Autumn Diocesan Synod

Saturday 28th September 2019

Diocesan Centre

St John the Baptist

Dundee

Scottish Charity No SC016813

Membership of Synod
Rules of Order of Synod
Constitution of Synod
Can be found at the end of this paper

Scottish Episcopal Church
DIOCESE OF BRECHIN

Agenda for Diocesan Synod – Saturday, 28th September 2019

Coffee available from 9am

9.30am Synod Eucharist

10.30am Commencement of business which will consist of the following sessions

Session 1: 10.30am – 11.30am
Coffee
Session 2: 12pm – 1.30pm
Lunch (a light buffet will be provided)

Session 1 10.30am – 11.30am

Preliminary Business

- Roll Call of Members – and explanation of voting rights
- Motions received – none.
- Any Other Business notified or valid Late Motions submitted.
  Note: Late Motions should be submitted before the start of business (i.e. 10.30am) and must be signed by the mover and seconder who must both be members qualified to vote (Rule 10 of the Rules of Order).

Action from Spring Synod: Deficit Reduction Planning

- Presentation on progress and projected finance

Mission: Clusters – Transition – Support

- Presentation and Discussion
- Proposed Motion:
  "That this Synod receives the presentations on Diocesan Mission initiatives and will support the Diocesan Council and Officers and others in developing and growing these initiatives."

Coffee break

Session 2 12pm – 1.15pm: Money for Mission

Diocesan Resources for Mission

- Year on year income
- Cash
- Stocks and shares

Policy on reserves – when is it acceptable to use this money?

- Presentation and discussion – rules for using reserves
- Proposed motion:
  "That this Synod authorises Diocesan Council to prudently use reserves (cash and investment) to support mission and ministry projects, subject to the rules that each project must:
  a) Be for a fixed period of time
  b) Have definite outcomes that will be achieved
  c) Be supported financially by local charges as well as the Diocese"

1.15pm-1.30pm – Concluding Business

Any Other Competent Business or valid Late Motions not already addressed

Date of Next Meeting: Saturday 7th March 2020

Votes of Thanks

Confirmation of the Acts of Synod

Final Prayers

The Blessing

Dismissal (followed by lunch**)**

Session 1

Item 1

Action from Spring Synod: Deficit Reduction Planning

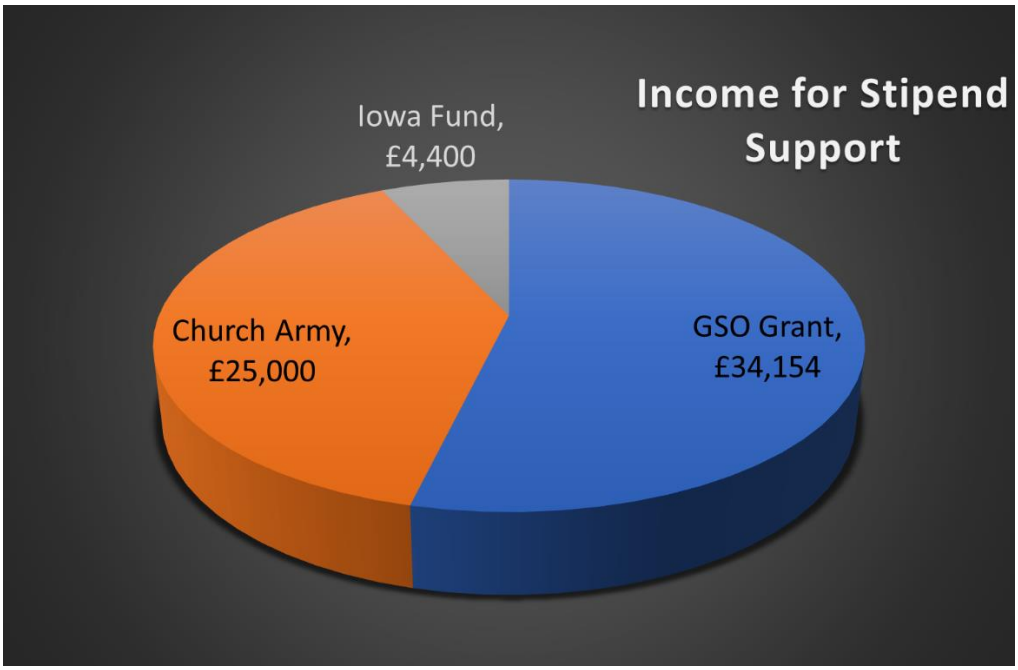
The following motion was proposed and negotiated by the Rule 10 process to approve the Budget & Quota Receivable for 2019. Progress and information required is listed below:

> That this Synod resolves to approve the budget and quota for 2019, subject to the following conditions:
>
> 1. that the Diocesan Council shall within a reasonable period of time provide to members of Diocesan Synod a full and complete breakdown of the item “Shortfall on Stipend Support” under “General Expenditure”;
> 2. that the item “St John the Baptist Fund” under Office Income is raised to be equal to the amount of the item “Repairs to Property” under “Office Expenditure”;
> 3. that the amount of item “Lambeth Conference” is amended from £5000 to £4950;
> 4. that Diocesan Council shall within a reasonable period provide to Members of Diocesan Synod a revised overview of “Quota Receivable from Churches”, taking into account the changes outlined in points 2 and 3 above;
> 5. that Diocesan Council shall within a reasonable period provide to members of Diocesan Synod a forecast budget for the next 3-5 years.

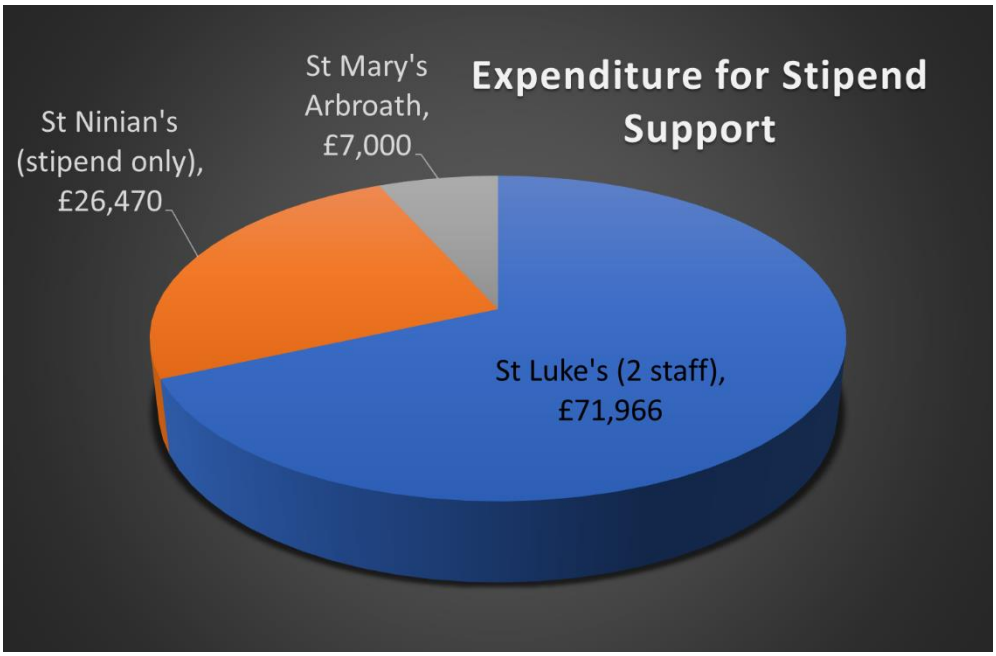
Progress on this action is:

Motion action 1: “Shortfall on Stipend Support” – provision of full and complete breakdown to Synod members.

> The budget figure of £66,000 is calculated as shown below.
>
> The Stipend Support is partially funded from income of £63,554. This money has various restrictions on its use (e.g. the Iowa fund can only support ministry in areas of multiple deprivation, the Church Army grant can only be used to fund staff in the Centre of Mission):



The Stipend Support is used to assist charges where they cannot maintain ministry through their own funds. In the budget this support was estimated at a total of £105,436, made up as follows:



The shortfall is £41,882. The figure of £66,000 in the budget presented EXCLUDED the Church Army grant of £25,000, so that this figure could be shown explicitly in the 'Income' section of the budget. Taking the £25,000 out leaves a Stipend Support shortfall of £66,882 – this figure had been approximated in the budget to £66,000.

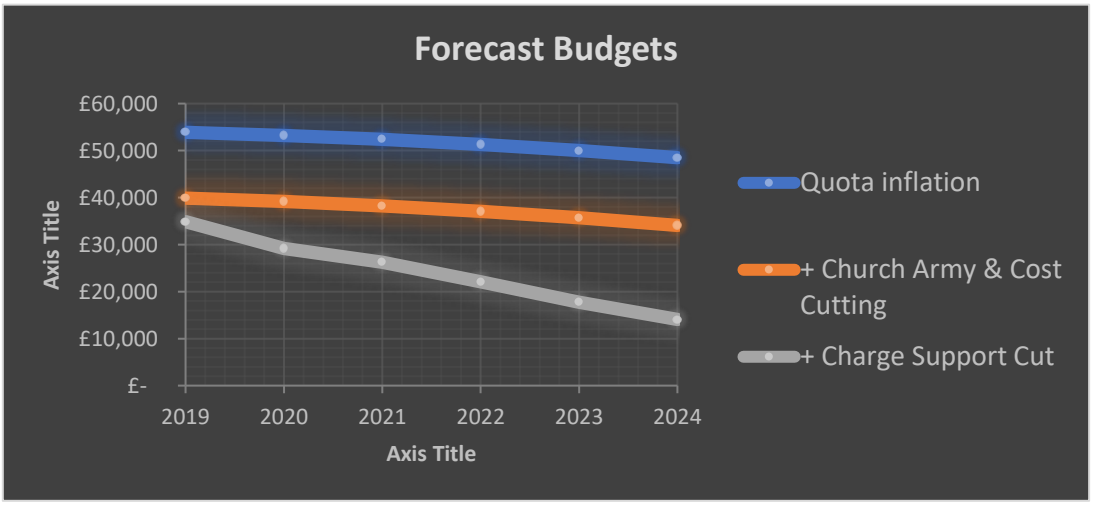
The actual budget shortfall in Stipend Support, which is therefore funded from Diocesan funds, is **£41,882**. This shortfall is considered as part of the deficit reduction planning included in the forecast budget below.

Motion action 2 (St John the Baptist Repair item): The budget has been amended as directed.

Motion action 3 (Lambeth cost precision item): The budget has been amended as directed.

Motion action 4: Quota receivable from churches has not changed as a result of the minor changes above: the budgeted amount of the total deficit has changed slightly.

Motion action 5: Forecast budget:



Work has been done to explore how to manage deficit reductions. This work has been reviewed by the Diocesan Council.

The Blue line shows deficits if costs increase in line with inflation and Synod approves annual quota increases a little in excess of this value. Any quota increase is subject to approval at the Spring synod. If quota is not increased, then the deficit will increase.

The Orange line shows forecasts if Church Army also increase their grant for the Centre of Mission and items of Diocesan expenditure (e.g. Diocesan Centre and some Episcopal costs) reduced and some income (e.g. rental) increased.

The Grey line shows forecasts if the support given to charges in Stipend Support is also gradually reduced over the time period. A credible rate of reduction has not yet been discussed with those charges. This line is a credible rate of deficit reduction given the Diocesan reserves.

Progress on achieving these outcomes:

To date, the only confirmed progress is that Church Army have agreed to increase their contribution to the Centre of Mission by £10,000 per year. The Orange line above is therefore our status. Council will continue to work towards the Grey line as a credible future projection in discussion with the supported charges. It is anticipated that more progress will have made by the Spring Synod in 2020.

Item 2

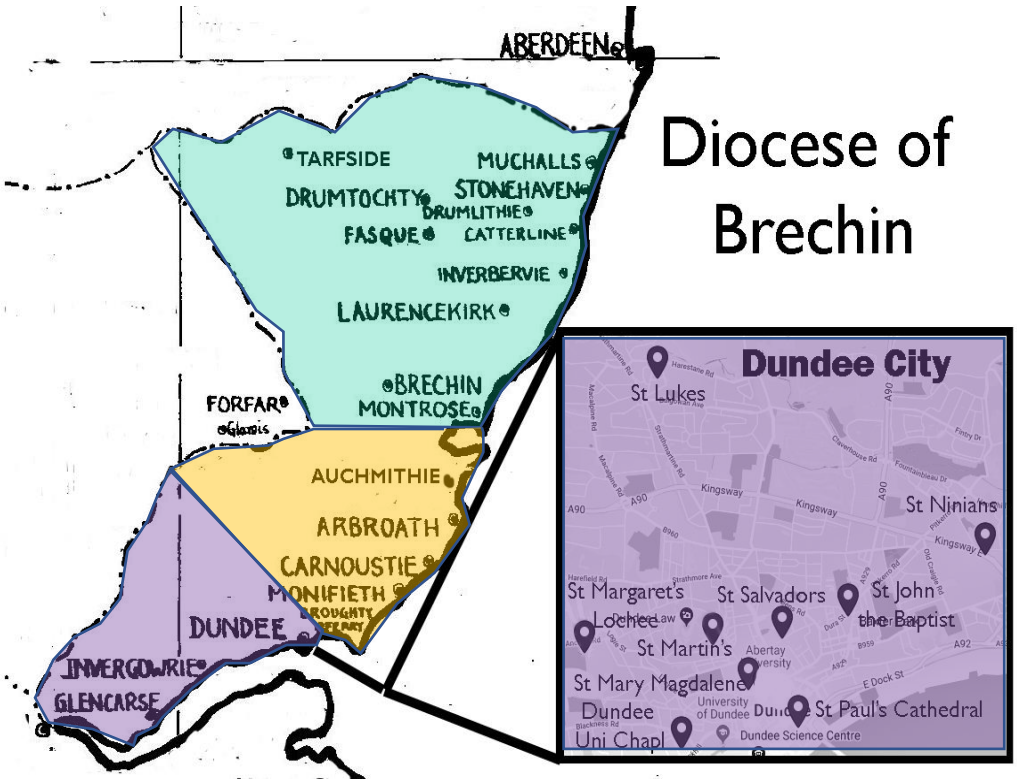
Mission Strategy for the Diocese of Brechin

Three strands:

Clusters – Transitions – Support

1. Clusters – making previous plans happen!

What are they? Reminder:



Geographical groupings for mutual support, training and other activities. Cluster decides for itself what matters. May develop into linkages/mission partnerships if that is what emerges.

What is already happening?

Northern – several meetings and workshops. Networks for treasurers. Maybe networks for property. Coastal – start-up meeting held, launch service planned.
City & West – start-up meeting in November.

The future?

More activities, better communication. Work to run a cluster from INSIDE the cluster, supported by the Diocese (Bishop, Mission Officer…)

2. Transitions – helping churches find a long-term future!

What is this? American Episcopal & Church of Scotland approach. Being developed and planned to be rolled out throughout the SEC.

Helping churches who have:

no priest
not enough money to pay for a priest by themselves
uncertainty about their future

Churches work in partnership with the diocese

Appoint a shared priest for a fixed term (up to three years) to:

Look after the charges

Produce firm/agreed proposals for long term future of charges

Priest has special skills/training – training is already available

Paid for between the charges and the diocese (session 2 of Synod will discuss).

3. Support – helping ordained and lay ministries flourish!

How do we do this?

Ordained/full time ministries – how do we help them flourish?
New vocations – ordained and lay
Lay ministries in every charge:

Worship leaders/eucharistic ministers
Servers, chalice bearers
Pastoral visitors
Lay evangelists
Children and youth work
Music
Etc.

The Mission Strategy: how will mission work be "done"?

These three areas do not DO the mission work: they create an environment that lets:

Churches come together to encourage each other;

Churches change to be confident places to 'do' mission;

Individuals grow in their spirituality/worship/discipleship;

The Diocese support mission (with human & financial resource).

This is NOT a top-down mission strategy that tells charges what to do: this is a programme to bring health (spiritual & financial) to our churches to let mission grow...

Discussion questions for small groups:

Clusters – are they delivering already? What else would I like to see now?

Transitions - would this work in my charge? What is different to appointing a Rector or a part time priest?

Support – how can we support the clergy and lay leaders of our charges? What would lay ministries add to the charge I serve/where I worship?

Other feedback and questions.

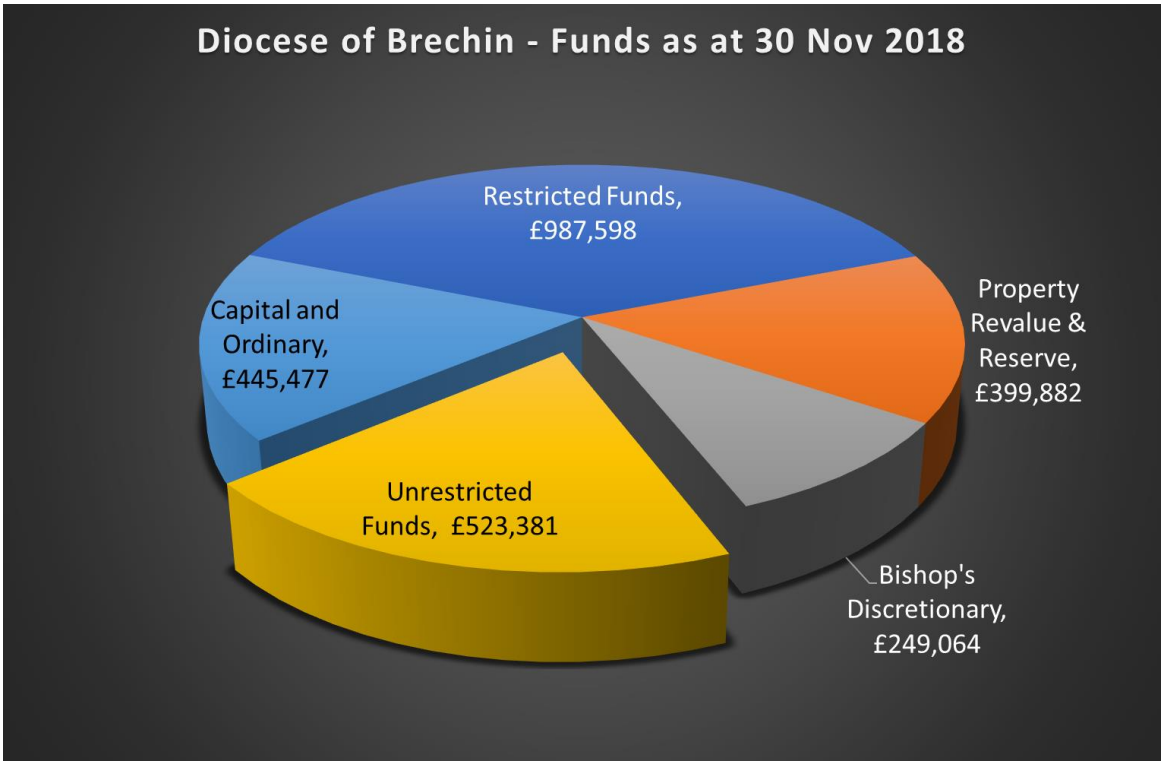
Proposed Motion:

“That this Synod receives the presentations on Diocesan Mission initiatives and will support the Diocesan Council and Officers and others in developing and growing these initiatives.”

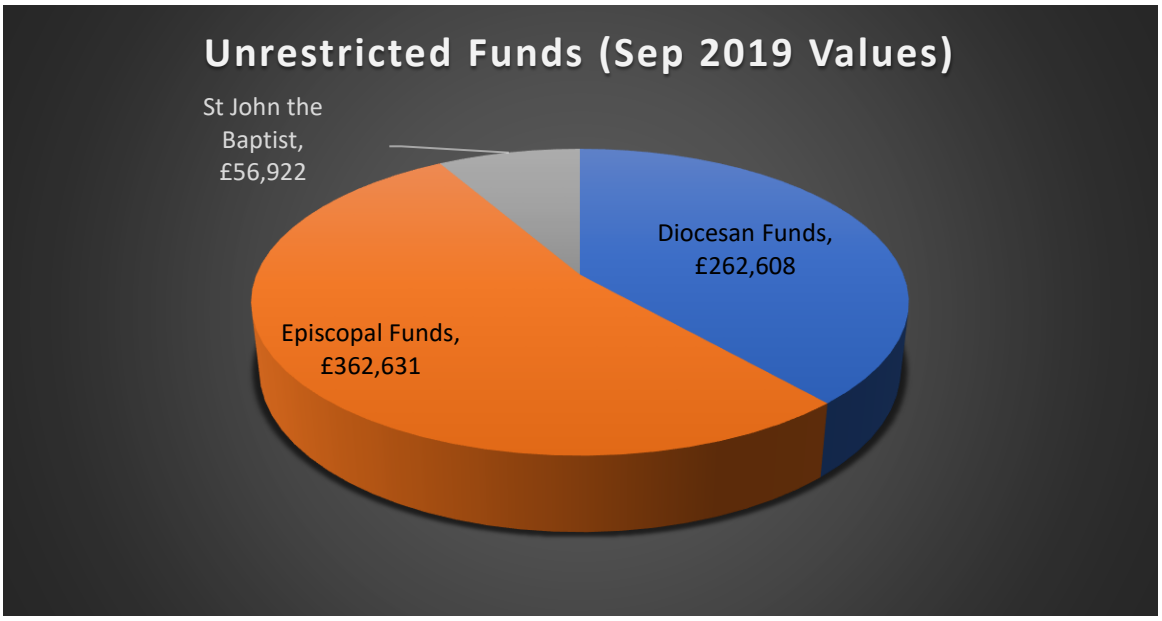
Session 2

Item 1 - Money for Mission – Using Diocesan Reserves

Diocesan Resources for Mission such a Transitional Ministries are limited. Deficit reduction planning constrains the finances available from year on year finances. But we have reserves – graph from Spring Synod 2019 – some cash as well investments.



As well as using cash, unrestricted reserves could be taken out of the investment pool and used by the Diocese for any purpose. But only SOME of the reported unrestricted funds are properly usable this way: others have an element of restriction on them. This graph shows the current value – they have increased significantly since Nov 2018:



The “Diocesan” funds above could be used to fund mission initiatives like Transitional ministries and/or to cover deficits while the Diocesan finances are stabilised. “Episcopal” funds are used to fund the employment of a bishop and the “St John the Baptist” fund is used to pay costs for that building.

Using unrestricted reserves means losing income from those reserves. The rate of income is approximately 2.7% for the SEC Unit Trust Pool at current values. So if £50,000 of reserves were used, the diocese would receive £1,350 less per year in future income. This is quite a modest reduction, but any no reduction in income has been assumed in the deficit reduction calculations presented earlier.

Diocesan Council would have to budget for any reduction in income, however small, in the ongoing deficit reduction programme.

Reserves can only be used once: the judgment for us is to ensure that they are used in most effective and prudent way possible.

Item 2 – Policy on Using Reserves

Policy on reserves – when is it acceptable to use this money? Previous synods have asked, given the large figures in the accounts, whether this money could be used to reduce quota or pay for other activities. Suggestion: Use of reserves to pay for ongoing ministry or to reduce quota without a plan to reduce expenses would not be prudent. This would be a short-term measure that would drain the reserves and just put off future cost-cutting or other changes. The changes are needed now.

The Bishop’s Proposal – Diocesan Council prudently use some reserves to help fund priests in the diocese in areas where charges are vacant, cannot afford to pay for an ordained leader and/or where the long-term future is unclear. This is the ‘Transitions’ from the Mission Plan already presented. This is use of reserves for fixed term appointments to help manage changes and lead to a sustainable pattern of mission & ministry in the diocese.

Discussion questions for small groups:

Can the Diocese live with using reserves?

Is the proposal prudent enough?

Is the proposal radical enough?

Other feedback or questions

Proposed Motion:

“That this Synod authorises Diocesan Council to prudently use reserves (cash and investment) to support mission and ministry projects, subject to the rules that each project must:

a) Be for a fixed period of time
b) Have definite outcomes that will be achieved
c) Be supported financially by local charges as well as the Diocese”

Diocese of Brechin Report of the Election of Lay Representatives and Alternates for 2019

1. ARBROATH
LR Mrs Evelyn Fordyce
ALR Mrs Joan Webster

2. AUCHMITHIE
LR Mrs Margaret Brown
ALR Mrs Susan Smith

3. BRECHIN
LR Mr James Arbuthnott
ALR Mrs Elizabeth Howson

4. BROUGHTY FERRY
LR Mr David Stanley
ALR Mr Laurie Bidwell

5. CARNOUSTIE
LR Mrs Gillian Millar
ALR Vacancy

6. DRUMLITHIE
LR Mr N Constantine
ALR Vacancy

7. DRUMTOCHTY
LR Mrs Helen Sanderson
ALR Mrs Georgina Middleton

8. DUNDEE- ST LUKE
LR Mrs Helen Stewart
ALR Ms Becky Mitchell

9. DUNDEE – ST MARGARET
LR Vacancy
ALR Vacancy

10. DUNDEE – ST MARTIN
LR Mr Iain Turnbull
ALR Vacancy

11. DUNDEE – ST MARY MAGDALENE
LR Mrs Denise Scobie
ALR Mrs Judy Robinson

12. DUNDEE – ST NINIAN
LR Mrs Fiona Scarfe
ALR Mrs Vina Strachan

13. DUNDEE ST PAUL'S CATHEDRAL
LR Dr Cathy Mitchell
ALR Dr Jaap Jacobs

14. DUNDEE – St SALVADOR
LR Mrs Katie Clapson
ALR Mrs Dolina Caie

15. FASQUE
LR Mr I Thornton-Kemsley
ALR Vacancy

16. GLENCARSE
LR Mrs Dorothy Maingot
ALR Ms Lorne Heriot-Maitland

17. INVERBERVIE
LR Mrs Mary Bowker
ALR Mr John Hitchon

18. INVERGOWRIE
LR Mrs Val Beveridge
ALR Mrs Barbara Currie

19. LAURENCEKIRK
LR Mrs J Gaye Thornton-Kemsley
ALR Mrs Michelle Constantine

20. MONIFIETH
LR Mrs Linda Walls
ALR Mrs Dorothy McFawns

21. MONTROSE
LR Mrs Judith Chaffer
ALR Mrs Liz Whitson

22. MUCHALLS
LR Mrs Irene Butler
ALR Mrs Susan Manson

23. STONEHAVEN with CATTERLINE
LR Professor Peter Sharp
ALR Mr Edward Dickens

24. TARFSIDE
LR Mr Peter Nelson
ALR Mr Kenneth Goddard

DIOCESE OF BRECHIN

MEMBERSHIP OF DIOCESAN SYNOD – 28 September 2019

Bishop: Rt Rev Andrew Swift
Diocesan Office, 38 Langlands Street, Dundee, DD4 6SZ,
01382 459569

Diocesan Officials

Chancellor: Mr Gregor Mitchell, 45 Airlie Street, Brechin, DD9 6JX, 01356 622564

Registrar: Mr John Thom, Miller Hendry, 10 Blackfriars Street, Perth, PH1 5NS
01738 637311

Secretary: Mr Michael Duncan, 16 Westwater Place, Wormit, Fife DD6 8NS

Treasurer: Mr Allan Duffus, 32 Pitcairn Drive, Balmullo, St. Andrews, KY16 0DZ
01334 870064

Safeguarding Officer: Reverend D Herbert, 43 Bridieswell Gardens, Gauldry, Newport on Tay,
DD6 8RY

Clergy, Lay Readers, Members of Religious Orders, Lay Representatives and Alternate Lay Representatives

ARBROATH The Church of St Mary the Virgin, 2 Springfield Terrace, Arbroath, DD11 1EL
Clergy: Reverend Peter Mead, 2 Springfield Terrace, Arbroath DD11 1EL
(12 March 2016)
Lay Rep: Mrs Evelyn Fordyce, 63 Keptie Road, Arbroath DD11 3EF 01241 877701
Alt. Lay Rep: Mrs Joan Webster, Magungie House, Abroath DD11 4RJ 01241 873366

AUCHMITHIE The Church of St. Peter, DD11 5SQ
Clergy: Reverend Peter Mead, 2 Springfield Terrace, Arbroath DD11 1EL
(12 March 2016)
Lay Rep: Mrs M. Brown, 31 Kirkbank, Auchmithie, DD11 5SY 01241 877656
Alt. Lay Rep: Mrs S. Smith, 14 Kirkbank, Auchmithie, DD11 5SY 01241 871012

BRECHIN The Church of St. Andrew, Argyll Street, Brechin, DD9 6JL
Clergy: Reverend John Skinner, The Rectory, 9 Castle Street, Brechin,
DD9 6KW
Lay Rep: Mr James Caregy - Arbuthnott, Balnamoon House, Balnamoon, Brechin
DD9 7RH 01356 660273
Alt. Lay Rep: Mrs Elizabeth Howson, The Walled Garden, Broomley, Montrose,
DD10 9LQ, 01674 810289

BROUGHTY FERRY The Church of St. Mary, Queen Street, Broughty Ferry. DD5 1AJ
Clergy: Reverend Dr Francis Bridger, 3 Wyvis Place, Broughty Ferry, DD5 3SX
Reverend Helen Bridger, 3 Wyvis Place, Broughty Ferry, DD5 3SX
01382 739035
Lay Reader: Mrs Elaine Hammersley, 137 Gleneagles Avenue, Dundee DD2 3GH
01382 812825
Lay Rep: Mr David Stanley, 5A Albany Road, West Ferry, DD5 1NS
01382 739231
Alt. Lay Rep: Mr Laurie Bidwell, 82 Dundee Road, Broughty Ferry, DD5 1DW
01382 738566

CARNOUSTIE The Church of the Holy Rood, Maule Street, Carnoustie. DD7 6AB
Clergy: Vacant
Lay Reader Mrs Jean Forbes, 30 Dundee Street, Carnoustie DD7 7PS 01241 856800
Lay Rep: Mrs Gillian Millar, 7 Barry Downs Park, Barry, Carnoustie, DD7 7SA, 01382 419444
Alt. Lay Rep: Vacant

CATTERLINE The Church of St. Philips, nr. Stonehaven, AB39 2UN
Clergy: Vacant
Lay Reader Mrs A. Geldart, Woodside, Cammachmore, Stonehaven, AB39 3NQ 01569 73170
Lay Rep: Professor P. Sharp, 3 Loirston Manor, Cove Bay, Aberdeen, AB12 3HD 01224 895357
Alt. Lay Rep: Mr Edward Dickens, 49 Arduthie Road, Stonehaven, AB369 2ND 01569 765621

DRUMLITHIE The Church of St. John the Baptist, Church Road, AB39 2YS
Clergy: Reverend Canon M. Turner, Beattie Lodge, Laurencekirk, AB30 1HJ 01561 377667
Lay Reader: Mrs G Middleton Drumallan, Auchenblaue, Laurencekirk, AB30 1SX, 01561 320179
Lay Rep: Mr N. Constantine, Mill of Thornton Laurencekirk AB30 1AX, 01561 378280
Alt. Lay Rep: Vacant

DRUMTOCHTY The Church of St. Palladius, Glen of Drumtochty, by Auchenblae, AB30 1TN
Clergy: Reverend Canon M. Turner, Beattie Lodge, Laurencekirk, AB30 1HJ 01561 377667
Lay Reader: Mrs Georgina Middleton, Drumallan, Auchenblae, Laurencekirk, AB30 1SX, 01561 320179
Lay Rep: Mrs H. Sanderson, 1 Mackenzie Avenue, Auchenblae, Laurencekirk, AB30 1XU 01561 320669
Alt. Lay Rep: Mrs Georgina Middleton, Drumallan, Auchenblae, Laurencekirk, AB30 1SX, 01561 320179

DUNDEE: The Church of St. Luke, St Luke's Road, Downfield, DD3 0LD
Clergy: Reverend Captain Kerry Dixon, Diocesan Priest Missioner of St Luke's, 6 Dudhope Street, Dundee DD1 1JU 01382 523911
Pioneer Evangelist: Captain Stuart Budden, St Luke's Rectory, 4 St Luke's Road, Dundee, DD3 0LD 07796887024
Reader: Mr B. Gowans, 16 Hillpark Drive, Birkhill, Dundee, DD2 5QZ 01382 580666
Lay Rep: Mrs Helen Stewart, Old Pier, Invergowrie, Dundee, DD2 5DP 01382 562571
Alt. Lay Rep: Ms Becky Mitchell, 3 St Lukes Road, Dundee, DD3 0LD

DUNDEE: The Church of St. Margaret, 17 Ancrum Road, Lochee, Dundee DD2 2JL
Clergy: Vacant. Interim Rector: Rev David Shepherd, 14 Albany Terrace, Dundee DD3 6HR 01382 690234
Lay Rep: Vacant
Alt. Lay Rep: Vacant

DUNDEE: The Church of St. Martin, Derby Street, Dundee, DD3 6RL
Clergy: Priest in Charge Reverend Dr Francis Bridger, 3 Wyvis Place, Broughty Ferry, Dundee DD5 3SX 01382 739035
Associate Priest Reverend Helen Bridger, 3 Wyvis Place, Broughty Ferry, Dundee DD5 3SX 01382 739035
Reader: Mr R. Pemble, 7 Castleview Apts., 6 Dudhope Terrace, Dundee, DD3 6HG 01382 533676
Lay Rep: Mr I. Turnbull, Miltonhough, Tealing, by Dundee, DD4 0QZ 01382 380501
Alt. Lay Rep: Vacant

DUNDEE: The Church of St. Mary Magdalene, Dudhope Crescent Road, Dundee, DD1 5RR
Clergy: Reverend David Shepherd, 14 Albany Terrace, Dundee, DD3 6HR 01382 690234
Lay Rep: Mrs D. Scobie, 19 Thorter Row, City Quay, Dundee, DD1 3BX 01382 206220
Alt. Lay Rep: Mrs J. Robinson, 15 Canisp Crescent, Dundee, DD2 4TP 01382 645305

DUNDEE: The Church of St. Ninian, Kingsway East, Dundee, DD4 7RW
Clergy: Very Rev F. Lamont, Dean of Diocese of Brechin, St. Ninian's Church House, Kingsway East, Dundee, DD4 7RW 01382 453818
Lay Rep: Ms Fiona Scarfe, 15 Finmore Street, Fintry, Dundee, DD4 9LT
Alt. Lay Rep: Mrs Vina Strachan, 59 Midmill Road, Dudnee DD4 8JF 01382 500616

DUNDEE: The Cathedral Church of St, Paul, Castlehill, Dundee, DD1 1TD 01382-224486
Clergy: Very Rev J. Auld, 4 Richmond Terrace, Dundee, DD2 1BQ 01382 646296
Reader: Ms Carole Spink, 29a Hill Street, Arbroath DD11 1AG 01241 437384
Lay Rep: Dr Cathy Mitchell, 24 Strawberry Bank, Dundee, DD2 1BH 0103825 643921
Alt. Lay Rep: Dr Jaap Jacobs, 46 William Street, Tayport, DD6 9HQ 01382 552190

DUNDEE: The Church of St Salvador, Church Street, Dundee, DD3 7EW
Clergy: Reverend Clive Clapson, 9 Minard Crescent, Dundee, DD3 6LH 01382 221785
Lay Rep: Mrs K.E. Clapson, 9 Minard Crescent, Dundee DD3 6LH 01382 221785
Alt. Lay Rep: Mrs Dolina Caie, c/o 9 Minard Crescent, Dundee DD3 6LH

FASQUE: The Church of St Andrew, Fettercairn, AB30 1DN
Clergy: Reverend Canon M. Turner, Beattie Lodge, Laurencekirk, AB30 1HJ 01561 377380
Reader: Mrs Georgina Middleton, Drumallan, Auchenblae, Laurencekirk, AB30 1SX, 01561 320179
Lay Rep: Mr I Thornton-Kemsley, Thornton Castle, Laurencekirk, AB30 1EB, 01356 377301
Alt. Lay Rep: Vacant

GLENCARSE: The Church of All Saints, Main Street, Glencarse, PH2 7LX
Clergy: Ven Canon Dr Ian Young, Springbank, 36 Abbott Street, Perth, PH2 0EE
Lay Rep: Mrs D. Maingot, Glencarse House, Glencarse, Perth, PH2 7LF 01738 860373
Alt. Lay Rep: Ms Lorne Heriot Maitland, Keepers Cottage, Hill of Errol, Perthshire, PH2 7TQ 01821 642765

INVERBERVIE: The Church of St. David of Scotland, Victoria Terrace, Inverbervie, DD10 0PS
Clergy: Reverend John Skinner, 9 Castle Street, Brechin, DD9 6KW
Readers: Dr Peter Smart, The Auld Scots Pines, Muirfoot, Church Road, Luthermuir, Laurencekirk, AB30 1YS
Mr Harold Jack, 12a Gibson Place, Montrose DD10 8HQ
Lay Rep: Mrs Mary Bowker, Newbigging House, Inverbervie, DD10 0PQ 01561 361491
Alt. Lay Rep: Mr John Hitchon, 26 West Park, Inverbervie, Montrose, DD10 0TT

INVERGOWRIE: The Church of All Souls, Main Street, Invergowrie, DD2 5BA
Clergy: Reverend Ashley Cummins, 27 Errol Road, Invergowrie, Dundee, DD2 5AG 01382 562525
Lay Rep: Mrs Valerie Beveridge, 8 Noble Avenue, Invergowrie, Dundee DD2 5AN 01382 561844
Alt. Lay Rep: Mrs B. Currie, 13 Rosewood Terrace, Dundee, DD2 1NS 01382 643791

LAURENCEKIRK The Church of St. Laurence, High Street, Laurencekirk, AB30 1BH
Clergy: Reverend Canon M. J. R. Turner, Beattie Lodge, Laurencekirk, AB30 1HJ
01561 377380
Reader: Mrs Georgina Middleton, Drumallan, Auchenblae, Laurencekirk, AB30 1SX, 01561 320179
Lay Rep: Mrs J Gaye Thornton-Kemsley, Burnside of Thornton Laurencekirk, AB30 1DY 01561 377667
Alt. Lay Rep: Mrs M. Constantine, Mill of Thornton Laurencekirk AB30 1AX, 01561 378280

MONIFIETH: The Church of the Holy Trinity, 99 High Street, Monifieth, DD5 4AB
Clergy: Reverend Canon K. Gibson, 39 Durham Street, Monifieth. DD5 4PF 01382 535920
Rev Canon W. McAusland, 18 Broadford Terrace, Broughty Ferry, Dundee, DD5 3EF 01382 737721
Readers: Mrs L. Walls, 15 Maule Street, Monifieth DD5 4NQ 01382 533107
Mr W. McFawns, 59 Fothringham Drive, Monifieth, DD5 4SP, 01382 796749
Lay Rep: Mrs L. Walls, 15 Maule Street, Monifieth. DD5 4NQ 01382 533107
Alt. Lay Rep: Mrs D. McFawns, 59 Fothringham Drive, Monifieth, DD5 4SP, 01382 796749

MONTROSE: The Church of St Mary and St Peter, Mid Links, Montrose, DD10 8HD
Clergy: Reverend John Skinner, 9 Castle Street, Brechin, DD9 6KW
Readers: Dr P. Smart, The Auld Scots Pine, Church Rd., Luthermuir, AB30 1YS 01674 840789
Mr Harold Jack, 12a Gibson Place, Montrose DD10 8HQ 01674 675700
Lay Rep: Mrs Judith Chaffer, 4 Newbigging Farm Cottage, Montrose, DD10 9LF, 01674 660636
Alt. Lay Rep: Mrs Liz Whitson, 3 Gladstone Gardens, Fettercarin, Laurencekirk

MUCHALLS: The Church of St Ternan's, Muchalls, AB39 3PP
Clergy: Vacant
Lay Rep: Mrs I. Butler, 7 Juniper Place, Portlethen, Aberdeen, AB12 4XA 01224 784080
Alt. Lay Rep: Mrs Susan Manson, 39 Crollshillock Road, Newtonhill AB39 3RF, 01569 730513

STONEHAVEN:	The Church of St. James the Great, Arbuthnott Street, Stonehaven, AB3 2JB
Clergy:	Vacant
Reader:	Mrs A. Geldart, Woodside, Cammachmore, Stonehaven, AB39 3NQ 01569 731707
Lay Rep:	Professor P. Sharp, 3 Loirston Manor, Cove Bay, Aberdeen, AB12 3HD 01224 895357
Alt. Lay Rep:	Mr Edward Dickens, 49 Arduthie Road, Stonehaven, AB369 2ND 01569 765621
TARFSIDE:	The Church of St. Drostan, Glenesk, via Brechin, Angus, DD9 7YX
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Lay Rep:	Mr P. Nelson, 4 St Michael's Road, Newtonhill, Stonehaven, AB39 3RW 01569 730967
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SCOTTISH EPISCOPAL CHURCH

DIOCESE OF BRECHIN

(Scottish Charity No SC016813)

RULES OF ORDER OF DIOCESAN SYNOD

(Adopted by Synod in 2000)

1. Application

These rules of order shall apply to the proceedings of the Diocesan Synod whether sitting as one body or in separate Houses of Clergy and Laity.

2. The Chair – Powers and Duties

Deference shall at all times be paid to the authority of the Chair. All points of order shall be addressed to the person occupying the Chair, stated briefly and audibly, and raised immediately the perceived irregularity occurs, otherwise the person occupying the Chair shall dis-allow them. Points of order shall not introduce new subject matter. Speeches shall not be allowed on points of order. Where, in the view of the person occupying the Chair, the matter raised does not constitute a point of order, the person occupying the Chair shall rule accordingly. On all points of order the ruling from the Chair shall be final and not open to discussion. When the person occupying the Chair rises to speak, any member of Synod who is addressing the meeting shall sit down.

It shall be the responsibility of the person occupying the Chair to preserve order and secure that members obtain a fair hearing, to decide all matters of order arising at meetings of Synod and to decide, if two or more members rise in their places, which to call to speak. In the event of disorder arising at any meeting of Synod, the meeting may be adjourned by the person occupying the Chair who shall also, then or subsequently, fix a time for its reconvening. Quitting the Chair in such circumstances shall, without further procedure, have the effect of a formal adjournment of the meeting.

3. Order of Debate

Members desiring to speak shall rise in their places. Those called upon to speak shall address the Chair. Speeches shall be directed to the motion or amendment being proposed, seconded or otherwise under discussion or to a question of order. No member shall be allowed to speak more often than once on any subject under discussion, save on a point of order or, with consent of the Chair, to make an explanation, but the mover of a motion shall have a right of reply. A member who is speaking when a question of order is raised shall sit down until the question of order has been decided by the person occupying the Chair.

4. Matters Taken in Private

Synod may decide by a majority of those present and voting that:

(a) Any business shall be taken in private

(b) Synod shall go into Committee for the informal discussion of any subject.

5. Adjournment

(a) Any meeting of Synod may be adjourned to such other place, time or day and hour as may be set by the person occupying the Chair.
(b) Any meeting of Synod may be adjourned to a later time on the same day and such an adjournment may be made on the direction from the Chair, or failing such direction, on the motion of any member, the vote on which motion, on being seconded, shall without amendment or discussion be taken by a show of voting cards as one House.

4. Quorum

The Quorum of Synod shall be one half of the voting members of the House of Clergy and of the House of Laity, but no business shall be invalid because transacted without a quorum being present, unless the

attention of the Chair has been called to the absence of a quorum. The person occupying the Chair shall then ascertain, in such a way as seems fit, that no quorum is present, and declare the fact. This shall be a responsibility of the person occupying the Chair, whose declaration, whether or not a quorum is present, shall be final. If it has been declared from the Chair that no quorum is present, no business shall be transacted until a quorum is declared from the Chair to be present except:

(a) the consideration of a motion to adjourn
(b) such non-contentious business as the meeting, with consent of the person occupying the Chair, sees fit to transact.

If however, a division is challenged on any subject other than on a motion for adjournment, the same shall not be dealt with by the meeting. No motion for adjournment shall be submitted until at least fifteen minutes after the declaration from the Chair that a quorum is not present, except with the consent of the person occupying the Chair.

7. Obstructive or Offensive Conduct

(a) In the event of any member at any Synod meeting disregarding the authority of the Chair, or being guilty of obstructive or offensive conduct, a motion may thereupon be moved and seconded to suspend such member for the remainder of the sitting. The motion shall be put without discussion.
(b) The person occupying the Chair shall warn any member of the public who interrupts the proceedings at any meetings. If that member of the public continues the interruption the person occupying the Chair shall order the person concerned to leave the meeting, and not return.

8. Duration of Speeches

The mover of a motion shall not speak for more than ten minutes except with the consent of Synod. All other speakers taking part in the discussion on the motion or amendment shall not normally speak for more than five minutes, subject to the discretion of the person occupying the Chair. The mover of the original motion shall have the right to speak for five minutes in reply, but shall not introduce any new matter into the debate. Thereafter the discussion shall be held closed and the question shall thereupon be put from the Chair.

9. Motions

(a) Synod shall consider only the following motions:
   (i) motions which have been included in the Agenda and papers for that meeting
   (ii) late motions which Synod has agreed to consider (see Rule 10 below)
   (iii) formal or procedural motions
(b) All motions and amendments shall be stated, immediately on their being proposed to the meeting, by the mover, before being spoken to. All motions under Rule 9(a) (ii) and all amendments shall be submitted in writing, signed by the mover and seconder and delivered to the Diocesan Secretary immediately on being moved.
(c) Every amendment shall be relevant to the motion on which it is moved. A motion may be amended by the mover with the consent of the meeting, which consent shall be by the majority of those present and voting. In the case of a motion emanating from a Board or Committee of Synod or a Regional Meeting the mover of that motion shall have the power, unless specifically denied it by the body from which the motion has emanated, to accept the amendment to that motion, thus altering the text of the motion on which Synod is asked to vote.
(d) A motion or amendment may be withdrawn by the mover with the consent of the seconder of that motion or amendment, but Synod shall have power by simple majority of those present and voting to refuse to allow such withdrawal, in which case the motion shall stand.
(e) Motions or amendments which are not seconded shall not be discussed or inserted in the minutes.
(f) If, in the opinions of the person occupying the Chair, more than one motion deals with the same subject matter, only the motion first lodged with the Diocesan Secretary (whether by hand delivery or by post) shall be considered and if, in the opinion of the person occupying the Chair, any motion deals with a matter already under consideration by a Board or Committee, that motion shall not be considered.
(g) If a member who has submitted a notice of motion is not present to move the motion, the motion shall fall, unless Synod agrees that another member may move the motion.
(h) No motion of any kind which involves a grant of money shall be competent unless it is printed in the Agenda with the observations of the Board or Committee within whose budget the grant would fall, with power to the Chair on special occasions to take the sense of the meeting with reference to matters appearing in the Agenda and, if satisfied, to dispense with the necessity of observations by the

appropriate Board or Committee. Except as above provided, no motion (other than votes of thanks) shall be entertained unless notice has been given to the Diocesan Secretary in reasonable time to enable it to be entered in the programme of business, or a late motion is accepted in accordance with Canon 50 Resolution 3 (see Rule 10 below).

(i) The Bishop may veto the discussion of any motion, though otherwise competent, unless at least five voting members of Synod shall express their desire that it should be discussed.

10. Late Motions submitted under Canon 50 Resolution 3

(a) Notice of late motions should normally be given in writing (to the Diocesan Secretary) before Synod starts.

(b) The motion shall be in writing, and signed by the mover and seconder, who must be members of Synod qualified to vote.

(c) The mover of a motion under this Rule shall be given the opportunity to address Synod briefly (maximum of two minutes) as to why Synod should consider the motion at that time before a vote is taken on whether the Motion should be considered.

(d) Subject to any contrary provision in the Code of Canons, in order for a late motion to be considered by Synod, a majority of those present and voting shall vote in favour of its being considered.

11. Motion: "That the Question be now put"

(a) The amendment called "The previous question" shall not be allowed.

(b) It shall be competent for any member who has not spoken on the question before the meeting to move "that the question be now put". On this being seconded, if it seems to the person occupying the Chair that the question before the meeting has been sufficiently discussed, a vote shall be taken, without amendment or discussion. If the motion is carried, the mover of the original motion shall have the right to reply, and the question under discussion shall be put to the meeting. If the motion "that the question be now put" is not carried, a similar motion may be made after every three additional members have spoken.

12. Voting

(a) After the question on which the vote is to be taken has been announced, and voting has commenced, no member shall be permitted to offer an opinion, or ask a question, except on a point of order, or otherwise interrupt the proceedings until the result of the vote has been intimated.

(b) Save as otherwise provided, all motions and amendments shall be passed by a majority of the members of Synod present and voting.

(c) The person occupying the Chair shall have a deliberative but not a casting vote. Whether the matter which is the subject of the vote relates to the appointment of a member of Synod to any particular office or committee, voting shall be by ballot.

(d) When the question is put to the vote, tellers shall be named from the Chair and shall give in their report on each division taken. Except where otherwise stated in these Rules of Order, the vote may be taken in the first instance on a show of voting cards, the result, in the opinion of the person occupying the Chair, declared therefrom. In all cases of doubt the vote shall be taken counting the cards held up. On any question, if one third of the present and voting members of either House so wish, voting shall be by ballot.

(e) When voting by Houses, the Houses must meet separately if one third of the present and voting members of either House so wishes. When Synod votes by Houses, the numbers of the vote in each House shall be recorded, and a majority of those present and voting shall be required in each House for the passing of the motion.

(f) A challenge to the accuracy of the Minutes shall be made by way of an amendment to the motion that the Minutes be approved. Only those members who were present at the previous meeting to which the Minutes relate shall be entitled to vote on the said amendment.

13. Election, Selection or Appointment of Members of Office

In the case of election, selection or appointment by Synod of a member of Synod or of any other person to any office where the number of candidates nominated exceeds the number of vacancies, the member or person to be elected, selected or appointed as the case may be shall be determined by a vote (or votes) by ballot in (each of) which members will be entitled to vote for as many candidates as there are vacancies. No members may record in the ballot more than one vote for any candidate. The candidate or candidates having the highest number of votes shall be declared duly elected. If there is equality of votes for the last vacancy, this shall be resolved by ballot or by a show of voting cards.

14. Assessor
The Chancellor of the Diocese (whom failing the Registrar, whom failing another person nominated by the Administration Board) shall act as Assessor to the person occupying the Chair. The Assessor shall intervene as Assessor only on the call of the Chair, without prejudice to the right of the Assessor, when a member of Synod to speak and vote as such.

15. Suspension of Rules
The application of any of these Rules of Order may be temporarily suspended or amended by a majority amounting to two-thirds of those present and voting. Voting shall be in one House.

References

Canon 50 of Diocesan Synods

The Rules of Order of the General Synod *(as amended)*

The Constitution of the Diocesan Synod of the Diocese of Brechin *(as amended now)*

THE CONSTITUTION FOR THE DIOCESAN SYNOD OF THE DIOCESE OF BRECHIN

(Scottish Charity No SC016813)

Diocesan Synod

1(a) There shall be a Diocesan Synod in which is vested the functions, powers and duties set out in Canon 50 – Of Diocesan Synods – and in Sections 6.6.1 and 7 of the Digest of Resolutions of the General Synod 1997 and such other relevant Resolutions that General Synod may pass.

1(b) The Diocesan Synod's Boards and Committees shall comprise those listed in Articles 7 to 9 inclusive, hereof.

Membership

2. The Diocesan Synod shall consist of the Bishop, all instituted, licensed and commissioned clergy of the diocese, the diocesan officials as specified in Canon 61, and the lay members specified in Section 3 below.

3(a) The lay members of the Synod shall consist of a Lay Representative for each congregation within the diocese, the lay members of General Synod elected by the Diocesan Synod under Canon 52 Section 5, the alternate members of General Synod elected under Canon 52 Section 7, a lay member of the Diocesan Standing Committee ex officio and such additional lay members as elected by the Diocesan Synod.

3(b) Alternate Lay Representatives, Readers, Church Army Evangelists, members of Religious Orders working in the diocese shall be invited to participate fully in the proceedings of the Diocesan Synod, save in the matter of voting.

Meetings

4. At meetings of the Synod, the Bishop shall preside. In the absence of the Bishop, the Dean of the diocese shall preside, but should the Dean also be absent the meeting shall appoint one of its own members.

Officials

5. The Synod shall appoint a Treasurer, a Secretary and an Auditor whose appointments shall not be for a longer period than until the next annual meeting.

Trustees

6. The Diocesan Trustees shall be the Bishop, the Dean, the Chancellor and the Registrar ex officio.

Boards and Committees

7(a) The Diocesan Standing Committee shall be responsible for acting in an emergency on behalf of the Diocesan Synod or the Diocesan Council when they are not sitting.

7(b) The Diocesan Standing Committee shall consist of the Bishop, the Dean, the Diocesan Secretary and two members of the Diocesan Council, one clerical, one lay, elected annually by Diocesan Council.

7(c) The Bishop shall chair meetings of the Standing Committee, or in the absence of the Bishop the Dean shall chair; if neither are present the Standing Committee shall appoint one of its members to chair the meeting.

8(a) The Diocesan Administration Board and the Diocesan Mission & Ministry Board shall be disbanded and all functions previously carried out by the two boards shall be carried out by the Diocesan Council with immediate effect. The Diocesan Council shall administer the strategic direction and life of the diocese on behalf of Diocesan Synod in all matters of mission and ministry, finance and property, and such matters sent to the diocese by the General Synod. For the avoidance of doubt the Diocesan Council shall be responsible for the appointment of salaried staff employed by the Diocese and their terms of employment.

8(b) Membership of the Diocesan Council shall be: the Bishop, who shall act as Chair; the Dean, the Mission Officer and the Ministry Officer (the latter two endorsed by Diocesan Synod), for the duration of their appointment by the Bishop; also the Diocesan Treasurer, Diocesan Secretary and the Convener of the Diocesan Buildings Committee, each elected annually by Diocesan Synod; two Lay Members elected by the House of Laity for a four year term; two Clergy Members elected by the House of Clergy for a four year term. The Diocesan Secretary shall act as Secretary to the Diocesan Council. The Diocesan Council shall have the power to co-opt up to two further members whose term shall only continue until the next Diocesan Synod. In the absence of the Bishop, the Dean shall act as chair, failing which the Diocesan Council shall elect one of its members to act as chair. Each member of the Diocesan Council shall have one vote.

8(c) All decisions and resolutions made previously by the Diocesan Administration Board and Diocesan Mission & Ministry Board shall be adopted without further action by the Diocesan Council.

8(d) The Diocesan Council shall have the power to appoint pendant or ad hoc committees.

9. There shall be a Diocesan Buildings Committee, reporting to the Diocesan Council, set up in accordance with Canon 35 and Canon 50(9). The membership shall be the Dean and Diocesan Secretary and seven other persons with expertise in architecture, ecclesiastical artefacts and liturgy. The Convener shall be elected annually by Diocesan Synod, members for a four year term.

Members and Conveners

10. Unless otherwise specified in this Constitution, members of the Diocesan Council and Committees shall serve a term of four years and may be re-elected or reappointed provided, however, that no such member shall serve for a continuous period of more than eight years. No member on ceasing to be a member shall be eligible for re-election until after an interval of at least one year. In the event of any vacancy, appointments shall be made by the Diocesan Synod at its Annual Meeting, after nominations have been invited from members. Casual vacancies may be filled by the Council or Committee concerned until the next Annual Meeting of Synod when an appointment shall be made for a new four year period.

11. The Convener of the Diocesan Buildings Committee shall be elected annually by Diocesan Synod and may serve for a total period of four consecutive years. The Diocesan Buildings Committee, however, shall have power to recommend that the Diocesan Synod extend the period of office of their own Convener, in which case the Synod may extend the period of office for one further year only.

Quorum

12. At meetings of the Diocesan Synod, the quorum shall be one half of the number of Clerical and of the number of Lay Members entitled to vote, rounded up to the nearest whole number.

13. At meetings of the Diocesan Council, the Standing Committee and the Diocesan Buildings Committee, the quorum shall be one third of the total membership, rounded up to the nearest whole number.

Amendment of Constitution or adoption of new Constitution

14. It is competent for this Constitution to be amended or a new Constitution adopted by a simple majority of those present and voting at a meeting of the Diocesan Synod. Proposals for changes to the Constitution must be submitted for consideration to the Diocesan Council, whose comments shall be reported to Synod.

Review

15. Notwithstanding the power of the Diocesan Synod to amend its Constitution or to adopt a new Constitution at any duly constituted meeting thereof, the Constitution of the Diocesan Synod shall be reviewed by the Diocesan Council in **2020** and at the end of each five year period thereafter, and any recommendations for alteration brought to the Diocesan Synod.

Previously amended on 29th February 1992, 26th February 1994, 1st March 1997, 28th February 1998, 20th February 1999, 24th February 2001, 2nd March 2002, 8th March 2003, 5th March 2005, 4th March 2006, 18th October 2006, 15th October 2008, 14th October 2009 and 7th March 2015.

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