating their church buildings. From stained glass and sustainability to lighting, heating, access and landscape every aspect is covered; and there is support, advice and guidance to navigate the faculty systems and processes. The committee meets roughly every 6 weeks to consider faculty applications and informal proposals, and members regularly attend site visits throughout the diocese.

Property Working Group

Membership approved by Directors of the Bishop's Council.

This committee reports into Bishop's Council and oversees delegated property management matters, including reviewing housing policy and appeals.

Synodical Who's Who

President
The Diocesan Bishop
Philip Mounstephen
Bishop.Philip@winchesterdiocese.org

Secretary
The Diocesan Secretary
Colin Harbidge
Colin.harbidge@winchesterdiocese.org

Chair of the House of Laity
Alastair Barron

Chair of the House of Clergy
Angie Smith

Diocesan Registrar
Sue de Candole
registry@battbroadbent.co.uk

Membership
Current list of members can be found here:
Membership of Winchester Diocesan Synod

Support and Logistics
Assistant Diocesan Secretary (Operations & Governance)
Cathy Laird
Cathy.laird@winchesterdiocese.org

Who Can Be a Member of Diocesan Synod?

The membership of Diocesan Synod is set out in the church representation rules.

Each triennium every deanery synod elects their quota of lay and clergy members. The number of representatives assigned to each deanery is representative of their proportion of the total electoral roll (house of laity) and benefice licensed clergy (house of clergy).

In addition there are a number of ex-officio roles (such as Suffragan Bishops, Archdeacons and members of General Synod). For the duration of each triennium the Diocesan Bishop is entitled to make 5 nominations per house and each house can co-opt an additional 5 members. The criteria and process for co-option is to be set and determined by the house itself.

The full list of current membership can be found here: Membership of Winchester Diocesan Synod.

How to Prepare for a Meeting of Diocesan Synod

Read the Papers in Advance

Items are presented at Synod meetings on the assumption that members will have read the background material beforehand.

Consult Colleagues

Elected members provide views and raise concerns from their deaneries and parishes. Ask colleagues on Deanery Synod if they have any issues they would like you to raise in meetings – this should be done well in advance so you have time to submit questions which allow for answers to be prepared.

Pray

Although Synod is a formal business meeting, its ultimate task is assisting in the sharing of the Gospel and furthering the Kingdom of God. All meetings should therefore be grounded in prayer.

Procedures at Meetings of Synod

Meetings of Diocesan Synod our governed by our **Standing Orders**, copies of which are provided to all new members in advance of the first meeting and can be downloaded from the Diocesan Website.

Diocesan Synod tends to meet three times a year, usually on weekday evenings. We aim to start most meetings with a light supper to give time for members to get to know one another, before moving into a short period of worship led in turn by deanery teams. Each house also meets informally at least two times during the year, this is an opportunity for fellowship and for members to receive information on topical matters relating to the life of the Diocese and the wider church. Items of official Synodical business are not conducted at these informal meetings.

The **agenda and business** of our meetings are planned on behalf of the Synod by the Business Committee. As well as items that flow from General Synod or Bishop's Council, business can also come from the following sources:

1. A Motion from Deanery Synod
Under Standing Order 103 all Deanery Synods are able to pass motions to Diocesan Synod for debate and vote. The Diocesan Team or Diocesan Registrar are always happy to support deaneries with preparing the wording of any such motion to ensure it has the desired effect. You can also find a guide here.

2. Private Members Motion
Standing Order 24a allows any member to put forward a motion for debate provided it has the backing of at least 20 other members and is submitted 35 days in advance of any meeting.

3. Members' Questions
Any member is entitled to submit a formal question (as long as it is in line with the requirements of Standing Orders 72 and 73) and written answers will be provided. Whilst this process does not allow for debate and discussion, it is a mechanism for raising queries or issues members wish to highlight.

4. Contact the Business Committee:
Whilst not a formal mechanism, any member is also able to write to the Business Committee suggesting items for a future agenda. Please send these to the Secretary of the Business Committee.

The Diocesan team is responsible for circulating the agenda supporting papers 2 weeks before the meeting.

The Standing Orders set out the rules for debate when discussing a formal motion, but the Chairs will always endeavour to remind members of these when necessary.

Most of the time we choose to operate our meetings in a more informal manner as we find this leads to more positive and productive discussions and discourse. We do however ask members to observe the following broad guidelines at meetings:

- All members should give their name and deanery before they speak.
- To enable as many people as possible to be heard, we ask members to limit speeches to 3 minutes, being succinct and addressing the matter in hand.
- If members have very detailed or technical questions, we ask that they submit them in advance to the Diocesan Team.
- If any member or Deanery Synod wishes to raise a formal question or motion, we ask that you contact the Diocesan Team in advance who can offer guidance and advice to ensure it is in line with technical requirements of the Standing Orders.

Papers from Previous Meetings

If you would like to refer to papers from previous meetings of this triennium of Diocesan Synod these can be found here: Resources From Previous Meetings of Diocesan Synod

If you require historic papers please contact Cathy Laird (cathy.laird@winchesterdiocese.org).



Frequently Asked Questions

1. How are Synod Agendas Drawn Up?

The Business Committee, consisting of the Chairs of the Houses and the Diocesan Bishop, has the responsibility for preparing the agenda of the Diocesan Synod. Regular Agenda items include the presidential address, a report on the preceding General Synod Group of Sessions, and a report from Bishop's Council. Importance is also given to items from General Synod or a Deanery Synod.

2. Who Chairs the Meetings?

The meetings are chaired by the Chair of the House of Clergy and the Chair of the House of Laity.

3. How Can I Submit a Question in Advance?

These questions need to be submitted 7 days in advance and you may know them as "Questions under standing orders". Although questions are not formal propositions, they can bring important matters to the attention of Synod. 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. 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 up to two supplementary question on the same subject at the meeting.

4. What is the Procedure for Filling a Casual Vacancy on Diocesan Synod?

As soon as a vacancy occurs on Diocesan Synod, the diocesan office should be informed. Casual vacancies can be filled by holding an election at a meeting of the relevant House of the Deanery Synod. This is a shortened process allowed by Rule 45 (1-6)[1] of the Church Representation Rules.

- The Area Dean or Lay Chair calls a meeting of the house of clergy/laity of the deanery (the house where the election is needed). This meeting can be held immediately before/after a meeting of the deanery synod.
- The date, time and purpose of the meeting should be made very clear to all members to ensure that everyone who wishes to stand has the opportunity to do so.
- At the meeting the chair of the house holding the election should ask for nominations (or send out a nomination form in advance). Each candidate must be proposed and seconded by a qualified elector, i.e. a member of the relevant house of that deanery;
- If there are more candidates than positions to be filled, then a vote is required;
- It is good practice to give each candidate an opportunity to address the meeting setting out why they wish to be elected (each address should be given a strict time limit, 2-3 minutes is usually ample);
- The candidates should then leave the room and the vote be taken. This can be done by show of hands or secret ballot - the Chair should agree this with the meeting in advance.

5. What is the Procedure for Voting at Synod Meetings?

Depending on the issue, voting will usually be by a show of hands. However, if voting is required by Houses, voting cards will be distributed before the meeting.

6. What is the Quorum for a Meeting?

At least one third of each of the Houses of Clergy, Laity and Bishops must be present. However, the quorum is only really relevant when there is a need to take a vote.

---

[1] https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-4