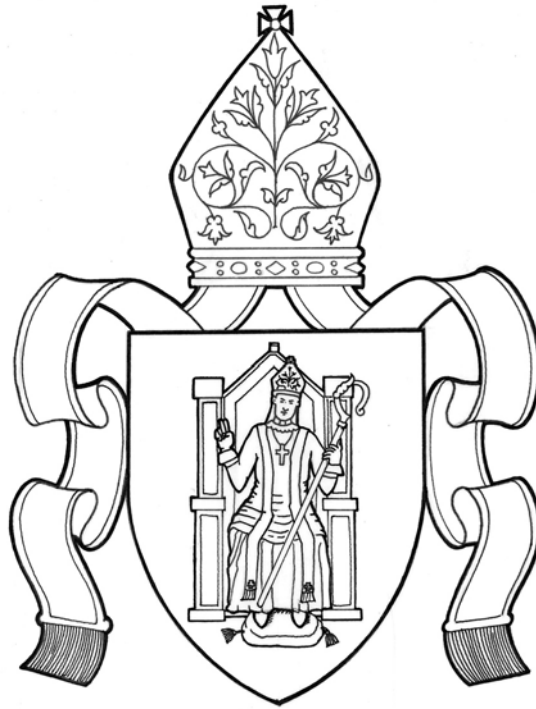


The Church of Ireland Diocese of Clogher



Financial Scheme ~ **Standing Orders** and **Rules**

Approved by Diocesan Synod 30th September 2010

Financial Scheme

DIOCESE OF CLOGHER

FINANCIAL SCHEME 2011

Approved by Diocesan Synod and the Representative Body

This Financial Scheme shall take effect as from the 1st day of January 2011, and may be cited as the Financial Scheme 2011. All previous Financial Schemes and Supplemental Schemes are hereby rescinded.

The Scheme is divided into the following Chapters: -

Chapter I	Diocesan Sustentation Fund.
Chapter II	Diocesan Episcopal Fund.
Chapter III	Diocesan Superannuation Fund.
Chapter IV	Diocesan Ministry Fund.

CHAPTER I

DIOCESAN SUSTENTATION FUND

1. The capital of the Fund shall consist of: -
 - a. The capital and revenue balance as on the 1st January 2011, of the Sustentation Fund
 - b. In each year 50% of the interest on the capital funds invested
 - c. Any bequests, contributions or donations which are specifically given for the capital of the Fund
 - d. Any surplus on the Revenue Account annually
2. The revenue shall consist of: -
 - a. In each year 50% of the interest on the capital funds invested
 - b. Assessments, Augmentations and additional costs payable by the parishes under this scheme from the 1st January 2011
 - c. Any bequests, contributions or donations which are specifically given for the revenue of the Fund
 - d. Transfers from Diocesan or other Funds as may be authorised by the Diocesan Synod or other proper authority
3. The Assessments referred to in sub-section (2.b) above shall mean, in respect of each parish or union of parishes within each incumbency, such amount as the Diocesan Council shall fix in November each year for the forthcoming financial year of 1st January to 31st December as: -
 - (i) being required in order to provide sufficient funds to ensure the payment of all Approved Stipends and Allowances throughout the Diocese along with the Episcopal Levy and all other levies of the General Synod and Representative Body, and the Sustentation and

Administration of the Diocese, as detailed in section 10 of this chapter.

- (ii) being a contribution, equally apportioned across all incumbencies, towards the total expenditure and deficit of the diocese's financial year to the previous 31st December on the sterling account and the sterling equivalent on the euro account, the rate of exchange will be based on the average rate for the financial year to which the accounts relate. The full assessment apportioned to the incumbency must be met, and will be subdivided further to produce an assessment for parishes or union of parishes within each incumbency, apportioned on the basis of parochial population as per the most recent Easter Vestry Return. The parish or union of parishes population reported on Easter Vestry Returns should account for every man, woman and child claiming to be a member of the Church of Ireland and belonging to a household which subscribes to the parish or union of parishes. Provided consensus has been reached among the Select Vestries within an incumbency, Select Vestries can request an alternative arrangement for the apportionment across parishes or union of parishes within such incumbency. Such an arrangement will be put in place on a continual basis until such times as a Select Vestry within the incumbency seeks re-calculation of the apportionment.
4. Contributions from parishes or union of parishes under this Scheme must be paid by quarterly installments payable by standing order on 14th February, 14th May, 14th August and 14th November or before that date.
5. Parishes or union of parishes which are unable to finance in full their respective proportion of their incumbency's assessment can seek financial assistance from Diocesan Council under the Diocesan Subsidy Scheme up to a maximum of 25% of that parish's or union of parishes' assessment in any given year, and up to a total of £50,000 or euro equivalent per incumbency throughout the lifetime of the subsidy scheme until the year 2020 after which the subsidy scheme will be discontinued. The level of support granted to parishes or union of parishes will be recorded in the Report of the Diocesan Council to the Diocesan Synod each year on a cumulative basis throughout the lifetime of the subsidy scheme. Diocesan Council will grant financial assistance to applicant parishes or union of parishes provided the parish or union of parishes:-
- a. has paid its assessment in full to date
 - b. has submitted its annual financial return, which must declare all parish or union of parishes income, expenditure and funds
 - c. pays its assessment by standing order
 - d. has a sustentation income for the previous financial year which is less than the parish or union of parishes assessment for the current financial year
 - e. is not benefitting from provision of ministry in addition to that of an incumbent, unless authorized by the Bishop and Diocesan Council.
 - f. has complied with any other stipulation required by the Bishop and/or Diocesan Council

Provided the aforementioned criteria have been satisfied and provided the level of financial assistance to be granted is not greater than 25% of the parish or union of parishes assessment and that the incumbency of which the parish or union of parishes belong has not reached the maximum level of £50,000 or euro equivalent of subsidies received within the ten year lifetime of the subsidy scheme, the subsidy granted to any applicant parish or union of parishes by Diocesan Council will be calculated on the basis of the parish's or union of parishes' assessment, less the parish or union of parishes sustentation income for the previous financial year, less 20% of the parish's or union of parishes unrestricted financial reserves. However, the Diocesan Council reserves the right to take into consideration the overall financial activities of the parish or union of parishes, before finally deciding whether or not to award a subsidy to a parish or union of parishes. Select Vestries of applicant parishes or union of parishes should submit by 31st July each year a request for financial assistance in writing to the Diocesan Council, detailing the reasons for seeking assistance and what plans the parish or union of parishes has in place for the future, especially in terms of growth and financial sustainability, along with any other information deemed appropriate by the Select Vestry.

6. Select Vestries of Parishes or union of parishes which persistently fail to pay their assessment in full on the due date, or require financial assistance from the Diocese beyond the provisions of the aforementioned subsidy scheme will have their parochial status suspended, pending re-organization in relation to its group and/or union and potentially closure of its church building by the next meeting of Diocesan Synod, and in the case of a parish or union of parishes which is vacant, it will be re-classified by Diocesan Council as a Bishop's Curacy with immediate effect, pending a decision by Diocesan Synod. In some instances the Diocesan Council may request the Diocesan Synod to postpone such re-organisation in order to undertake such in the context of an overall review within the diocese.
7. Parishes or union of parishes which, at the discretion of the Bishop, avail of ministry in addition to that of an incumbent, for example a Non-Stipendiary Minister, Curate Assistant, or Diocesan Pastoral Assistant, will pay annually in arrears to the Diocese the totality of the cost for such additional ministry. Parishes or union of parishes which have an incumbent and are in receipt of a diocesan subsidy will not be eligible for receipt of additional ministry, unless permitted by the bishop and Diocesan Council.
8. For any given year, Select Vestries may determine to award a Stipend Enhancement to their incumbent and/or curate of up to 10% of their assessed percentage of the Minimum Approved Stipend. The amount of the enhancement will be included in the assessment for the parish or union of parishes concerned. The enhancement will be paid through the Representative Church Body to the incumbent and/or curate concerned, provided that the Select Vestry notifies Diocesan Council of their decision in writing before the 31st October in respect of the following calendar year. This will replace the Differential Payment Scheme from 1st January 2011, which will be phased out.

However, for incumbents appointed prior to 1st January 2011, who were in receipt of a Differential Payment during 2010, the differential payment percentage in place for 2010 will be the minimum amount payable to such clergy under the Stipend Enhancement Scheme for the duration of their appointment.

9. The differential payment scheme previously available to incumbents, along with vacancy credits and furnishing grants will be discontinued as and from 1st January, 2011.
10. The Diocesan Sustentation Fund shall be liable for the following charges in the order named, so far as the income of the Fund will admit:-
 - a. The Approved Stipends as from time to time fixed by Diocesan Council in accordance with Section 51 of Chapter IV of the Constitution and any augmentations thereto.
 - b. The Episcopal Levy for the Diocese.
 - c. The Expenses of Office and Locomotory Allowance payable to Clergy as from time to time fixed by Diocesan Council.
 - d. Contributions to the Clergy Pension Fund and the NIC/PRSI for Clergy.
 - e. Contributions to the Clergy Endowment Scheme as from time to time fixed by Diocesan Council.
 - f. The Approved Payment and Expenses as from time to time fixed by Diocesan Council for Non-Stipendiary Ministers.
 - g. Contributions to the Severance Fund as from time to time fixed by the Representative Body.
 - h. Vacancy, diocesan and sickness duty expenses as from time to time fixed by Diocesan Council.
 - i. Salaries and Expenses relating to Diocesan Pastoral Assistants as from time to time fixed by Diocesan Council.
 - j. Salaries and Expenses relating to Diocesan Administrative employees as from time to time fixed by Diocesan Council.
 - k. Expenses and Salaries not greater than the pro rata equivalent of the Minimum Approved Stipend, Expenses of Office and Locomotory Allowance, relating to all other provision of ministry within the diocese authorised by the bishop in consultation with other relevant persons for pastoral, liturgical and administrative cover in incumbencies during periods of vacancy, sickness or absence as from time to time approved by the Bishop.
 - l. Expenses and Salaries not greater than the pro rata equivalent of the Minimum Approved Stipend, Expenses of Office and Locomotory Allowance, relating to all other provision of ministry within the diocese authorised by the bishop in consultation with Diocesan Council.
 - m. Such Diocesan Administration Expenses as may be certified by the Diocesan Council, or up to £100 or euro equivalent as approved by the Diocesan Secretary, or up to £500 or euro equivalent as approved by the Bishop, or greater amount as from time to time fixed by Diocesan Council.
 - n. The Child Protection Officers Levy.

- o. Annual Grants and Honoraria as detailed herewith or as from time to time fixed by Diocesan Council:-
 - i. Dean - £600
 - ii. Archdeacon - £750
 - iii. Precentor and Chancellor- £350
 - iv. Prebendaries - £225
 - v. Representative Canon in St. Patrick's Cathedral, Dublin - £450
 - vi. Registrar - £750
 - vii. Rural Deans - £45 per parish or union of parishes in the Rural Deanery
 - viii. Glebes Secretary - £350
 - ix. Director of Ordinands - £150
 - x. Warden of Readers - £225
 - xi. Diocesan Lay Ministry Co-ordinator - £225
 - xii. Diocesan Webmaster - £250
 - xiii. Diocesan Communications Officer - £250
 - p. Out-of-pocket expenses of Diocesan representatives as approved by the Diocesan Council, or up to £100 or euro equivalent as approved by the Archdeacon, or up to £500 or euro equivalent as approved by the Bishop, or greater amount as from time to time fixed by Diocesan Council.
 - q. One third of the cost of removal expenses for retiring clergy as approved by the Diocesan Council, or up to £600 or euro equivalent as approved by the Bishop, or greater amount as from time to time fixed by Diocesan Council.
 - r. Annual Allocations totalling no more than 25% of the Minimum Approved Stipend in Northern Ireland or euro equivalent to Religious and Philanthropic objects as approved by the Diocesan Council.
 - s. Contributions to the Priorities Fund as from time to time fixed by Standing Committee of General Synod.
 - t. The Bishop and Diocesan Council together shall decide on all other expenditure relating to the Diocese not provided for in this section, up to 25% of the Minimum Approved Stipend in Northern Ireland or euro equivalent, but shall submit such decisions for confirmation by the Diocesan Synod at its next meeting.
 - u. The Diocesan Synod shall decide on all other expenditure not provided for in this section.
11. In the event of a parish or union of parishes falling short in the Assessment under the Scheme or failing to pay by standing order, the Stipend shall be paid in full to the Incumbent or Curate-in-Charge, but the amount of arrears against the parish or union of parishes shall be brought forward every year with interest at 3% above the Bank of England Base Rate for parishes or union of parishes in Northern Ireland and 3% above the European Central Base Rate for parishes or union of parishes in the Republic of Ireland, or their successors, during the period of default; and the parish or union of parishes will not be eligible for financial assistance from the Diocese towards its assessment under the subsidy scheme; and when a vacancy occurs in that parish or union of parishes, no appointment of an incumbent will be made to its respective incumbency until the amount has been paid in full. The

Diocesan Council shall make such arrangements as it shall think fit for the recovery of the amount of arrears owing by the parish or union of parishes together with interest as above. The names of all parishes or union of parishes which are in arrears at 31st December each year are to be entered in the Report of the Diocesan Council to the Diocesan Synod.

12. If any incumbency shall fail to provide a free house as defined in Section 37 of Chapter IV of the Constitution, the Diocesan Council may do so from the Sustentation Fund, charging any expenses thereby incurred against the account of the parish or union of parishes of the incumbency concerned.
13. The Diocesan Council shall annually lay before the Diocesan Synod an account of the Sustentation Fund and a Balance Sheet of the Diocese audited by such auditors as the Diocesan Council shall appoint, with such subsidiary Accounts and statistical reports as the Diocesan Council shall think fit or the Diocesan Synod shall require.
14. The Diocesan Council shall request the Representative Church Body to make Motor Loans to serving clergy of the Diocese, and the limit of such Loans shall be in accordance with those set down by the Representative Church Body and revised by them from time to time as to amount and term of Loan. As the Diocesan Council guarantees the repayment of such Loans, the Loans will be subject to the following conditions:-
 - a. that the monthly repayment shall be a first charge on the stipend of the Minister who obtained the loan.
 - b. that in the event of the Minister leaving the Diocese, the Church of Ireland, retiring, or through death, the Motor Loan will be repaid in full within 60 days of the happening of such event.
 - c. that all regulations contained in the Agreement signed with the Representative Church Body on obtaining the Loan will be adhered to.
15. The authorised signatories for the Diocesan Sustentation Account shall be any two of the following:
 - a. The Bishop
 - b. The Archdeacon
 - c. The Dean
 - d. The Precentor
 - e. The Chancellor
 - f. The Honorary Lay Secretaries of Diocesan Synod and Council
16. The Diocesan Council shall decide on all cases not provided for by these rules, or in which their application may appear to be doubtful, but shall submit such decisions for confirmation by the Diocesan Synod at its next meeting.

CHAPTER II.

DIOCESAN EPISCOPAL FUND

The income of the Fund is to be utilised for payment and support of the Bishop of the Diocese.

CHAPTER III.

DIOCESAN SUPERANNUATION FUND

1. The capital shall consist of:-
 - a. The sum which on 1st January 2011, was held by the Representative Church Body for the Diocesan Superannuation fund.
 - b. Any bequests, contributions or donations which are specifically given for the capital of the Fund.
 - c. In each year any surplus on the Revenue Account.
2. The revenue shall consist of:-
 - a. Interest on capital.
 - b. Any bequests, contributions or donations which are specially given for the revenue of the Fund.
3. The first charge on the revenue of the Fund shall be the annual payment to the Representative Church Body of the Diocesan Assessment for the Clergy Superannuation General Fund required under Chapter 14 of the Constitution.
4. The Council may as its own discretion allocate grants to retired clergy and widows of clergy who have served a minimum of fifteen years in the Diocese and has been ordained for at least twenty years.

CHAPTER IV.

DIOCESAN MINISTRY FUND.

The income of the Fund is to be utilised for payment and support of Ministry training in the Diocese at the discretion of the Bishop.

DIOCESE OF CLOGHER

STANDING ORDERS AND RULES

Amended 1954, 1983 and 2010.

STANDING ORDERS

1. Notice of Meeting of the Synod shall when practicable be issued to each Member at least ten days before the day appointed for the Meeting. As provided by the Constitution, chap. ii, sec. 22.
2. The publication of the list of the Members of Synod prescribed by the Constitution, chap. ii, sec. 19 shall be affected by sending to each Member, together with the Report of the Council, a list of the Members.
3. Every Meeting of the Synod shall commence with the reading of a portion of Holy Scripture and Prayer.
4. The Holy Bible and the Book of Common Prayer shall lie on the Table.
5. During its ordinary meetings the Synod shall meet each day according to Notice and sit till the time notified, or until such other time as may be decided by a majority of the Synod. In accordance with the Constitution, chap. ii, sec. 21(1).
6. Speeches, with the exception of the opening statement, shall be limited to five minutes.
7. A demand for a VOTE BY ORDERS can only be made AFTER A DIVISION IS CALLED FOR, and MUST BE IN WRITING, signed BY SIX MEMBERS OF EITHER ORDER, ALL PRESENT. In accordance with the Constitution, chap. ii, sec. 27.
8. No person, not being Members of the Synod, shall be admitted to its Meetings (unless by special order in writing, signed by the President, with the consent of the Synod), except its own Officers and Reporters.
9. The quorum shall consist of ONE-FOURTH of each Order. In accordance with the Constitution, chap. ii, sec. 25.
10. The presence of a quorum shall always be presumed, unless the question be raised. If a scrutiny is demanded, and the absence of a QUORUM ascertained, the Meeting shall stand adjourned TO SUCH TIME AS THE PRESIDENT SHALL DECIDE.

11. Any Member of the Synod shall be at liberty to call upon the Chairman to ascertain the presence of a quorum at any period of the proceedings, except when a motion has been put from the Chair; in such case, the question of a quorum shall not be raised until such motion shall have been disposed of.
12. When any question has been put from the Chair, no Member shall be permitted to retire until that question has been disposed of.
13. When the Chair has been taken, NO MEMBER shall continue standing unless when addressing the Chair.
14. All questions of "Order" shall be decided by the President, and when TWO OR MORE Members rise simultaneously, the President shall decide which of them shall have priority.
15. The President shall confine each Speaker to the subject-matter of debate; but it shall not be "IN ORDER" for any other Member to interrupt a speaker, except through the medium of the President.
16. No Member shall be allowed to speak more than once on the same question in the same debate, unless in Committee of the whole Synod (except in explanation or to order); but the mover of any question, NOT BEING AN AMENDMENT, shall be allowed the liberty to reply; and the seconder – whether of a motion or an amendment – may reserve his speech to any period of the debate.
17. Whenever the President rises during a debate any Member speaking or offering to speak shall sit down, so that the President may be heard without interruption. The President shall not take part in discussions without leaving the Chair.
18. All Notices of Motion shall BE IN WRITING, dated, and signed by the Mover, and submitted at least one month prior to Synod to one of the Honorary Secretaries. The Honorary Secretaries shall number and file them that they may be taken up in the order in which they were received; provided always that Motions proceeding from the Diocesan Council SHALL HAVE PRECEDENCE.
19. All Notices of Motion affecting the finances of the Diocese shall be submitted to the Diocesan Secretary at least ten days before the meeting of the SYNOD.
20. No Motion or Amendment, except in Committee on a Legislative Measure, shall be taken into consideration, unless it be seconded; but if seconded, it cannot be withdrawn without the leave of the Synod. No Amendment on an Amendment shall be received, unless the first Amendment shall have been become a substantive Motion.
21. When a Motion has been made and seconded, it shall be competent for any Member to move the previous question.

22. No discussion shall be permitted on a Motion for the adjournment of the debate; but the question shall be put immediately from the Chair, and decided by a show of hands, or by a division, if called for.
23. NO SELECT COMMITTEE shall consist of more than FIFTEEN Members, without the consent of the Synod. When a Motion for a Committee has been carried, the mover shall be at liberty to move the appointment of its Members, himself being in all cases one of them.
24. The Report of a Committee shall be in writing, and when it requires action, such action shall be suggested by the Committee in a Resolution, or series of Resolutions accompanying such Report.
25. The Bishop of the Diocese shall be a Member of all Standing Committees.
26. All Legislative Measures must pass a FIRST, SECOND and THIRD reading before they can become Law, with discussion (if necessary) in Committee of the whole Synod, between the second and third reading; but in all cases an interval of at least ONE DAY shall elapse between the second reading (or Report, of Committee, as the case may be) and third reading; nor shall any measure, EXCEPT BY SPECIAL SUSPENSION of the Standing Orders, pass through all its stages and become LAW IN ONE DAY.
27. No substantial alteration shall be made on the third reading of a Legislative Measure without re-committal.
28. No Standing Order can be suspended except by a unanimous Vote.
29. The following matters shall be the subject of Legislative Measures, and shall not be carried out by mere Resolution of the Synod:-
 - 1st. Any Amendment or appeal of any Legislative Measure passed by the Synod.
 - 2nd. Any alteration of the quorum of the Synod.
30. No Resolution of the Synod shall be rescinded except by a Resolution of which notice shall have been given at the previous Session of the Synod.
31. The President shall regulate the proceedings of the Synod in all matters not provided for in the foregoing orders by analogy to the Standing Orders of the General Synod.
32. Minutes of Diocesan Synod shall be verified and adopted by the next meeting of Diocesan Council following Synod, and shall be available to Synod Members upon request.

ORDERS OF BUSINESS

1. The President shall take the Chair, and appoint his Assessor.
2. The Synod shall be opened with the reading of Holy Scripture and Prayer, during which time the doors shall be closed.
3. The President's Address.
4. Arrangements shall be made for any elections that are to take place at that Meeting of the Synod.
5. Four secretaries, two Clerical and two Lay, shall be elected by their respective orders from the Members of the Synod as soon as may be convenient after the opening of the Synod. They shall hold office until the first Meeting of a new Synod and shall be Members and Secretaries of the Council.
6. Communications from the General Synod shall be presented.
7. Reports of the Council shall be taken up and considered *seriatim*¹ until disposed of. The Report of the Diocesan Board of Education shall be included in the Report to Diocesan Synod.
8. Adjourned debates and other business ordered by the Synod at a previous Meeting to be taken into consideration shall be proceeded with.
9. Business proposed for consideration by the Council shall be proceeded with.
10. Reports of Committees and Boards appointed by the Synod shall be presented and considered, including that of the Diocesan Board of Mission, the Diocesan Board of Religious Education, and the Diocesan Board of Social Responsibility.
11. Reports of other Diocesan Committees, such as the Diocesan Magazine Committee, the Diocesan Youth Councils, and the Diocesan Ministry of Healing Committee, shall be included in the Report to Diocesan Synod, and may be presented at Synod.
12. Notices of motion by private members shall be taken up and considered.
13. Subject to the above Rules, any business not disposed of on the previous day shall have precedence on the next day's sitting, in the order in which it shall have been previously brought forward.
14. If the Synod sits more than one day, on the second day and subsequent days the minutes of the previous day's proceedings shall be read and confirmed.

¹ In a series; one after another in regular order.

GENERAL RULES FOR ELECTION

1. In the case of all elections, except the election of the Honorary Secretaries, at ordinary meetings of Clogher Diocesan Synod, nomination papers shall be issued to members of synod by the Diocesan Secretary three calendar months in advance of Diocesan Synod. Completed nomination papers signed by the nominee along with the individuals who have proposed and seconded the nomination, shall be returned to the Diocesan Secretary no later than one calendar month before Synod. Outgoing office-holders, co-optees and supplementals for which election by voting papers is to take place, shall be deemed nominated for re-election unless they inform the Diocesan Secretary otherwise in writing at least one calendar month before Synod.
2. Voting papers shall list all nominated individuals eligible for election, and outline the number of votes to be cast for each election. Voting papers shall be issued by the Diocesan Secretary at the same time as the notice convening the Synod. Completed voting papers shall be returned to the Diocesan Secretary by post to arrive no later than 5.00pm two days before the Synod.
3. Voting papers, sealed in the envelope provided which must be signed, shall be placed by the Voter in the postal envelope provided for such voting papers, and returned to the Diocesan Secretary. The voting papers shall at all times, until the count begins, be the responsibility of the Diocesan Secretary.
4. Diocesan Council shall be responsible for the appointment of scrutineers, a minimum of two lay and two clerical. The Clerical voting papers shall be examined by Lay Scrutineers and Lay voting papers by Clerical Scrutineers. The Scrutineers shall commence the count on the day before Synod. The voting papers shall be counted, and membership of all elected Diocesan Representatives, Committees and Bodies, shall be published at Synod and published forthwith in the next edition of the Clogher Diocesan Magazine.
5. In case of an equal number of votes being given for two or more persons in any of the elections, the position of those persons on the poll shall be determined by lot under the management of the Scrutineers.
6. In the case of casual vacancies and when there are insufficient persons nominated for any elections, members of Diocesan Synod shall be informed of such vacancies through the notified agenda of Synod, and nominations and election for such positions shall be taken at the meeting of Synod under item four of the Synod Order of Business.
7. In the year 2011 and triennially thereafter, within one month of their appointment at each triennial Easter Vestry all lay members of diocesan synod, including supplemental members, shall sign and return to the diocesan secretary the declaration required of them by the Constitution to qualify for membership of diocesan synod. Subsequently, all Synod members attending the Diocesan Synod shall complete the attendance registration card of Synod, and deposit it in the registration box on the day of synod.

8. A quota shall be retained for the under forty-five age bracket for the following:
 - Diocesan Council – at least two lay and two clerical
 - General Synod – at least six lay and three clericalDiocesan Council reserves the right to review the quotas at any given time.
9. The Diocesan Council shall be appointed Triennially at the first ordinary meeting of the Synod after the Triennial Election to Synod, twelve lay members and twelve clerical members shall be elected, three lay members and three clerical members shall be co-opted, and casual vacancies which occur during the ensuing three years will be filled by co-options made by the Diocesan Council voting by order, within the provisions provided under chap. ii, sec. 35 of the Constitution. Such co-options with dates of appointment will be indicated in each Diocesan Report to the Synod.

RULES FOR THE ELECTION OF THE DIOCESAN COUNCIL

1. The Diocesan Council shall consist of the Bishop and four secretaries, elected pursuant to Rule 5 of the “Order of Business” together with fifteen Clergymen and fifteen Laymen.
2. Of the said fifteen Clergymen and fifteen Laymen, twelve Clergymen shall be elected by the votes of the Clergy and twelve Laymen shall be elected by the votes of the Laity. The remaining three clergymen and three laymen shall be co-opted by order at the first meeting of the Diocesan Council to be held after such election, or as soon thereafter as the Bishop shall think fit. All casual vacancies shall be filled by co-option by order.

FUNCTIONS OF DIOCESAN COUNCIL

1. The Diocesan Council have a general authority to carry into effect all orders and enactments of the Diocesan Synod.
2. They are to superintend and carry out the Diocesan Scheme according to the powers therein assigned to them.
3. They are empowered to suspend nominations under chap. ii, sec. 36 of the Constitution.
4. They are directed to take measures for the inspection and preservation of all churches, school-houses, glebe-houses, graveyards and other ecclesiastical property in the Diocese.
5. A glebes committee shall be elected every year for the management of glebes in accordance with the Constitution chap. xiii, and shall report its decisions to council. In addition it shall report to Council on the condition of all churches in the diocese and make recommendations accordingly. The Dean, Archdeacon, Chancellor, Precentor and the Rural Deans shall be members of the Glebes Committee. The lay members shall be elected annually by the Diocesan Council at its first meeting after the annual meeting of the Diocesan

Synod. The Glebes Committee may nominate members for election by the Diocesan Council.

6. They have power to order the churches to be insured for such sums as they shall deem sufficient; and they are directed to make a special report on this subject to the Diocesan Synod at each annual meeting.
7. They are empowered to give the consent of the Synod to all unions, permanent or temporary, of benefices; to all changes of the boundaries of existing benefices; and to all divisions of benefices now united, which shall have been agreed to by the Incumbents, if any, and select vestries of the parishes concerned – Provided that in each of the foregoing Rules, 1, 4, 5, 6, an appeal shall be to the ensuing Diocesan Synod, and, pending such, action shall be suspended – such appeal to be given to the Diocesan Secretary within a month of the decision being made known to the Vestry or Vestries concerned.
8. The Diocesan Council has the power of deciding all cases of disputed elections; and the Council shall appoint a Committee to try any appeal made not later than ten days after the occurrence of any Election of Synodsmen, Parochial Nominators, Select Vestrymen, or Churchwardens.
9. The decision of the Committee shall be in all cases final; and in case a new election be necessary, the Committee shall communicate their decision to the Bishop within one week, who shall thereupon order a new election, of which due notice shall be given.
10. Treasurers of all Diocesan Committees shall submit annually to the Diocesan Council a full and detailed account, up to December 31st each year, of all funds entrusted to their care.
11. The Diocesan Council shall prepare a report for each ordinary meeting of the Diocesan Synod, and send same, together with a statement of the business to be transacted, to all members of the Synod one week before the day of meeting, but not to the exclusion of any other business which the Council may in the interval deem it expedient to bring forward. The report shall contain the detailed account of all Diocesan Funds, and the resolutions which the Diocesan Council propose to submit to the Synod for adoption; such resolutions shall have precedence of other business.
12. The Diocesan Council shall promote the raising of the Sustentation Fund, as well as the funds for Diocesan and Parochial objects, taking measures to circulate information, and to obtain donations and subscriptions, and shall endeavour to secure in every Parish systematic collections for such funds.
13. The Diocesan Council shall have authority, in conjunction with the Representative Body of the Church, to take out of the Sustentation Fund such provision for the temporary discharge of clerical duty as the exigencies of any Parish may require. All such arrangements to be laid before the Synod at its next Meeting, and to be subject to revision or alteration by the Synod.

14. The Diocesan Council shall have power to form Sub-Committees, to make By-laws for the regulation of its procedure, to provide an Office, to hire a Clerk or Clerks, if it shall deem such necessary for the transaction of business.
15. The Diocesan Council shall make arrangements for and prepare the business of the Meeting of the Diocesan Synod.

BY-LAWS OF THE DIOCESAN COUNCIL

1. The Bishop, shall, from time to time, convene the Diocesan Council.
2. Notice shall be sent by post to each Member, one week at least, before the day of Meeting.
3. All meetings of the Diocesan Council shall be opened with Prayer.
4. A quorum of the Diocesan Council shall consist of the Bishop or the Commissary, as Chairman, one-fourth of the Clerical, and one-fourth of the Lay Members of the Council.
5. The presence of a quorum shall be ascertained by the Chairman before business be entered upon.
6. The Meetings of the Council may be adjourned from day to day.

REPRESENTATIVES IN THE GENERAL SYNOD

1. The Clergy of the Diocese shall return fourteen Clerical representatives, and the Synodsmen twenty-eight Lay representatives, to the General Synod, to be elected by voting papers, to serve for three years. As provided by the Constitution, chap. i, sec. 4(2).
2. A supplemental list shall be formed of the six Clergymen and six Laymen who shall have received the greatest number of votes next after the elected representatives. As provided by the Constitution, chap. i, sec. 5(1).

DIOCESAN COURT

Constitution, Chap. VIII, Sec. 3

The Clerical Members of the Diocesan Synod shall elect THREE Clergymen and the Synodsmen THREE Laymen, who shall hold office for three years and shall be capable of re-election. As provided by the Constitution, chap. viii, sec. 8(d).

The election of the Members of the Diocesan Court shall be by voting papers issued and returned in accordance with the General Rules for election.

BOARD OF NOMINATION

Constitution, Chap. IV, Sec. 2

1. The Diocesan Synod shall elect one Lay and four Clerical Members of said Synod to be, together with the Bishop, the Committee of Patronage of the Diocese.

A Supplement List shall be formed of five Clergymen and three Laymen to be elected in like manner. As provided by the Constitution, chap. iv, sec. 1(6).

2. When a vacancy shall occur in any Cure of Souls within the Diocese, a Certificate to call a board of nomination shall be signed on behalf of the Diocesan Council by the parish secretary and rural dean concerned, along with the diocesan accountant, architect, registrar and secretary certifying to the bishop, in compliance with chap. iv, sec. 13(1) of the Constitution, that everything is in order for the Board of nomination to be summoned. The bishop shall, within three months of the completion date of the Certificate, send a summons by post to each Member of the Board of Nomination, to meet after six days from the date of the summons, at some place to be specified in the summons. At such Meeting four Members of the Board of Nomination shall form a quorum, and the Meeting may be adjourned from time to time; provided that if the Bishop shall receive a written notification of the inability of any of the nominators to attend such a meeting, he shall summon in his stead the Clergy or Lay members (as the case may be) whose name is first upon the Supplemental List.

THE GENERAL VESTRY

1. In all cases the summoning of a General Vestry must be by notice signed by the Incumbent or Curate, or in case of refusal, by the Churchwardens, or either of them, stating the purpose for which it is called, and the time and place where it will be held. Such notices must be affixed to the principle door of the Church two Sundays at least before the holding of such General Vestry. This rule shall not affect the summoning of the Select Vestry.
2. Every Select Vestry shall provide a written record in which the names of all persons qualified to be Vestrymen who shall have signed the proper declaration, as provided by the Statutes of the General Synod, chap. iii, sections 8, 9, 10, 11, shall be registered, with the nature of the qualification of each person.
3. It shall be a further qualification of a Registered Vestryman that he be a Subscriber of a sum not less than £50 or €50 (as decided by diocesan council on 5th May 2010 to be amended when necessary by future councils) to the Sustentation Fund, or in case there is no Sustentation Fund in the Parish, to such other Parochial Fund as the Select Vestry may require, as provided by the Statutes of the General Synod, chap. iii, sec. 3. And no person shall hereafter be registered unless he shall have subscribed as above required for the year last past. And in revising the List of Vestrymen the name of any person who

shall have refused or after due and sufficient notice failed to subscribe as aforesaid, shall be struck off.

4. The Select Vestry shall, on some convenient day in the month of January each year, meet and revise the List of Vestrymen by adding to such List the names of persons qualified, as aforesaid, who may not have been previously registered, and removing there from the names of those who may have died, or who may have ceased to be members of the Church, or whose qualification may otherwise have ceased, provided always that notice shall have been given of such revision, by affixing a notice thereof on the principle door of the Church for at least two consecutive Sundays preceding the day appointed for such revision. Such revision may be adjourned from day to day, if necessary, provided only that the List of Vestrymen be fully settled and completed and certified by the chairman before the 1st day of February. It is further provided that the Diocesan Council may order a Revision of the List of Vestrymen of any particular Parish at any period of the year it may deem necessary.
5. The Incumbents, or any Registered Vestrymen, objecting to the admission, removal, or rejection of any person or persons at such registration and revision, may appeal to the Diocesan Council, by lodging, within one week after the closing of the register, with one of the Secretaries of the Diocesan Council, a statement, in writing, containing the grounds of appeal and the name and address of the applicant of and of the person or persons against whose rejection, removal or admission the appeal is lodged, on receipt of which the Diocesan Secretary shall give reasonable notice in writing, to all parties concerned of the nature of such appeal, and time and place when same will be heard.

PARISHES AND CHURCHES

1. Each Parish, Parochial District, Chapel of Ease, Proprietary Chapel, or Union, shall elect its own Vestry, Select Vestry, Synodsmen, Parochial Nominators, and Churchwardens, as above provided, so long as it continues to have a separate Incumbent or Curate, **SPECIALLY LICENSED THEREFOR** where such course is not inconsistent with the Statutes.
2. The Parochial Nominators shall be elected by the Registered Vestrymen of each Parish, Parochial District, Chapel of Ease, or Proprietary Chapel, and in case of Union, by the Vestrymen of such Union as one Parish – due notice of the Vestry having been given at each Church in such Union. At each General Easter Vestry at which Parochial Nominators shall be elected, the Registered Vestrymen, if they think expedient, may also elect not more than three other persons qualified to act as Supplementary Nominators as directed by Constitution, chap. iv, sec. 5.
3. The names of the Ministers, Synodsmen, Parochial Nominators, and Supplemental Parochial Nominators, in full, with their addresses, **SHALL BE FURNISHED TO THE BISHOP OF THE DIOCESE AND TO THE DIOCESAN SECRETARIES WITHIN TWENTY-EIGHT DAYS AFTER EASTER MONDAY BY THE CHAIRMAN OF EACH VESTRY**, and

whenever any change takes place in any of the above, A SIMILAR RETURN SHOULD BE MADE, in order that the Diocesan returns may be kept continually in a correct state; provided that no alterations shall be made in the Returns, which may be furnished within ONE FORTNIGHT of the Meeting of any Diocesan Synod, until after such meeting of the Synod.

SELECT VESTRY

The Select Vestry shall, within twenty-eight days after Easter Monday in each year, furnish the Diocesan Secretary with the Financial Return and a statement of accounts for the past year, setting forth the amount contributed in the Offertory and otherwise, and the expenditure of the funds at the disposal of the Select Vestry. The Select Vestry shall also, within twenty-eight days after Easter Monday in each year, furnish the Diocesan Secretary with the completed Easter General Vestry Returns and the signed Safeguarding Trust Affirmation in accordance with the Constitution, chap. xvi.

CHURCHWARDENS AND GLEBEWARDENS

The duties of the Churchwardens shall be to keep order during the celebration of Divine Service, to collect the offerings of the congregation and to dispose of the same in such manner as the Select Vestry shall appoint, and generally to carry out as the executive officers of the Select Vestry the orders and resolutions of the Vestry.

The duties and responsibilities of churchwardens and glebewardens are to be found in the Constitution chaps. iii, xii, and xiii. A useful background and summary may be found in the *Irish Churchwardens Handbook 1979*². A reference copy is available in the Diocesan Office for consultation.

² This publication is dated in parts and should be read in conjunction with the current edition of the Constitution.

