

CHURCH OF IRELAND

DIOCESE OF DOWN AND DROMORE

Diocesan Regulations 2010

with

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

**PASSED BY THE DIOCESAN SYNOD ON
17th JUNE, 2010**

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

CONTENTS

Page

DIOCESAN SYNOD

PROCEEDINGS OF THE SYNOD	2
STANDING ORDERS OF THE SYNOD	3

DIOCESAN REGULATIONS

REPRESENTATION ON THE GENERAL SYNOD	6
DIOCESAN SYNOD	7
ELECTION OF DIOCESAN SYNOD MEMBERS	7
VOTING PROCEDURES	8
DIOCESAN COUNCIL	11
CO-OPTED MEMBERS	12
HONORARY SECRETARIES	13
DUTIES AND POWERS	13
COMMITTEES OF PATRONAGE	14
EPISCOPAL ELECTORAL REPRESENTATIVES	15
PARISHES AND PAROCHIAL ORGANISATIONS	15
APPOINTMENT TO VACANT INCUMBENCIES	15
REGISTRATION OF VESTRY MEMBERS	17
REGISTRATION APPEALS	19
EASTER VESTRY	20
SELECT VESTRY	21
INSPECTION OF BUILDINGS	21
MANAGEMENT OF BURIAL GROUNDS	22
ELECTION APPEALS	23
THE REPRESENTATIVE CHURCH BODY	24
CANONRY OF ST PATRICK'S DUBLIN	25
DURATION OF REGULATIONS	25

GLEBES-DIOCESAN REGULATIONS

CONSTITUTION OF GLEBES COMMITTEES	26
GENERAL	27
GLEBE HOUSES	28
GLEBE LANDS	29

DIOCESE OF DOWN AND DROMORE

PROCEEDINGS OF THE SYNOD will include the following:

1. Celebration of Holy Communion.
2. At the Synod the President shall take the Chair.
3. Reading of Holy Scripture and Prayers
4. Nomination of Assessor.
5. The presence of a quorum shall be ascertained by the President.
6. The Minutes of the last Synod shall be confirmed.
7. Adoption of Standing Orders at first meeting of Triennial Synod.
8. The President's Address.
9. Communications from the General Synod to be laid on the table.
10. Report of the Diocesan Council and Notices of Motion directly connected therewith.
11. Reports of Boards and Committees appointed by the Synod.
12. Other Notices of Motion.

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

STANDING ORDERS OF THE SYNOD

1. The Synod shall meet during its session not earlier than 9.30 a.m. and may sit until 9.30 p.m. each day.
2. Persons who are not members of the Synod shall not be admitted to its meetings, except its officers and media when permitted, and such persons as may be expressly invited by the Bishop; such persons who are not members may be admitted on the authority of the Bishop only to the space reserved for them.
3. The Holy Bible and the Book of Common Prayer shall be on the table.
4. The presence of the President, as provided in Chapter II, Section 25 of the Constitution (2003), and of one-fourth of the clergy qualified to be members of the Synod, and of one-fourth of the lay synod members, shall constitute a meeting of the Synod.
5. The members of the Synod shall, by their respective orders, elect four members, two Clerical and two Lay, to be Honorary Secretaries of the Synod till its next Annual Meeting, and also to be members of and Honorary Secretaries to the Diocesan Council while it continues in office.
6. When the President shall have taken the Chair, no member shall continue standing except when addressing the Chair.
7. 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.
8. All questions of order shall be decided by the President.
9. When two or more members rise simultaneously to address the Chair, the President shall decide which of them shall speak.

10. The President shall confine each speaker to the subject matter of debate. It shall not be in order for any member to interrupt the speaker, except with the permission of the Chair.
11. No speech of more than **three minutes'** duration shall be permitted, except;
 - (1) The proposer of a motion or resolution may speak for not more than **five minutes**.
 - (2) The President, having regard to all the circumstances, including the gravity or complexity of the subject of the debate and the time available for the disposal of the business to be dealt with by the Synod, may decide that compliance with such restriction ought to be waived in regard to a particular speech.
12. 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, or in explanation, or to order. However the mover of any question (not being an amendment) shall be allowed the liberty of reply and the seconder of a motion, or an amendment, may reserve his speech to any period of the debate. Where the seconder of the motion, and of the amendment, both reserve their speeches, the seconder of the motion shall, if they wish to address the Synod, speak before the seconder of the amendment.
13. Notices of Motion, signed by the mover, shall be submitted in writing to the Secretaries not later than the rising of the house on the day before such notices are moved. Motions may be moved on the first day of the meeting of any Synod, or adjourned Synod, if notice of such motions have been given to the Secretaries not later than **twenty-one days** prior to the first day of meeting.
14. A resolution which does not propose that action be taken beyond its publication or transmission to certain persons, shall not be moved unless the permission of the Synod has been previously obtained. When such a resolution has been submitted, the President shall put the question that the member wishing to

propose the resolution should be permitted to do so, and a vote shall be taken on this motion by show of hands without debate.

15. No motion or amendment, except in Committee on a legislative measure, shall be taken into consideration unless it is seconded; if seconded, it shall not be withdrawn without the leave of the Synod.
16. No amendment on an amendment shall be in order, except when an amendment has become a substantive motion.
17. When a motion to appoint a Select Committee is carried, the mover shall then move the appointment of the members proposed to serve on the Committee. In all such cases the mover of the resolution for the Committee shall be a member of it.
18. No Select Committee may, without leave of the Synod, be comprised of more than fifteen members.
19. The Bishop or the Bishop's nominee, whichever is on the Committee, shall, ex-officio, be a member of any Select Committee and has the right to be or to nominate the chair.
20. Every report of a Committee requiring action shall be accompanied by a resolution or resolutions, for the consideration of the Synod.
21. No question upon which a division has been taken and a decision arrived at, shall be again introduced for discussion during the same session of the Synod, unless with the consent of three-quarters of the members present.
22. Any of the Standing Orders may be suspended for a particular purpose with the consent of three-quarters of the members present.

DIOCESAN REGULATIONS

REPRESENTATION ON THE GENERAL SYNOD

1.1 The Synod of the Diocese shall be divided into two Dioceses for the election of Representatives on the General Synod: Diocese of Down and Diocese of Dromore.

1.2 The representatives shall be apportioned as follows:-

	Clerical	Lay
Down	19	38
Dromore	11	22

1.3.1 The Diocesan representatives to the General Synod shall be elected by the members of the Diocesan Synod in accordance with the procedure as detailed in section 3 of these Regulations, the clergy voting for the clerical members and the laity for the lay. Electors may vote for any number of clergy or lay representatives as the case may be up to, and including, the total combined number of representatives and supplemental representatives as laid down for their respective Diocese.

1.3.2 The voting papers for such elections shall contain two columns which shall be headed "44 years and over" and "under 44 years" respectively. The name of the person who has been nominated, or who shall be deemed '*ipso facto*' to be nominated in accordance with Regulation 3.1, shall be placed in the column appropriate to their age on the date of election.

Of the numbers elected in accordance with Regulation 1.2, at least 3 clerical and 5 lay (Down) and 2 clerical and 3 lay (Dromore) shall be under 44 years of age and at least a similar number in the same apportionment shall be 44 years of age and over.

- 1.4 Supplemental Representatives to the General Synod may be elected for Dioceses, not exceeding:

	Clerical	Lay
Down	6	12
Dromore	3	6

- 1.5 The Scrutineers shall return a list of Supplemental Clerical and Lay Representatives for each Diocese, with the names which have received the greatest number of votes next after the elected Members, placed in order according to the number of votes received by each.

DIOCESAN SYNOD

ELECTION OF DIOCESAN SYNOD MEMBERS

- 2.1 General Diocesan elections of Synod members and Supplemental Synod members shall be held in the year 2011 and in every third subsequent year at the Easter Vestry Meeting, or some adjournment thereof, or at some other meeting duly called for this purpose.
- 2.2 In accordance with Chapter 2, Part 1 Section 5 of the Constitution of the Church of Ireland, the number of lay Synod Members to be elected should be two for each member of the clergy normally officiating in each cure. In addition, the Easter Vestry may elect for each cure one additional lay person to the Diocesan Synod, provided that such a person is under the age of thirty years on the first day of January in the year of their election.
- 2.3 The election of Synod members and Supplemental Synod members shall be conducted by open voting, or by means of voting papers, as the Vestry of each Parish shall determine.

- 2.4 If any person shall be elected a Synod member for two or more Parishes, the Diocesan Council shall give them notice and require them to elect which Parish they will represent.
- 2.5 The Diocesan Council shall prepare the Lists of the Clerical and Lay Synod members. In the year in which the triennial elections are held, the names of the Clergy of the Diocese and of the Lay Representatives on the Diocesan Synod shall be circulated with the summons to attend the Diocesan Synod.
- 2.6 a) **Six weeks'** notice of each annual meeting of the Synod shall be sent by post to the members, except in cases of emergency. This notice shall include a list of the elections to be held before the Synod and a copy of the proceedings of the previous annual meeting of the Synod.
- b) The Diocesan Council shall receive notice of business intended to be submitted to the Synod, arrange the order of business and give to each Member of the Synod notice of the business intended to be submitted. The notice, with triennially the documents prescribed in Diocesan Regulation 3.2, shall be posted **18 clear days** prior to the Synod.

VOTING PROCEDURES

- 3.1 Members of the Diocesan Synod (or other qualified persons) who are to be elected to the General Synod, the Representative Church Body, the Diocesan Council (including the Honorary Secretaries), the Diocesan Court, the Committee of Patronage and as Episcopal Electoral Representatives and to any Supplemental Lists, to the Diocesan Board of Education or to the General Synod Board of Education, may be nominated in writing by two Members of the Diocesan Synod, on a form to be obtained at the Diocesan Office. Clergy should be nominated by Clerical Synod members and Lay by Lay Synod members. The person nominated must sign their Nomination Paper to show that they agree to their name being placed on the voting paper. All such Nomination Papers must be lodged

with the Diocesan Office at least **one calendar month** before the meeting of the Diocesan Synod. Except as stated in Regulation 3.2 in respect of election to the General Synod, persons already in office and those on the supplemental lists shall be deemed '*ipso facto*' to be nominated for all elections.

- 3.2 The voting papers for the Representative Members of the General Synod, the Representative Church Body, the Diocesan Council (including the Honorary Secretaries), the Diocesan Court, the Committee of Patronage and as Episcopal Electoral Representatives and to any Supplemental Lists, to the Diocesan Board of Education or to the General Synod Board of Education shall be sent to the members of the Synod with the Report of the Council. On all these Voting Papers, the names of those in office, the supplementarlists and those who have been nominated shall be placed in alphabetical order with an asterisk to indicate those in office.

However, no asterisk shall be placed against any name on the Voting Paper for the Diocesan Council. A note at the bottom of the Voting Papers for the Clerical and Lay members of the Diocesan Council shall indicate the page in the Annual Diocesan Report where the attendances of the Members of the Council are given.

In the case of elections to the General Synod, persons who have been members of the previous General Synod for the whole three years of its existence and who have not attended on any one day of any session (according to the records signed by the Honorary Secretaries) shall not be deemed to be nominated by reason of their previous membership of the General Synod, but such persons may be renominated in accordance with the procedure described in the preceding paragraph.

- 3.3 a) Each voter must mark X upon it beside the names of the several candidates for whom they wish to vote, according to

the number stated at the top of the Voting Paper. A Voting Paper must not be signed by any voter.

b) Each marked Voting Paper must then be sealed in the security envelope provided for the purpose. This must be mailed or delivered by hand to the Diocesan Office to arrive before 5.00pm on the **fifth working day** prior to the Synod.

c) The Diocesan Secretary shall arrange for the unopened envelopes to be held in safe custody until the date and time which has been prescribed by the Secretaries for scrutinising the Voting Papers.

3.4 At the time and date prescribed for scrutinising the Voting papers,

a) The Diocesan Secretary shall deliver to the Secretaries the unopened security envelopes, certifying also the number of envelopes returned before the closing time for the receipt of Voting Papers.

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

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

3.6 The Scrutineers at all elections for the General Synod, the Representative Church Body, the Diocesan Council (including the Honorary Secretaries), the Diocesan Court, the Committee of Patronage and as Episcopal Electoral Representatives and to any Supplemental Lists, to the Diocesan Board of Education or to the General Synod Board of Education shall make a return of the number of votes recorded for each elected member. This return shall be reported to the Synod when in session.

3.7 An election appeal shall be, in the first instance, to the Diocesan Council and shall be lodged in writing with the

Diocesan Secretaries within eight days of the declaration of the poll, stating the grounds of the appeal. Any such appeal must be lodged by a duly qualified elector and signed by them.

DIOCESAN COUNCIL

- 4.1 The Diocesan Council shall consist of the Bishop, the Honorary Secretaries, fifteen Clerical and twenty-one Lay Members. The fifteen clerical members should always include two curate assistants under the age of 30 years and the twenty-one lay members should include two lay members under the age of 30 years. The Council may also have up to two Clerical and up to two Lay co-opted members.
- 4.2 The Dioceses of Down and Dromore shall vote separately for the elected members of the Diocesan Council and the members shall be apportioned as follows:-

	Clerical	Lay
Down	9	12
Dromore	6	9

(to include 1 in each category under the age of 30 years)

- 4.3 Other than stipulated by Standing Order No. 5 and by Regulation 4.6, the members of the Diocesan Council shall be elected by the Members of the Diocesan Synod voting by means of voting papers in accordance with the procedures detailed in Section 3 of these Regulations - the Clergy voting for the Clerical and the Laity for the Lay Members. Electors may vote for any number of Clerical or Lay Synod members, as the case may be up to and including the total combined number of Representatives and Supplemental Representatives to the Diocesan Council as permitted for their respective Dioceses.

- 4.4 Supplemental Representatives to the Diocesan Council shall be elected for the two Dioceses, not exceeding:-

	Clerical	Lay
Down	4	6
Dromore	3	5

The Scrutineers shall return a list of Supplemental Clerical and Lay Representatives for each Diocese, with the names which have received the greatest number of votes next after the elected members to be placed in order according to the number of votes received.

- 4.5 Any clergy who shall have been elected to the Diocesan Council or the Diocesan Board of Education by the vote of the clergy of either the Diocese of Down or of Dromore and has then been transferred to a parish in the other Diocese or (while continuing to be a member of the Diocesan Synod) to some other post in the Church of Ireland, shall retain their seat on the Diocesan Council or the Diocesan Board of Education until the next election to the relevant body.

CO-OPTED MEMBERS

- 4.6 In addition to the elected members of the Diocesan Council, up to two clerical and up to two lay members may be appointed by co-option, the clergy to be appointed by the clerical members of the Council and the lay by the lay members of the Council. Such co-opted members may be appointed at any time and will remain in office until the date of the next annual election of elected members of the Council. A vacancy in the office of a co-opted member may be filled by the clerical or lay members of the Council as the case may be. Council members cannot be co-opted for more than two consecutive years.

HONORARY SECRETARIES

- 4.7 One clerical and one lay member of the Diocesan Synod representing the Diocese of Down and one clerical and one lay member of the Diocesan Synod representing the Diocese of Dromore shall be elected as Honorary Secretaries to the Diocesan Council and shall take up office immediately after the close of the Synod where they were elected. They shall remain in office until the close of the following meeting of the Diocesan Synod and shall be Honorary Secretaries of that Synod.
- 4.8 The election of the Honorary Secretaries to the Diocesan Council shall be carried out by ballot in accordance with the procedure detailed in Section 3 of these Regulations. Nominations for the office shall be submitted in the same way as for elections to the Diocesan Council. Only those eligible for nomination for membership of the Diocesan Council may be nominated for the position of Honorary Secretary to the Diocesan Council.
- 4.9 The counting of votes for the election of Honorary Secretaries shall take place prior to the counting of votes for the other members of the Diocesan Council, in order that the names of the persons elected as Honorary Secretaries can be removed from the Diocesan Council Voting Papers before that count commences.

DUTIES AND POWERS

- 4.10 The Diocesan Council shall meet at such times and places as the Council may direct: three Clerical and five Lay Members will constitute a quorum. The presence of a quorum at all meetings of the Diocesan Council shall, at the request of any Member, be ascertained by the Bishop or Chairperson; without such a request it shall be presumed.

- 4.11 Subject to the control of the Synod, the Diocesan Council shall exercise the powers conferred on the Synod in the following matters: Chapter 2, Sections 5, 31, 32, 38, 39, 42, Chapter 3, Sections 6, 7, 24, 27, 35, and Chapter 4, Sections 14 and 16 of the Constitution (2003), but the Council shall at the next Annual Meeting of the Synod report on all actions taken by it in connection with any of these matters. The Synod shall then have power to alter, repeal or supersede all or any such acts of the Council.
- 4.12 Where the Minister or Select Vestry of any Parish shall be dissatisfied with any proposed act of the Council, they may require, but only with the Bishop's assent, that the action of the Council be stayed until the matter is submitted to the Diocesan Synod. It shall determine whether the action of the Council should be suspended accordingly.
- 4.13 The Diocesan Council shall create a Finance Committee and an Appeals Committee and may create such other committees as it deems necessary for the ordering of the affairs of the Council.

COMMITTEES OF PATRONAGE

- 5 There shall be, for the purposes of Chapter IV, Section 1 of the Constitution of the Church of Ireland (2003), a separate Committee of Patronage for each of the Dioceses of Down and Dromore. The members of the Committees and supplemental members, shall be elected by means of voting papers issued in accordance with Diocesan Regulation 3. At any such election, subject to the provisions of Chapter 4, Section 1 of the Constitution (2003), each voter shall be entitled to vote for any number of clerical members not exceeding nine and any number of lay voters not exceeding four.

EPISCOPAL ELECTORAL REPRESENTATIVES

- 6 The Diocese of Down and Dromore shall vote jointly for the election of Episcopal Electoral Representatives and Supplemental Representatives, in accordance with Part 1 of Chapter 6 of the Constitution (2003):-

	Clerical	Lay
Electoral Representatives	12	12
Supplemental Representatives	8	8

Representatives and supplemental representatives shall be elected by means of voting papers issued in accordance with Diocesan Regulation 3.3.

PARISHES AND PAROCHIAL ORGANISATION

APPOINTMENT TO VACANT INCUMBENCIES

- 7.1.1 When a vacancy in an incumbency is announced, the Permanent Commission on Parochial Vacancies and Organisation will arrange for representatives to meet with the Select Vestry(ies) under the chairmanship of the Area Dean to discuss any problems or difficulties that might be of concern and to share the vision of the Select Vestry(ies) for the future development of the parish(es).
- 7.1.2 The Permanent Commission will advise the Diocesan Council whether or not a certificate should be issued to enable the Bishop or his Commissary to summon a Board of Nomination for the parish(es). In determining this, the Permanent Commission will require confirmation in writing from the Select Vestry(ies) of the parish(es) that the approved stipend for the parish(es), the expenses of office allowance, the allowance for locomotory expenses, the required contribution to the Clergy Pension Fund and a suitable free residence will be available for the person nominated to the vacant cure.

- 7.1.3 In addition to providing the suitable free residence as required under Section 7.1.2 of these Regulations, the Select Vestry(ies) shall also provide in the residence good quality carpets and underlay or floor covering as appropriate in hall, staircase and landings, one reception room, study and kitchen together with curtains in the same areas. A cooker, a fridge and a freezer in good working order should also be provided.
- 7.1.4 In any case where a parish during the two years before the vacancy has not paid in full its assessment for stipend, the expenses of office allowance, locomotory allowance and the required contribution to the Clergy Pensions Fund, or has failed to provide a free residence or has failed to meet its liabilities in respect of a State social security scheme, the Diocesan Council may not issue the required certificate for the summoning of a Board of Nomination until the arrears have been paid and it is satisfied that adequate arrangements have been made for the future payment of such liabilities.
- 7.1.5 On receiving the certificate from the Diocesan Council as required by Chapter IV Section 13 of the Constitution, the Bishop or his Commissary shall summon a Board of Nomination, giving at least ten days' notice to each member of the Committee of Patronage and to each Parochial Nominator. If it is necessary to summon a supplementalist, they shall be given immediate notice but the meeting shall not be postponed. Four members of the Board, of whom the Bishop may be one, shall form a quorum, provided that at least one Diocesan and one Parochial Nominator are present.
- 7.1.6 The meeting shall consider the names of Clergy suitable to fill the vacancy and shall proceed in accordance with Chapter 4, Section 19 of the Constitution. The Chairperson shall adjourn the meeting for an agreed period if no nomination is made. At the reconvened meeting the Board shall again carry out the Nomination or choice as stipulated or may adjourn further.

REGISTRATION OF VESTRY MEMBERS

- 7.2.1 The Forms of Declaration for those who are qualified, in accordance with Chapter 3, Section 2 of the Constitution of the Church of the Ireland, to be included in the register of Vestry members will be available on request from the incumbent and churchwardens for one calendar month before the date when the Select Vestry will carry out its annual review of the register of vestry members (the review meeting).

The Forms of Declaration must be

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

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

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

In parishes where there is an envelope system or any system of payment by instalments, the annual amount contributed under such system shall be deemed to be a qualifying subscription. A “family subscription” shall entitle all the members of a household contributing to such subscription to be registered,

provided that each one is in all other respects qualified to be registered and has signed the appropriate Form of Declaration.

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

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

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

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

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

If there are no objections, the names of all qualified persons who have completed Forms of Declaration not more than one month before the date of the meeting shall be added to the

Register, which is recorded in a book kept by the incumbent and churchwardens for that purpose. At the meeting the names of those who are no longer qualified (that is, those who have left the parish or died, or those who no longer subscribe in the proper manner) should be removed from the Register. Where appropriate, those persons should be informed that their names have been removed.

If a registration objection is raised at the review meeting, a notice must be sent immediately to the person concerned, stating the grounds of the objection and the action they may take to make an appeal. If any person already registered, or newly claiming to be registered, as a vestry member is dissatisfied with any decision of the Select Vestry with regard to themselves or any other person, they may lodge an appeal to the Diocesan Council within seven days of the Select Vestry decision.

REGISTRATION APPEALS

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

it determines. The decision of the Appeal Committee may be appealed against and reviewed by the Council as in the case of other election appeals.

EASTER VESTRY

- 7.4.1 A meeting of the General Vestry of each parish, to be known as the Easter Vestry, shall be held each year **not earlier than twenty days before and not later than twenty days after Easter Day**. This meeting may be adjourned from time to time to any day or days not later than the fifth Monday after Easter Day. However the General Vestry meeting may not be held on, or adjourned to, a day within the period from the Sunday preceding Easter (Palm Sunday) to Easter Day (inclusive).
- 7.4.2 Public notice shall be given of the place and time of the General Vestry meeting and the notice shall be signed by the incumbent or other member of the clergy officiating in the parish or, if that is not possible, by a churchwarden. The notice shall be affixed to the principal door of the church or chapel or church hall, and announced at all services in the parish on the two Sundays preceding the day appointed for the meeting of the vestry.
- 7.4.3 At its meeting the Easter Vestry shall, in the following order,
- a) Receive the audited accounts of the parish as presented by the Select Vestry in accordance with Section 7.5.4 of these Regulations.
 - b) Make the annual and triennial appointments, as appropriate, in accordance with Chapter 3 Sections 13 and 14 of the Constitution.
- 7.4.4 In addition to the duties entrusted to it by the Constitution of the Church of Ireland, the Easter Vestry shall appoint an auditor for the parish accounts as required under the Charities Act (Northern Ireland) 2008.

SELECT VESTRY

- 7.5.1 The Select Vestry shall appoint a parochial secretary and a parochial treasurer as soon as practicable after each Easter Vestry.
- 7.5.2 It shall be the duty of the Select Vestry in each year to prepare accounts of the parochial funds in its control and charge. These accounts shall be certified as correct by the auditor as appointed by the Easter Vestry in accordance with Diocesan Regulation 7.4.4.
- 7.5.3 The format of parochial accounts and their level of audit shall be in accordance with the requirements of the Charities Act (Northern Ireland) 2008 and any subsequent related regulations.
- 7.5.4 The audited parochial accounts shall be presented to the Easter Vestry before the election of the Select Vestry for the following year. The Easter Vestry shall be entitled to require of the outgoing Select Vestry an explanation of any matter appearing in the accounts.

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

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

INSPECTION OF BUILDINGS

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

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

- a) Rectory - Quinquennially and during a vacancy in the Incumbency.
- b) Other clergy residences - Quinquennially.
- c) Church buildings - Quinquennially.
- d) Special inspections by arrangement with the Diocesan Council.

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

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

MANAGEMENT OF BURIAL GROUNDS

- 7.7.1 Where a parish has responsibility for a burial ground which is vested in the Representative Church Body, the care and management of that burial ground shall be conducted in accordance with Chapter 12 of the Constitution.
- 7.7.2 The care and management of burial grounds is the responsibility of the clergy and churchwardens of the parish in which the burial ground is situated.
- 7.7.3 The Select Vestry shall draw up regulations, which may be revised from time-to-time, for the management of the burial ground(s) in its parish(es). Where a Select Vestry wishes to use an area of its churchyard for the burial of cremated remains the Select Vestry shall include regulations for the management of this area. Guidelines to assist in the

preparation of such regulations may be obtained from the Diocesan Office on request. All such parochial graveyard regulations shall be submitted to the Diocesan Council for approval. Only when such approval has been obtained, should the approved regulations form the basis for the management of the burial ground by the clergy and churchwardens.

- 7.7.4 Other than meeting its obligations as defined in Sections 1, 6, 7 and 8 of Chapter 12 of the Constitution and as indicated in Regulation 7.7.3, the Select Vestry has no other involvement in the management of the burial ground.

ELECTION APPEALS

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

- the Honorary Secretaries of the Diocesan Council, and
- the chairperson of the meeting at which the election took place.

This notice shall:

- (a) be signed by the appellant, and
- (b) contain their full name, address and qualification, and
- (c) set out the grounds of the appeal.

In each appeal, the chairperson of the meeting shall make a return of the election to the Diocesan Council attaching the notice or notices of appeal. If no such appeal is brought, the election shall be final.

- 8.2 The Diocesan Council, as soon as possible after its election, shall elect five of its members who, with its Honorary Secretaries, shall constitute a Committee of Appeal for the hearing of appeals and shall, from time to time, fill any vacancies arising in the Committee. The Council shall make such rules as are appropriate for the hearing of such appeals. Five members of the Committee of Appeal shall constitute a quorum.
- 8.3 Any appeal shall lie from the Committee of Appeal to the Diocesan Council, and it shall be made by the lodgement with the Honorary Secretaries of the Council of a notice of such appeal within one week after the Committee of Appeal has announced its decision. Where no such notice has been lodged within the time permitted, or within any extended time, the decision of the Committee of Appeal shall be final.
- 8.4 An appeal from the Committee of Appeal shall be heard and disposed of by the Diocesan Council in such manner as it shall think fit.
- 8.5 The Diocesan Council and the Committee of Appeal respectively, on hearing each appeal, shall have power to unseat the person whose election was disputed, and to declare any other person duly elected. Alternatively they may order a fresh election, as the justice of the case shall require, and to give such direction as seems necessary. In each appeal the Diocesan Council or the Committee of Appeal may, at its discretion, extend the time for appealing.

THE REPRESENTATIVE CHURCH BODY

- 9.1 In accordance with Chapter 10 of the Constitution, the Diocese shall elect one clerical and two lay representatives to the membership of the Representative Church Body.
- 9.2 The Diocesan Synod shall elect annually by rotation one of its representatives to the membership of the Representative

Church Body, clerical members voting only in the election of a clerical representative and lay members voting only in the election of a lay representative.

- 9.3 Voting in the election of representatives to the membership of the Representative Church Body shall be in accordance with the procedure detailed in Section 3 of these Regulations.

CANONRY OF ST. PATRICK'S DUBLIN

- 10 Whenever, under the provision of Section 22 of Chapter 7 of the Constitution, it shall fall to the turn of the Diocese of Down and Dromore to appoint to a Prebendal Stall in the Cathedral Church of St. Patrick, Dublin, the election and appointment shall be made by the Bishop of the Diocese.

DURATION OF REGULATIONS

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

DIOCESE OF DOWN AND DROMORE

GLEBES-Diocesan Regulations

A. CONSTITUTION OF GLEBES COMMITTEES

1. Each of the Dioceses of Down and Dromore shall have its own separate Glebes Committee.
2. The Glebes Committees shall be constituted as follows:-

 DOWN: The Archdeacon, two clergy and three lay.
 DROMORE: The Archdeacon, two clergy and three lay.
3. The members of the Glebes Committees shall be appointed annually by the Diocesan Council at its first meeting after the annual meeting of the Diocesan Synod. Each Glebes Committee may recommend names for appointment by the Diocesan Council. Casual vacancies may be filled at any time by the Diocesan Council.
4. Three members shall constitute a quorum. One of the members shall be appointed Chairperson at the first meeting and shall hold office for one year. The minutes of the previous meeting, having been read and confirmed, shall be signed by the Chairperson.
5. Each Glebes Committee shall elect one of its members as its Secretary.
6. The Glebes Secretaries shall be paid travelling and other expenses incurred in the course of their duties at a rate to be determined from time to time by the Diocesan Council.
7. Each Glebes Committee shall have power to request other persons to attend its meetings and advise in its discussions by providing expert knowledge or local or particular information.

B. GENERAL

8. Each Glebes Committee shall meet at such times as may be deemed necessary, provided that one meeting at least shall be held each year. The Secretary shall summon meetings, and five clear days' notice shall be given to each member of the Committee.
9. All matters relating to the Glebes of each Diocese shall stand referred to its own Glebes Committee, which shall consider all reports of Commissions and Inspections, and also the report of the Area Deans and Glebewardens as to urgent repairs, and shall be empowered to take such action in each case as is prescribed by Chapter XIII of the Constitution.
10. The Area Dean shall arrange with the Incumbents in his Area Deanery as to the annual inspections of their Glebes. Area Deans' expenses incurred in inspections of Glebes may be recommended by the Glebes Committee for payment.
11. As directed by Rule 21 of Chapter 13 of the Constitution it shall not be lawful to fell trees growing on a glebe or other property vested in the Representative Body without the permission of the Representative Body being obtained through the Diocesan Council. When permission to fell trees shall have been given, such permission shall remain in force for twelve months, reckoning from the date of such permission, and no longer.

Pursuant to such permission the Diocesan Council, having complied with the requirements of the civil authorities in such matters, shall take steps for the trees to be felled and sold or otherwise disposed of and, on the trees being sold, the proceeds shall be applied by the Select Vestry towards:

- “(a) As to trees felled on a glebe:
- (i) the cost of replanting if appropriate
 - (ii) repairs to the glebe house or
 - (iii) the reduction of outstanding purchase money or loans for repairs ...”

12. When repairs or works in respect of a Glebe are being considered, full details should be submitted for approval by the Diocesan Council which may seek the opinion of the Glebes Committee and/or the Diocesan Plans Committee before formulating a recommendation to the Representative Church Body. If the Incumbent of the parish so desires, they shall be entitled to appear before the Committee or forward in writing their views on the proposed repairs or works.
13. The secretary of each Glebes Committee shall present annually a statement of accounts to the Committee showing the income and expenditure and balance on any funds under its administration.
14. Each Parish in the Diocese having a Glebe vested in the Representative Body shall be required to forward, within a month after the Easter Vestry, the names and addresses of its Glebewardens to the secretary of the Diocesan Council, who shall send them to the Secretaries of the Glebes Committees. Each Glebewarden shall, at the time of his appointment, be furnished with a leaflet describing the duties of Glebewardens as defined in Rule 10 of Chapter XIII of the Constitution.
15. No alteration shall be made in these Regulations except by the authority of the Diocesan Synod, and with the approval of the Representative Body as required by Rule 7 of Chapter 13 of the Constitution.
16. A copy of these Regulations shall be furnished to every Incumbent occupying a Glebe vested in the Representative Body.

C. GLEBE HOUSES

17. The report of every Quinquennial Commission on a Glebe House vested in the Representative Church Body shall be considered by the Glebes Committee, who shall decide whether such house is generally suitable (by reason of its size, structural repair, state of

modernisation, etc.) for occupation by a clergy member of the Church of Ireland.

18. If the Commission has reported that the house cannot be made so suitable, or that any work is required to make the house so suitable and such works have not been carried out by the Select Vestry of the parish within six months after notice requiring the same to be done has been forwarded to the secretary of the Select Vestry, the Glebes Committee shall notify the Diocesan Council with its recommendation as to whether or not the house should be considered to be a suitable house for occupation by any future incumbent of the parish.

The Select Vestry shall have an immediate right of appeal to the Diocesan Council against any notice requiring work to be carried out in the Glebe House.

D. GLEBE LANDS

19. The Glebes Committee shall exercise a general supervision over the Glebe Lands of the Diocese and may appoint an Estate Agent to assist it with this responsibility.

The Glebes Committee, if appropriate through its Estate Agent, shall arrange for the letting of Glebelands by public auction or otherwise, as it shall consider most desirable.

The Glebes Committee shall decide whether any alteration or permanent improvements to the lands are desirable and what programme of cropping, manuring etc. should be followed so as to enable a maximum rent to be obtained over a period of years and shall advise the incumbent and Select Vestry accordingly.

20. In the case of the lettings of land, the proper contract forms shall be supplied by the Glebes Secretary on application and such forms, when completed, should be returned to the Secretary for sanction by the Glebes Committee. A copy of the contract forms shall, in all cases, be furnished to the Incumbent who may represent his

views to the Glebes Secretary within 14 days of having received the copy document(s).

The contract forms shall be null and void until expressly sanctioned by the Glebes Committee. In the event of disagreement, the decision of the Glebes Committee shall be final.

21. The rent accruing from the letting of glebeland shall first be applied towards such purposes in connection with the Glebe as the Glebes Committee may determine and any surplus remaining shall be credited to the general funds of the parish.