

UNITED DIOCESES OF CASHEL FERNS AND OSSORY  
DIOCESAN RULES AND REGULATIONS

Which were approved and adopted by the Diocesan Synod on 22 October,  
to take full effect on January 1 2015

NORMAL ORDER of PROCEEDINGS at the DIOCESAN SYNOD

1. The President shall take the chair
2. Reading of Holy Scripture and Prayer
3. Ascertaining of the presence of a quorum
4. Minutes to be certified by the Hon Secretaries
5. The President's address
6. Questions of which due notice ( at least two weeks) has been given
7. Appointment of scrutinisers for elections
8. Communications from the General Synod to be laid on the table
9. Report of the Diocesan Council and motions directly connected there with
10. Reports of Boards and Committees
11. Other motions of which due notice has been given
12. Other motions as permitted by the ensuing rules

DEFINITIONS.

1. 'President of the Synod' (The President) shall mean the Bishop, or in his/her absence a commissary duly appointed, subject to Chapter 2, Part 1, 24 of the Constitution
  - 1.1. 'Diocese' shall mean the United Dioceses of Cashel, Waterford, Lismore, Ossory, Ferns and Leighlin (commonly known as the diocese of Cashel, Ferns and Ossory),
  - 1.2. 'Synod' shall mean the Diocesan Synod of that diocese,
  - 1.3. 'Council' shall mean the duly elected Council thereof
  - 1.4. The 'Bishop' shall mean the Bishop of the said United Dioceses
  - 1.5. 'Constitution' shall mean the Constitution of the Church of Ireland as amended from time to time.
  - 1.6. 'General Synod' shall mean the General Synod of the Church of Ireland.
2. All these rules shall be interpreted and applied in the context of the general and overriding all-Ireland provisions of the Constitution of the Church of Ireland. Nothing in these rules shall purport to contradict or contravene the provisions of The Constitution.

DIOCESAN SYNOD

1. The Synod shall consist of the Bishop, of the beneficed and licensed clergy of the diocese, and of the lay Synod members.
2. Diocesan Synod members shall be elected in accordance with these rules in 2014 and triennially thereafter.

3. For each cure for which a register or registers of vestry members duly qualified as in Chapter 3 of the Constitution is provided five members shall be elected to the Diocesan Synod, unless otherwise provided by resolution of Synod. At the time of the elections in each cure an equal number of supplementals shall be provided
4. At a Council meeting following the triennial parochial elections but before the first Synod of the triennium, Council lay members shall elect to Synod not more than two lay persons in respect of any clergy qualified to sit as a member of the Synod but for whom no parish, church or chapel is entitled to return Synod members. Lay members of Council may also fill casual vacancies in the number of these members. In addition, if the Council so resolves, its combined membership both clerical and lay may elect up to eight additional Synod members and similarly fill casual vacancies amongst those members.
5. Where a second member of the clergy is assigned to a parish, that parish shall not be entitled to appoint extra lay members to the Synod but the Council may appoint members as provided in rule 5 above in this section.
6. Provisions for the summoning of supplemental Synod members where a member is for good reason unable to attend are set out in the Constitution, Chapter 2, Part 1, 23.
7. In this Diocese, where elections are conducted by voting papers circulated before or after the meeting of the Synod, the actual member and not the supplementalist will cast a vote on the voting paper. However, the supplemental member shall be entitled to participate in all votes taken in the actual course of the session of the Synod.

#### ELECTIONS TO SYNOD

1. Provisions for the triennial elections in each cure to the Diocesan Synod are set out in Chapter 2, Part 1, 7 and 12 of the Constitution, and these should be read in conjunction with Chapter 3, Part 1, 2-4 which sets out the qualifications for placing a name on the parochial lists of vestrypersons which constitute the electorate of the Synod. It is the duty of the Diocesan secretaries to inform parishes of when these elections are due.
2. Where in any cure there is more than one register of vestrypersons, the Council may in its discretion prescribe arrangements for the return of separate Synod members in respect of those places in the cure which maintain separate registers, provided always that the total number of Synod members returned for the cure shall not exceed 5. Where the Council does not so prescribe, elections to the Synod for the cure as a whole shall be governed by para 29 of Chapter 3 Part 2 of the Constitution.
3. The making of a return to the secretaries of the Synod concerning those duly elected in each cure, and the wording of the declaration which those so elected are required to make, is set forth in Chapter 2. Part 1, paras 9 and 13 of the

Constitution. It shall be the responsibility of the diocesan secretaries to ensure that declarations are duly made by persons who have been elected to the Synod by vote of members of the Council.

4. On receipt of returns from general vestries and the completion of the membership of the Synod by the Council, the diocesan secretaries shall notify to all who have been elected the list of the full membership of the Synod. Electronic mail may be used for this purpose and for all purposes connected with the business of the Synod save for the serving of summonses to meetings and the conduct of written elections.
5. Furthermore, the Council shall ensure that at least seven days before the first meeting of each session of the Synod a full list of the members thereof is prepared and published and signed by the Bishop and the said list shall be conclusive evidence that those named therein and none others, are the members of the Synod; but the same shall be subject to appeal or amendment as the Synod may direct.
6. Provisions for casual vacancies amongst the Synod members elected by the parishes are provided in Chapter 2 sections 15 – 17 of the Constitution. Where vacancies occur which cannot be filled from the supplemental list, or where that list is exhausted, the Bishop shall direct that a special meeting of the General Vestry of the relevant parish be held to fill such vacancies and to elect further supplementarlists

## MEETINGS

1. An Ordinary meeting of the Synod shall be held once each year at a place and time and on such date as shall be determined by the Bishop. In making that determination the Bishop shall take into account the need for the Synod to meet in different districts of the Diocese in the course of the triennium.
2. Notice of Ordinary meetings shall be given to every member thereof at least one month before the day appointed, by a circular letter issued under the authority of the Bishop. This circular letter shall indicate the latest date by which motions shall be submitted for the consideration of the Synod and request the advance submission of any questions, the answers to which will require preparation by the staff of the diocesan office. The circular shall also indicate the occurrence of any elections for which voting papers shall be required and will explain such rules for the practical conduct of those elections as may be determined by the Council from time to time. Synod members shall inform the secretaries at least three weeks in advance of the annual meeting if they are unavailable to serve as Council members, members of the committee of patronage, episcopal electors or members of the General Synod. In the last case, they should also indicate if they are debarred from election to the General Synod having attained the age of 74 years on 1 January of the year of the election.

3. A second circular containing the report of the Council, of boards and committees, together with any resolutions arising therefrom, along with the text of motions of which the required notice has been given, and voting papers relevant to any election that will take place up to the time of the rising of the Synod (other than that to the prebendal stall of Stagonil in the national cathedral of St Patrick, Dublin for which separate provision is made) shall be forwarded to the members of the Synod by the diocesan secretaries at least two weeks before the annual meeting of the Synod
4. A special meeting of the Synod may be convened at any time by the Bishop, or the Bishop's commissary duly authorised or in accordance with provisions set out in Chapter 2 , Part 1, 21 of the Constitution. A special meeting shall be convened by him/her within one month of receipt of a written requisition signed by not less than half the members of the Council or by not less than one third of the members of either Order of the Synod. The requisition by members of the Synod or Council shall state the business to be transacted and no other business may be transacted at that meeting. Fourteen days' notice shall be sufficient for a special meeting of the Synod
5. NOTICES OF MOTIONS – Notices of motions, signed by the proposer and seconder, shall be sent in writing so as to reach the diocesan secretaries at least three weeks before the day appointed for the meeting of the Synod. Unless such notice is given, no private motion shall be considered except by the consent of a two thirds majority of the members present if notice of the motion has been circulated to the members before the commencement of the meeting and, otherwise, only by the unanimous consent of the members present
6. A notice of motion to rescind or alter any Regulation passed by the Synod must in every case be submitted in writing to the Diocesan Secretaries at least three weeks before a subsequent meeting of the Synod
7. At least three months written notice must be given to the Diocesan Secretaries of any motion which would in effect alter the diocesan financial scheme, so that the Council may have an opportunity to consider and report upon it
8. Questions/Requests for Information shall be submitted in writing and these are required to reach the Diocesan Secretaries at least two weeks before the day appointed for the meeting of the Synod
9. The Council shall ensure that all written records of the diocesan Synod and its meetings, along with records of the meetings of the Council itself are securely preserved in fireproof conditions in the Registry

#### ELECTIONS BY MEMBERS OF THE SYNOD TO DIOCESAN AND OTHER APPOINTMENTS

1. HONORARY SECRETARIES. Every three years, beginning with the year 2014, 2 clerical secretaries and 2 lay secretaries shall be elected, voting being

by orders with the clergy electing the clerical secretaries and the laity the lay secretaries

2. The Hon Secretaries shall hold office for the duration of the Synod, unless in the event of casual vacancies when they shall be filled at the next ordinary Synod meeting by the appropriate order
3. The Hon Secretaries shall have a consultative role in the administration and ordering of the business of the Synod and shall conduct, with the assistance of the diocesan secretaries, the formal correspondence of the Synod
4. HONORARY TREASURERS. Every three years, commencing in 2014, 2 Honorary Treasurers shall be elected by vote of the Synod members
5. The Hon Treasurers shall hold office for the duration of the Synod, and casual vacancies shall be filled at the next ordinary meeting of the Synod.
6. Honorary Treasurers shall have a consultative role in the ordering of Synod business, particularly in relation to matters connected with the financial Scheme, and they shall as appropriate oversee, support and guide the Diocesan staff and Diocesan accountant in their day to day management of the financial affairs of the diocese
7. Every three years, beginning with the year 2014, elections will take place where appropriate for the following
  - Diocesan Council, consisting, in addition to the Bishop or his/her commissary, of 40 elected lay members and 20 elected clerical members elected by orders. (The Council shall determine prior to each election how many supplemental members should also be elected) The members of the Council elected by votes of the Synod shall have power to co-opt up to three additional lay and three additional clerical members in accordance with the Constitution, and bearing in mind the geographical and other requirements of the diocese. Voters should be reminded in advance that the first meeting of a new Synod each triennium must formally determine that those being elected to the Council that day should hold office for three years (Constitution, Chapter 2, Part 2, 35) If the Council does not agree to this, or neglects to consider the matter, the Council shall be elected annually during the period of that session of the Synod
  - Diocesan Nominators (Committee of Patronage) (triennially, commencing in 2014) The numbers to be elected and to serve as supplementals are determined by the Constitution, Chapter 4. 1
  - Episcopal Electors (triennially, commencing in 2014). The Diocese provides 12 lay and 12 clerical electors, and the first three names placed in each list also serve as provincial electors, replaced when they are unable to serve by those next in order on the list. Supplemental lists of seven clergy and seven lay people are also provided
  - Members of the General Synod, 21 clerical and 42 lay (triennially, commencing in 2014) In addition to the elected members, supplemental lists of seven clergy and ten lay people are to be prepared, but a

supplemental member can only participate in the General Synod following the resignation of an existing member

- Members of Boards of Education (triennially)
- Ossory and Leighlin Board of Religious Education. This shall consist of the Bishop, the archdeacon and six clerical and six eight lay people elected during the Synod but not necessarily members of it
- Cashel and Ossory Board of Mission and Unity
- Diocesan Court (as prescribed in chapter 8 of the constitution). This shall consist of three clerical and three lay members, along with two supplementals of each order. Lay members need not be members of the Synod, and it is appropriate that they should have legal skills
- Any other board which may be agreed by the Synod

Whenever a vacancy occurs in any of the above bodies during its period of office, it will be filled for the unexpired period by the person whose name stands highest on the relevant list of supplementals. If that list becomes exhausted the Bishop shall direct the election of a new member and supplemental members

Note –

- Diocesan Boards of Education established in accordance with the Educational Endowments (Ireland) Act 1885 discharge an independent function defined by civil regulation. However, they are normally elected by the Synod and are required to lay an account of each year's proceedings before it. The bishop is chair of all the boards. At present the Ferns district clerical synod members elect five clerical members and three supplementals to the diocesan board; the lay members thereof elect seven lay members and three supplementals. The Cashel Waterford and Lismore DBE includes the licensed and beneficed clergy of that portion of the diocese and up to nine lay members elected by the Diocesan Synod. The Ossory and Leighlin DBE includes the archdeacons and deans of those dioceses and two Ossory and two Leighlin clerical members elected by the synod, along with two lay members from Ossory and two lay members from Leighlin similarly elected. It is the practice of some of the DBEs to ensure the inclusion of primary school principals of the area within the membership, or in attendance at meetings.
  - Where the Synod seeks to establish committees in order to advance other specific tasks for particular period, it should be noted that a Select Committee involves membership confined to those who are Synod members, whereas a sub-committee commission or working group may include other persons
  - No election procedure may be followed which of its nature gives an inbuilt advantage to outgoing office holders, for example by the placing of asterisks beside the name of outgoing members on the ballot paper for any Council or board
8. Diocesan Trustees shall be elected as necessary by the Synod so as to maintain a total number of at least five. Normally there should be an odd, rather than an even, number of such trustees. They need not be members of the Synod and shall continue to hold office at the Bishop's discretion
  9. When a vacancy occurs in the prebendal stall of Stagonil in the National Cathedral Church of St Patrick, Dublin (the diocesan representative canonry), it shall by

filled by vote of the Synod, clergy and laity voting together. The person so elected must be a clerical member of the Synod. Candidates shall be nominated and seconded during the meeting of the Synod, and voting shall be by single transferable vote, taken forthwith. Only the name of the member of the clergy duly elected shall be announced at the conclusion of the voting

#### SPECIAL PROVISIONS AFFECTING GENERAL SYNOD MEMBERSHIP

1. All duly qualified members of the Synod shall be deemed to be willing to serve as members of the General Synod if so elected, unless they have signified otherwise to the Diocesan Secretaries
2. Nominations of those who are not members of the Synod must be returned to the Diocesan Secretaries at least 21 days before the meeting of the Diocesan Synod at which the election is to take place. These nominations will normally be made by members of the Diocesan Synod with the nominee's consent, but in fact any qualified layperson in the diocese may indicate to the Diocesan Secretaries at the appropriate time their willingness to be considered for membership of the General Synod.
3. The Declaration to be made by newly elected lay members and supplemental members of the General Synod is prescribed in Chapter 1, Part 1, 9 of the Constitution. It shall be the duty of the Diocesan Secretaries to transmit these completed declarations, along with the names and addresses of those elected, to the Honorary Secretaries of the General Synod with as little delay as possible, and to advise the Synod members of the names of those elected.

#### CONDUCT OF ELECTIONS BY DIOCESAN SYNOD MEMBERS

1. Only members of the Synod are eligible for election to diocesan appointments made by the Synod, save for any exceptions specifically made in these rules and noting that membership of the General Synod is not confined to members of the Synod. Furthermore, it shall be permissible, as the Synod sees fit, for diocesan boards and bodies other than the Council and Select Committees of the Synod to co-opt persons who are not members of the Synod but have appropriate knowledge or expertise.
2. When voting by orders, the clergy vote only for the clerical members and the lay members vote only for lay members
3. The elections shall be by voting papers save that the existing custom of electing officers of the Synod, members of the Cashel Board of Education and the Ossory/Leighlin Boards of Education and of Religious Education may continue to be by show of hands or aye/no votes of the Synod at the discretion of the President, as may the election to membership of the Diocesan Court. However, the voting in these cases shall be by voting papers if the President so determines or

receives a written request to that effect from at least six members of the Synod

4. At each meeting of the Synod where elections by voting papers take place, a suitable committee of scrutiny shall be appointed with lay members counting the clerical votes and clerical members counting the lay votes
5. If in any election two or more persons receive an equal number of votes and the result of the election, or the order of names on a supplemental list, is thereby in doubt, the scrutineers shall decide the matter by lot
6. Where ballot papers are furnished to Synod members in advance of the meeting for membership of the Council, General Synod, Committee of Patronage, Episcopal Electoral College and normally the Ferns Board of Education this shall be done at least two weeks in advance of the appropriate meeting by the Diocesan Secretaries. Voting papers shall be of a different colour for each election
7. Elections to the Council, Electoral College, General Synod and Committee of Patronage shall be conducted from 2014 on the basis that the united Diocese forms a single electoral unit.
8. Only Boards of Education shall be elected solely by those Synod members representing the districts within the diocese where the Boards function
9. On the day of the meeting of the Synod the voting papers are to be placed in the relevant ballot box in a designated area of the Synod hall. Members unable to attend may either send their voting papers in a sealed envelope to the Diocesan Secretaries who shall confirm that the person from whom the papers have been received is a member of the Synod and, if satisfied, place the voting papers in the appropriate ballot boxes OR similarly entrust their voting papers to another member of the Synod personally known to them to place in the appropriate ballot box.
10. Voting shall cease ten minutes after the rising of the Synod and thereafter no voting papers shall be accepted
11. Voting papers on which more than the correct number of persons have been voted for shall be rejected by the scrutineers
12. Immediately after the counting of votes, and once the results have been reported to the President, all valid voting papers and rejected voting papers shall be placed in envelopes and sealed by the scrutineers, which envelopes shall be carefully preserved by the Diocesan Secretaries until the next election, when they shall be destroyed in the presence of scrutineers appointed for that election. These envelopes

may not be opened save by order of the Council, or by order of the Bishop pursuant only to the requirements of the following rule

13. If any dispute arises in connection with any of the above elections, an appeal may be lodged within one month of the date on which the Synod was held. On receipt of a notice of appeal, the diocesan secretary shall immediately send copies of it to the parties concerned and to the Bishop, who shall give instructions for the summoning of the body which is to hear the appeal. Appeals shall be heard and determined by a committee consisting of the Bishop or his commissary and the elected members of the Diocesan Court, unless the appeal refers to the election of members of the Diocesan court, in which case it shall be heard and determined by the Council. The decision of the body hearing the appeal shall be final.

#### STANDING ORDERS for meetings of the synod

Every ordinary meeting of the synod shall commence with a celebration of the Holy Communion, and all meetings shall begin with prayer and the reading of Holy Scripture. A strangers' area shall be provided for the use of visitors and official ecumenical guests invited to attend the synod shall be entitled to speak during its debates.

Note - The standing orders to be followed in the conduct of the synod meetings once the chair has been taken were agreed by the synods of both Cashel and Ossory and Ferns in 2004 and it is not considered necessary to make any changes at this time.

Add – The Synod may from time to time rescind or vary these standing orders, provided always that they do not act in a manner inconsistent with the Constitution

#### DIOCESAN COUNCIL

1. Ordinary meetings of the Council shall be held at least five, and usually six times during the year on dates suitably spaced apart. The Bishop shall appoint the date, place and time of each meeting. Normally two meetings shall be held in Kilkenny, two in the diocese of Ferns and at least one in a venue in another part of the Diocese. The Bishop may convene special meetings of the Council at any time and shall do so on the written requisition of at least one third of the members of the Council. At least fourteen days' notice shall be given of all Council meetings
2. The Bishop (or a commissary duly authorised) shall Chair the Council. In the absence of the Bishop and his/her commissary, the Council shall elect its own chair
3. All meetings of the Council shall open with prayer
4. In order for the meeting to be quorate, at least seven clerical members and fourteen clerical members shall be present

5. The Council shall appoint the Diocesan Secretaries and Diocesan Accountant, determine their duties and fix and pay their remuneration
6. The Council may appoint sub-committees drawn from its members for the consideration of particular business for particular periods of time, and may approve the co-option to these sub-committees of persons not being members of the Council who offer particular expertise
7. It shall be the duty of the Council to regulate the expenses and other details of the meetings of the Synod, and to carry into effect the resolutions thereof
8. The Council shall prepare for each Annual Meeting of the Synod a Report, which should contain
  - Any resolutions which the Council proposes to submit to the Synod for adoption
  - A statement of the condition of all funds of the diocese
  - A general statement of the condition of the Churches, graveyards, schoolhouses, glebe houses and other ecclesiastical property in the diocese
  - Statistical information concerning the life of the Church in the diocese
  - Reports of various committees, societies and organisations as the Council shall deem expedient
9. The Council shall exercise fully any of the powers of the Synod that the Synod shall assign to it (Constitution, Chapter 2.36) in the course of, or at the conclusion of, its annual meeting. The Council shall be subject to such rules as the Synod shall prescribe.
10. When the Synod does not otherwise assign any specific or greater powers to the Council in accordance with rule 9, the Council shall exercise between meetings of the Synod the functions conferred on the Synod in the following matters, but only to the extent that the final control of the Synod is duly preserved
  - Constitution, Chapter 2. 32 – Concerning temporalities of the church in the diocese
  - Constitution, Chapter 3. 27 – amalgamation of benefices etc

But the Council shall at the next Annual Meeting of the Synod report upon all actions taken by it in these matters and the Synod shall have power to alter, repeal or supersede all or any of such acts of the Council. In case the Incumbent or Select Vestry of any parish concerned shall be dissatisfied with any proposed act of the Council under this Rule, s/he or they may require that the action of the Council be stayed until the matter shall have been submitted to the Synod and determined by it and thereupon the action of the Council shall be suspended accordingly.
11. In any case not provided for in the above Rules, the procedure of the Council shall be governed by the enactments embodied in the Constitution of the Church

FINANCE COMMITTEE – to be appointed for each term in office of the Council

1. There shall be a finance committee to advise the Council on financial matters when so requested, and to recommend amendments to the diocesan financial scheme, and to perform such other duties as the Council may from time to time direct
2. The Finance Committee shall consist of the Bishop (or his/her commissary) and the Hon Treasurers of the Diocesan Synod shall be entitled to participate ex officio. In addition up to six other clerical and nine lay members of the Council shall be appointed at the first meeting of that body upon its coming into office. Casual vacancies occurring during the committee's time of office shall be filled by the Council (or, if the Council so directs, by co-option) and the Finance committee may invite to participate in its meetings consultants having particular expertise
3. The quorum for meetings of the Finance Committee shall be eight
4. In appointing members to the Finance Committee, the Council shall not only take cognisance of the necessary expertise required, but also shall ensure that the committee is suitably representative of the various geographical districts within the Diocese

#### RURAL DEANS

The rural deaneries of the Diocese and the parishes within them are as follows . . .

##### KILLESKIN

Baltinglass, Carlow Killeskin and Kiltegan

##### LEIGHLIN

Dunleckney, Fenagh, Leighlin and Tullow

##### CASHEL

Cashel, Clonmel, Kells and Kilkenny

##### FIDDOWN

Fiddown, Waterford and Lismore

##### DYSERT ENOS

Abbeyleix, Castlecomer, Portlaoise and Stradbally

##### AGHABOE

Kilcooley, mountrath, Rathdowney and Templemore

##### SOUTH FERNS

New Ross, Wexford, Enniscorthy and Gorey

#### NORTH FERNS

Bunclody, Ferns, Tinahely, Kilanne and Ardamine.

1. The basic duties of rural deans in relation to Church property, glebes, registers and Church plate are cited in Chapters II. 42-44, III, 38-42 and XIII of the Constitution. Chapter XIII.18 deals with the duties of rural deans in connection with the annual inspections of glebes, in association with the diocesan glebes/property committees
2. Furthermore, at intervals of 1 – 2 years as determined by the Bishop, the rural deans shall also inspect the Churches and their contents, the Churchyards and graveyards and make a report to the Diocesan Secretaries using the forms provided.
3. The reports of the Rural Deans shall facilitate the provision of information to the Council in relation to the condition of Church buildings, their furniture, service books, linen and Church plate; also Churchyards and parochial registers. All matters requiring action may be referred to the appropriate Glebes and Property Committee, which shall also consider any reports of the Rural Deans in relation to the condition of glebe houses, their curtilage and lands
4. The diocesan secretaries shall ensure that recommendations made by the Rural Deans are communicated to relevant Select Vestries for consideration and action
5. The Diocesan Secretaries shall prepare for general circulation and information in the Diocese a list of general points of importance arising out of the rural deans' visitations
6. It is the duty of the Churchwardens to be present at the inspection of their Church, and of the glebewardens to be present at the inspection of their glebe. Failing this, designated substitutes must be provided.

DIOCESAN PROPERTY/GLEBES ADVISORY COMMITTEES – to be appointed for each term in office of the Council

1. There shall be three property/glebes committees
  - Cashel/Ossory South, including the following rural deaneries (Cashel, Fiddown and Aghaboe)
  - Cashel/Ossory North, including the following rural deaneries (Leighlin, Dysert Enos and Killeshin)
  - Ferns
2. These committees shall in their respective areas discharge the functions of glebes committees in relation to the management of glebes and the carrying

out of glebe rules as described under Chapter XIII of the Constitution. All matters concerning glebes in the diocese shall stand referred to the appropriate committee, which shall take such action as it shall deem necessary and report to the Council

3. The Chair of each committee shall be the Bishop, or more usually a member of the Council nominated by the Bishop, and otherwise the membership of each committee shall be as follows:-

CASHEL AND OSSORY NORTH and CASHEL AND OSSORY SOUTH

The three rural deans of the respective geographical areas plus in both cases three other lay persons who may or may not be members of the Council. Glebewardens of individual parishes should also be invited to attend meetings when their specific local affairs are under consideration

FERNS DISTRICT

Hon Secretaries of the Diocesan Synod resident in Ferns district (should they desire to participate), the two relevant rural deans and five other persons

At all Glebes and Property Committees , the quorum shall be four. where the Bishop does not personally Chair the meetings, s/he may choose to attend them, as may the appropriate archdeacon. The committees shall be appointed at the first meeting of each new Council upon its coming into office

4. The Bishop shall appoint one of the committee chairs to be responsible for the coordination of business between the committees when required, and that person shall be entitled to attend as necessary the meetings of the other two committees
5. The committees shall normally meet before each ordinary meeting of the Council and at such other times as are required. They shall prepare a report on all property matters in the diocese, make recommendations as to what decisions and actions are required by the Council, and facilitate the process by which diocesan property matters are brought before the Representative Church Body
6. Any Select Vestry seeking advice in relation to a glebe or other property, or seeking to pursue a particular course of action in relation to the majority of Church properties which are not locally vested (most being vested in the Representative Body), should make initial contact with the appropriate glebes/property committee via the diocesan offices
7. The Council may direct that one of the Diocesan Secretaries or a designated member of the diocesan staff should act as secretary to the Glebes/property committees; otherwise a committee may appoint its own secretary who need not be a member of the committee.

8. Seven days' notice of each meeting shall be given to each member of the Glebes/property committees, provided that in the event of an emergency three days' notice shall suffice, particularly on foot of reports from rural deans incumbents or glebewardens concerning situations in need of urgent attention
9. Diocesan Architects for the various geographical districts in the diocese shall be appointed by the Council upon the recommendation of the appropriate glebes/property committee(S) which shall also make recommendation to the Council concerning the tenure and duties of their office and remuneration. (The committees shall also be cognizant of additional levels of expertise which may be required to supplement those of the Diocesan Architects in the case of certain historic buildings which are statutorily scheduled as Protected Structures).
10. The Glebes/property committees shall provide for the annual inspection of every glebe in the diocese, as set forth in Chapter 13 (18) of the Constitution, and for the holding of Commissions of Repair quinquennially and at times of vacancy, in accordance with the Glebe rules for the time being in force. All proper notices and directions in connection with these inspections and commissions shall be given, and the reports thereof duly considered, and such action as may be necessary shall be taken thereon
11. The Glebes/Property Committees shall provide for the quinquennial professional inspections of Church buildings by the Diocesan Architect as prescribed by the Council and for the due consideration of the reports provided
12. The Glebes/Property Committees shall act as agent for the RCB for the purpose of granting permission to sublet glebelands for the season by way of agistment or in conacre. Such permissions shall be granted only on condition that the terms of letting are approved by the Glebes/property committee for the area and that the lands are let by public auction in all cases where the committee has not certified that it is satisfied that a fair rent can be obtained by other means of letting
13. The Glebes/property committees shall receive all applications for permission to cut down trees on glebe and other Church property and shall forward them to the Representative Church Body through the Council, together with recommendations thereon
14. The Glebes/property Committees shall prepare and present annual reports to the Council and Synod and, in the case of glebes , also to the RCB as required

#### BOARDS OF NOMINATION

All matters are covered by Chapter IV of the Constitution, save that: -

1. The quorum for any meeting of a Board of Nomination shall be the Bishop (or Commissary) and six other members

2. A Register shall be kept in which all the meetings and acts of Boards of Nomination shall be carefully recorded . Each nomination shall be entered in the register and signed by the members of the Board present, and a copy of such nomination shall be similarly signed and handed to the Bishop or commissary. When a register is full, it shall be entrusted to the Diocesan Registrar who shall arrange for its safekeeping
3. All meetings of Boards of Nomination shall open with prayer and the reading of Holy Scripture. The minutes shall be read, approved and signed before the conclusion of each meeting

## PAROCHIAL

There is no need for these Diocesan Rules to repeat the clear precepts of Chapter III of the Constitution save in a few matters, as follows –

1. The annual meeting of the General Vestry for the purpose of revising the list of registered vestrypersons in every parish shall take place as directed by the Synod or Council, within the period between the commencement of the calendar year and the sixth week before Easter. It shall be the duty of the Churchwardens to make available to those desiring to be registered as vestrypersons the necessary forms of declaration required by Chapter 3 on the two Sundays prior to the revision meeting, and these forms must be completed and lodged with the Secretary to the Select Vestry before the meeting commences
2. Prior to the General Easter Vestry in each year, the Select Vestry must receive and approve parochial accounts for the previous financial year prepared by the parochial treasurer, in accordance with any regulations of the Council concerning their manner of presentation and audit. These accounts shall be laid before the meeting of the Easter Vestry. A copy of such accounts is to be sent to the Diocesan office for attention of the diocesan accountant
3. In the year 2014 and triennially thereafter the Easter Vestry or united Easter Vestries of the whole Union or Group as the case may be shall elect Diocesan Synod members and supplementals, and parochial nominators and supplementals
4. In any parochial election, if two or more persons receive an equal number of votes and the result of the election is thereby in doubt, the matter shall be decided by lot
5. Within one week of the Easter Vestry, the Chairperson shall send to the Diocesan Secretaries (on forms furnished by them), the names and addresses (electronic and postal) of the Churchwardens and Glebewardens and Select Vestry members appointed, subject to the provisions of the Diocesan Data Protection Policy. When there are triennial elections the names and addresses of parochial nominators, diocesan Synod members and supplementals shall be similarly returned, along with the completed declarations required by the

Constitution in respect of such persons, copies of the text of which it shall be the duty of the Diocesan Secretaries to provide

6. An appeal shall lie to the Council against the admission, removal or rejection of any person as a registered vestryperson of the parish, and against any election or appointment made at an Easter Vestry. The person or persons appealing shall, within one month, notify the Diocesan Secretary stating the grounds for appeal and lodging the sum of €200 towards the cost of the appeal. The Diocesan Secretaries shall immediately forward copies of the statement of objection to the Bishop, the incumbent and Churchwardens of the parish concerned and to the persons concerning whom the objection has been lodged. The Bishop shall decide whether the appeal shall be heard at the next ordinary meeting of the Council or whether a special meeting of the Council shall be held for the purpose
7. The appellant shall attend, either in person or by deputy authorised in writing at a meeting of the Council, of which the Diocesan Secretaries shall give at least seven days' notice to the incumbent, to the select vestry (through the Churchwardens) to the appellant and to the person whose election is disputed or against whose admission to, or removal and rejection from, the Register of Vestrypersons the appeal is lodged
8. On the day appointed the Council shall proceed to hear the appeal and may either decide it or adjourn the case to some later date as it thinks fit
9. The Incumbent and Churchwardens shall produce before the Council on each appeal the Register of Vestrypersons, the list of Select Vestry members and any other documents in their possession relating to the appeal, if required by the Council to do so
10. The Council, having heard the parties attending, shall pronounce its decision, which shall be final and shall communicate the same to the Incumbent, to the Select Vestry (through the Churchwardens) and to the parties concerned. The Council may dismiss the appeal, or it may direct a fresh election to be held, or it may direct such alterations to be made to the lists or entries of Vestry members, Select Vestry members, Churchwardens, Parochial Nominators, Diocesan Synod members or other parochial officers as the decision shall render necessary
11. Nothing in any of the above paragraphs shall be taken as diminishing the rights of any parties in relation to remedies available in civil law

#### MISCELLANEOUS

CONDITION OF GLEBES – Each cure is responsible for the taxes, rents and Charges in connection with the glebe house, for its furnishing in accordance with Chapter 3. 24 (5) as may be determined by the Council from time to time and for its maintenance and repair, but not for repairs necessitated by the wilful fault or neglect of the incumbent. If there is a difference of opinion between the

Incumbent and Select Vestry as to the necessity or responsibility for repairs, improvements or alterations, the matter shall be referred to the glebes/property committee for the area, whose decision shall be final. That committee shall also have power to order essential repairs to be carried out, the cost of such repairs – not being due to the wilful fault or neglect of the Incumbent – being either placed on the glebe Charges or paid directly by the parish, as the parish may choose. If any parish fails to meet its responsibility under this rule, the necessary payments shall be made by the Diocesan secretaries, who shall deduct the amounts thus expended from the Assessment account payments by the parish

**COSTS OF DIOCESAN ADMINISTRATION** – The Select Vestry of each parish shall, from time to time, pay the Diocesan Secretaries such sums as the Council and Synod may consider necessary to carry on the working of the Synod and Council and to provide for any other necessary expenses. Normally these Charges will be added to the cash assessments sought from parishes for the maintenance of ministry parochial, episcopal and specialised throughout the diocese

**CLERGY LEAVE** – On up to **six\*** of their holiday Sundays of each year, in addition to times of sickness, the provision of liturgical and essential emergency cover for diocesan clergy, as approved by the archdeacons, shall be a charge upon the diocese. Travelling expenses to readers operating (save in exceptional cases approved by the Bishop) outside the parishes where they reside, along with travelling expenses to licensed or retired clergy shall be in accordance with travel rates determined by the Council. The Council may also determine the payment of a fee per service to retired clergy. The Bishop or archdeacons may also determine that in some cures the Sunday liturgical schedule cannot be sustained without external assistance and may request the Council to make provision for the resultant costs.

*\*amended from four as approved by the Diocesan Synod 22 October 2014*

In addition to the above circumstances, the Bishop may permit any priest of the diocese to take up to one week each year for purposes of study or retreat (including a Sunday) and the costs of providing cover shall be met by the diocese. The Bishop may also, after consultation with the finance committee, grant for sufficient reasons sabbaticals of up to three months for clergy who have served for over seven years in the diocese, and who would be expected to continue to serve in the Church of Ireland for at least another five years. A priest who has been granted a sabbatical may not, except in the most exceptional of circumstances, apply to have a second one within a period of a further seven years. In granting sabbaticals the Bishop will take account of the current ministry needs of the diocese, including the number of vacant parishes in the area involved

There will always be a degree of cover by neighbouring clergy of one another's parishes by mutual informal agreement, eg. during time off, but when an incumbency is vacant the Bishop may designate a neighbouring priest to provide pastoral cover and the Finance Committee will determine what is due recognition of the work and costs involved. Liturgical cover in vacant parishes will be arranged by the archdeacons, and will be covered by the diocese normally as a consequence of vacancy savings

## FINANCIAL SCHEME

1. The Council, in addition to the appointment of the Diocesan /Accountant, shall also appoint and fix the remuneration of auditors who may have access to the diocesan accounts at any time and shall carry out such duties as are assigned to them in this scheme or may be assigned to them by the Council, in addition to any statutory duty
2. The Diocesan Accounts shall be audited annually and submitted to both Synod and Council

## DIOCESAN STIPEND FUND

1. This shall consist of a capital and a revenue account
2. The income of the Revenue account shall consist of
  - Parochial assessments for stipends, locomotory allowances and expenses of office allowances, pensions and such other matters as directed by the Council
  - Interest on capital
  - Interest on parochial endowments for stipends and other miscellaneous trusts
  - Grants received through the Representative Body for Stipend and Locomotory Allowance
  - Grants from the HSE and other state bodies for the provision of chaplaincy services, where these are not paid to the clergy locally
  - Grants from diocesan sources (eg the 'poor parishes' fund existing in the various districts and sections of the diocese)
3. The fund shall be liable for the following Charges in the order named as far as the income of the Revenue account shall permit
  - The Stipends, Locomotory allowances and expenses of office allowances of the parochial clergy ( including those in part time paid ministry ) of the diocese (save where the last are agreed to be paid directly by the parish)
  - The diocesan contribution to the maintenance of the episcopate
  - The stipends of Specialist Officers, Diocesan Curates and the like as may be determined by the Council or Synod, and the necessary costs and expenses of maintaining their work
  - Vacancy Charges
  - To the Diocesan General Purposes Fund sums recommended by the Council
  - To the Glebes/Property Committees Expense account sums recommended by the Council
  - Expenses per annum to the archdeacons and to each of the rural deans sums as the Council shall from time to time determine
  - Long service pensions to the diocesan clergy and, where also recommended by the Council, children's allowances and/or education grants for the children of designated clergy in full time education, in all cases at rates as determined

by the said Council (this all being over and above children's allowances customarily paid by the RCB from central funds)

- Grants for the support of youth ministry at parochial and regional level
  - Any balance left in the income of the fund after the above charges have been may be carried forward to the next year, or applied by the Council to the increase of capital or used for some special purpose in connection with the stipends of the clergy in form of what has been known as the clergy aid funds, enhanced in the past by certain private gifts and grants. The clergy aid funds have existed to assist particularly in cases of heavy expense due to illness and similar causes
4. The approved stipend and locomotory allowance for every cure and each assistant curacy shall be fixed from time to time by the Council in accordance with the provisions of the Constitution and the determinations of the Synod and Representative Church Body. The Finance committee shall consider whether part of the stipend due to any member of the clergy shall be considered paid as a result of their directly receiving remuneration for hospital chaplaincies and the like. In dealing with this matter the committee shall strive to be as consistent as possible while also taking account of the burden of additional workload in some cases.
  5. Stipends attached to dignitaries shall be paid as from time to time decided by the Council
  6. The actual payment of stipends shall be made by the Representative Church Body on a requisition note from the Council

#### PAROCHIAL PAYMENTS

1. The Council shall fix from time to time for each cure, on the basis of its size and ability to pay (to be determined by a census to be taken every third year and seeking such information as the Council shall desire in respect of total population, age breakdown of population and if necessary Churchgoing levels)
  - The amount of its annual assessment for stipend, locomotory and any other agreed allowance and incorporating on a proportionate basis costs in relation to the maintenance of episcopal ministry and agreed specialist ministries in the dioceses
  - The amount of its contribution to the Social Insurance and clergy pension funds according to the regulations currently in force
  - The amount of its annual contribution to Diocesan general purpose funds, which shall take into account costs for the administration of the diocese
  - Any parish aggrieved by the decisions of the Council in these matters, and where there is an allegation that rules for the calculation of assessment have been implemented incorrectly or unfairly shall have right of appeal to the Diocesan Synod
  - The Council shall in the calculation of assessment make regulations concerning the appropriate sharing of investment income not otherwise locally constrained between the wider diocesan pool and the parish.

Due priority shall be given to the application of income from glebe sales to actual works on the maintenance of current glebes

- All formulae determined by the Council for the calculation of assessment shall be published and submitted to the Synod and duly reviewed from time to time. Assessment figure for the coming year shall be made available each September or as soon as possible thereafter and shall be based on the principle of pooling, namely that the strong support the weak but that there is also a minimum parochial size below which it is not normally prudent for the Council to guarantee the stipend for a full time incumbency
  - It shall be a matter of agreement between individual parishes and the Council as to whether assessment is collected annually or quarterly
  - Income arising from investment income based on *diocesan* capital assets shall be pooled evenly across the entire diocese in order to alleviate cash assessment costs
2. If a parish has a credit balance in its current assessment account after the year's assessment has been paid to the diocese, it may have this amount placed to its credit for the following year's assessment or it may add it to parochial endowment funds (capital), the interest to be applied to the assessment fund of the parish. Interest may be allowed on credit balances and Charged on debit balances for any period during which these arise
  3. If the parish falls into arrears with its assessment or other diocesan dues, the stipend shall be paid in full and the amount of the arrears shall be brought forward. If there are arrears outstanding by mid- March in any year, it shall be the duty of the Diocesan treasurer to make a report to the Council which shall take such action as it considers appropriate
  4. The issue of arrears in assessment/stipend contribution at time of vacancy has been dealt with above and more fully in Chapter IV. 13 of the Constitution

#### VACANCY CREDITS

1. The portion of the stipend, excluding income from trust funds, accruing during the vacancy of an incumbency or assistant curacy, after the payment of vacancy expenses, shall be divided between the parish and the Diocese as the Council directs. Any amount accruing to the Diocese shall be added to the diocesan stipend fund revenue account at the end of each year and the amount accruing to the parish shall be placed to the credit of its assessment account
2. The income accruing from trust funds shall be paid to the parish as the Council shall determine in each case.
3. For the purpose of this section, 'stipend' shall be deemed to include the locomotory allowance, the cost of office allowance and the letting value of its glebe land as fixed by the Council

4. In addition to the provision of liturgical and other pastoral cover, the vacancy account of a parish shall be Charged with the cost of providing a caretaker for the glebe if necessary
5. Rates of payment and associated expenses in relation to the conduct of public worship in a vacant cure shall be fixed by the Council from time to time; provided that where it is necessary that such duty is taken by a member of the clergy with a licence or permission to officiate in a diocese other than this that the remuneration may be made at the rate prevailing in the diocese to which that member of the clergy is attached.
6. There shall be clear mechanism in place for the timing and method of payment arising in connection with vacancy duty.

#### LONG SERVICE PENSIONS AND CLERGY GRANTS

1. Members of the clergy at present in receipt of Long Service Pensions shall continue to receive them while they are serving in the Diocese and shall be entitled to be promoted, in order of seniority on the pension list, from a lower to a higher pension as vacancies occur. Members of the clergy who retire from the active ministry while serving in the Diocese shall be entitled to continue to receive such pension as they were receiving at the time of their retirement
2. After the payment of the long service pensions, any balance remaining of the sum allocated by the Council in accordance with the relevant clause of section 3 above dealing with the diocesan stipend fund may be divided among the clergy of the diocese in accordance with the numbers of their necessitous dependent children.

#### DIOCESAN POOR PARISHES FUNDS

There have been historically in the diocese poor parishes accounts, where income from a capital account is transferred from time to time to a revenue account. Some of this income must be applied specifically, for example in the case of Ferns the Williamson Bequest exists for the benefit of poor parishes in the county of Wexford and as a source of assistance with the provision of stipends for their incumbents. Over and above the duty of the Council to administer correctly such specific bequests, other general income from poor parishes funds may be applied to the diocesan stipend fund as a grant to augment the provision of clergy stipends

#### DIOCESAN PENSION AND SOCIAL INSURANCE FUND

The Diocesan Pension and Social Insurance Fund shall consist of a capital account and a revenue account

The revenue shall consist of

- Interest on the fund's capital
- Contributions from parishes

The Revue account shall be liable for the payment of the annual contribution to the RCB Clergy Social Insurance fund

#### DIOCESAN CLERGY WIDOWS AND ORPHANS FUND

These funds out of historical necessity exist in separate accounts and are applied in accordance with the intentions of benefactors who aimed to better the conditions of widows in the various component parts of the diocese. That pertaining to Ferns is particularly valuable

There is a capital and a revenue account in each case, and the income of these funds is dependent on interest on capital and grants from diocesan funds.

The funds are Charged with the provision of grants for widows/widowers and orphans of such clergy as shall die in the service of the Diocese, or a particular historical part/district thereof, or of those members of the clergy who were in service in the specified part of the Diocese at the time of retirement. Such grants shall be considered annually during the lifetime of the widows and orphans to whom they were given

Any surplus at the end of a year and subject to statutory charitable legislation, may be rolled over to the next year or otherwise be at the disposal of the Council, provided the allocation is within the trusts of the fund

#### DIOCESAN GENERAL PUPOSES FUND

1. The annual revenue shall consist of
  - A sum payable out of the stipend fund, as fixed by the Council from time to time
  - The sum required by the Council to be paid by each parish
  - Grants from other sources as determined by the Council
2. The account shall be charged with such expenses incurred in the administration of the Diocese as may be ordered by the Council, and used for the making of appropriate grants by the Council, for example to bodies that assist the Diocese through their work at central level, eg the RCB Library, St Patrick's Cathedral
3. The account shall be kept at such bank as the Council shall order, and all Cheques drawn thereon, or electronic payments made, shall be signed/authorised by at least one of the Diocesan secretaries and the Diocesan treasurer or such other persons as may be so authorised by the Council. All payments must be authorised by at least two signatories

#### GLEBES/PROPERTY COMMITTEE ACCOUNT

The section above dealing with glebes/property committees referred to the right of the Council to direct a member of the diocesan staff to service these committees, or failing that, for the committees to have the power to appoint their own secretaries. This is in the context of the provision of certain funds by the RCB for the salaries of glebe secretaries and Diocesan Architects. Such funds are kept in a suitable account by the Diocesan Treasurer for the purposes of the work of the glebes/property committees, and they may be augmented from other diocesan or parochial sources. The funds are a means of meeting expenses generally in connection with the administration of the glebes of the Diocese

#### GLEBES AID FUND

Historically in Ferns, this was a fund with a capital and revenue account, administered by the property and glebes committee and used in necessitous situations for the benefit of glebes in the diocese

#### FUNDS ADMINISTERED BY THE BISHOP

There are a number of ancient funds, too numerous to mention, the income from which is administered at the sole discretion of the Bishop. More significant among them are the Lyster and Boscowen Trusts, for charitable purposes connected chiefly with the clergy, and the Barton fund, 'for parochial development in South Kilkenny'. The Diocesan ministry fund, the income for which is mainly from services of the Bishop (ie Confirmations, Institutions, Ordinations) is used to assist with costs for training for ministry in the widest sense of that phrase and for the continuing education of the clergy. A summary of the application of the fund is presented each year to the Synod in the book of Reports

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( note on publication of text - if these rules are passed by the synod they will as in the past be printed in booklet form in addition to any form of electronic circulation. It will be necessary only to add the full agreed text of synod standing orders and probably a very short introduction simply indicating the background to this project, the dates of the various former rules and the recent decisions that have caused the synod to require updating and consolidation. There would also be acknowledgment of the work of those most central to the task)

