

# **DIOCESE OF CHICHESTER**



## **TERMS OF REFERENCE AND MEMBERSHIP OF BOARDS COUNCILS AND COMMITTEES**

**May 2018**

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# **PART I: PRINCIPAL BODIES**

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## **I. DIOCESAN SYNOD**

### **I.1. Introduction**

I.1.1. The Diocesan Synod is constituted in accordance with section 4 of the Synodical Government Measure 1969 and Part IV of the Church Representation Rules. It meets at least twice a year.

### **I.2. Terms of Reference**

I.2.1. As set out in section 4 of the Synodical Government Measure 1969, namely:

I.2.1.1. 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;

I.2.1.2. To advise the bishop on any matters on which he or she may consult the synod;

I.2.1.3. 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;

I.2.1.4. To consider proposals for the annual budget for the diocese and to approve or disapprove them;

I.2.1.5. To consider the annual accounts of the diocesan board of finance of the diocese.

### **I.3. Membership**

I.3.1. As set out in rules 30 and 31 of the Church Representation Rules.

### **I.4. Officers**

I.4.1. President: the Bishop

I.4.2. Vice-Presidents: the Chairs of the Houses of Clergy and Laity

I.4.3. Chair: the President or other person nominated by the President

I.4.4. Secretary: the Diocesan Secretary

### **I.5. Special Provisions**

I.5.1. Its proceedings are regulated by the Standing Orders, and any inconsistent provisions of Part 8 of this Handbook do not apply.

# PART I: PRINCIPAL BODIES

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## 2. THE CHICHESTER DIOCESAN FUND AND BOARD OF FINANCE INCORPORATED

### 2.1. Introduction

2.1.1. The Chichester Diocesan Fund and Board of Finance Incorporated (“DBF”) is a company limited by guarantee, registered at Companies House with company number 133558, and a charity registered with the Charity Commission with charity number 243134. It is constituted under the Measure of 1925. Its function is to act as the financial executive of the Diocesan Synod and it is responsible for the custody and management of the Synod’s funds and the employment of all persons in receipt of salaries from those funds. It meets at least twice a year at the same time as the Diocesan Synod. Business is transacted by the Finance Committee, dealt with in Part 2 of this Handbook, which acts as a board of directors and the trustees of the charity.

### 2.2. Terms of Reference

2.2.1. The terms of reference for the DBF are as set out in the company’s Articles of Association as lodged with Companies House. These can be summarised as:

*To promote, carry on, assist, benefit and advance the work of the Church of England in the Diocese of Chichester and elsewhere in all or any of its branches or activities, and to establish, set on foot, become a member of, support, aid, take over, take part in, subscribe to, become affiliated with, develop, organise, administer, manage, terminate or reconstruct any association, institution, fund, trust, society, charity, committee, school, object, arrangement or movement intended or calculated in any way to promote, assist, benefit or advance any branch or activity of such work and whether or not in connection with or forming a branch or agency of a like body or organisation existing or carrying on work wholly or partly outside the Diocese.*

### 2.3. Membership

2.3.1. All such persons as are members of the Diocesan Synod.

### 2.4. Officers

2.4.1. As set out in Article 38, namely:

- President: the Bishop
- Vice-Presidents: Suffragan Bishops, Archdeacons, and Chairs of Houses of Clergy and Laity
- Secretary: Diocesan Secretary

### 2.5. Special provisions

2.5.1. The proceedings of the DBF are regulated by the Articles of Association, and any inconsistent provisions of Part 8 of this Handbook do not apply. In particular, the quorum is as set out in Article 20(2), namely 50 members present in person or by proxy.

# **PART I: PRINCIPAL BODIES**

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## **3. DIOCESAN PARSONAGES BOARD**

### **3.1. Introduction**

3.1.1. The Parsonages Board is a statutory committee. Under the scheme made by the Diocesan Synod on 25 April 2015, its functions are delegated to one or more sub-committees (to be known as the Parsonages and Houses Committees) of the Finance Committee, dealt with in Part 5 of this Handbook.

### **3.2. Terms of Reference**

3.2.1. To carry out the functions of the Parsonages Board as laid down by the Repair of Benefice Buildings Measure 1972 and extended by a scheme made by the Diocesan Synod on 25 April 2015 in the following ways:

3.2.1.1. The Board is authorised to execute works of improvement, demolition or erection of parsonage houses in pursuance of the powers conferred by sections 1, 2 and 2A of the Parsonages Measure 1938 by agreement with the persons on whom those powers are conferred

3.2.1.2. The Board may direct a diocesan surveyor to inspect buildings in the diocese (other than parsonage houses) used as residences by clergy or lay workers in the Church of England and to report to the Board on such inspections

3.2.1.3. The Board is authorised to execute works of repair, improvement, demolition or erection of any buildings in the diocese held for charitable purposes connected with the Church of England, by agreements with the persons having the management or control of such buildings

3.2.1.4. In paragraphs 3.2.1.1 to 3.2.1.3 above, references to parsonage houses and to buildings used or held for certain purposes shall include references, where appropriate, to buildings intended to be used as parsonage houses or to be used or held for those purposes

3.2.2. To carry out the functions of the Parsonages Board under any other legislation, as summarised in the Church Commissioners Diocesan Parsonages and Glebe Manual

### **3.3. Membership**

3.3.1. The members of the DBF, pursuant to a scheme designating the DBF as the Parsonages Board made by the Diocesan Synod on 25 April 2015

## **PART 2: PRINCIPAL COMMITTEES**

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### **4. BISHOP'S COUNCIL AND STANDING COMMITTEE OF DIOCESAN SYNOD**

#### **4.1. Introduction**

4.1.1. The Bishop's Council and Standing Committee of the Diocesan Synod is established under the Standing Orders as required by rule 34(k) of the Church Representation Rules. In accordance with section 4(4) of the Synodical Government Measure, it discharges the advisory and consultative functions of Synod but it or the Bishop may require any matter to be referred to Synod. It meets at least four times a year.

#### **4.2. Terms of Reference**

4.2.1. As set out in Standing Order 75, namely:

- to plan the business of the Synod, to prepare the agenda for its sessions, and to circulate to members information about matters for discussion;
- to initiate proposals for action by the Synod and to advise it on matters of policy which are placed before it;
- to advise the President on any matters which he or she may refer to the Committee;
- subject to the directions of the Synod to transact the business of the Synod when it is not in session;
- to appoint members of committees or nominate members for election to committees, subject to the directions of the Synod;
- to carry out such other functions as the Synod may delegate to it.

#### **4.3. Membership**

4.3.1. As set out in Standing Order 72, namely:

- The Diocesan and Suffragan Bishops
- The Dean of Chichester
- The Archdeacons
- The Chair and Vice-Chair of the Finance Committee
- The Chairs of the House of Clergy and the House of Laity
- The Dean of Women's Ministry
- The Dean of Self-Supporting Ministry
- One member of the House of Clergy and two members of the House of Laity from each Archdeaconry (elected by and from the members of the Diocesan Synod of the relevant House and Archdeaconry)
- Up to three members of Diocesan Synod (of which no more than one shall be in Holy Orders) co-opted by the Bishop after consultation with the Chairs of the House of Clergy and the House of Laity plus an additional lay person co-opted by the Bishop in the event that a person who was, immediately prior to the appointment, a member of the Council, is appointed as Chair or Vice-Chair of the Finance Committee.

## **PART 2: PRINCIPAL COMMITTEES**

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### **4.4. Officers**

4.4.1. As set out in Standing Order 74, namely:

- Chair: the Bishop
- Vice-chair: a member of the committee nominated by the Chair with the consent of the committee
- Secretary: Diocesan Secretary

### **4.5. Special Provisions**

4.5.1. Its proceedings are regulated by the Standing Orders, and any inconsistent provisions of Part 8 of this Handbook do not apply.

## **PART 2: PRINCIPAL COMMITTEES**

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### **5. FINANCE COMMITTEE**

#### **5.1. Introduction**

- 5.1.1. The Finance Committee is the board of directors of the DBF, and the members of the Finance Committee are the trustees of the charity. It is subject to the direction of the DBF. Its membership is united with that of the Bishop's Council.
- 5.1.2. It is responsible for strategic and policy decisions, and delegates much of its business to other committees as set out in Part 5 of this Handbook or to officers and employees of the DBF.

#### **5.2. Terms of Reference**

- 5.2.1. As set out in Articles 34(2) and 46, namely to conduct and manage the business and affairs of the DBF. In particular, the Finance Committee is to:
- 5.2.1.1. Submit a Report and Accounts to the Bishop's Council by 30 April in each year and to the DBF by 30 June in each year for the preceding financial year ending on 31 December
- 5.2.1.2. Present a Budget for the following financial year to the Bishop's Council by 31 October in each year and to the DBF by 30 November in each year
- 5.2.1.3. Approve the terms of engagement and the remuneration to be paid to the external auditor and the nature and scope of the external audit prior to commencement after receiving a recommendation from the Audit Committee
- 5.2.1.4. Ensure all risks faced by the DBF are properly understood with appropriate mitigations put in place
- 5.2.1.5. Ensure that there is a clear framework of policies and procedures and that they are appropriate and applied

#### **5.3. Membership**

- 5.3.1. All members from time-to-time of the Bishop's Council not disqualified to act as directors of the Diocesan Board of Finance by Article 36

#### **5.4. Officers**

- 5.4.1. Chair: appointed by the Bishop in accordance with Article 49(1)
- 5.4.2. Vice-Chair: appointed by the Bishop in accordance with Article 49(1)
- 5.4.3. Secretary: Diocesan Secretary

#### **5.5. Special Provisions**

- 5.5.1. Its proceedings are regulated by Articles 39 to 50 and Standing Orders 107 to 116A, and any inconsistent provisions of Part 8 of this Handbook do not apply.

## **PART 2: PRINCIPAL COMMITTEES**

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### **6. MISSION AND PASTORAL COMMITTEE**

#### **6.1. Introduction**

6.1.1. The Mission and Pastoral Committee is a statutory committee, but is included here as its membership is united with the Bishop's Council and Finance Committee in order to create a single body with strategic oversight of the Diocese, subject to the direction of the Diocesan Synod. Under its constitution, it has power to appoint sub-committees, and in practice, the bulk of its work is carried out by two sub-committees, one for the east of the Diocese and one for the west.

#### **6.2. Terms of Reference**

6.2.1. As set out in the Mission and Pastoral Measure 2011 and the Constitution at Appendix 2.

#### **6.3. Membership**

6.3.1. The members from time-to-time of the Bishop's Council

#### **6.4. Officers**

6.4.1. Chair: the Bishop

6.4.2. Secretary: The Secretary to the Diocesan Mission and Pastoral Committee

#### **6.5. Reporting**

6.5.1. The committee shall present annually to the Bishop's Council and Diocesan Synod a report on its activities during the preceding year and shall also present annually to the Commissioners a report on the exercise of its functions under section 3(3)(e) the Mission and Pastoral Measure 2011 relating to closed churches

## **PART 3: SUB-COMMITTEES OF THE BISHOP'S COUNCIL**

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### **7. COUNCIL FOR APOSTOLIC LIFE**

#### **7.1. Introduction**

7.1.1. Apostolic life encompasses the call of all the baptised to be witnesses for Christ; to follow their vocation to service in the Kingdom. The Council meets at least twice a year to support and guide the Department for Apostolic Life.

#### **7.2. Terms of Reference**

7.2.1. To nurture and shape within the Diocese a culture of Apostolic Life

7.2.2. To discuss and advise on policy and strategy for central work to resource parishes in their evangelism and discipleship development. The Council will seek to integrate this with the wider work of discerning lay and clerical vocations and training those thus called in effective mission and ministry

7.2.3. To monitor attainment of targets and effective use of resources

7.2.4. To ensure a programme of events, courses and training that serves the whole diocese.

#### **7.3. Membership**

7.3.1. The Chair and Vice Chair

7.3.2. Two clergy and two laity elected by the members of the Diocesan Synod

7.3.3. One person nominated by the Diocesan Bishop

7.3.4. Up to three persons co-opted to ensure a balance of lay and clerical members and representation from churches showing significant growth

#### **7.4. Officers**

7.4.1. Chair: a serving bishop appointed by the Diocesan Bishop

7.4.2. Vice Chair: an archdeacon appointed by the chair

#### **7.5. Reporting**

7.5.1. The Council shall make a written report annually to the Diocesan Synod and an oral report annually to the Bishop's Council.

#### **7.6. Special Provisions**

7.6.1. The Director for Apostolic Life, the Diocesan Secretary and the Diocesan Communications Officer shall be in attendance, subject to availability.

## **PART 3: SUB-COMMITTEES OF THE BISHOP'S COUNCIL**

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### **8. COUNCIL FOR PROMOTION OF THE COMMON GOOD**

#### **8.1. Introduction**

8.1.1. The Council focusses on the Common Good strand of the Diocesan strategy. It meets at least twice a year.

#### **8.2. Terms of Reference**

- 8.2.1. To identify issues in contemporary society, culture and experience that touch on Christian conscience and to assess an appropriate response
- 8.2.2. To identify the theological and moral issues in any area of engagement, seeking assistance from external authorities where necessary
- 8.2.3. To form partnerships, with other Christians as a priority, that will contribute to and harness resources for an effective response
- 8.2.4. To disseminate information within and beyond the diocese of Chichester that furthers our engagement with society
- 8.2.5. To promote dialogue with critics of the Christian faith and with partners who do not share the faith
- 8.2.6. To promote engagement in social projects that further the common good and the values of the gospel of Jesus Christ
- 8.2.7. To monitor the priorities and decision-making processes of the diocese of Chichester and its partners in the gospel and, in the light of the Church's social teaching, to draw attention to discrepancies between aspiration and practice
- 8.2.8. To produce material and promote opportunities for learning about the work of the Council

#### **8.3. Membership**

- 8.3.1. The Chair
- 8.3.2. Diocesan Rural and Environment Officer
- 8.3.3. Two persons from each archdeaconry elected by the members of the Diocesan Synod
- 8.3.4. Four persons nominated by Roman Catholic, Methodist, URC and Baptist Union leaders at the invitation of the Bishop's Council, to serve for the same term as those elected
- 8.3.5. Up to two members of the Council for Apostolic Life co-opted by the Council to serve for the same term as those elected
- 8.3.6. Up to two additional persons co-opted by the Council to serve for the same term as those elected
- 8.3.7. Up to two members of other ecclesial bodies nominated by the Council in order to represent a long-term partnership in the gospel work of service to the common good to serve for the same term as those elected

#### **8.4. Officers**

- 8.4.1. Chair: a serving bishop or archdeacon appointed by the Diocesan Bishop

## **PART 3: SUB-COMMITTEES OF THE BISHOP'S COUNCIL**

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### **8.5. Reporting**

8.5.1. The Council shall make a written report annually to the Diocesan Synod.

### **8.6. Special Provisions**

8.6.1. The Diocesan Secretary, the Diocesan Safeguarding Adviser and the Diocesan Communications Officer shall attend meetings subject to availability.

## **PART 3: SUB-COMMITTEES OF THE BISHOP'S COUNCIL**

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### **9. DIOCESAN OVERSEAS COUNCIL**

#### **9.1. Introduction**

9.1.1. This committee established by Synod meets three times a year.

#### **9.2. Terms of Reference**

9.2.1. To promote in the diocese interest in, support for and engagement with the mission work of the churches of the Anglican Communion in co-operation with the Church of England's Partnership for World Mission accredited mission agencies and partners

9.2.2. To award grants from World Church Experience and Studentship Funds

#### **9.3. Membership**

9.3.1. The Chair

9.3.2. The World Mission Officer

9.3.3. One clergy and one lay person from each archdeaconry elected by the members of Diocesan Synod of the relevant house and archdeaconry

9.3.4. Two persons nominated by the Bishop's Council

9.3.5. Up to four co-opted persons

#### **9.4. Officers**

9.4.1. Chair: a serving bishop or archdeacon appointed by the Diocesan Bishop

#### **9.5. Reporting**

9.5.1. The Council shall submit an annual written report of its work to the Diocesan Synod.

#### **9.6. Special Provisions**

9.6.1. Nominated representatives of the mission agencies and other PWM accredited organisations and Volunteer Co-Ordinators for Parish/Deanery Links, School Links and Formation for Mission may attend meetings of the Committee but may not vote.

## **PART 3: SUB-COMMITTEES OF THE BISHOP'S COUNCIL**

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### **10. DIOCESAN EUROPEAN ECUMENICAL COMMITTEE (DEEC)**

#### **10.1. Introduction**

10.1.1. This committee, which is accountable through the Chair to the Bishop of Chichester, meets four times a year.

#### **10.2. Terms of Reference**

10.2.1. To develop and deepen ecumenical relationships between the Diocese of Chichester and Churches in Europe and the Middle East.

10.2.2. To maintain links with the Council for Christian Unity at Church House, Westminster, and to be alert to the ecumenical links of other Dioceses with Europe and the Middle East.

#### **10.3. Membership**

10.3.1. Chair

10.3.2. Secretary

10.3.3. Twelve other members appointed by the Chair in conjunction with the Diocesan Bishop, who may be members of other Christian churches

10.3.4. Up to three members co-opted by the Committee

#### **10.4. Officers**

10.4.1. Chair: Appointed by the Bishop

10.4.2. Deputy Chair: Appointed by the Chair from the twelve other members

10.4.3. Treasurer: Appointed by the Chair from the twelve other members

10.4.4. Secretary: Appointed by the Chair

#### **10.5. Reporting**

10.5.1. The Committee shall submit an annual written report of its work to the Diocesan Synod

#### **10.6. Special Provisions**

10.6.1. Members serve for four years and may be re-appointed for one additional four year term.

10.6.2. When appointing members of the Committee consideration should be given to maintaining:

- Geographical spread across the Diocese
- Lay/clergy balance
- Spread of church traditions.
- Representation from the Cathedral / music
- A real interest in the aims of the committee
- European contacts / languages

10.6.3. Fuller terms of reference are available from the Chair

## **PART 3: SUB-COMMITTEES OF THE BISHOP'S COUNCIL**

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### **II. COUNCIL FOR LAY MINISTRY AND DISCIPLESHIP**

#### **II.1. Introduction**

II.1.1. The Council focusses on lay ministry and discipleship, and on the Reimagining Ministry strand of the Diocesan strategy. It meets at least twice a year.

#### **II.2. Terms of Reference**

II.2.1. To promote, and support lay ministry in the diocese and to encourage vocations to lay ministry.

II.2.2. To develop and support a culture of discipleship in the diocese and to ensure that lay people are appropriately supported, trained, and encouraged for mission and ministry in their lives outside of church related activities.

II.2.3. To seek to ensure that the priorities and culture shifts envisioned in the 'Setting God's People Free' and 'Serving Together' reports are embedded into the culture of the diocese.

II.2.4. To be a forum for debate, action and implementation of the 're-imagining ministry' strand of the diocesan strategy.

II.2.5. To advise the Warden of Lay Ministry on matters relating to the registration, organisation, admission, training and work of the readers and authorised lay ministers in the diocese, but particularly for encouraging their studies, conference and devotional meetings. The Warden is responsible to the Diocesan Bishop for all these matters.

II.2.6. To agree a budget for the Council's work and monitor income and expenditure against the budget

#### **II.3. Membership**

II.3.1. Chair

II.3.2. Secretary

II.3.3. Warden of Lay Ministry, appointed by the Diocesan Bishop after consultation with the Chair and the Officer for Lay Vocation and Ministry

II.3.4. Four Chaplains for Lay Ministry, one for each archdeaconry, appointed by the Chair after consultation with the Diocesan Bishop and the Officer for Lay Vocation and Ministry

II.3.5. Four serving Readers, one from each archdeaconry, elected by and from the Readers in the relevant archdeaconry

II.3.6. Four serving Authorised Lay Ministers one from each archdeaconry, elected by and from the Authorised Lay Ministers in the relevant archdeaconry

II.3.7. Up to four other lay persons co-opted by the Committee

#### **II.4. Officers**

II.4.1. Chair: A serving bishop appointed by the Diocesan Bishop

II.4.2. Secretary: Appointed by the Diocesan Bishop after consultation with the Chair and the Officer for Lay Vocation and Ministry

## **PART 3: SUB-COMMITTEES OF THE BISHOP'S COUNCIL**

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### **11.5. Reporting**

- 11.5.1. The Council shall submit an annual report of its work for publication with the Diocesan Synod annual report.

### **11.6. Special Provisions**

- 11.6.1. The Officer for Lay Vocation and Ministry shall normally be in attendance, subject to availability.
- 11.6.2. The first serving Reader members shall be the former Archdeaconry Secretaries of Readers.
- 11.6.3. The first Authorised Lay Minister members shall be elected in 2019.

## **PART 4: SUB-COMMITTEES OF THE FINANCE COMMITTEE**

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### **12. OPERATING COMMITTEE**

#### **12.1. Introduction**

- 12.1.1. The day-to-day business of the Finance Committee is delegated to the Operating Committee, in order both to reduce the burden on the Executive and to promote more effective decision-making by a smaller committee. It may in turn delegate business to other sub-committees and working groups.
- 12.1.2. The Committee is subject to the direction of the Finance Committee. It meets at least four times a year.

#### **12.2. Terms of Reference**

- 12.2.1. Agree a general fund budget and parish share for recommendation to Finance Committee and ultimately Synod
- 12.2.2. Maintain thorough oversight of the income and expenditure of the DBF in line with budgets and act as the point of approval for significant variations
- 12.2.3. Consider requests for capital expenditure and approve where appropriate
- 12.2.4. Consider recommendations for realisation or purchase of and other material dealings with assets by the Parsonages & Houses and Assets Committees and the DBE and act as the point of approval
- 12.2.5. Consider applications for the consent of the DBF as Diocesan Authority under the Parochial Church Councils (Powers) Measure 1956 and the Incumbents and Churchwardens (Trusts) Measure 1964 except where that function has been delegated to some other person or committee and approve satisfactory applications
- 12.2.6. Consider applications for grants and loans except where that function has been delegated to some other person or committee and approve satisfactory applications
- 12.2.7. Review Management Accounts, forecasts and parish share collections on at least a quarterly basis and draw any matters of concern to the attention of the Finance Committee
- 12.2.8. Monitor the DBF's resources and level of reserves
- 12.2.9. Ensure the preparation of annual financial statements for submission to the Audit Committee for endorsement and recommendation to the Finance Committee
- 12.2.10. Advise the Finance Committee on the strategic financial and other policies necessary to achieve the mission goals set by the Bishop's Council, and evaluate strategic financial policy issues and specific proposals for the Finance Committee
- 12.2.11. Take responsibility for matters concerning employees of the DBF
- 12.2.12. Initiate proposals aimed at optimising the financial effectiveness of the diocese
- 12.2.13. Work with the other Subcommittees of the Finance Committee, ensuring that proposals received by the Finance Committee have an appropriate breadth of prior consideration and support
- 12.2.14. Make recommendations to the Finance Committee on the annual review of financial controls, investment policy and appropriate regulatory frameworks
- 12.2.15. Respond to consultations on behalf of the Finance Committee

## **PART 4: SUB-COMMITTEES OF THE FINANCE COMMITTEE**

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12.2.16. Review account signatories and signing authorities on at least an annual basis and authorise changes as required

12.2.17. Review at each meeting a list of uses of the Company seal

12.2.18. Undertake such other business as the Finance Committee may direct

### **12.3. Membership**

12.3.1. A Bishop appointed by the Diocesan Bishop

12.3.2. Two Archdeacons appointed by the Diocesan Bishop

12.3.3. The Chair and Vice-Chair of the Finance Committee

12.3.4. Up to two further persons appointed by the Finance Committee from the members of the DBF

12.3.5. One clergyperson and one layperson elected from and by the members of the DBF

### **12.4. Officers**

12.4.1. Chair: Chair of the Finance Committee or, in his or her absence, the Vice-Chair

12.4.2. Secretary: Diocesan Secretary

### **12.5. Reporting**

12.5.1. Draft minutes of each meeting shall be circulated to the Finance Committee plus approved minutes if any significant changes are made

12.5.2. The agenda and papers for each meeting shall be circulated to any member of the Finance Committee on request

### **12.6. Special Provisions**

12.6.1. A quorum shall be four members of the committee provided that at least half of the members present are members of the Finance Committee

12.6.2. The Bishop and the Finance Director have the right to attend and speak

## **PART 4: SUB-COMMITTEES OF THE FINANCE COMMITTEE**

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### **13. PARSONAGES AND HOUSES COMMITTEES**

#### **13.1. Introduction**

13.1.1. The functions of the Diocesan Parsonages Board are delegated to two Sub-committees, one for the east of the Diocese and one for the west. Each meets at least three times a year.

#### **13.2. Terms of Reference**

13.2.1. To carry out all the functions of the Diocesan Parsonages Board and other functions in respect of properties used or intended to be used as residences by clergy or lay workers in the Church of England solely relating to the area for which that Parsonage and Houses Committee has oversight and in particular shall:

- 13.2.1.1. Maintain operational policies relating to the management of the estate
- 13.2.1.2. Receive annually a condition report and a management plan for the coming year, monitor the delivery of such plans, and approve major variations
- 13.2.1.3. Agree a budget for work within the sphere of this committee for recommendation to the Operating Committee for inclusion in the general fund budget
- 13.2.1.4. Agree a budget for capital expenditure for work within the sphere of this committee for recommendation to the Operating Committee
- 13.2.1.5. Monitor expenditure on work within the sphere of this committee and ensure that requests are submitted to the Operating Committee for approval of significant variations from budget
- 13.2.1.6. Receive reports on anticipated parochial vacancies, pastoral reorganisation, and mission in order to assess the implications for housing and liaise with the relevant Mission and Pastoral Committee as required
- 13.2.1.7. Consider the shape of the estate at least annually and make recommendations on properties surplus to ecclesiastical use and desirable new acquisitions
- 13.2.1.8. Liaise with the Assets Committee in respect of houses not immediately or imminently required for ecclesiastical use
- 13.2.1.9. Consider and initiate proposals for the sale, demolition, exchange, building, purchase, division or improvement of parsonages and other buildings in the diocese used or intended to be used as residences by clergy or lay workers in the Church of England, and make recommendations to the Operating Committee on material proposals and the application of any proceeds of sale
- 13.2.1.10. Initiate proposals, within the sphere of this committee, aimed at optimising the financial effectiveness of the diocese
- 13.2.1.11. Undertake, on behalf of the Parsonages Board, other functions as required by the Repair of Benefice Buildings Measure 1972 and any successor or subordinate legislation, and any other legislation conferring functions on

## **PART 4: SUB-COMMITTEES OF THE FINANCE COMMITTEE**

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Parsonages Boards as summarised in the Church Commissioners Diocesan Parsonages and Glebe Manual

### **13.3. Membership**

- 13.3.1. The relevant Archdeacons
- 13.3.2. The Chair and Vice-Chair of the Finance Committee
- 13.3.3. Two further persons nominated by the Bishop's Council, at least one of whom shall be a clergy spouse
- 13.3.4. One clergyperson from each relevant Archdeaconry and one layperson elected by and from the members of the Diocesan Synod of the relevant Houses and Archdeaconries
- 13.3.5. Up to two further persons co-opted by the Committee

### **13.4. Officers**

- 13.4.1. Chair: elected by the Committee from the archidiaconal members of the Subcommittee
- 13.4.2. Secretary: appointed by the Committee

### **13.5. Reporting**

- 13.5.1. Draft minutes of each meeting shall be circulated to the Operating Committee plus approved minutes if any significant changes are made.
- 13.5.2. Each Committee shall give an annual report to the Finance Committee on each financial year.

### **13.6. Special Provisions**

- 13.6.1. The Finance Committee shall be responsible for the allocation and terms of service of staff to service the Parsonages and Houses Committee

## **PART 4: SUB-COMMITTEES OF THE FINANCE COMMITTEE**

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### **14. ASSETS COMMITTEE**

#### **14.1. Introduction**

14.1.1. The Assets Committee has a dual function. It is the Committee required under the Endowments and Glebe Measure 1976 for the management of Diocesan glebe, and also has responsibility for non-land investments (cash, shares etc), in order to be able to integrate a joined-up investment strategy. It is subject to any directions given by the Finance Committee. It meets at least twice a year.

#### **14.2. Terms of Reference**

14.2.1. Be responsible to the Finance Committee for the management of the Diocesan glebe for the benefit of the Diocesan Stipends Fund, observing all provisions of the Endowments and Glebe Measure 1976, obtaining such consents as are required and making recommendations to the Operating Committee on sales, purchases and other material dealings with glebe land

14.2.2. Liaise with the Parsonages and Houses Committees in respect of properties not currently in use for ecclesiastical purposes and oversee rental incomes

14.2.3. Advise the Finance Committee on Investment Policies, and alternative investment proposals

14.2.4. Implement such policies as agreed by the Finance Committee and actively monitor their effectiveness

14.2.5. Determine the optimal means of realising such income as is required by the agreed diocesan budget, and advise the Operating Committee as appropriate

14.2.6. Recommend the selection of relevant professional agents and advisers, notably in relation to the Glebe and Investment management

14.2.7. Initiate proposals, within the sphere of this committee, aimed at optimising the financial effectiveness of the diocese

14.2.8. Undertake, on behalf of the Finance Committee, other functions as required by the Glebe and Endowments Measure 1976 and any successor or subordinate legislation

#### **14.3. Membership**

14.3.1. Two Archdeacons appointed by the Bishop

14.3.2. The Chair and Vice-Chair of the Finance Committee

14.3.3. Two further persons appointed by the Finance Committee

14.3.4. One clergyperson and one layperson elected from and by the members of the DBF

14.3.5. Up to two further persons co-opted by the Committee

#### **14.4. Officers**

14.4.1. Chair: the Chair or Vice-Chair of the Finance Committee, as determined by the Chair of the Finance Committee

## **PART 4: SUB-COMMITTEES OF THE FINANCE COMMITTEE**

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### **I4.5. Reporting**

- I4.5.1. The Committee shall provide minutes of each meeting to the Operating Committee and give an annual written report to the Finance Committee on each financial year.

### **I4.6. Special Provisions**

- I4.6.1. The Diocesan Secretary and Finance Director shall have the right to attend and speak
- I4.6.2. The Finance Committee shall appoint (following consultation with the Committee), on such terms as it decides, one or more firms of professionally qualified surveyors to act as agents for it in dealings relating to the Diocesan glebe
- I4.6.3. The Committee may invite such professional advisers as they see fit to meetings of the committee, who may be remunerated for their attendance on terms approved by the Diocesan Secretary
- I4.6.4. A quorum shall be one third of the members of the committee provided that at least half of the members present are members of the Finance Committee. Otherwise, the procedure of the Committee is as laid down in the Diocesan Synod Standing Orders, which take precedence over the provisions set out in Part 8 of this Handbook in the event of a conflict.

## **PART 4: SUB-COMMITTEES OF THE FINANCE COMMITTEE**

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### **15. AUDIT COMMITTEE**

#### **15.1. Introduction**

15.1.1. The function of the Audit Committee is to support the Finance Committee in its responsibilities regarding issues of risk, control and governance and associated assurance. It meets at least twice a year.

#### **15.2. Terms of Reference**

15.2.1. Review the independence of the external auditor and make recommendations to the Finance Committee prior to appointment of the external auditor at the Annual General Meeting of the DBF

15.2.2. Review the external auditor's audit plan and the auditor's procedures to respond to changes in regulatory requirements and make recommendations to the Finance Committee, ensuring that there is mutual understanding of audit scope and respective responsibilities and facilitating information sharing to ensure these responsibilities are fulfilled in accordance with Statement of Auditing Standards or successor standards

15.2.3. Review draft financial statements, the external auditor's audit report and management response, and recommend approval to the Finance Committee, challenging where necessary any of the following:

15.2.3.1. Accounting policies

15.2.3.2. Clarity of disclosures

15.2.3.3. Significant adjustments resulting from the audit

15.2.3.4. Compliance with accounting standards

15.2.4. Review the effectiveness of the DBF's policies and systems of internal control and in particular those relating to:

15.2.4.1. Financial control

15.2.4.2. Financial reporting

15.2.4.3. Risk management

15.2.4.4. Governance

15.2.5. Initiate proposals aimed at optimising the financial effectiveness of the diocese

15.2.6. Review its own effectiveness from time to time and report the results of its review to the Finance Committee

15.2.7. Consider any further matters of concern brought to the attention of the Committee

#### **15.3. Membership**

15.3.1. Two persons appointed by the Finance Committee from amongst its members

15.3.2. Two persons appointed by the Finance Committee from outside its own members, at least one of whom must have significant recent relevant professional financial experience (such as an auditor, financial director or accountant).

15.3.3. One person appointed by the Bishop

15.3.4. Up to one further person co-opted by the Committee

## **PART 4: SUB-COMMITTEES OF THE FINANCE COMMITTEE**

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15.3.5. The Bishop, the Chair and Vice-Chair of the Finance Committee may not be members of this Committee

### **15.4. Officers**

15.4.1. Chair: elected by and from the members of the Committee

15.4.2. Secretary: Diocesan Secretary

### **15.5. Reporting**

15.5.1. Draft minutes of each meeting shall be circulated to the Operating Committee plus approved minutes if any significant changes are made.

15.5.2. The Committee shall provide an annual written report, to accompany submission of the draft financial statements to the Finance Committee, summarising its conclusions from the work it has done during the year.

### **15.6. Special provisions**

15.6.1. Internal and External auditors have free and confidential access to the Chair of the Committee

15.6.2. The Committee is authorised by the Finance Committee to investigate any activity, seeking any information that it requires from any employee of the DBF, who are directed by the Finance Committee (being the directors of the DBF) to co-operate insofar as practicable with any such request, and shall report any unreasonable refusal to the Finance Committee

15.6.3. The Committee is authorised by the Finance Committee to obtain outside professional advice as deemed necessary on reasonable financial terms to be approved by the Diocesan Secretary

15.6.4. The Committee may require the Chair of the Finance Committee, the Finance Director, and any other employee of the DBF to attend all or part of its meetings

## **PART 4: SUB-COMMITTEES OF THE FINANCE COMMITTEE**

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### **16. REMUNERATION COMMITTEE**

#### **16.1. Introduction**

16.1.1. The Committee meets at least once a year to make recommendations and decisions on clergy and lay remuneration.

#### **16.2. Terms of Reference**

16.2.1. To recommend policy on remuneration to the Finance Committee and keep it under regular review

16.2.2. To recommend to the Operating Committee the categories of benefices and keep these under regular review

16.2.3. Annually to recommend stipend scales to the Operating Committee and to respond to consultations on stipends on behalf of the Diocese

16.2.4. To determine or approve the remuneration for employees of the DBF

16.2.5. To keep under annual review the travelling and other expenses of all persons paid by the diocese

16.2.6. To deal with such other matters as are thought appropriate and which are referred to the Committee

#### **16.3. Membership**

16.3.1. The Chair of the Finance Committee

16.3.2. The Vice-Chair of the Finance Committee

16.3.3. The Chairs of the Houses of Clergy and Laity

16.3.4. A suffragan bishop or archdeacon nominated by the Bishop

#### **16.4. Officers**

16.4.1. Chair: the Chair or Vice-Chair of the Finance Committee, as determined by the Chair of the Finance Committee

16.4.2. Secretary: Diocesan Secretary

#### **16.5. Special provisions**

16.5.1. The Committee shall consult with the Bishop and Church House Heads of Department as appropriate on its determinations and recommendations.

#### **16.6. Reporting**

16.6.1. Draft minutes of each meeting shall be circulated to the Operating Committee plus approved minutes if any significant changes are made.

## **PART 4: SUB-COMMITTEES OF THE FINANCE COMMITTEE**

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### **17. EDUCATION FINANCE COMMITTEE**

#### **17.1. Introduction**

17.1.1. The Committee meets twice a year to monitor financial aspects of the diocese's educational work.

#### **17.2. Terms of Reference**

17.2.1. To discuss policy and finance with the officers of the Education Department, the Diocese of Chichester Education Trust and the Diocese of Chichester Academy Trust

17.2.2. To monitor the financial aspects of the aided schools building programmes and the use of the aided schools' fund, to include:

17.2.2.1. Review of reports pertaining to the School Buildings programme and associated cash flow requirements

17.2.2.2. Consideration of complex legal issues involved in school property within the jurisdiction of the Diocesan Board of Finance

17.2.3. To review policies relating to school property and their financial implications and make recommendations for change to the Finance Committee

17.2.4. To consider any other matters requested by either the Business Development Committee of the Diocesan Board of Education, the Finance Committee or the Operating Committee

#### **17.3. Membership**

17.3.1. The Chair of the Finance Committee

17.3.2. The Vice-Chair of the Finance Committee

17.3.3. Two persons appointed by the Finance Committee

17.3.4. One person appointed by and from the Diocesan Board of Education

#### **17.4. Officers**

17.4.1. Chair: the Chair or Vice-Chair of the Finance Committee, as determined by the Chair of the Finance Committee

#### **17.5. Reporting**

17.5.1. Draft minutes of each meeting shall be circulated to the Operating Committee plus approved minutes if any significant changes are made.

#### **17.6. Special provisions**

17.6.1. The Assistant Director of Education, the Capital Assets Programme Manager and the Finance Director or his/her representative shall attend meetings.

17.6.2. The Diocesan Secretary, Diocesan Director of Education and other officers from the Education Department shall attend meetings as required.

## **PART 4: SUB-COMMITTEES OF THE FINANCE COMMITTEE**

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### **18. CREDIT FOR MISSION**

#### **18.1. Introduction**

18.1.1. The group's function is to administer credits to parishes with clearly identified mission opportunities for which ordained presence cannot be funded without central support to assist in payment of parish share.

#### **18.2. Terms of Reference**

18.2.1. To set and review guidelines for applications and criteria for credits

18.2.2. To consider applications for credits and make appropriate awards

#### **18.3. Membership**

18.3.1. The Chair of the Finance Committee

18.3.2. The Vice-Chair of the Finance Committee

18.3.3. The Archdeacons

18.3.4. A member of the clergy appointed by the Finance Committee

18.3.5. A lay member of the Finance Committee appointed by the Finance Committee

18.3.6. A lay member of the DBF appointed by the Finance Committee

#### **18.4. Officers**

18.4.1. Chair: the Chair or Vice-Chair of the Finance Committee, as determined by the Chair of the Finance Committee

#### **18.5. Reporting**

18.6. Draft minutes of each meeting shall be circulated to the Operating Committee plus approved minutes if any significant changes are made.

#### **18.7. Special Provisions**

18.8. The Diocesan Secretary and Finance Director shall take part in the Group's work as required.

## **PART 4: SUB-COMMITTEES OF THE FINANCE COMMITTEE**

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### **19. MISSION FUND COMMITTEE**

#### **19.1. Introduction**

19.1.1. The Allchurches Trust makes grants to the DBF for mission. The overall aim of the Mission Fund is to help more people in Sussex develop Christian faith and commitment to worship. Its grants will aim to support imaginative new forms of local mission or new developments of current mission. This Committee meets twice a year to administer the grants.

#### **19.2. Terms of Reference**

19.2.1. To set and review guidelines for applications and criteria for grants for mission projects

19.2.2. To consider applications by parishes, deaneries, ecumenical groups or individuals that have an Anglican connection within the Diocese of Chichester for funding and to make awards of grant funding on such conditions as the Committee sees fit

19.2.3. To consider applications by deaneries under the Diocesan policy on proceeds of sale of closed churches

19.2.4. To monitor the progress of projects for which grant funding has been awarded and review evaluations on completion of each project

19.2.5. To assist in securing national funding

#### **19.3. Membership**

19.3.1. The Chair

19.3.2. The Parish Development Officer

19.3.3. The Strategy and Resources Officer

19.3.4. The Rural Affairs Officer

19.3.5. One member of the Finance Committee, nominated by the Finance Committee

19.3.6. Two members of the Council for Apostolic Life, nominated by the Bishop

19.3.7. One member nominated by the Diocesan Director of Education

19.3.8. One member nominated by the Chair of the Chichester Diocesan Association for Family Support Work

19.3.9. Up to two members co-opted by the Committee

#### **19.4. Officers**

19.4.1. Chair: an archdeacon appointed by the Diocesan Bishop

#### **19.5. Special Provisions**

19.5.1. The Diocesan Youth Officer and either the Diocesan Secretary or the Finance Director shall advise the Committee as required, including attendance at meetings

## **PART 4: SUB-COMMITTEES OF THE FINANCE COMMITTEE**

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### **19.6. Reporting**

- 19.6.1. The Committee shall submit an annual written report of its work to the Diocesan Synod and shall submit minutes of each meeting to the Diocesan Communications Officer.

## **PART 5 SUB-COMMITTEES OF THE MISSION AND PASTORAL COMMITTEE**

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### **20. MISSION AND PASTORAL SUB-COMMITTEES**

#### **20.1. Introduction**

20.1.1. Two Mission and Pastoral Sub-committees, one for the east of the Diocese and one for the west, carry out the bulk of the work of the statutory Mission and Pastoral Committee. Each Sub-committee meets at least three times a year.

#### **20.2. Terms of Reference**

20.2.1. To discharge all the functions of the Mission and Pastoral Committee solely relating to the area for which that Mission and Pastoral Subcommittee has oversight, with the exception of the duties under s.6(5) and Schedule 4 of the Mission and Pastoral Measure 2011

#### **20.3. Membership**

20.3.1. The relevant Suffragan Bishop

20.3.2. The relevant Archdeacons

20.3.3. One member of clergy from each relevant Archdeaconry (elected by and from the members of the Diocesan Synod House of Clergy of the relevant Archdeaconries)

20.3.4. Two members of the laity from each relevant Archdeaconry (elected by and from the members of the Diocesan Synod House of Laity of the relevant Archdeaconries)

20.3.5. Up to two further members appointed by the relevant Suffragan Bishop

20.3.6. The Rural Deans and Lay Chairs of Deanery Synods in the relevant Archdeaconries

#### **20.4. Officers**

20.4.1. Chair: the relevant Suffragan Bishop or, in his or her absence, an Archdeacon

20.4.2. Secretary: the Secretary to the Mission and Pastoral Committee

#### **20.5. Reporting**

20.5.1. Each Sub-committee shall submit an annual report of its work to the Diocesan Synod

## **PART 6: STATUTORY COMMITTEES**

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### **21. DIOCESAN BOARD OF EDUCATION**

#### **21.1. Introduction**

21.1.1. This statutory committee meets at least three times a year.

#### **21.2. Terms of Reference**

21.2.1. As laid down by the Diocesan Boards of Education Measure 1991 (as amended) and in particular:

21.2.1.1. to promote within the diocese or assist in promotion of:

21.2.1.1.1. education consistent with faith and practice of the Church of England

21.2.1.1.2. religious education and religious worship in schools

21.2.1.1.3. church schools and to advise governors of schools, trustees of church education endowments and other bodies on any matter affecting church schools

21.2.1.2. to promote co-operation between itself and bodies or persons concerned with education

21.2.2. To carry out other functions set out in the Diocesan Boards of Education Measure 1991 or other Measures and parliamentary legislation, or assigned to it by the Diocesan Synod

#### **21.3. Membership**

21.3.1. The Bishop

21.3.2. Two persons nominated by the Bishop, being either a suffragan or assistant bishop or an archdeacon

21.3.3. Two additional persons nominated by the Bishop

21.3.4. Fourteen members elected by diocesan synod of which at least two must be clerks in Holy Orders beneficed or licensed in the diocese, at least six must be lay persons and at least six must be diocesan synod members

21.3.5. Not less than four or more than eight co-optees, four of whom must have experience of church schools in the diocese

#### **21.4. Officers**

21.4.1. Chair: the Bishop, or any other person (whether or not a member of the Board) appointed by the Board in consultation with the Bishop

21.4.2. Secretary: Diocesan Director of Education

#### **21.5. Reporting**

21.6. Draft minutes of each meeting shall be circulated to the Operating Committee plus approved minutes if any significant changes are made.

#### **21.7. Special Provisions**

21.7.1. Quorum etc is as laid out in the Diocesan Boards of Education Measure 1991 and not as per the general provisions in this handbook

## **PART 6: STATUTORY COMMITTEES**

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### **22. DIOCESAN ADVISORY COMMITTEE FOR THE CARE OF CHURCHES**

#### **22.1. Introduction**

22.1.1. This statutory committee meets once a month.

#### **22.2. Terms of Reference**

22.2.1. As laid down in the Care of Churches and Ecclesiastical Jurisdiction Measure 1991, the constitution approved by Diocesan Synod on 19 October 1991 at appendix 1, and the Faculty Jurisdiction Rules 2015 including:

22.2.2. To provide advice to parishes, the chancellor, the registrar and the archdeacons in relation to church buildings and other places of worship, their contents and their churchyards and other land

22.2.3. To be an essential element, in an advisory role, in the faculty jurisdiction system

#### **22.3. Membership**

22.3.1. The Chair

22.3.2. The Archdeacons

22.3.3. One person to be appointed by the Bishop's Council from the elected members of the diocesan synod

22.3.4. Three persons appointed by the Bishop's Council after consultation with English Heritage, the relevant Association of Local Authorities (as designated by the Dean of Arches) and the National Amenity Societies

22.3.5. No fewer than ten other persons appointed by the Bishop's Council

22.3.6. Such co-options as the Committee may decide (with the consent of the Bishop) provided that the total number of co-optees shall not exceed one third of the total number of other members of the Committee

#### **22.4. Officers**

22.4.1. Chair: appointed by the Bishop following consultation with the Bishop's Council, the Chancellor of the Diocese and the Church Buildings Council

22.4.2. Secretary: appointed by the Bishop after consultation with the Chair and the Diocesan Secretary

#### **22.5. Special Provisions**

22.5.1. Members of the Committee hold office for the duration of two Diocesan Synod triennia (six years)

## **PART 6: STATUTORY COMMITTEES**

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### **23. DIOCESAN BOARD OF PATRONAGE**

#### **23.1. Introduction**

23.1.1. This statutory committee meets as and when required.

#### **23.2. Terms of Reference**

23.2.1. As laid down in the Patronage (Benefices) Measure 1986, namely to have power to acquire, hold and transfer any right of patronage and to exercise any right of presentation or other right incident to a right of patronage held by the board

#### **23.3. Membership**

23.3.1. Three clergy (who shall not be archdeacons) and five lay persons elected by the House of Clergy and House of Laity of the Diocesan Synod respectively **by single transferable vote**

23.3.2. The Bishop, or a suffragan bishop nominated by them to act in his place on such occasions as he or she may determine.

#### **23.4. Officers**

23.4.1. Chair: The Board shall elect one of its members, other than the Bishop, to be Chair

#### **23.5. Special Provisions**

23.5.1. The archdeacon, rural dean and lay chair of the deanery in which any particular benefice in the deanery is under consideration have the right to attend and vote at that meeting.

23.5.2. Members of the Committee hold office for the duration of two Diocesan Synod triennia (six years).

23.5.3. The provisions of Schedule 3 to the Patronage (Benefices) Measure 1986 take precedence over those in Section 8 of this Handbook.

## PART 6: STATUTORY COMMITTEES

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### 24. VACANCY IN SEE COMMITTEE

#### 24.1. Introduction

24.1.1. This statutory committee meets as and when required.

#### 24.2. Terms of Reference

24.2.1. As laid down by the Vacancy in See Committee Regulations 1993 as amended. In a vacancy in the Diocesan See:

24.2.1.1. to prepare a statement of the needs of the diocese

24.2.1.2. to appoint six members (including at least three laypersons) to be members of the Crown Appointments Committee

#### 24.3. Membership

24.3.1. The members of the Committee shall be as laid down by the Vacancy in See Committee Regulations 1993 as amended which may be summarised as follows:

24.3.1.1. Two clergy elected **by single transferable vote** by house of clergy of Diocesan Synod (who shall not be archdeacons or in Episcopal orders); and two lay people whose names appear on the electoral roll of a parish in the diocese elected **by single transferable vote** by the house of laity of the Diocesan Synod

24.3.1.2. The suffragan bishops

24.3.1.3. The dean

24.3.1.4. Two archdeacons (elected by the archdeacons themselves)

24.3.1.5. The Proctors in convocation and members of House Of Laity of General Synod

24.3.1.6. The Chair of the House of Clergy and the Chair of the House Laity of the Diocesan Synod

24.3.1.7. The Bishop's Council may nominate not more than four additional persons who represent a special interest in the diocese or whose appointment is appropriate to secure a better reflection of the Diocese as a whole.

#### 24.4. Officers

24.4.1. Chair: elected by the Bishop's Council from among the members of the Committee

24.4.2. Secretary: appointed by the Bishop's Council at the first meeting of the Council held following the election of the Committee and shall not be a member of the Committee

#### 24.5. Special Provisions

24.5.1. The Prime Minister's secretary for appointments and the Archbishop's secretary for appointments may attend meetings of the Committee.

## **PART 7: INTERPRETATION AND GENERAL PROVISIONS**

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### **25. INTERPRETATION AND GENERAL PROVISIONS**

- 25.1. Unless specifically stated to the contrary, members of the various committees hold office for a period of three years (one synodical triennium) and may be re-elected without limit.
- 25.2. Unless specifically stated to the contrary, elections to the various committees by the Diocesan Synod shall take place as soon as practicable after the election of a new Synod and those elected shall assume office on the following 1st January in accordance with Standing Orders 81-85.
- 25.3. Unless specifically stated to the contrary, elected members shall be elected by means of a “first past the post” system.
- 25.4. Unless different provision is made by statute, if a casual vacancy on any committee or subcommittee shall occur between elections the Executive may make an appointment to fill the casual vacancy.
- 25.5. Any person elected or chosen to fill a casual vacancy shall hold office only for the unexpired portion of the term of office of the person in whose place he or she is elected or chosen.
- 25.6. Unless specifically stated to the contrary, one third of the members of any committee shall constitute a quorum and votes shall pass by a simple majority of members present and voting (with the Chair having a second or casting vote in the case of an equality of votes).
- 25.7. Officers shall not be voting members unless they are also members of the relevant committee.
- 25.8. At least four working days before any meeting of any committee or subcommittee a notice specifying all the business to be transacted shall be sent by post or email to every member of the respective committee. No business shall be transacted other than that which appears on the notice other than by leave of the Chair presiding at the meeting with the consent of the majority of the members present.
- 25.9. Minutes of the proceedings of all meetings of committees shall be kept and once signed by the Chair shall be prima facie evidence of the facts stated therein.
- 25.10. Committees may conduct business by email and votes shall pass by a simple majority of members entitled to vote (with the Chair having a second or casting vote in the case of an equality of votes). Any member is entitled to require the matter to be considered at a meeting instead. Any proposal approved by email must be minuted at the next meeting.
- 25.11. Non-members of Committees including Diocesan Officers and external advisers may be in attendance as required or invited.
- 25.12. No expenditure may be incurred by any committee except in accordance with a budget previously agreed with the Finance Committee.
- 25.13. Any committee may review and overturn the decisions of any of its subcommittees.
- 25.14. Subject to the foregoing provisions, and to any directions given by the Executive, each committee shall have power to regulate its own procedure.

# APPENDIX I: DAC CONSTITUTION

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## *Name*

1. The Committee shall be known as the Chichester Diocesan Advisory Committee.

## *Membership*

2. The committee shall consist of a chair, the archdeacons of the diocese and not less than fifteen other members.
3. The chair shall be appointed by the bishop of the diocese after consultation with the Bishop's Council, the Chancellor and the Council for the Care of Churches.
4. The other members shall be –
  - a) Two persons appointed by the Bishop's Council of the diocese from among the members of the diocesan synod of the diocese (other than appointed or co-opted members).
  - b) One person appointed by the Bishop's Council of the diocese after consultation with the Historic Buildings and Monuments Commission for England ("English Heritage"); one person appointed by the Bishop's Council after consultation with the relevant association of local authorities as designated by the Dean of the Arches; and one person appointed by the Bishop's Council after consultation with the national amenity societies.
  - c) Ten other persons appointed by the Bishop's Council.
  - d) Such other persons may be co-opted under paragraph 12 below.
5. In making appointments under paragraph 4(b) and (c) above, the Bishop's Council shall ensure that the persons appointed have, between them, -
  - a) Knowledge of the history, development and use of church buildings;
  - b) Knowledge of Church of England liturgy and worship;
  - c) Knowledge of architecture, archaeology, art and history; and
  - d) Experience of the care of historic buildings and their contents.
6. The first appointment of the chair and other members of the committee under paragraph 4(a) and (b) above shall take place as soon as practicable, and subsequent new appointments of the chair and those members shall be made within the period of one year following the formation of the second new diocesan synod after the latest appointment, so that the term of office of the committee shall be six years.
7. The term of office of the chair and any other member of the committee appointed under paragraph 4(a) and (b) above shall be the period of his appointment to the making of the new appointments in accordance with paragraph 6 above.
8. A member of the committee who ceases to hold a qualification by virtue of which he became a member shall thereupon cease to be a member.
9. A member of the committee who ceases to hold office otherwise than by virtue of paragraph 8 above shall be eligible for re-appointment.
10. Where a casual vacancy occurs among the chair and other members of the committee appointed under paragraph 4(a), (b) or (c) above, the bishop shall appoint a person to fill the vacancy, and if the person whose place is to be filled was a member of the committee by virtue of his membership of the diocesan synod of the diocese the person so appointed shall also be a member of that diocesan synod.
11. Any person appointed to fill a casual vacancy shall hold office only for the unexpired portion of the term of office of the person in whose place he is appointed.

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12. With the consent of the bishop of the diocese, the committee may from time to time co-opt such persons (of a number not exceeding one third of the total number of the other members) as it thinks fit to be additional members of the committee, but any person so co-opted shall cease to be a member of the committee on the making of new appointments of members in accordance with paragraph 6 above.

### *Miscellaneous*

13. The bishop of the diocese may appoint suitably qualified persons in any number to act as consultants to the committee if the committee request him to do so.
14. The secretary of the committee shall be appointed by the bishop of the diocese after consultation with the chair of the committee and the Diocesan Secretary.
15. The bishop of the diocese may appoint an assistant secretary to the committee after consultation with the chair of the committee and the Diocesan Secretary.

### *Functions*

16. The functions of the committee shall be –
- a) To act as an advisory body on matters affecting places of worship in the diocese and, in particular, to give advice when requested by any of the persons specified in paragraph 17 below on matters relating to –
    - (i) The grant of faculties;
    - (ii) The architecture, archaeology, art and history of places of worship;
    - (iii) The use, care, planning, design and redundancy of places of worship;
    - (iv) The use and care of the contents of such places;
    - (v) The use and care of churchyards and burial grounds;
  - b) To review and assess the degree of risk to materials, or of loss to archaeological or historic remains of records, arising from any proposals relating to the conservation, repair or alteration of places of worship, churchyards and burial grounds and the content of such places;
  - c) To develop and maintain a repository or records relating to the conservation, repair and alteration of places of worship, churchyards and burial grounds and other material (including inspection reports, inventories, technical information and photographs) relating to the work of the committee;
  - d) To issue guidance for the preparation and storage of such records;
  - e) To make recommendations as to the circumstances when the preparation of such a record should be made a condition of a faculty;
  - f) To take action to encourage the care and appreciation of places of worship, churchyards and burial grounds and the contents of such places, and for that purpose to publicise methods of conservation, repair, construction, adaptation and re-development;

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- g) To perform such other functions as may be assigned to the committee by any enactment, by any Canon of the Church of England or by resolution of the diocesan synod or as the committee may be requested to perform by the bishop or chancellor of the diocese.
17. The persons referred to in paragraph 16(a) above are –
- a) The bishop of the diocese;
  - b) The chancellor of the diocese
  - c) The archdeacons of the diocese
  - d) The parochial church councils of the diocese;
  - e) Intending applicants for faculties in the diocese;
  - f) The pastoral committee of the diocese;
  - g) Persons engaged in the planning, design or building of new places of worship in the diocese, not being places within the jurisdiction of the consistory court;
  - h) Such other persons as the committee may consider appropriate.

### *Definition*

18. In this constitution “national amenity society” has the same meaning as in the Care of Churches and Ecclesiastical Jurisdiction Measure 1991.

## **APPENDIX 2: MISSION AND PASTORAL COMMITTEE CONSTITUTION**

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### **1. General duty**

It shall be the duty of any person or body carrying out functions under the Mission and Pastoral Measure 2011 to have due regard to the furtherance of the mission of the Church of England.

### **2. Functions of the Committee**

It shall be the duty of the Mission And Pastoral Committee:

- (a) to make or assist in making better provision for the cure of souls in the diocese as a whole and, to the extent that the Committee thinks appropriate, in particular parts of the diocese or in particular parishes;
- (b) from time to time, as the Bishop may direct, or as the Committee thinks fit, to review arrangements for pastoral supervision and care in the diocese as a whole and, to the extent that the Committee thinks appropriate, in particular parts of the diocese or in particular parishes (including sharing agreements in respect of a church or parsonage house and any proposals for sharing agreements);
- (c) from time to time, as the Bishop may direct, or as the Committee thinks fit, to prepare strategies or proposals for carrying out the Committee's functions under paragraphs (a) and (b) above for submission to the Bishop and the Diocesan Synod for their approval;
- (d) to maintain an overview of matters relating to church buildings in the diocese and their use, other than matters which are within the jurisdiction of the consistory court or within the functions of the Diocesan Advisory Committee;
- (e) in the case of listed buildings or buildings in a conservation area, to make every endeavour to find a suitable alternative use or suitable alternative uses for churches which are proposed to be closed and buildings which have been closed for regular public worship in the diocese under a pastoral church buildings scheme and, in the case of any other such building, to develop proposals for the suitable alternative use or uses of the building or for the demolition of the building and the disposal of its site;
- (f) where it considers it desirable, to make recommendations to the Bishop in accordance with section 6 or 21 of the 2011 Measure for any of the matters for which provision may be made under that Measure (other than section 50) by a pastoral scheme or order; and
- (g) to carry out any other functions conferred upon a mission and pastoral committee of a diocese by any enactment.

## **APPENDIX 2: MISSION AND PASTORAL COMMITTEE CONSTITUTION**

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### **3. Carrying out the Committee's functions**

In carrying out any of its functions the Mission And Pastoral Committee shall have regard to:

- (a) the financial implications for the diocese and the Church of England as a whole;
- (b) the need to allocate appropriate spheres of work and to ensure that appropriate conditions of service are enjoyed by those employed or holding office in the diocese and, where relevant, that reasonable remuneration is provided for all those engaged in the cure of souls;
- (c) the traditions, needs and characteristics of particular parishes; and
- (d) any other aspects of the policies of the diocesan synod to which the synod has requested the Committee to have regard in discharging its responsibilities.

### **4. Membership of Diocesan Mission and Pastoral Committee**

The members of the Diocesan Mission and Pastoral Committee shall be the members from time to time of the Bishop's Council and the Chair shall be the Bishop.

### **5. Power of delegation**

The Committee may delegate any of its functions to sub-committees except its duty under section 6(5) or 21(4) of the 2011 Measure to afford opportunity to incumbents of benefices and vicars in team ministries to meet the committee itself and its functions under Schedule 4 to that Measure regarding compensation of clergy.

### **6. Appointment of sub-committees**

The Committee shall have power to appoint sub-committees and to appoint to them persons who are not members of the Committee.

### **7. Calling in of sub-committee decisions**

Where a proposal is agreed by a sub-committee and a majority of the elected members of the sub-committee voted against such proposal, any two of them may give notice to the secretary that they require the proposal to be considered and voted upon by the diocesan Committee.

Where such notice is given, no action on the proposal shall be taken unless and until it is approved by the diocesan Committee.

## APPENDIX 2: MISSION AND PASTORAL COMMITTEE CONSTITUTION

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### 8. Power to amend

The Secretary shall have the power to make minor drafting amendments to proposals in agreement with the Church Commissioners and the relevant archdeacon. A written report of all such amendments to proposals shall be circulated for the next meeting of the appropriate sub-committee.

### 9. Reporting

The Committee shall prepare a report of its work once a year for both the Bishop's Council and for the Diocesan Synod and shall also present annually to the Commissioners a report on the exercise of its functions under section 3(3)(e) of the Mission and Pastoral Measure 2011.

### 9. Meetings

Full Committee: to meet at least twice every year

Sub-committees: each sub-committee shall meet at least three times a year

### 10. Quorum

The quorum shall be one-third of members. Subject to that, the Committee may act notwithstanding any vacancy in the membership or any defect in its composition.

### 11. Officers

The Committee and sub-committees shall be serviced by the Secretary to the Diocesan Mission and Pastoral Committee.

### 12. Advisers

The Committee and any sub-committee shall have power to appoint persons who have appropriate expertise whether or not as members of another body to provide advice on any of their functions.

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### 13. Membership of the sub-committees

#### Ex officio

The relevant suffragan bishop (usually to chair)

The relevant archdeacons

The relevant rural deans and deanery lay chairs

#### Elected

2 lay and 1 clergy elected by the Diocesan Synod from each respective archdeaconry

#### Appointed by the relevant suffragan bishop

2 further members