

CHURCH OF IRELAND

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**DIOCESE OF CONNOR**

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**Diocesan Regulations 2010**

**with**

**Proceedings and Standing Orders of  
The Diocesan Synod,  
The Diocesan Glebes Regulations**

**PASSED BY THE DIOCESAN SYNOD ON  
9<sup>th</sup> SEPTEMBER, 2010**

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***(N.B. The Diocesan Financial Scheme  
remains in force)***

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# **DIOCESE OF CONNOR**

## **ORDER OF PROCEEDINGS AT ORDINARY MEETINGS OF THE DIOCESAN SYNOD**

1. The President shall take the chair.
2. The proceedings shall commence with the reading of Holy Scripture and Prayer.
3. Nomination of Assessor.
4. The presence of a quorum shall be ascertained by the President.
5. Adoption of Standing Orders at the first meeting of Triennial Synod.
6. The minutes of last Synod shall (subject to the provisions of Standing Order 7) be signed by the President.
7. The President's address.
8. Communications from the General Synod to be laid on the table.
9. Report of the Diocesan Council and associated Notices of Motion.
10. Reports of Boards and Committees appointed by the Synod.
11. Other Notices of Motion.

*Subject to the above, any business not disposed of on the first day shall have precedence on any subsequent sitting in the order in which it was brought forward.*

## STANDING ORDERS OF THE SYNOD

1. Every meeting of the Synod shall be preceded by a celebration of Holy Communion.
2. The Synod shall meet during its session not earlier than 11.00a.m., and may sit until 9.30 p.m. each day.
3. The Holy Bible and the Book of Common Prayer shall lie on the table.
4. Only members of the Synod shall have right of admission to its meetings but, if permitted by the Synod, representatives of the media and members of the public may be admitted to the space reserved for them. The President shall be at liberty to invite such persons as he may desire to be present at any meeting.
5. The presence of the presiding Archbishop, Bishop or Commissary, and of one-fourth of the clergy qualified to be members of the Synod, and of one-fourth of the lay Synod Members shall constitute a meeting of the Synod.
6. Officers of the Diocese shall be entitled to address the Synod on any issues before it. After the President has ascertained a quorum, the President shall introduce **invited** guests, who shall be entitled to address the Synod. Only those who are members of the Synod are entitled to vote.
7. When the President shall have taken the chair, no member shall continue standing, except when addressing the chair.
8. The minutes, having been certified by the Honorary Secretaries as correct, shall be signed by the President, unless at least 10 members of the Synod shall request that the minutes be read.
9. All questions of order shall be decided by the President.
10. Whenever the President rises during a debate, any member speaking, or offering to speak, shall resume their seat. When two or more members rise simultaneously to address the chair, the President shall decide which of them shall speak.
11. The President shall confine each speaker to the subject matter of debate. It shall not be in order for any member to interrupt a speaker, except with the permission of the chair.
12. No member shall be allowed to speak more than once on the same question, in the same debate, unless in explanation or to order. However the mover of any question (not being an amendment) shall be allowed the liberty of reply, and

that the seconder of a motion, or an amendment, may reserve his speech to any period of the debate. Where the seconder of the motion and the seconder of the amendment both reserve their speeches, the seconder of the motion shall, if they wish to address the Synod, speak before the seconder of the amendment.

No speech of more than **three minutes'** duration shall be permitted, except that:-

1. The proposer of a motion, resolution or report may speak for not more than **five minutes**.
2. The President, having regard to all the circumstances, including the gravity or complexity of the subject of the debate and the time available for the disposal of the business to be dealt with by the Synod, may decide that compliance with such restriction ought to be waived in regard to a particular speech.
13. Before a motion can be moved in the Synod, notice of such motion shall be signed by the intended mover, or by some member on their behalf, and lodged with the Honorary Secretaries of the Synod not later than **twenty-one days** prior to the first day of the meeting. A motion may be made by the unanimous leave of the Synod without notice.
14. A resolution which does not propose that action be taken beyond its publication or transmission to certain persons, shall not be moved unless the permission of the Synod has been previously obtained. When such a resolution has been submitted, the President shall put the question that the member wishing to propose the resolution should be permitted to do so and a vote shall be taken on this motion by show of hands without debate.
15. No motion or amendment shall be taken into consideration unless it is seconded; if seconded, it shall not be withdrawn without the leave of the Synod.
16. No amendment on an amendment shall be in order, except when an amendment has become a substantive motion.
17. When a motion to appoint a committee is carried, the mover shall then move the appointment of the members proposed to serve on the committee. The mover of the resolution for the appointment of the committee shall be a member of it.
18. A committee may not, without leave of the Synod, consist of more than fifteen members.

19. The Bishop, or the Bishop's nominee, shall '*ex-officio*' be a member of every committee and has the right to nominate the Chair.
20. Every report of a committee requiring action shall be accompanied by a resolution or resolutions, for the consideration of the Synod.
21. A matter which has been decided by the Synod shall not be again introduced for discussion during the same session of the Synod, unless with the consent of three-fourths of the members present.
22. Any of the Standing Orders may be suspended for a particular purpose with the consent of three-fourths of members present.

## **DIOCESAN REGULATIONS**

*(Throughout these regulations and wherever the context so admits, the several words and expressions "layman", "lay representative" and their respective plural forms shall be read as including women as well as men and references to generic terms such as "clergymen" or "ministers" shall, where the context so admits, be read as including women).*

### **REPRESENTATION ON THE GENERAL SYNOD**

- 1.1 In accordance with Chapter 1 Section 4(2) of the Constitution, Diocesan representatives to the General Synod shall be elected in the following numbers:

Clerical	Lay
32	64

- 1.2 The Diocesan representatives to the General Synod shall be elected by the members of the Diocesan Synod in accordance with the procedure as detailed in section 3 of these Regulations, the clergy voting for the clerical members, and the laity for the lay. Electors may vote for any number of clergy or lay persons (as the case may be) up to, and including, the total combined number of representatives and supplemental representatives respectively prescribed by Chapter 1, Section 4 of the Constitution, and by Sections 1.1, 1.3 and 1.4 of these Regulations.

In the election of representatives to the General Synod, the voting papers to be used for such elections shall contain two columns which shall be headed '44 years and under' and '45 years and over' respectively. The name of the person who has been nominated, in accordance with Regulation 3.1, shall be placed in the column appropriate to his their age on the 1<sup>st</sup> January preceeding the election.

Thirty-two clergy shall be elected clerical representatives to the General Synod, of whom at least five shall be 44 years and under and at least five shall be 45 years and over.

Sixty-four lay representatives shall be elected to the General Synod, of whom at least ten shall be 44 years and under and at least ten shall be 45 years and over.

- 1.3 Supplemental clerical representatives to the General Synod shall be elected not exceeding seven in number, two of whom shall be 44 years and under and five shall be 45 years and over.

- 1.4 Supplemental lay representatives to the General Synod shall be elected, not exceeding fourteen in number, four of whom shall be 44 years and under and ten shall be 45 years and over.
- 1.5 The scrutineers shall return a list of supplemental clerical and lay representatives, consisting of those names which have received the greatest number of votes next after the elected members, to be placed in order according to the number of votes received by each.

## **DIOCESAN SYNOD**

### **ELECTION OF DIOCESAN SYNOD MEMBERS**

- 2.1. Election of Synod Members and supplemental Synod Members shall be held in the year 2011 and in every third subsequent year at the Easter vestry meetings, or some adjournment thereof, or at some other meeting duly called for this purpose.
- 2.2 In accordance with Chapter 2, Part 1 Section 5 of the Constitution of the Church of Ireland, the number of lay Synod Members to be elected should be two for each member of the clergy normally officiating in each cure. In addition, the Easter Vestry may elect for each cure one additional lay person to the Diocesan Synod, provided that such a person is under the age of thirty-five years on the first day of January in the year of their election.
- 2.3 The election of Synod Members and Supplemental Synod Members shall be conducted by open voting, or by means of voting papers, as the vestry of each parish shall from time to time determine.
- 2.4 If any person is elected as a Synod Member for two or more parishes, the Diocesan Council shall ask him to decide which parish he will represent.
- 2.5 The Diocesan Council shall prepare the lists of the clerical and lay Synod Members. In the year in which triennial elections are held, the names of the clergy of the Diocese, and of the lay representatives on the Diocesan Synod, shall be circulated with the summons to attend the Diocesan Synod.
- 2.6 Except in cases of emergency, notice of each annual meeting of the Synod shall be sent by post to members at least **eight weeks** prior to the date of the meeting. This notice shall contain a list of the elections to be held before the Synod, the nomination papers for those elections,

and a copy of the proceedings of the previous annual meeting of the Synod.

- 2.7 The Honorary Secretaries shall receive notices of business intended to be submitted to the Synod, arrange the order of business and give to each member of the Synod notice of the business intended to be submitted. The notice should be posted not less than **eighteen clear days** prior to the meeting of the Synod. The appropriate voting papers shall be dispatched to Synod Members with the notice of business.

## **VOTING PROCEDURES**

- 3.1 a) Members of the Diocesan Synod (or other qualified persons), who are to be elected to the General Synod, the Representative Church Body, the Diocesan Council, including the Honorary Secretaries, the Diocesan Court, the Committee of Patronage and as Episcopal Electoral Representatives and to any Supplemental Lists, to the Diocesan Board of Education, or to the General Synod Board of Education, may be nominated in writing by two Members of the Diocesan Synod, on the form provided by the Diocesan Office. Clergy should to be nominated by Clerical Synod Members, and Laymen by Lay Synod Members.
- (b) Each candidate may provide to their nominator, to be submitted with their nomination form, a short description to be printed against their name on each voting paper. This shall be limited to a maximum of **25 words** to reflect their occupation and relevant skills or interests. Each letter used as an abbreviation for a word in the description shall be considered as a word.
- c) If the description submitted exceeds 25 words no description shall be printed on the voting paper.
- d) If the description is not supplied by the close of nominations, this section shall remain blank on the voting paper against the name of that candidate.
- e) The candidate is not required to sign the nomination form personally but the person nominating them must give an assurance that the candidate is willing to stand. The statement: "I have consulted xxxxxxxx and have obtained their consent to this nomination" should be included on the nomination paper.
- f) All such Nomination Papers must be lodged with the Diocesan Office by being delivered by hand or post or sent electronically to a designated email

address at least **one calendar month** before the meeting of the Diocesan Synod.

- 3.2 Nomination to any of the bodies listed in Regulation 3.1(a) above, by those already a member of these bodies, shall not be automatic and compliance with the provisions of Regulations 3.1(a) to (f) shall be required prior to each election. Therefore, no name shall be placed on a voting paper unless a valid nomination paper has been received.
- 3.3 The voting papers for the Representative Members of the General Synod, the Representative Church Body, the Diocesan Council, including the Honorary Secretaries, the Diocesan Court, the Committees of Patronage or Diocesan Nominators, the Episcopal Electoral Representatives, the Diocesan Board of Education, and the Representative Members of the General Synod Board of Education shall be sent to the members of the Synod with the Report of the Council. On all Voting Papers the names of all persons nominated shall be placed in alphabetical order.
- 3.4 a) On the Voting Paper each voter must mark **X** beside the names of the candidates for whom they wish to vote, according to the number stated at the top of the Paper. A Voting Paper must not be signed by any voter.
- b) Each marked Voting Paper must be sealed in the security envelope provided for the purpose. This must be mailed to the Diocesan Office or delivered by hand to the Diocesan Office to be received by 5.00pm on the day preceeding Synod or delivered to the venue where Diocesan Synod is held, at any time before the commencement of the final business session of Synod proceedings or the commencement of any later non-business session. The precise time for closure of receipt of voting papers at Synod will be included with the instructions on each voting paper and will also be announced by the President at each Diocesan Synod.
- c) Each security envelope must contain only one set of voting papers. If any such envelope contains more than one set of voting papers, all the papers in that envelope shall be deemed invalid.
- d) The Finance and Administration Manager shall arrange for all the unopened envelopes to be held in safe custody until such date and time as may be prescribed by the Honorary Secretaries for the voting papers to be scrutinised and counted.
- 3.5 a) At the time and date prescribed at 3.4(d), the Finance and Administration Manager shall deliver to the Honorary Secretaries the unopened security envelopes certifying the number of envelopes received,

both at the Diocesan Office and at the Synod venue, up to the appropriate closing time for the receipt of voting papers.

b) The Honorary Secretaries shall be assisted by one or more Clerical or Lay Synod Members, and such members of the Diocesan Staff as are necessary to facilitate the counting of the votes cast.

c) After the numbers of security envelopes have been verified, those which have been delivered to the Diocesan Office should be mixed with those which were delivered to the Synod venue before all the envelopes are opened, voting papers counted and subsequently the votes cast counted and recorded.

3.6 In any election, if two or more names receive the same number of votes, the tie shall be decided by lot.

3.7 a) The Scrutineers at all elections for the Diocesan Council, General Synod, Committees of Patronage, Episcopal Electoral Representatives, Diocesan Court, Diocesan Board of Education and General Synod Board of Education, shall make a return of the number of votes recorded for each elected member.

b) Details of those who have been elected in accordance with Regulations 3.5, 3.6 and 3.7(a) shall be conveyed to the members of Diocesan Synod by post or by other electronic means as authorised by Diocesan Synod. The lists of those elected to the various bodies shall be posted or conveyed from the Diocesan Office no later than **ten days** after the date of the Diocesan Synod.

3.8 An election appeal shall be, in the first instance, to the Diocesan Council, and shall be lodged in writing with the Honorary Secretaries within eight days of the declaration of the poll, stating the grounds of the appeal. Any such appeal must be lodged by a duly qualified elector, and signed by him.

## **DIOCESAN COUNCIL**

### **ELECTION OF DIOCESAN COUNCIL MEMBERS**

4.1. The election of members of Diocesan Synod to serve on the Diocesan Council along with supplemental members shall be held in the year 2014 and in every third subsequent year. Elections to fill vacancies for members or supplemental members may be held as required in the two years between triennial Council elections in accordance with the procedures and timetable detailed in Regulations 3.1-3.8.

## MEMBERSHIP

- 4.2.1 The Diocesan Council shall consist of the Bishop, the Archdeacons of Belfast, Connor and Dalriada, three clerical and three lay Honorary Secretaries, twelve other clerical and twenty-one other lay members. The twelve clerical members may include up to two curate assistants but if none such are among the elected clerical members, up to two, additional curate assistants may be elected under Regulation 4.3.2. The Council may also have one clerical and one lay co-opted member.
- 4.2.2 For the purpose of appointing members and supplemental representatives to the Diocesan Council, there shall be three Areas, the Archdeaconry of Belfast, the Archdeaconry of Connor and the Archdeaconry of Dalriada. The Archdeaconry of Belfast shall be constituted of the Rural Deaneries of North Belfast, Mid Belfast and South Belfast, the Archdeaconry of Connor shall be constituted of the Rural Deaneries of Antrim, Derriaghy and Lisburn, and the Archdeaconry of Dalriada shall be constituted of the Rural Deaneries of Ballymena, Carrickfergus and Coleraine.
- 4.2.3 The voting papers to be used for elections to the Diocesan Council shall contain three columns which shall be headed Archdeaconry of Belfast, Connor and Dalriada respectively. The name of each Synod Member who has been nominated shall be placed in the column appropriate to the Archdeaconry containing the parish which he represents or, if he does not represent a parish, his name shall be placed in the column appropriate to the Archdeaconry in which he resides. The elected members of the Council shall be chosen in the proportion as follows:

### ARCHDEACONRY

	BELFAST	CONNOR	DALRIADA	TOTALS
Clerical	4	4	4	12
Lay	<u>7</u>	<u>7</u>	<u>7</u>	<u>21</u>
	11	11	11	33

- 4.2.4 If during the three year term of Diocesan Council, an elected clerical or lay member moves from one of the Archdeaconries within the Diocese of Connor to another, they shall continue to be a member of Diocesan Council until the end of the triennial period.
- 4.2.5 If a clerical member retires or is appointed to a licensed position outside the Diocese or a lay member ceases to be a resident or accustomed member of a parish within the Diocese, they shall immediately cease to be a member of

Diocesan Council and the first person on the list of supplemental representatives shall be invited to become a member of Council in their place.

## **CURATE ASSISTANTS**

- 4.3.1 The voting papers shall include the names of such Curate Assistants as have been nominated and shall be printed in the columns appropriate to the Archdeaconry in which they currently serve, as already provided in Section 4.2.3 of these Regulations.
- 4.3.2 If no Curate Assistant is elected among the four Belfast, four Connor and four Dalriada Archdeaconry Clerical representatives, the two Curate Assistants receiving the highest number of votes overall shall be added to the twelve elected clerical members of the Diocesan Council. If one Curate Assistant is included among the twelve, the Curate Assistant receiving the highest number of votes among the other named clerics on the voting papers, shall also be elected to Diocesan Council.
- 4.3.3 If during the three year term of Council a Curate Assistant who has been elected as a Council member moves to an incumbency or other licensed position within the Diocese, he shall retain his place on Council only until the next Diocesan Synod. He shall then be replaced by the Curate Assistant who has received the highest number of clerical votes, remaining on the list of supplemental representatives.
- 4.3.4 If there is no Curate Assistant among the supplemental representatives, elections for supplemental Curates Assistants should be held prior to the next Diocesan Synod (Regulation 4.5.2).

## **VOTING ACROSS DIOCESE**

- 4.4 4 Save as provided by Regulation 4.6.1, the Honorary Secretaries and the members of the Diocesan Council shall be elected by members of the Diocesan Synod in accordance with the procedure as detailed in Section 3 of these Regulations - the clergy voting for the clerical members and the laity for the lay members. Each elector may vote for any number of clerical or lay Synod Members (as the case may be) on the lists for all three Archdeaconries up to, and including, the total combined number of representatives and supplemental representatives to the Diocesan Council as provided for in Regulations 4.2.3 and 4.5.1.

## **SUPPLEMENTAL REPRESENTATIVES**

4.5.1 Supplemental representatives to the Diocesan Council shall be elected in the following proportions:-

### **ARCHDEACONRY**

	<b>BELFAST</b>	<b>CONNOR</b>	<b>DALRIADA</b>	<b>TOTALS</b>
Clerical	2	2	2	6
Lay	3	3	3	9

A vacancy in the elected members of the Council shall be filled by a supplemental representative from the same Archdeaconry as that represented by the former member.

Any such clerical or lay vacancy shall be filled automatically by using the list of supplementals in order of election by Archdeaconry, without requiring specific approval by Diocesan Council.

4.5.2 If the list of supplemental representatives for the Archdeaconry has been exhausted, elections for new supplemental representatives should be held at the earliest opportunity to conform with the procedures and timetable for elections prior to the annual meeting of Diocesan Synod (Regulations 3.1-3.8). While nominations can only be received from candidates affiliated to the Archdeaconry in question, voting for the supplemental members will be held across the Diocese (Regulation 4.4).

## **CO-OPTED MEMBERS**

4.6.1 In addition to the elected members of the Diocesan Council, another clerical member and another lay member may be appointed by co-option, the clergy member to be co-opted by the clerical members of the Council and the lay member by the lay members of the Council. Such co-opted members may be appointed at any time and will remain in office until the date of the next election of Council members. A vacancy in the office of a co-opted member may be filled on the proposal of the clerical or lay members of the Council as the case may be.

4.6.2 In the event of Curate Assistants being elected to the Diocesan Council under Regulation 4.3.2, the Diocesan Council may co-opt additional lay members for the Archdeaconry represented by the Curate Assistant(s) so as to maintain the correct ratio of clerical and lay members.

## **HONORARY SECRETARIES**

- 4.7.1 Three clerical and three lay members of the Diocesan Synod shall be elected as Honorary Secretaries to the Diocesan Council - one clerical and one lay member from each of the three Archdeaconries. They shall take up office immediately after completion of the triennial election process (Regulations 3.5 - 3.7). Outgoing Honorary Secretaries, while overseeing, shall not count the votes in the Honorary Secretaries elections.
- 4.7.2 The election of the Honorary Secretaries to the Diocesan Council shall be carried out by ballot in accordance with the procedure as detailed in section 3 of these Regulations. Nominations for the office shall be submitted in the same way as for election to the Diocesan Council. Only those eligible for nomination for membership of the Diocesan Council may be nominated for the position of Honorary Secretary to the Diocesan Council. By virtue of their office, Archdeacons are not eligible for the position of Honorary Secretary.
- 4.7.3 The counting of votes for the election of Honorary Secretaries shall take place prior to the counting of votes for the other members of the Diocesan Council in order that the names of the persons elected as Honorary Secretaries can be removed from the Diocesan Council voting papers before that count commences.

## **DUTIES AND POWERS**

- 4.8.1 The Diocesan Council shall fix the times and places of its meetings. Three clerical and five lay members shall constitute a quorum. The presence of a quorum shall, at the request of any member, be ascertained by the Bishop or Chairman. Without such a request it shall be presumed.
- 4.8.2 Subject to the control of the Synod, the Diocesan Council shall exercise the powers conferred on the Synod in the following matters: Sections 5, 31, 32, 42 of Chapter 2, Sections 6, 7, 24, 27 and 35 of Chapter 3, and Sections 14 and 16 of Chapter 4 of the Constitution, but the Council shall at the next annual meeting of the Synod report on all actions taken by it in connection with any of these matters and the Synod shall have power to alter, repeal or supersede all or any of such acts of the Council. Where the minister or select vestry of any parish shall be dissatisfied with any proposed act of the Council, they may require, but only with the Bishop's assent, that the action of the Council be stayed until the matter is submitted to the Diocesan Synod. The Synod shall determine whether the action of the Council shall be suspended accordingly.
- 4.8.3 Subject to the proviso requirements and safeguards contained in Regulation 4.8.2, the Diocesan Council, when it considers it desirable in the case of any

parish, shall appoint a commission, to be comprised of not more than seven members of the Diocesan Council, for the purposes of investigating the control and charge of parochial, charity and church funds of any parish; the commission should report to the Diocesan Council. Any casual vacancy in a commission so appointed may be filled by the Diocesan Council at its discretion. A commission shall regulate its own proceedings within the law of the Church for the time being in force, and shall continue in office until dissolved by the Diocesan Synod or by the Diocesan Council.

## **MEMBERSHIP OF COMMITTEES – GENERAL PRINCIPLES**

- 4.9.1 Membership of all Committees should be declared vacant and new appointments made every triennial year at the first meeting of Diocesan Council after the elections;
- 4.9.2 Committees should continue to function with their present membership until after the meeting of the Council at which the new Committee membership was agreed;
- 4.9.3 Appointments should be made by Council to other bodies as required by them or in line with the normal triennial process of Council.

## **COMMITTEE OF PATRONAGE**

- 5 For the purposes of Chapter 4, Section 1 of the Constitution, there is to be a Committee of Patronage. The election of the Committee of Patronage and of the supplemental list shall be held each triennial year and the voting shall be in accordance with procedure as detailed in section 3 of these Regulations, the clerical members of the Synod voting for clerical nominators only and the lay members of Synod voting for lay nominators only.

## **EPISCOPAL ELECTORAL REPRESENTATIVES**

- 6 Members of the Diocesan Synod shall vote for the election of Episcopal Electoral Representatives and supplemental representatives, as follows:

	Clerical	Lay
Electoral Representatives	12	12
Supplemental Representatives	6	6

The election of Representatives and supplemental Representatives shall be held each triennial year and the voting shall be in accordance with procedure as detailed in section 3 of these Regulations.

## **PARISHES AND PAROCHIAL ORGANISATION**

### **APPOINTMENT TO VACANT INCUMBENCIES**

7.1.1 When a vacancy in an incumbency is announced, the Permanent Commission on the Church in the relevant Archdeaconry will arrange for representatives to meet with the select vestry(ies) under the chairmanship of the Rural Dean. The purpose is to discuss any problems or difficulties that might be of concern and to share the vision of the select vestry(ies) for the future development of the parish.

Any member of the Permanent Commission who is a member of the vacant parish shall not be involved in any way with the deliberations of the Permanent Commission.

7.1.2 The Permanent Commission will advise the Diocesan Council as to whether or not a certificate should be issued to enable the Bishop or his Commissary to summon a Board of Nomination for the parish. In determining this, the Permanent Commission will require confirmation in writing from the select vestry(ies) of the parish that the approved stipend for the parish(es), the expenses of office allowance, the allowance for locomotory expenses, the required contribution to the Clergy Pension Fund and a suitable free residence will be available for the person nominated to the vacant cure.

7.1.3. In addition to providing the suitable free residence as required under Section 7.1.2. of these Regulations, the select vestry(ies) shall also provide in the residence good quality carpets and underlay or floor covering as appropriate in hall, staircase and landings, one reception room, study and kitchen together with curtains in the same areas. A cooker, a fridge and a freezer in good working order should also be provided.

7.1.4 In any case where a parish during the two years next preceding the vacancy has not paid in full its assessment for stipend, the expenses of office allowance, locomotory allowance and the required contribution to the Clergy Pensions Fund, or has failed to provide a free residence or to meet its liabilities in respect of a State social security scheme, the Diocesan Council may not issue the required certificate for the summoning of a Board of Nomination until the arrears have been made good and it is satisfied that adequate arrangements have been made for the future payment of such liabilities.

7.1.5. (a) On receiving the certificate from the Diocesan Council as required by Chapter 4, Section 13 of the Constitution, the Bishop or his Commissary shall summon a Board of Nomination, giving at least ten days' notice to each member of the Committee of Patronage and to each Parochial Nominator. If

it is necessary to summon a supplementalist, immediate notice shall be given to him but the meeting shall not be postponed. Four members of the Board, of whom the Bishop may be one, shall form a quorum provided that there shall be present at least one Diocesan and one Parochial Nominator.

(b) The meeting shall consider the names of Clergy suitable to fill the vacancy and shall proceed as provided by Chapter 4, Section 19 of the Constitution. If the Board is not unanimous at its meeting on the day it is first summoned to consider the candidates, the Chairman shall adjourn it for an agreed period. At such adjourned meeting the Board shall carry out the Nomination or choice as provided by the Constitution, or may adjourn further.

## **REGISTRATION OF VESTRY MEMBERS**

7.2.1 The Forms of Declaration for those who are qualified, in accordance with the exact wording in the Schedule to Chapter 3 of the Constitution of the Church of the Ireland, to be included in the Register of Vestry Members will be available on request from the incumbent and churchwardens for one calendar month before the date when the Select Vestry will carry out its annual review of the Register of Vestry Members (the review meeting).

The Forms of Declaration must be

- signed and completed by parishioners wishing to apply to register either for the first time or by those who wish to be replaced on the register;
- submitted to the incumbent or any of the churchwardens at any time before the annual review meeting where the revision of the Register will be undertaken.

*During this month the current register of vestry members should be available for inspection.*

7.2.2. Any person registered or claiming to be registered, either as a resident or accustomed member, must subscribe to the funds of the parish of which they wish to be a vestry member. The subscription may be paid through the parish financial system, either through regular giving or as a one-off donation and must not be in arrears at the date for the close of applications to the Register of Vestry Members. It must be contributed in such a manner that a receipt could be demanded for it. General Sunday cash collections are not recordable and therefore are not considered as qualifying subscriptions.

In parishes where there is an envelope system or any system of payment by instalments, the annual amount contributed under such system shall be

deemed to be a qualifying subscription. A "family subscription" shall entitle all the members of a household contributing to such subscription to be registered, provided that each one is in all other respects qualified to be registered and has signed the appropriate Form of Declaration.

7.2.3 In accordance with Chapter 3, Section 5, of the Constitution only those Forms of Declaration which have been completed and received during the calendar month before the date of the revision can be considered for that year's annual review of the Register of Vestry Members. Notification of the Register being open for review and the final date for the receipt of completed Forms of Declaration (the date of the review meeting) may be given on parish notice sheets, verbally in church, in the parish magazine, on the parish website or any other way considered to be appropriate every Sunday during January and until the Sunday immediately prior to the closing date for receipt of the Forms of Declaration.

7.2.4 The formal Revision of the Register of Vestry Members should be conducted during the month of February each year. This may be a special meeting or at the beginning of a regular meeting of the Select Vestry. A notice

- giving the date, time and place of the review meeting, and
- signed by the incumbent, other officiating clergy in the Parish or by a churchwarden,

must be placed on the main door of each church in the parish and announced at all services in the parish on each of the two Sundays before the date of the review meeting.

7.2.5 At the special review meeting in February, the Select Vestry will receive the Forms of Declaration i.e. all claims for registration and any objections to names previously registered or to any new claims. All those seeking registration are entitled to appear at the meeting to support any claim.

If there are no objections, the names of all qualified persons who have completed Forms of Declaration not more than one month before the date of the meeting shall be added to the Register, which is recorded in a book kept by the incumbent and churchwardens for that purpose. At the meeting the names of those who are no longer qualified (that is, those who have left the parish or died, or those who no longer subscribe in the proper manner) should be removed from the Register. Where appropriate, those persons should be informed that their names have been removed.

If a registration objection is raised at the review meeting, a notice must be sent immediately to the person concerned, stating the grounds of the

objection and the action he may take to make an appeal. If any person already registered, or newly claiming to be registered, as a vestry member is dissatisfied with any decision of the Select Vestry with regard to themselves or any other person, they may lodge an appeal to the Diocesan Council within seven days of the Select Vestry decision.

## **REGISTRATION APPEALS**

- 7.3.1 If any person who is registered, or claims to be registered, as a Vestry member is dissatisfied with any decision of the Select Vestry with respect to the insertion of, or omission of, the name of themselves or any other person from the Register of Vestry Members, they may, within seven days, appeal to the Diocesan Council concerning that decision.
- 7.3.2 Each registration appeal should be brought by lodging with the minister of the parish, and forwarding by post to the Honorary Secretaries of the Council, notice in writing of the appeal, signed by the appellant, specifying concisely the decision appealed against and the grounds of the appeal.
- 7.3.3. Each appeal shall be heard, with the least possible delay, by the Committee of Appeal. If the Committee allows the appeal on the grounds of any informality in the summoning or constitution of the Select Vestry, it may direct a new revision at such time and place as it determines. The decision of the Committee of Appeal may be appealed against and reviewed by the Council, as in the case of other election appeals.

## **EASTER VESTRY**

- 7.4.1 A meeting of the General Vestry of each parish, to be known as the Easter Vestry, shall be held each year **not earlier than twenty-seven days before and not later than twenty days after Easter Day**. This meeting may be adjourned from time to time to any day or days not later than the **sixth** Monday after Easter Day. However the General Vestry meeting may not be held on, or adjourned to, a day within the period from the Sunday preceding Easter (Palm Sunday) to Easter Day (inclusive).
- 7.4.2 Public notice shall be given of the place and time of the general vestry meeting and the notice shall be signed by the incumbent or other member of the clergy officiating in the parish or, if that is not possible, by a churchwarden. The notice shall be affixed to the principal door of the church or chapel or church hall, and announced at all services in the parish on the two Sundays preceding the day appointed for the meeting of the vestry.
- 7.4.3 At its meeting the Easter Vestry shall:

a) Receive the audited accounts of the parish as presented by the select vestry in accordance with Section 7.5.2 of these Regulations.

b) Make the annual and triennial appointments, as appropriate, in accordance with Chapter 3 Sections 13 and 14 of the Constitution.

7.4.4 In addition to the duties entrusted to it by the Constitution of the Church of Ireland, the Easter Vestry shall appoint such auditor for the parish accounts as is required under the Charities Act (Northern Ireland) 2008.

## **SELECT VESTRY**

7.5.1 The select vestry shall appoint a parochial secretary and a parochial treasurer as soon as practicable after each Easter vestry.

7.5.2 The members of the Select Vestry shall also comply with Chapter 3 Sections 18a and b of the Constitution in order to comply with the requirements of the Charities Act (NI) 2008.

7.5.3 It shall be the duty of the Select Vestry in each year to prepare accounts of the parochial funds in its control and charge. These accounts shall be certified as correct by the auditor as appointed by the Easter Vestry, in accordance with Diocesan Regulations 7.4.3 and 7.4.4.

7.5.4 The format of parochial accounts shall be in accordance with the requirements of the Charities Act (Northern Ireland) 2008 and any subsequent related regulations.

7.5.5 The audited parochial accounts shall be presented to the Easter Vestry before the election of the Select Vestry for the following year. The Easter Vestry shall be entitled to require of the outgoing Select Vestry an explanation of any matter appearing in the accounts.

7.5.6 Two copies of the audited accounts, together with all other documentation relevant to the Easter Vestry, shall be forwarded to the Diocesan Office within two weeks of the meeting of the Easter Vestry.

7.5.7 Two signatures, one of which shall be that of the treasurer, shall be required for all cheques drawn on the parochial bank accounts.

## **INSPECTION OF BUILDINGS**

7.6.1 Select vestries are required to facilitate and conform with arrangements made by the Diocesan Council for the quinquennial and/or vacancy

inspections by the Diocesan Architect/Chartered Building Surveyor of parish properties vested in the Representative Church Body as follows:

- a) Rectory – Quinquennially and as soon as an incumbent informs the Bishop of their intention to retire or resign from their incumbency, or when an incumbent has been appointed to another parish.
- b) Other clergy residences – Quinquennially.
- c) Church buildings – Quinquennially.
- d) Follow-up inspections by arrangement with the Diocesan Council.”

*[A copy of the protocol for the conduct of the above inspections is available on request from the Diocesan Office.]*

- 7.6.2 Responsibility for the regular inspection of properties not vested in the Representative Church Body rests with the Trustees who hold Title to the property. However, parishes may request in writing to the Diocesan Council that they wish to be included in the programme of inspections by the Diocesan Architect/Chartered Building Surveyor.

## **MANAGEMENT OF BURIAL GROUNDS**

- 7.7.1 Where a parish has responsibility for a burial ground which is vested in the Representative Church Body, the care and management of that burial ground shall be conducted in accordance with Chapter 12 of the Constitution.
- 7.7.2 The care and management of burial grounds is the responsibility of the clergy and churchwardens of the parish in which the burial ground is situated.
- 7.7.3 The Select Vestry shall draw up regulations, which may be revised from time-to-time, for the management of the burial ground(s) in its parish(es). Where a Select Vestry wishes to use an area of its churchyard for the burial of cremated remains, the Select Vestry shall include regulations for the management of this area. Guidelines to assist in the preparation of such regulations may be obtained from the Diocesan Office. All such parochial graveyard regulations shall be submitted to the Diocesan Council for approval. Only when such approval has been obtained, should the approved regulations form the basis for the management of the burial ground by the clergy and churchwardens.
- 7.7.4 Other than meeting its obligations as defined in Sections 1, 6, 7 and 8 of Chapter 12 of the Constitution and as indicated in Section 7.4.3 of these

Regulations, the Select Vestry has no other involvement in the management of the burial ground.

## **ELECTION APPEALS**

8.1 Whenever any dispute or doubt shall arise as to the election of any churchwarden or any select vestry member or other official who shall be the subject of election by a general or select vestry, an appeal may be brought to the Diocesan Council by any qualified elector who feels aggrieved. Every such appeal shall be made within seven days after the date of the election by serving a notice on:

- the Honorary Secretaries of the Diocesan Council,
- the chairman of the meeting at which the said election took place.

This notice shall:

- (a) Be signed by the appellant,
- (b) Contain his full name, address and qualification, and
- (c) Set out the grounds of the appeal.

In each case the chairman shall make a return of the election to the Diocesan Council and attach such notice or notices of appeal. If no appeal is brought, the election shall be final.

8.2 The Diocesan Council, as soon as possible after its election, shall elect five of its members who, with its Honorary Secretaries, shall constitute a Committee of Appeal for the hearing of appeals and shall, from time to time, fill any vacancies arising in the Committee. The Council shall make such rules as are appropriate for the hearing of such appeals. Five members of the Committee of Appeal shall constitute a quorum.

8.3 An appeal shall lie from the Committee of Appeal to the Diocesan Council, and it shall be made by lodging with the Honorary Secretaries of the Council of a notice of such appeal within one week after the Committee of Appeal has announced its decision. Where no notice has been lodged within the time permitted, or within any extended time, the decision of the Committee of Appeal shall be final.

8.4 An appeal from the Committee of Appeal shall be heard and disposed of by the Diocesan Council in such manner as it considers appropriate.

8.5 The Diocesan Council and the Committee of Appeal respectively, on hearing each appeal, shall have power to unseat the person whose election was disputed, and to declare any other person elected. Alternatively they

may order a fresh election, as the justice of the case shall require, and to give such direction as is necessary. In each appeal the Diocesan Council or the Committee of Appeal may, at its discretion, extend the time for appealing.

### **THE REPRESENTATIVE CHURCH BODY**

- 9.1 In accordance with Chapter 10 of the Constitution, the Diocese shall elect one clerical and two lay representatives to the membership of the Representative Church Body
- 9.2 The Diocesan Synod shall elect annually by rotation one of its representatives to the membership of the Representative Church Body, clerical members voting only in the election of a clerical representative and lay members voting only in the election of a lay representative.
- 9.3 Voting in the election of representatives to the membership of the Representative Church Body shall be in accordance with the procedure detailed in section 3 of these Regulations.

### **CANONRY OF ST. PATRICK'S DUBLIN**

10. Whenever, under the provisions of Section 22 of Chapter 7 of the Constitution, it shall fall to the turn of the Diocese of Connor to appoint to a prebendal stall in the Cathedral Church of St. Patrick, Dublin, the election and appointment shall be made by the Bishop of the Diocese.

### **WRITTEN RECORDS OF PROCEEDINGS**

- 11.1 The Diocesan Synod shall record its proceedings and ensure the safe keeping of those records. Such records shall be in writing and signed by the president of the Synod.
- 11.2 The proceedings of Diocesan Council, general vestries, select vestries, boards of nomination and cathedral chapters in the dioceses shall be maintained in writing. The minutes of the proceedings of each body shall be signed as a correct record and retained as a paper copy in safe keeping.

### **DURATION OF REGULATIONS**

12. The foregoing regulations shall continue in force, save so far as they may be varied or revoked by any resolution of the Synod of the Diocese of Connor.

## **PERMANENT COMMISSION**

1. Each Permanent Commission should be appointed by Council for the triennial period.
2. In selecting members, the Council should take into consideration the age profile and gender of the membership of the Commission.
3. The membership of each Commission should be the Archdeacon and 1 Honorary Lay Secretary with this Lay Secretary appointed from another Archdeaconry.
4. Other members should be 3 clerical and 3 lay so there is a pool of people to visit parishes; of these, at least 2 clerical and 2 lay should be members of Diocesan Council.
5. Reports and recommendations from representatives of Permanent Commission should be circulated to all the members of the Commission for information and endorsement before they are presented to Diocesan Council.

# **DIOCESAN GLEBES REGULATIONS**

## **CONSTITUTION OF GLEBES AND ARCHITECTURAL COMMITTEE**

1. The Glebes and Architectural Committee shall consist of:
  - a) the 3 Archdeacons;
  - b) other clerical members;
  - c) 5 lay members of whom at least 2 should be members of Diocesan Council and at least 2 have relevant professional experience;
  - d) The Diocesan Glebes Secretary (*ex officio*).

The Rural Deans of the Diocese shall be *ex-officio* members of the Committee but need only attend meetings when business relating to their Rural Deanery is under consideration.

2. The Glebes and Architectural Committee may appoint sub-groups for specific tasks.
3. The appropriate Archdeacon should be informed if there is a project planned within their area.
4. The Glebes and Architectural Committee shall not fill any vacancy without the consent of the Diocesan Council.
5. The Glebes and Architectural Committee shall elect one of its members as its Secretary.

## **BY-LAWS**

1. The Glebes and Architectural Committee shall meet at such times as may be deemed necessary, provided that one meeting at least shall be held each half year. The Secretary shall summon meetings, and five clear days notice shall be given to each member of the Committee.
2. Five members shall constitute a quorum. One of the members shall be appointed Chairman at the first meeting after the election of members and shall hold office for one year. The minutes of each previous meeting having been read and confirmed, shall be signed by the Chairman.
3. All matters relating to the glebes of the Diocese shall stand referred to the Glebes and Architectural Committee, which shall consider all reports of commissions and inspections and also the reports of the Rural Deans and glebewardens as to urgent repairs, and shall be empowered to take such action in each case as is prescribed by Chapter 13 of the Constitution.
4. In cases of seasonal letting of glebe lands, the appropriate forms shall be supplied by the Secretary on application to him; and the terms of the letting

shall be approved by the incumbent and the glebewardens. These forms shall be returned to the Glebes Committee for sanction. Unless the Committee decides that a fair rent can be obtained otherwise, all glebe lands must be let by public auction. The Committee must also approve of the terms of letting.

5. When repairs or work in respect of a glebe come forward for consideration, the Rural Dean in whose jurisdiction the glebe is situated, or some other member of the Glebes and Architectural Committee representing the Rural Deanery, shall be present. If the incumbent of the parish so desires, he shall be entitled to appear before the Committee or to forward in writing his views on the proposed repairs or works.

Any member of the Glebes and Architectural Committee who is a member of the parish concerned may also make representation but shall not be involved in any way in the decision-making process.

6. As soon as an incumbent informs the Bishop of their intention to retire or resign from their incumbency, or when an announcement is made of the appointment of an incumbent to another parish, the Diocesan Glebes Secretary must be informed and he will make arrangements with the Diocesan Surveyor for an immediate inspection of the glebe in order that there shall be no unnecessary delay in the process to fill the vacant parish.
7. The Glebes Secretary shall be paid such salary and such allowance for travelling and other expenses as the Diocesan Council may from time to time decide.
8. Each parish in the Diocese, having a glebe vested in the Representative Body, shall be required to forward, within one month after the Easter vestry, the names and addresses of its glebewardens to the Secretary of the Diocesan Council, who shall send them to the Secretary of the Glebes and Architectural Committee.
9. Immediately after the Easter vestry triennial elections, each glebewardens shall be issued with a copy of a leaflet describing the duties of glebewardens as defined in Rule 10 of Chapter 13 of the Constitution.
10. The Rural Dean shall arrange with the incumbents in his Rural Deanery as to the annual inspection of their glebes.
11. No alterations shall be made in the constitution of the Committee or of these By-Laws governing its working, except by the authority of the Diocesan Synod after notice of motion of the proposed change, and with the approval of the Representative Body under Rule 7 of Chapter 13 of the Constitution.

12. A copy of these regulations and By-Laws shall be furnished to every incumbent occupying a glebe vested in the Representative Body.