

## Contents

	<b>Pages</b>
<b>Note by the Archbishops' Council</b>	
Background	2
Principles	2-3
Bodies under review	3-4
Proposals	4-7
Recommendation	7
<b>The Constitutions</b>	
Audit Committee	8-12
Board of Education	13-15
Committee for Minority Ethnic Anglican Concerns	16-19
Council for Christian Unity	20-23
Council for the Care of Churches	24-28
Finance Committee	29-32
Ministry Division: Committee for Ministry of and among Deaf and Disabled People	33-36
Ministry Division: Deployment, Recruitment and Conditions of Service Committee	37-40
Ministry Division: Theological Education and Training Committee	41-44
Ministry Division: Vocation, Recruitment and Selection Committee	45-48
Mission and Public Affairs Council	49-52
<b>Annex A</b>	
Limitations on cross-membership of bodies answerable to the Synod through the Archbishops' Council	53

## **Note by the Archbishops' Council**

### **Background**

1. Standing Order 119(a) provides that 'the constitution of each body answerable to the Synod through the Archbishops' Council [...] shall be determined by the Council after consultation with the General Synod and at least once in every quinquennium the Council shall review the constitutions of all bodies and report thereon to the Synod.'
2. These reviews are customarily undertaken towards the end of each quinquennium and the constitutions finalised, taking account of comments from Synod members and the bodies under review themselves, in time for the appointment and election of the members of the Boards, Councils and Committees at the beginning of the following quinquennium.
3. The last such review took place in early 2000. That review took the form of a tidying up exercise pending a review of the sub-structure of the Archbishops' Council (which has since taken place – the 'Guildford Review'). It was accepted that a more radical review of the constitutions would be necessary once that structural review had taken place.
4. A small panel of members of the Archbishops' Council was accordingly established to oversee this present review and the principles on which the Panel based its work and its main recommendations are set out below.
5. The Archbishops' Council has approved the attached draft constitutions for consultation with Synod and it is intended that the Council will give them final approval before the July 2005 Group of Sessions.

### **Principles**

6. The approach adopted was intended to ensure:
  - **Lighter structures:** to speed work, reflect the reduced size of Synod and to take the lead in reducing the amount of money spent on servicing the structures;
  - **Flexibility:** so that the committees can respond more quickly to changed demands and the right person can be appointed to the right job without undue constraint;
  - **Accountability:** so that clear lines of accountability are established for those who are carrying out work on behalf of the Archbishops' Council and committing its resources;
  - **Working in partnership:** to foster a more proactive approach to working with other bodies, including the Appointments Committee; and
  - **Trust:** to empower people to work effectively and to facilitate co-operation.

7. Each of the bodies under review is a vital element in the mission of the Archbishops' Council and the wider Church. Each body works towards furthering the objects of the Council to 'co-ordinate, promote, aid and further the work and mission of the Church of England'<sup>1</sup>. As part of the process of drawing up the new constitutions, each of the bodies was asked to provide a mission statement. These will in future be included in the relevant section of the Archbishops' Council's annual report.

### **Bodies under review**

8. The Council has reviewed those bodies which have been deemed by the Business Committee under Standing Order 119 to be bodies which are answerable to the General Synod through the Archbishops' Council. These are:

- the Audit Committee
- the Board of Education
- the Committee for Minority Ethnic Anglican Concerns
- the Council for the Care of Churches
- the Council for Christian Unity
- the Finance Committee
- Ministry Division: Deployment, Remuneration and Conditions of Service Committee
- Ministry Division: Committee for Ministry of and among Deaf and Disabled People
- Ministry Division: Theological Education and Training Committee
- Ministry Division: Vocation, Recruitment and Selection Committee
- Mission and Public Affairs Council

### **Bodies not under review**

9. The Council has not reviewed the following bodies:

- the Clergy Discipline Commission;
- the Crown Nominations Commission;
- the Dioceses Commission;
- the Doctrine Commission;
- the Fees Advisory Commission;
- the Legal Advisory Commission;
- the Legal Aid Commission;
- the Liturgical Commission;
- the Appointments, Business, Legislative and Standing Orders Committees;

all of which are directly answerable to the Synod (although the Appointments Committee is a joint Committee of the Council and the Synod);

---

<sup>1</sup> The National Institutions Measure 1998, section 1(1).

- the Cathedrals Fabric Commission (which is constituted as a statutory body under the Care of Cathedrals Measure 1991); or
- the numerous other bodies of a very disparate nature which nevertheless carry out a useful function within the structures of the Church such as the Central Readers Council or the Inter-diocesan Finance Forum.

All of the bodies listed above fall outside the scope of Standing Order 119 and of this review.

10. However, unlike the other bodies listed in paragraph 9, the Liturgical Commission and the Doctrine Commission were, in fact, included in the last review in 2000 and the term of office of their members was at that time set at 31 March 2006. In order that these two bodies can continue beyond that date, a new term of office needs to be set so that new Commissions can be appointed in the next quinquennium. As these are bodies which are directly responsible to the Synod, the authority of the Synod is required to do this. The Business Committee has agreed to ask the Synod at the July 2005 Group of Sessions to approve new terms of office for the Doctrine Commission and the Liturgical Commission pending any review of the constitutions of those bodies answerable directly to the Synod which the Business Committee may wish to undertake.

## **Proposals**

11. Much of what has been done in the present review has again been in the nature of a tidying up exercise. However, there are some areas in which a more radical approach has been taken. These include:
  - Size and composition
  - Terms of office
  - General governance provisions

The Council's proposals in respect of each are set out below.

### ***Size and composition***

12. As the constitutions currently stand, the bodies under review vary in size from six (Audit Committee) to twenty-three (Council for the Care of Churches, Mission and Public Affairs), including the Chair, the majority being between fifteen and twenty in all.
13. It is clear that the bodies under review need to function effectively and the Council has taken the view that the bodies need to be of a size that will allow all members to take an active part in the work of the body and to influence its decision-making processes. For reasons of effective decision-making and full participation, the Council has determined that, save for two of the bodies under review, **no body should be larger than fifteen members including the chair**. (The Council notes, however, that

in some secular contexts even this number would be considered large for an effective committee or working party).

14. The Council has had positive and productive discussions with all the bodies under review and all but two of the bodies have been able to reduce their membership to the target of no more than fifteen in total. The two exceptions are the Council for the Care of Churches (CCC) and the Mission & Public Affairs Council (MPA Council), the two largest of the bodies under review.
15. In the case of the CCC, the Council has accepted that the present number of members (23 including the chair) is necessary to carry out the work of the CCC: it has the character more of an operational body than of a governing body, with all members required to participate actively, for example, in site visits and casework. The Council has also heard the analogy with similar bodies (DACs and the Cathedrals Fabric Commission for England), but invites the CCC to consider how the handling of its business could be reshaped to facilitate a smaller governing body.
16. In the case of the MPA Council (which also has 23 members including the chair), it was argued that this is a very new body which has hardly had time to get into its stride and that further disruption at this stage would not be productive. The Council has accepted that view.
17. There was no appetite on the Council for forcing change when the present arrangements, in the case of the MPA Council, are so new or, in the case of the Council for the Care of Churches, a reduction in the size of the body would force within an unrealistically short timescale a radical rethink of the way that body functions. The Council has therefore decided that the membership of these two bodies should remain as it is at this stage. However, the Council does recommend that further work should be done by both bodies so that they might be in a position to reduce their membership to no more than fifteen by the time of the next quinquennial review. This will also certainly require a change in ways of working and in the allocation of tasks and may take some time to achieve, but the Council does believe that it is achievable over time.
18. In order to increase the active participation of the Synod in the bodies under review, the Council has also encouraged them to include an elected component in their membership. **All of the bodies under review will now have an elected as well as an appointed component.**

### *Terms of office*

#### *Ordinary members*

19. The Council has agreed that **members should be eligible to serve for two full successive terms**. It has defined a term as being concurrent with the period of the quinquennium, but with a common end date for membership of the bodies under review (subject to Article 3(4) the

Synod's Constitution<sup>2</sup>) of 31 May next following the dissolution of the Synod. This end date allows for some continuity of membership while the process of elections and appointments takes place at the beginning of the new quinquennium.

20. Such a provision allows for the possibility that members appointed or elected to fill a casual vacancy partway through a term will be eligible to serve for up to two full terms *in addition to* the remainder of the term in which they were appointed or elected. In theory, this could mean that a member could serve for more than ten years. In practice, because of intervening elections and appointments processes, the Council believes it is unlikely that this would happen with any great frequency.

### *Chairs*

21. Currently, chairs may serve for a term which 'will not normally exceed ten years'. The Council has decided that that **chairs should be appointed for a term not exceeding five years**, but that the Archbishops should have the power to determine that they may serve for **up to five more years**. The Council believes that this is desirable as leadership of all groups should be refreshed at least once a decade, both for the sake of the leaders and for the sake of the groups in question.
22. The Council believes **the Archbishops should have as much discretion as possible to appoint the right chair for any of the bodies under review**. There has previously been a variety of provisions, some requiring membership of Synod, others not, and the Council has standardised this. The proposed wording allows the Archbishops the scope to appoint the person they feel would be the most appropriate chair, irrespective of whether they are ordained or lay, members of Synod or not. Some bodies will feel very strongly that they need a member of the House of Bishops in the chair (some perhaps even that it should be a bishop in the Lords). It will be open to them to give guidance to the Archbishops as to what would be most appropriate.

### *General provisions*

23. The Council has taken the view that there are certain basic provisions to which all of the bodies in question should be subject and has therefore incorporated them into the constitution of each body. These include:
  - **Quorum:** The quorum provision has been **increased from one-fifth to one-third**, in line with Charity Commission advice in respect of trustee bodies.

---

<sup>2</sup> Article 3(4) provides:

'A member of the General Synod may continue to act during the period of the dissolution as a member of any such Board, Commission, Committee or body:

Provided that, if a member of the Synod who is an elected proctor of the clergy or an elected member of the House of Laity does not stand for re-election or is not re-elected, this paragraph shall cease to apply to him with effect from the date on which the election of his successor is announced by the presiding officer.'

- **Delegation:** The bodies under review have power to establish sub-committees for specific purposes. Having examined such sub-committees as currently exist, the Council has drawn a distinction between those bodies which have a decision-making function and those which do not.

At present, the establishment of *any* sub-committee must be done in consultation with the Archbishops' Council. The Council believes that this is unnecessary in the case of non-decision-making bodies and has removed them from this provision. However, for reasons of governance and accountability, those **sub-committees which are to have a decision-making function may in future only be established with the consent of the Archbishops' Council and only on terms which the Archbishops' Council agrees.** This is especially important in cases where, for example, a sub-committee is either committing the Council's funds or committing the Council or the Church as a whole to a particular policy position.

24. What the Council has determined in respect of general provisions are *minimum* requirements. It remains open to the bodies under review to strengthen them if they so wish. The Audit Committee, for example, has made a case for a quorum provision of one-half of its membership, rather than the one-third the Council has determined, and that the quorum should include either the chair or the vice-chair. Both proposals tighten the standard provision and both are therefore included in the Audit Committee's new draft constitution.

### **Recommendation**

25. The Council believes that the draft constitutions represent sensible proposals for an effective committee sub-structure for the Archbishops' Council. Subject to the Synod's comments, the Council will finalise the constitutions before the July 2005 Group of Sessions so that they can be adopted with effect from the beginning of the next quinquennium 2005-2010.
26. The Synod is invited to:
  - note the draft constitutions for the bodies answerable to the General Synod through the Archbishops' Council.

On behalf of the Council:  
The Revd Canon Bob Baker

Church House  
Westminster SW1P 3NZ

January 2005



# **AUDIT COMMITTEE OF THE ARCHBISHOPS' COUNCIL**

## **1 Title and status**

- (a) The name of the Committee shall be ‘The Audit Committee of the Archbishops’ Council’, hereinafter referred to in this constitution by its short title ‘The Audit Committee’.
- (b) The Audit Committee shall be a committee of the Archbishops’ Council and a body answerable to the Synod through the Archbishops’ Council, constituted in accordance with the Standing Orders of the General Synod.
- (c) The Audit Committee is the body charged by the Archbishops’ Council with governance responsibility for matters relating to the form, content and audit of the annual report and financial statements, as set out in the appropriate statements of auditing and accounting standards.

## **2 Authority**

- (a) The Audit Committee is authorised by the Archbishops’ Council to investigate any activity within its remit as described under clause 3 of this constitution. It is authorised to seek any information and explanations it requires from any member of staff, the members of the Archbishops’ Council, and members of Boards, Councils and Committees, who shall co-operate fully with any request made by the Audit Committee in pursuance of its duties and to supply such information and explanations in that respect as the Audit Committee may require.
- (b) The management of the Archbishops’ Council has an obligation to ensure the Audit Committee is kept properly informed about matters within its remit as described under clause 3 of this constitution, and should take the initiative in supplying information rather than waiting to be asked.
- (c) The Audit Committee shall notify the Archbishops’ Council if in discharging its duties it wishes to obtain outside legal or other independent professional advice and the cost of such advice shall be borne by the Archbishops’ Council.

### 3 Functions

The functions of the Audit Committee shall be:

- (a) To oversee the discharge of the Archbishops' Council's responsibilities both in its own right and in its capacity as Central Board of Finance relating to financial statements, governance, risk management and internal control systems and internal and external audit and report to the Archbishops' Council thereon (normally by the submission of an annual report) with recommendations as appropriate.
- (b) In relation to the external auditor, to consider the appointment, the audit fee and any questions of rotation, resignation or dismissal, and to make recommendations to the Archbishops' Council as appropriate.
- (c) To discuss with the external auditors before the audit begins the nature and scope of the audit, to review their arrangements for assuring independence and objectivity and the effectiveness of the audit process.
- (d) To review the annual financial statements and trustees' report with particular reference to:
  - (i) significant accounting policies, any changes to them and any significant estimates and judgements;
  - (ii) the significant financial reporting issues and judgements made in connection with the preparation of the financial statements;
  - (iii) the clarity and completeness of disclosures in the financial statements and consideration of whether the disclosures are set properly in context;
  - (iv) any significant adjustments resulting from the audit;
  - (v) compliance with accounting standards;
  - (vi) compliance with legal requirements;and to make recommendations on their adoption to the Archbishops' Council as appropriate.

- (e) To keep under review the effectiveness of governance, risk management internal control systems and in particular:
  - (i) to review the external auditor's post audit letter and the management response;
  - (ii) to review internal audit reports and the management response.
- (f) To monitor the internal audit function and particular agree with the internal auditors their strategic approach to the provision of independent assurance and their annual plans.
- (g) To consider representations which may be made to the Audit Committee by members of the Archbishops' Council, members of the Archbishops' Council's staff, General Synod members or other persons.
- (h) To liaise from time to time with the Audit Committees of the Church Commissioners and the Church of England Pensions Board to discuss issues of mutual concern.
- (i) To consider cross-NCI governance, risk management and internal control issues.
- (j) To consider such other matters as either the Audit Committee or the Archbishops' Council may from time to time consider appropriate.
- (k) To publish each year a report on the discharge of its functions which shall be laid before the Archbishops' Council and the July Group of Sessions of General Synod.

#### **4 Membership**

The Audit Committee shall consist of a Chair and five other members:

- (a) The Chair shall be appointed by the Archbishops after consultation with the Appointments Committee and subject to the approval of General Synod. Members of the Archbishops' Council or any of its other Boards, Councils or Committees, or of the Church Commissioners or the Church of England Pensions Board are not eligible for appointment as Chair of the Audit Committee.
- (b) The other members of the Audit Committee shall consist of:

- (i) Two persons appointed by the Archbishops' Council, one of whom shall be a member of the Council.
  - (ii) One person appointed by the Archbishops' Council's Finance Committee from amongst its membership.
  - (iii) Two General Synod members elected by the General Synod who shall not be members of the Archbishops' Council or its Finance Committee.
- (c) The Audit Committee shall have no power of co-option to the Audit Committee.
  - (d) The Audit Committee shall elect a Vice-Chair from its number.
  - (e) The provisions in Annex A of this constitution concerning membership of more than one body answerable to the Synod through the Archbishops' Council shall apply to membership of the Committee.

## **5 Term of office**

- (a) The Chair of the Audit Committee shall hold office for a term determined by the Archbishops not exceeding five years, provided that the Archbishops may, on the expiry of such term, determine that the Chair may serve for a further term not exceeding five years.
- (b) Other members of the Audit Committee:
  - (i) shall hold office for a term ending on 31 May next following the dissolution of the General Synod;
  - (ii) if a member of the General Synod when appointed, shall, subject to Article 3(4) of the Constitution of the Synod, cease to hold office on ceasing to be a member of the Synod;
  - (iii) shall not serve for more than two full successive terms.

## **6 Observers, consultants and assessors**

The Audit Committee may invite such other observers, consultants or assessors as it considers appropriate to its meetings from time to time. Such persons shall have the right to speak but not to vote.

## **7 Business and procedure**

- (a) The quorum shall be not less than three of the members of the Audit Committee for the time being, one of whom shall be the Chair or the Vice-Chair, and no business shall be transacted in the absence of a quorum. Subject thereto the Audit Committee may transact business notwithstanding vacancies.
- (b) The Audit Committee may appoint:
  - (i) such decision-making committees as the Archbishops' Council may from time to time authorise (on such terms as to membership, appointment, functions and reporting back or otherwise as the Archbishops' Council may determine);
  - (ii) such other committees as it shall from time to time determine.

Any such committee may include persons who are not members of the Audit Committee.

- (c) The Audit Committee shall report to the Archbishops' Council such details of its business, procedure and activities as the Archbishops' Council or the Secretary General on its behalf may from time to time direct.
- (d) No meetings of the Audit Committee shall be held during any group of sessions of the General Synod except with the agreement of the Clerk to the Synod.
- (e) Subject as aforesaid, the Audit Committee shall have power to regulate its own business and procedure. In the absence of such regulation, paragraphs (f) and (g) below shall apply.
- (f) The Chair shall determine all questions of order and procedure. He or she may move motions or amendments and, in the case of an equality of votes, shall have a second or casting vote.
- (g) All decisions shall be made by a majority of members present and voting without discrimination in respect of Houses; and voting shall be by show of hands.

# **BOARD OF EDUCATION OF THE CHURCH OF ENGLAND**

## **1 Title and status**

- (a) The name of the Board shall be ‘The Board of Education of the Church of England’, hereinafter referred to in this constitution as ‘the Board’.
- (b) The short title of the Board shall be ‘The Board of Education’.
- (c) The Board shall be a body answerable to the Synod through the Archbishops’ Council, constituted in accordance with the Standing Orders of the General Synod.

## **2 Functions**

The functions of the Board shall be:

- (a) To advise the Archbishops’ Council, the General Synod and the dioceses on all matters relating to education.
- (b) To take action in the field of education in the name of the Church of England, the Archbishops’ Council and the General Synod on such occasion as is required.
- (c) To stimulate and encourage theological reflection, in consultation with the Doctrine Commission, on issues and proposals concerning education.
- (d) In conjunction with the Archbishops’ Council to promote education concerns in the work of all the Boards, Councils, divisions etc.
- (e) To exchange information and advice in matters relating to education with other Christian Churches in the British Isles and abroad.

## **3 Membership**

The Board shall consist of a Chair and up to fourteen other members:

- (a) The Chair shall be appointed by the Archbishops after consultation with the Appointments Committee.
- (b) The other members of the Board shall consist of:

- (i) Three General Synod members elected by the General Synod.
  - (ii) Two General Synod members appointed by the Appointments Committee to ensure adequate reflection of specialist interests within the total range of the Board's concerns.
  - (iii) Two National Society members appointed by the Appointments Committee on the nomination of the National Society.
  - (iv) One member of the Church in Wales appointed by the Appointments Committee on the nomination of the Church in Wales.
  - (v) Four further persons appointed by the Appointments Committee to reflect their educational specialisms.
  - (vi) Up to two persons co-opted by the Board.
- (c) Any co-option made under clause 3(b)(vi) of this constitution shall be reported to the Appointments Committee.
  - (d) The provisions in Annex A of this constitution concerning membership of more than one body answerable to the Synod through the Archbishops' Council shall apply to membership of the Board.

#### **4 Term of office**

- (a) The Chair of the Board of Education shall hold office for a term determined by the Archbishops not exceeding five years, provided that the Archbishops may, on the expiry of such term, determine that the Chair may serve for a further term not exceeding five years.
- (b) Other members of the Board:
  - (i) shall hold office for a term ending on 31 May next following the dissolution of the General Synod;
  - (ii) if a member of the General Synod when appointed, shall, subject to Article 3(4) of the Constitution of the Synod, cease to hold office on ceasing to be a member of the Synod;
  - (iii) shall not serve for more than two full successive terms.

## **5 Observers, consultants and assessors**

The Board may invite such other observers, consultants or assessors as it considers appropriate to its meetings from time to time. Such persons shall have the right to speak but not to vote.

## **6 Business and procedure**

- (a) The quorum shall be not less than one-third of the number of the members of the Board for the time being and no business shall be transacted in the absence of a quorum. Subject thereto the Board may transact business notwithstanding vacancies.
- (b) The Board may appoint:
  - (i) such decision-making committees as the Archbishops' Council may from time to time authorise (on such terms as to membership, appointment, functions and reporting back or otherwise as the Archbishops' Council may determine);
  - (ii) such other committees as it shall from time to time determine.

Any such committee may include persons who are not members of the Board.

- (c) The Board shall report to the Archbishops' Council such details of its business, procedure and activities as the Archbishops' Council or the Secretary General on its behalf may from time to time direct.
- (d) No meetings of the Board shall be held during any group of sessions of the General Synod except with the agreement of the Clerk to the Synod.
- (e) Subject as aforesaid, the Board shall have power to regulate its own business and procedure. In the absence of such regulation, paragraphs (f) and (g) below shall apply.
- (f) The Chair shall determine all questions of order and procedure. He or she may move motions or amendments and, in the case of an equality of votes, shall have a second or casting vote.
- (g) All decisions shall be made by a majority of members present and voting without discrimination in respect of Houses; and voting shall be by show of hands.

# **ARCHBISHOPS' COUNCIL'S COMMITTEE FOR MINORITY ETHNIC ANGLICAN CONCERNS**

## **1 Title and status**

- (a) The name of the Committee shall be 'The Archbishops' Council's Committee for Minority Ethnic Anglican Concerns', hereinafter referred to in this constitution as 'CMEAC'.
- (b) The short title of CMEAC shall be 'The Committee for Minority Ethnic Anglican Concerns'.
- (c) CMEAC shall be a committee of the Archbishops' Council and a body answerable to the Synod through the Archbishops' Council, constituted in accordance with the Standing Orders of the General Synod.

## **2 Functions**

The functions of CMEAC shall be:

- (a) To monitor issues arising, or which ought to arise, in the context of the work of the Archbishops' Council, the Boards, Councils, divisions etc, and of the General Synod itself, as far as they have policy implications for minority ethnic groups within the Church and the wider community. CMEAC pursues its work in close collaboration and partnership with the bodies concerned and their staffs, reporting in the first instance to the Archbishops' Council and, as appropriate, to the General Synod.
- (b) To monitor and make recommendations about issues which arise for minority ethnic Anglicans in the context of the work of the Archbishops' Council, the General Synod and the Boards, Councils, divisions, etc.
- (c) To consider the membership, programmes, budgets and structures of the Archbishops' Council, the Boards, Councils, divisions etc, and to provide advice and guidance with a view to supporting efforts for racial justice.
- (d) To act as a support and resource group for minority ethnic members of the General Synod and of the Boards, Councils, divisions, etc.

- (e) To act as a stimulus, support and resource point for similar work in diocesan synods and in their Boards, Councils, etc, and to monitor such work.
- (f) To assist the bishops and their dioceses in developing diocesan-wide strategies for combating racial bias within the Church. To encourage them to make the problems of racism a priority concern in their programmes, and to circulate the best analyses of racism – including theological analyses – and other data helpful for information and education.
- (g) To seek the development and empowerment of minority ethnic Anglicans, and in particular – in collaboration with the Ministry Division – to foster and encourage vocations to ministry within the Church.
- (h) In collaboration with the Council for Christian Unity, to monitor and strengthen relationships with the Churches with a preponderance of minority ethnic members, and with the minority ethnic instruments and agencies of the historic ‘mainstream’ Churches of this country.
- (i) To liaise with ecumenical and other agencies concerned with the elimination of racial injustice.

### **3 Membership**

CMEAC shall consist of a Chair and up to fourteen other members:

- (a) The Chair shall be appointed by the Archbishops after consultation with the Appointments Committee.
- (b) The other members of CMEAC shall consist of:
  - (i) One person appointed by the Archbishops’ Council.
  - (ii) Three General Synod members elected by the General Synod.
  - (iii) Two minority ethnic members of the General Synod appointed by the Appointments Committee.
  - (iv) Two members of the Association of Black Clergy, appointed by that Association and subject to confirmation by the Appointments Committee.

- (v) One member of the House of Bishops of the General Synod appointed by that House.
- (vi) Up to three persons appointed by the Appointments Committee on the advice of CMEAC.
- (vii) Up to two persons co-opted by CMEAC.
- (c) Any co-option made under clause 3(b)(vii) of this constitution shall be reported to the Appointments Committee.
- (d) The provisions in Annex A of this constitution concerning membership of more than one body answerable to the Synod through the Archbishops' Council shall apply to membership of CMEAC.

#### **4 Term of office**

- (a) The Chair of CMEAC shall hold office for a term determined by the Archbishops not exceeding five years, provided that the Archbishops may, on the expiry of such term, determine that the Chair may serve for a further term not exceeding five years.
- (b) Other members of CMEAC:
  - (i) shall hold office for a term ending on 31 May next following the dissolution of the General Synod;
  - (ii) if a member of the General Synod when appointed, shall, subject to Article 3(4) of the Constitution of the Synod, cease to hold office on ceasing to be a member of the Synod;
  - (iii) shall not serve for more than two full successive terms.

#### **5 Observers, consultants and assessors**

CMEAC may invite such other observers, consultants or assessors as it considers appropriate to its meetings from time to time. Such persons shall have the right to speak but not to vote.

#### **6 Business and procedure**

- (a) The quorum shall be not less than one-third of the number of the members of CMEAC for the time being and no business shall be transacted in the absence of a quorum. Subject thereto CMEAC may transact business notwithstanding vacancies.

- (b) CMEAC may appoint:
  - (i) such decision-making committees as the Archbishops' Council may from time to time authorise (on such terms as to membership, appointment, functions and reporting back or otherwise as the Archbishops' Council may determine);
  - (ii) such other committees as it shall from time to time determine.

Any such committee may include persons who are not members of CMEAC.

- (c) CMEAC shall report to the Archbishops' Council such details of its business, procedure and activities as the Archbishops' Council or the Secretary General on its behalf may from time to time direct.
- (d) No meetings of CMEAC shall be held during any group of sessions of the General Synod except with the agreement of the Clerk to the Synod.
- (e) Subject as aforesaid, CMEAC shall have power to regulate its own business and procedure. In the absence of such regulation, paragraphs (f) and (g) below shall apply.
- (f) The Chair shall determine all questions of order and procedure. He or she may move motions or amendments and, in the case of an equality of votes, shall have a second or casting vote.
- (g) All decisions shall be made by a majority of members present and voting without discrimination in respect of Houses; and voting shall be by show of hands.

# **COUNCIL FOR CHRISTIAN UNITY OF THE CHURCH OF ENGLAND**

## **1 Title and status**

- (a) The name of the Council shall be ‘The Council for Christian Unity of the Church of England’, hereinafter referred to in this constitution as ‘the CCU’.
- (b) The short title of the CCU shall be ‘The Council for Christian Unity’.
- (c) The CCU shall be a body answerable to the Synod through the Archbishops’ Council, constituted in accordance with the Standing Orders of the General Synod.

## **2 Functions**

The functions of the CCU shall be:

- (a) To stimulate and encourage theological reflection, in consultation with the Doctrine Commission and the Faith and Order Advisory Group referred to in sub-clause 7(b) of this constitution, and to advise the Archbishops’ Council and the General Synod on unity issues and proposals in the light of the Christian understanding of God’s purposes for the world.
- (b) To advise the House of Bishops on matters referred to it by the House.
- (c) To foster ecumenical work in the Church nationally and in the dioceses.
- (d) In conjunction with the Archbishops’ Council to promote unity and ecumenical concerns in the work of all the Boards, Councils, divisions, etc.
- (e) In ecumenical concerns on behalf of the Archbishops’ Council to be the principal link between the General Synod and:
  - (i) the Anglican Consultative Council;
  - (ii) individual provinces and dioceses of the Anglican Communion and the United Churches incorporating former Anglican dioceses;

- (f) On behalf of the Archbishops' Council to be the principal channel of communication between the General Synod and:
  - (i) The World Council of Churches;
  - (ii) The Conference of European Churches;
  - (iii) Churches Together in Britain and Ireland;
  - (iv) Churches Together in England;
  - (v) All other Christian Churches in the British Isles and abroad.
- (g) To service committees and commissions engaged in ecumenical discussions with other Churches.

### **3 Membership**

The CCU shall consist of a Chair and up to fourteen other members:

- (a) The Chair shall be appointed by the Archbishops after consultation with the Appointments Committee.
- (b) The other members of the CCU shall consist of:
  - (i) Six General Synod members elected by the General Synod, at least two of whom shall be members of the House of Clergy and at least two shall be members of the House of Laity.
  - (ii) Four General Synod members of the appointed for their expertise by the Appointments Committee on the advice of the Chair.
  - (iii) Four persons, who need not be members of the General Synod, appointed by the Appointments Committee on the nomination of the Chair.
- (c) The CCU shall have no power of co-option to the CCU.
- (d) The provisions in Annex A of this constitution concerning membership of more than one body answerable to the Synod through the Archbishops' Council shall apply to membership of the CCU.

#### **4 Term of office**

- (a) The Chair of the CCU shall hold office for a term determined by the Archbishops not exceeding five years, provided that the Archbishops may, on the expiry of such term, determine that the Chair may serve for a further term not exceeding five years.
- (b) Other members of the CCU:
  - (i) shall hold office for a term ending on 31 May next following the dissolution of the General Synod;
  - (ii) if a member of the General Synod when appointed, shall, subject to Article 3(4) of the Constitution of the Synod, cease to hold office on ceasing to be a member of the Synod;
  - (iii) shall not serve for more than two full successive terms.

#### **5 Observers, consultants and assessors**

The CCU may invite such other observers, consultants or assessors as it considers appropriate to its meetings from time to time. Such persons shall have the right to speak but not to vote.

#### **6 Business and procedure**

- (a) The quorum shall be not less than one-third of the number of the members of the CCU for the time being and no business shall be transacted in the absence of a quorum. Subject thereto the CCU may transact business notwithstanding vacancies.
- (b) The CCU shall constitute a Faith and Order Advisory Group to work in close collaboration with the Doctrine Commission. The Archbishops shall appoint the members of the Group after consultation with the CCU. The Group's function shall be to advise the House of Bishops or the CCU on any matters of ecumenical and theological concern referred to it by the House of Bishops or the CCU. Members shall have the same term of office as members of the CCU provided for by clause 4 of this constitution.
- (c) The CCU may appoint:
  - (i) such decision-making committees as the Archbishops' Council may from time to time authorise (on such terms as to membership, appointment, functions and reporting back or otherwise as the Archbishops' Council may determine);

- (ii) such other committees as it shall from time to time determine.

Any such committee may include persons who are not members of the CCU.

- (d) The CCU shall report to the Archbishops' Council such details of its business, procedure and activities as the Archbishops' Council or the Secretary General on its behalf may from time to time direct.
- (e) No meetings of the CCU shall be held during any group of sessions of the General Synod except with the agreement of the Clerk to the Synod.
- (f) Subject as aforesaid, the CCU shall have power to regulate its own business and procedure. In the absence of such regulation, paragraphs (g) and (h) below shall apply.
- (g) The Chair shall determine all questions of order and procedure. He or she may move motions or amendments and, in the case of an equality of votes, shall have a second or casting vote.
- (h) All decisions shall be made by a majority of members present and voting without discrimination in respect of Houses; and voting shall be by show of hands.

# **COUNCIL FOR THE CARE OF CHURCHES OF THE CHURCH OF ENGLAND**

## **1 Title and status**

- (a) The name of the Council shall be ‘The Council for the Care of Churches of the Church of England’, hereinafter referred to in this constitution as ‘the CCC’.
- (b) The short title of the CCC shall be ‘The Council for the Care of Churches’.
- (c) The CCC shall be a body answerable to the Synod through the Archbishops’ Council, constituted in accordance with the Standing Orders of the General Synod.

## **2 Functions**

The functions of the CCC shall be:

- (a) To advise and assist the Archbishops’ Council and the General Synod in all matters relating to the use, care and planning or design of places of worship, their curtilages and contents.
- (b) To maintain contact with other official bodies of the Church, government departments and any other recognised bodies so far as they are concerned with aspects of the CCC’s work.
- (c) To act as an agency for the allocation of funds which may be made available to it for the care and embellishment of churches and their contents, and to act as adviser to other grant-making agencies which seek its help.
- (d) To conduct discussions and negotiations on behalf of the Church of England with central professional and other organisations on matters connected with the inspection and repair of churches, including the remuneration of architects.
- (e) To develop and maintain the survey of English churches and a library of books, technical information and photographic and other material such as may be required for the efficient despatch of the CCC’s work.

- (f) To carry out educational work contributing to the raising of standards of appreciation of places of worship, their curtilages and contents.
- (g) With regard to places of worship, their curtilages and contents:
  - (i) to promote research into and to publicise methods of conservation, repair, construction and redevelopment;
  - (ii) to promote the encouragement of artistic creativity.
- (h) To foster the development of a ministry to tourists.
- (i) To advise and assist:
  - (i) Diocesan Advisory Committees for the Care of Churches (DACs) and to co-ordinate their work, including by holding an annual meeting of Chairs and Secretaries of DACs in such place and of such duration as the CCC may deem expedient, and organising such conferences of Chairs, Secretaries and members of DACs as may from time to time seem desirable ;
  - (ii) Diocesan Pastoral Committees and other diocesan bodies, archdeacons and diocesan officials in so far as they are concerned with the use, care and planning or design of places of worship, their curtilages and contents;
  - (iii) judges and registrars of provincial and diocesan courts;
  - (iv) ministers, parochial church councils, architects and surveyors on any matter relating to the care of places of worship.
- (j) To work in close collaboration with the Cathedrals Fabric Commission in matters of common concern.
- (k) To exchange information and advice in matters relating to the care of places of worship, their curtilages and contents with other Christian Churches in the British Isles and abroad.

### **3 Membership**

The CCC shall consist of a Chair and up to 22 other members, of whom at least six shall be members of the General Synod:

- (a) The Chair shall be appointed by the Archbishops after consultation with the Appointments Committee.

- (b) The other members of the CCC shall consist of:
  - (i) Three General Synod members elected by the General Synod.
  - (ii) Eight persons appointed by the Appointments Committee.
  - (iii) Three persons expert in the field of work in which the CCC is concerned, appointed by the Appointments Committee on the recommendation of the outgoing CCC.
  - (iv) Three persons appointed by the Appointments Committee on the nomination of the annual meeting of Chairmen and Secretaries of DACs.
  - (v) One person appointed by the Appointments Committee on the nomination of the Cathedrals Fabric Commission.
 

In making the appointments in sub-clauses 3(b)(ii)-(v) inclusive of this constitution, the Appointments Committee shall have regard to the need to make provision among the CCC's members for persons with expertise in archaeology, architecture, archives, art, history and liturgy.
  - (vi) Up to four persons co-opted by the CCC to reflect specialist interests not otherwise covered.
- (c) Any co-option made under clause 3(b)(vi) of this constitution shall be reported to the Appointments Committee.
- (d) The provision in Annex A of this constitution concerning membership of more than one body answerable to the Synod through the Archbishops' Council shall apply to membership of the CCC.

#### **4 Term of office**

- (a) The Chair of the CCC shall hold office for a term determined by the Archbishops not exceeding five years, provided that the Archbishops may, on the expiry of such term, determine that the Chair may serve for a further term not exceeding five years.
- (b) Other members of the CCC:
  - (i) shall hold office for a term ending on 31 May next following the dissolution of the General Synod;

- (ii) if a member of the General Synod when appointed, shall, subject to Article 3(4) of the Constitution of the Synod, cease to hold office on ceasing to be a member of the Synod;
- (iii) shall not serve for more than two full successive terms.

## **5 Observers, consultants and assessors**

The CCC may invite such other observers, consultants or assessors as it considers appropriate to its meetings from time to time. Such persons shall have the right to speak but not to vote.

## **6 Business and procedure**

- (a) The quorum shall be not less than one-third of the number of the members of the CCC for the time being and no business shall be transacted in the absence of a quorum. Subject thereto the CCC may transact business notwithstanding vacancies.
- (b) The CCC may appoint:
  - (i) such decision-making committees as the Archbishops' Council may from time to time authorise (on such terms as to membership, appointment, functions and reporting back or otherwise as the Archbishops' Council may determine);
  - (ii) such other committees as it shall from time to time determine.

Any such committee may include persons who are not members of the CCC.

- (c) The CCC shall report to the Archbishops' Council such details of its business, procedure and activities as the Archbishops' Council or the Secretary General on its behalf may from time to time direct.
- (d) No meetings of the CCC shall be held during any group of sessions of the General Synod except with the agreement of the Clerk to the Synod.
- (e) Subject as aforesaid, the CCC shall have power to regulate its own business and procedure. In the absence of such regulation, paragraphs (g) and (h) below shall apply.

- (f) The Chair shall determine all questions of order and procedure. He or she may move motions or amendments and, in the case of an equality of votes, shall have a second or casting vote.
- (g) All decisions shall be made by a majority of members present and voting without discrimination in respect of Houses; and voting shall be by show of hands.

# **FINANCE COMMITTEE OF THE ARCHBISHOPS' COUNCIL**

## **1 Title and status**

- (a) The name of the Committee shall be 'The Finance Committee of the Archbishops' Council', hereinafter referred to in this constitution by its short title 'The Finance Committee'.
- (b) The Finance Committee shall be a committee of the Archbishops' Council and a body answerable to the Synod through the Archbishops' Council, constituted in accordance with the Standing Orders of the General Synod.

## **2 Functions**

The functions of the Finance Committee shall be:

- (a) To advise the Archbishops' Council and the dioceses on all financial aspects of the Archbishops' Council's work, including its investment and trustee responsibilities, and on the overall financial needs and resources of the Church.
- (b) To make recommendations to the Archbishops' Council as to its annual budget and on mechanisms for monitoring and controlling the expenditure of the Council.
- (c) To consult with the dioceses on financial matters, and to make recommendations thereon as appropriate to the Archbishops' Council and the dioceses.
- (d) To assess and seek to rationalise and simplify the systems for cash flow within the Church.
- (e) To provide a central forum for the development and promotion of Christian stewardship and fund-raising.
- (f) To provide and co-ordinate research and guidance on financial, accounting and related matters.
- (g) To provide a channel for communicating on financial matters with Her Majesty's Government, financial regulators and other appropriate enforcement bodies, both directly and through the Churches Main Committee.

- (h) To work in collaboration with ecumenical partners on matters within the Committee's terms of reference.
- (i) To carry out such other work as may be entrusted to it by the Archbishops' Council.

### **3 Membership**

The Committee shall consist of a Chair and up to fourteen other members:

- (a) The Chair shall be a member of the Archbishops' Council. A Church Estates Commissioner or the Chair of the Church of England Pensions Board shall not be eligible for appointment as Chair of the Finance Committee.
- (b) The other members of the Committee shall consist of:
  - (i) One additional representative of the Archbishops' Council appointed by the Council.
  - (ii) Four General Synod members elected by the General Synod, at least one of whom shall be a member of the House of Clergy and at least one a member of the House of Laity.
  - (iii) The First Church Estates Commissioner (ex officio).
  - (iv) The Chair of the Church of England Pensions Board (ex officio).
  - (v) Four persons elected by and from the duly appointed membership of the Inter-diocesan Finance Forum.
  - (vi) Up to three persons appointed by the Archbishops' Council on the recommendation of the Appointments Committee after consultation with the Finance Committee, with expertise in particular areas of the work of the Finance Committee and its sub-committees.
- (c) The Finance Committee shall have no power of co-option to the Finance Committee.
- (d) The provisions in Annex A of this constitution concerning membership of more than one body answerable to the Synod through the Archbishops' Council shall apply to membership of the Finance Committee.

#### **4 Term of office**

- (a) The Chair of the Finance Committee shall hold office for a term determined by the Archbishops not exceeding five years, provided that the Archbishops may, on the expiry of such term, determine that the Chair may serve for a further term not exceeding five years.
- (b) Members of the Finance Committee elected by the Inter-diocesan Finance Forum under clause 3(b)(v) of this constitution:
  - (i) shall hold office for a term ending on such date as the Inter-diocesan Finance Forum shall specify, such date being not later than five years after the date on which they take up office;
  - (ii) shall cease to hold office on ceasing to be a member of the Inter-diocesan Finance Forum;
  - (iii) shall not serve for more than two full successive terms.
- (c) Other members of the Finance Committee:
  - (i) shall hold office for a term ending on 31 May next following the dissolution of the General Synod;
  - (ii) if a member of the General Synod when appointed, shall, subject to Article 3(4) of the Constitution of the Synod, cease to hold office on ceasing to be a member of the Synod;
  - (iii) shall not serve for more than two full successive terms.

#### **5 Observers, consultants and assessors**

The Finance Committee may invite such other observers, consultants or assessors as it considers appropriate to its meetings from time to time. Such persons shall have the right to speak but not to vote.

#### **6 Business and procedure**

- (a) The quorum shall be not less than one-third of the number of the members of the Finance Committee for the time being and no business shall be transacted in the absence of a quorum. Subject thereto the Finance Committee may transact business notwithstanding vacancies.

- (b) The Finance Committee shall have an Investment Committee, a Stewardship Committee and a Central Church Fund Committee or their successor bodies.
- (c) The Finance Committee may appoint:
  - (i) such other decision-making committees as the Archbishops' Council may from time to time authorise (on such terms as to membership, appointment, functions and reporting back or otherwise as the Archbishops' Council may determine);
  - (ii) such other committees as it shall from time to time determine.

Any such committee may include persons who are not members of the Finance Committee.

- (d) The Finance Committee shall report to the Archbishops' Council such details of its business, procedure and activities as the Archbishops' Council or the Secretary General on its behalf may from time to time direct.
- (e) No meetings of the Finance Committee shall be held during any group of sessions of the General Synod except with the agreement of the Clerk to the Synod.
- (f) Subject as aforesaid, the Finance Committee shall have power to regulate its own business and procedure. In the absence of such regulation, paragraphs (g) and (h) below shall apply.
- (g) The Chair shall determine all questions of order and procedure. He or she may move motions or amendments and, in the case of an equality of votes, shall have a second or casting vote.
- (h) All decisions shall be made by a majority of members present and voting without discrimination in respect of Houses; and voting shall be by show of hands.

# **COMMITTEE FOR MINISTRY OF AND AMONG DEAF AND DISABLED PEOPLE OF THE ARCHBISHOPS' COUNCIL'S MINISTRY DIVISION**

## **1 Title and status**

- (a) The name of the Committee shall be 'The Committee for Ministry of and among Deaf and Disabled People of the Archbishops' Council's Ministry Division', hereinafter referred to in this constitution as 'the CMDDP'.
- (b) The short title of the CMDDP shall be 'The Committee for Ministry of and among Deaf and Disabled People'.
- (c) The CMDDP shall be a committee of the Archbishops' Council and a body answerable to the Synod through the Archbishops' Council, constituted in accordance with the Standing Orders of the General Synod.

## **2 Functions**

The functions of the CMDDP shall be:

- (a) To encourage and strengthen the participation of Deaf people and disabled people in the life and witness of the Church.
- (b) To enable the views of Deaf people and disabled people to be fully represented in the Church and enable Deaf people and disabled people to have appropriate representation in the Synods of the Church.
- (c) To encourage vocations among Deaf people and disabled people and advise on the ministry of Deaf people and disabled people within the Church both at national and at diocesan level.
- (d) To advise the dioceses on ministry issues in general concerning Deaf people and disabled people.
- (e) To advise the Church at national and diocesan level of the implications of relevant legislation that may affect the life of Deaf people and disabled people in the Church.
- (f) To promote awareness in the Church at national and diocesan level of the gifts and needs of Deaf people and disabled people.

- (g) To provide appropriate ministerial training for Deaf people.
- (h) To support chaplains among Deaf people and provide appropriate ministerial development training.
- (i) To advise dioceses on ministry with Deaf people in general and particularly on the selection and recruitment of chaplains.
- (j) To exchange information and advice in matters relating to ministry among Deaf people with other Christian Churches in the British Isles and abroad.
- (k) To report regularly to the Archbishops' Council on the work of the Committee.

### **3 Membership**

The CMDDP shall consist of a Chair and eleven other members, of whom at least three shall be Deaf, one shall have personal knowledge and experience of general disability and at least three shall be members of the General Synod:

- (a) The Chair shall be appointed by the Archbishops after consultation with the Appointments Committee. The Chair of the Ministry Division shall not be eligible for appointment as Chair of the CMDDP.
- (b) The other members of the CMDDP shall consist of:
  - (i) Two chaplains with Deaf people nominated by serving chaplains (under arrangements approved from time to time by the Archbishops' Council) and subject to confirmation by the Appointments Committee.
  - (ii) Three persons nominated by the National Deaf Church Conference and subject to confirmation by the Appointments Committee.
  - (iii) Two General Synod members elected by the General Synod.
  - (iv) Four other persons appointed by the Appointments Committee on the recommendation of the CMDDP.
- (c) The CMDDP shall have no power of co-option to the CMDDP.

- (d) The provisions in Annex A of this constitution concerning membership of more than one body answerable to the Synod through the Archbishops' Council shall apply to membership of the CMDDP.

#### **4 Term of office**

- (a) The Chair of the CMDDP shall hold office for a term determined by the Archbishops not exceeding five years, provided that the Archbishops may, on the expiry of such term, determine that the Chair may serve for a further term not exceeding five years.
- (b) Other members of the CMDDP:
  - (i) shall hold office for a term ending on 31 May next following the dissolution of the General Synod;
  - (ii) if a member of the General Synod when appointed, shall, subject to Article 3(4) of the Constitution of the Synod, cease to hold office on ceasing to be a member of the Synod;
  - (iii) shall not serve for more than two full successive terms.

#### **5 Observers, consultants and assessors**

The CMDDP may invite such other observers, consultants or assessors as it considers appropriate to its meetings from time to time. Such persons shall have the right to speak but not to vote.

#### **6 Business and procedure**

- (a) The quorum shall be not less than one-third of the number of the members of the CMDDP for the time being and no business shall be transacted in the absence of a quorum. Subject thereto the CMDDP may transact business notwithstanding vacancies.
- (b) The CMDDP may appoint:
  - (i) such decision-making committees as the Archbishops' Council may from time to time authorise (on such terms as to membership, appointment, functions and reporting back or otherwise as the Archbishops' Council may determine);
  - (ii) such other committees as it shall from time to time determine.

Any such committee may include persons who are not members of the CMDDP.

- (c) The CMDDP shall report to the Archbishops' Council such details of its business, procedure and activities as the Archbishops' Council or the Secretary General on its behalf may from time to time direct.
- (d) No meetings of the CMDDP shall be held during any group of sessions of the General Synod except with the agreement of the Clerk to the Synod.
- (e) Subject as aforesaid, the CMDDP shall have power to regulate its own business and procedure. In the absence of such regulation, paragraphs (f) and (g) below shall apply.
- (f) The Chair shall determine all questions of order and procedure. He or she may move motions or amendments and, in the case of an equality of votes, shall have a second or casting vote.
- (g) All decisions shall be made by a majority of members present and voting without discrimination in respect of Houses; and voting shall be by show of hands.

# **DEPLOYMENT, REMUNERATION AND CONDITIONS OF SERVICE COMMITTEE OF THE ARCHBISHOPS' COUNCIL'S MINISTRY DIVISION**

## **1 Title and status**

- (a) The name of the Committee shall be 'The Deployment, Remuneration and Conditions of Service Committee of the Archbishops' Council's Ministry Division', hereinafter referred to in this constitution as 'the DRACSC'.
- (b) The short title of the DRACSC shall be 'The Deployment, Remuneration and Conditions of Service Committee'.
- (c) The DRACSC shall be a committee of the Archbishops' Council and a body answerable to the Synod through the Archbishops' Council, constituted in accordance with the Standing Orders of the General Synod.

## **2 Functions**

The functions of the DRACSC shall be:

- (a) To advise the Archbishops' Council and the House of Bishops on a strategy for ministry, with particular reference to the deployment, remuneration and conditions of service of those in authorised ministry, working in collaboration with dioceses, the Church Commissioners and the Church of England Pensions Board, and with ecumenical partners.
- (b) To produce, in partnership with dioceses, a framework of national policy for stipends and other related matters, and to advise dioceses as appropriate on such matters.
- (c) To produce, in partnership with dioceses, a framework of national policy for the deployment of all ministerial resources, ordained and lay, available to the Church by identifying trends in the numbers and composition of the Church's licensed ministries and advising on their implications for mission and ministry.
- (d) To develop policy relating to pensions in collaboration with the Church of England Pensions Board and, where appropriate, the Church Commissioners.

- (e) To promote, in partnership with dioceses, clear conditions of work for all licensed ministers.
- (f) To make recommendations about the scope, structure and level of parochial fees.
- (g) To monitor and advise in consultation with interested parties on sector and chaplaincy ministries within the total ministry of the Church.
- (h) To work in collaboration with dioceses and, as far as possible, with ecumenical partners in the provision and development of continuing ministerial education for and review of accredited ministers, ordained and lay.
- (i) To report regularly to the Archbishops' Council on its work.

### **3 Membership**

The DRACSC shall consist of a Chair and fourteen other members:

- (a) The Chair shall be appointed by the Archbishops after consultation with the Appointments Committee. The Chair of the Ministry Division shall not be eligible for appointment as Chair of the DRACSC.
- (b) The other members of the DRACSC shall consist of:
  - (i) Five members appointed by the Appointments Committee (to include at least two members of the clergy – at least one of whom to be in parochial ministry - and at least two lay persons), and including one member of the Finance Committee of the Archbishops' Council, and one member on the nomination of the Central Readers' Council.
  - (ii) Four General Synod members elected by the General Synod, at least one of whom shall be a member of the House of Clergy and at least one a member of the House of Laity.
  - (iii) Three persons elected by and from the duly appointed membership of the Inter-diocesan Finance Forum.
  - (iv) One person nominated by the Church of England Pensions Board subject to confirmation by the Appointments Committee.

- (v) One person nominated by the Church Commissioners from among the members of its Pastoral Committee subject to confirmation by the Appointments Committee.
- (c) The DRACSC shall have no power of co-option to the DRACSC.
- (d) The provisions in Annex A of this constitution concerning membership of more than one body answerable to the Synod through the Archbishops' Council shall apply to membership of the DRACSC.

#### **4 Term of office**

- (a) The Chair of the DRACSC shall hold office for a term determined by the Archbishops not exceeding five years, provided that the Archbishops may, on the expiry of such term, determine that the Chair may serve for a further term not exceeding five years.
- (b) Members of the DRACSC elected by the Inter-diocesan Finance Forum under clause 3(b)(iii) of this constitution:
  - (i) shall hold office for a term ending on such date as the Inter-diocesan Finance Forum shall specify, such date being not later than five years after the date on which they take up office;
  - (ii) shall cease to hold office on ceasing to be a member of the Inter-diocesan Finance Forum;
  - (iii) shall not serve for more than two full successive terms.
- (c) Other members of the DRACSC:
  - (i) shall hold office for a term ending on 31 May next following the dissolution of the General Synod;
  - (ii) if a member of the General Synod when appointed, shall, subject to Article 3(4) of the Constitution of the Synod, cease to hold office on ceasing to be a member of the Synod;
  - (iii) shall not serve for more than two full successive terms.

## **5 Observers, consultants and assessors**

The DRACSC may invite such other observers, consultants or assessors as it considers appropriate to its meetings from time to time. Such persons shall have the right to speak but not to vote.

## **6 Business and procedure**

(a) The quorum shall be not less than one-third of the number of the members of the DRACSC for the time being and no business shall be transacted in the absence of a quorum. Subject thereto the DRACSC may transact business notwithstanding vacancies.

(b) The DRACSC may appoint:

(i) such decision-making committees as the Archbishops' Council may from time to time authorise (on such terms as to membership, appointment, functions and reporting back or otherwise as the Archbishops' Council may determine);

(ii) such other committees as it shall from time to time determine.

Any such committee may include persons who are not members of the DRACSC.

(c) The DRACSC shall report to the Archbishops' Council such details of its business, procedure and activities as the Archbishops' Council or the Secretary General on its behalf may from time to time direct.

(d) No meetings of the DRACSC shall be held during any group of sessions of the General Synod except with the agreement of the Clerk to the Synod.

(e) Subject as aforesaid, the DRACSC shall have power to regulate its own business and procedure. In the absence of such regulation, paragraphs (f) and (g) below shall apply.

(f) The Chair shall determine all questions of order and procedure. He or she may move motions or amendments and, in the case of an equality of votes, shall have a second or casting vote.

(g) All decisions shall be made by a majority of members present and voting without discrimination in respect of Houses; and voting shall be by show of hands.

# **THEOLOGICAL EDUCATION AND TRAINING COMMITTEE OF THE ARCHBISHOPS' COUNCIL'S MINISTRY DIVISION**

## **1 Title and status**

- (a) The name of the Committee shall be 'The Theological Education and Training Committee of the Archbishops' Council's Ministry Division', hereinafter referred to in this constitution as 'the TETC'.
- (b) The short title of the TETC shall be 'The Theological Education and Training Committee'.
- (c) The TETC shall be a committee of the Archbishops' Council and a body answerable to the Synod through the Archbishops' Council, constituted in accordance with the Standing Orders of the General Synod.

## **2 Functions**

The functions of the TETC shall be:

- (a) To advise the Archbishops' Council and the House of Bishops on a strategy for theological education and training for authorised ministry, ordained and lay.
- (b) To advise the Archbishops' Council and the House of Bishops on policy concerning the number, location and structures of institutions offering initial ministerial education.
- (c) To scrutinise and validate programmes for those training within the framework approved by the House of Bishops, and to keep under review all forms of training for authorised ministry, ordained and lay, including Reader training.
- (d) To advise the Archbishops' Council and the House of Bishops on the financial aspects of theological education and training.  
  
To scrutinize and set the fees and grants for institutions offering initial ministerial education.
- (e) To work in collaboration with ecumenical partners on matters within the Committee's terms of reference.

- (f) To report regularly to the Archbishops' Council on the work of the Committee.

### **3 Membership**

The Committee shall consist of a Chair and fourteen other members:

- (a) The Chair shall be appointed by the Archbishops after consultation with the Appointments Committee. The Chair of the Ministry Division shall not be eligible for appointment as Chair of the TETC.
- (b) The other members of the TETC shall consist of:
  - (i) Seven persons appointed by the Appointments Committee, of whom at least one shall be an ecumenical representative.
  - (ii) Four General Synod members elected by the General Synod, to include at least one member of the House of Clergy and at least one member of the House of Laity.
  - (iii) Three persons representing the training institutions including one person particularly concerned with the training of Readers, appointed by the Appointments Committee.
- (c) The TETC shall have no power of co-option to the TETC.
- (d) The provisions in Annex A of this constitution concerning membership of more than one body answerable to the Synod through the Archbishops' Council shall apply to membership of the TETC

### **4 Term of office**

- (a) The Chair of the TETC shall hold office for a term determined by the Archbishops not exceeding five years, provided that the Archbishops may, on the expiry of such term, determine that the Chair may serve for a further term not exceeding five years.
- (b) Other members of the TETC:
  - (i) shall hold office for a term ending on 31 May next following the dissolution of the General Synod;

- (ii) if a member of the General Synod when appointed, shall, subject to Article 3(4) of the Constitution of the Synod, cease to hold office on ceasing to be a member of the Synod;
- (iii) shall not serve for more than two full successive terms.

## **5 Observers, consultants and assessors**

The TETC may invite such other observers, consultants or assessors as it considers appropriate to its meetings from time to time. Such persons shall have the right to speak but not to vote.

## **6 Business and procedure**

- (a) The quorum shall be not less than one-third of the number of the members of the TETC for the time being and no business shall be transacted in the absence of a quorum. Subject thereto the TETC may transact business notwithstanding vacancies.
- (b) The TETC may appoint:
  - (i) such decision-making committees as the Archbishops' Council may from time to time authorise (on such terms as to membership, appointment, functions and reporting back or otherwise as the Archbishops' Council may determine);
  - (ii) such other committees as it shall from time to time determine.

Any such committee may include persons who are not members of the TETC.

- (c) The TETC shall report to the Archbishops' Council such details of its business, procedure and activities as the Archbishops' Council or the Secretary General on its behalf may from time to time direct.
- (d) No meetings of the TETC shall be held during any group of sessions of the General Synod except with the agreement of the Clerk to the Synod.
- (e) Subject as aforesaid, the TETC shall have power to regulate its own business and procedure. In the absence of such regulation, paragraphs (f) and (g) below shall apply.

- (f) The Chair shall determine all questions of order and procedure. He or she may move motions or amendments and, in the case of an equality of votes, shall have a second or casting vote.
- (g) All decisions shall be made by a majority of members present and voting without discrimination in respect of Houses; and voting shall be by show of hands.

# **VOCATION, RECRUITMENT AND SELECTION COMMITTEE OF THE ARCHBISHOPS' COUNCIL'S MINISTRY DIVISION**

## **1 Title and status**

- (a) The name of the Committee shall be 'The Vocation, Recruitment and Selection Committee of the Archbishops' Council's Ministry Division', hereinafter referred to in this constitution as 'the VRSC'.
- (b) The short title of the VRSC shall be 'The Vocation, Recruitment and Selection Committee'.
- (c) The VRSC shall be a committee of the Archbishops' Council and a body answerable to the Synod through the Archbishops' Council, constituted in accordance with the Standing Orders of the General Synod.

## **2 Functions**

The functions of the VRSC shall be:

- (a) To advise the Archbishops' Council and the House of Bishops on a strategy for the development of vocation to ministry.
- (b) To encourage those in education and careers work throughout the Church in the provision of sustained programmes of vocational development and recruitment for accredited ministry, ordained and lay.
- (c) To advise the House of Bishops on policy for the selection of candidates for accredited ministry, ordained and lay.
- (d) To oversee and advise the work of staff in the arrangement of and participation in selection conferences.
- (e) To oversee the training of bishops' selectors.
- (f) To work in collaboration with Diocesan Directors of Ordinands and others as appropriate on policy and practice related to the selection and care of candidates for ministry.

- (g) To work in collaboration with ecumenical partners on matters within the VRSC's terms of reference.
- (h) To report regularly to the Archbishops' Council on the work of the Committee.

### **3 Membership**

The VRSC shall consist of a Chair and fourteen other members:

- (a) The Chair shall be appointed by the Archbishops after consultation with the Appointments Committee. The Chair of the Ministry Division shall not be eligible for appointment as Chair of the VRSC.
- (b) The other members of the VRSC shall consist of:
  - (i) Eight persons appointed by the Appointments Committee, to include at least two clergy persons and at least two lay persons.
  - (ii) Four General Synod members elected by the General Synod, to include at least one member of the House of Clergy and at least one member of the House of Laity.
  - (iii) Two persons nominated by the Central Readers' Council, subject to confirmation by the Appointments Committee.
- (c) The VRSC shall have no power of co-option to the VRSC.
- (d) The provisions in Annex A of this constitution concerning membership of more than one body answerable to the Synod through the Archbishops' Council shall apply to membership of the VRSC.

### **4 Term of office**

- (a) The Chair of the VRSC shall hold office for a term determined by the Archbishops not exceeding five years, provided that the Archbishops may, on the expiry of such term, determine that the Chair may serve for a further term not exceeding five years.
- (b) Other members of the VRSC:
  - (i) shall hold office for a term ending on 31 May next following the dissolution of the General Synod;

- (ii) if a member of the General Synod when appointed, shall, subject to Article 3(4) of the Constitution of the Synod, cease to hold office on ceasing to be a member of the Synod;
- (iii) shall not serve for more than two full successive terms.

## **5 Observers, consultants and assessors**

The VRSC may invite such other observers, consultants or assessors as it considers appropriate to its meetings from time to time. Such persons shall have the right to speak but not to vote.

## **6 Business and procedure**

- (a) The quorum shall be not less than one-third of the number of the members of the VRSC for the time being and no business shall be transacted in the absence of a quorum. Subject thereto the VRSC may transact business notwithstanding vacancies.
- (b) The VRSC may appoint:
  - (i) such decision-making committees as the Archbishops' Council may from time to time authorise (on such terms as to membership, appointment, functions and reporting back or otherwise as the Archbishops' Council may determine);
  - (ii) such other committees as it shall from time to time determine.

Any such committee may include persons who are not members of the VRSC.

- (c) The VRSC shall report to the Archbishops' Council such details of its business, procedure and activities as the Archbishops' Council or the Secretary General on its behalf may from time to time direct.
- (d) No meetings of the VRSC shall be held during any group of sessions of the General Synod except with the agreement of the Clerk to the Synod.
- (e) Subject as aforesaid, the VRSC shall have power to regulate its own business and procedure. In the absence of such regulation, paragraphs (f) and (g) below shall apply.

- (f) The Chair shall determine all questions of order and procedure. He or she may move motions or amendments and, in the case of an equality of votes, shall have a second or casting vote.
- (g) All decisions shall be made by a majority of members present and voting without discrimination in respect of Houses; and voting shall be by show of hands.

# MISSION AND PUBLIC AFFAIRS COUNCIL OF THE CHURCH OF ENGLAND

## **1 Title and status**

- (a) The name of the Council shall be the ‘Mission and Public Affairs Council of the Church of England’, hereinafter referred to in this constitution as ‘the MPA Council’.
- (b) The short title of the MPA Council shall be the ‘Mission and Public Affairs Council’.
- (c) The MPA Council shall be a body answerable to the Synod through the Archbishops’ Council, constituted in accordance with the Standing Orders of the General Synod.

## **2 Functions**

The functions of the Council shall be:

- (a) To advise the Archbishops’ Council, the General Synod and the House of Bishops on matters within the Council’s remit.
- (b) To work with dioceses, relevant diocesan networks and the Church’s voluntary societies on matters within its remit.
- (c) To relate to and co-operate with appropriate bodies within the churches of Britain and Ireland and the ecumenical instruments of CTBI and CTE.
- (d) To take lead responsibility in relating to other Churches of the Anglican Communion and the Anglican Consultative Council, its Commissions and Networks, on issues relating to the Church’s mission and role in public life.
- (e) To relate to government departments and voluntary bodies relevant to its work.

In discharging its functions, the MPA Council shall include within its remit the following areas:

- (i) the Church’s engagement with social, political, environmental issues and work for justice and peace at local, national and international levels;

- (ii) mission and evangelism: the Church of England's responsibilities for world mission and development; inter faith relations; and theological and missiological reflection on them;
- (iii) the Church's mission and ministry (in liaison with Ministry Division) in urban and rural areas;
- (iv) the Church's responsibility to confront the reality of racism in its own life and in society;
- (v) the support of minority ethnic Christians in the Church of England, and their contribution to its life and witness;
- (vi) the work of Hospital Chaplaincy and the Church's relation to the Department of Health, the National Health Service and Trusts and the provision of professional training and Continuing Professional Education for Chaplains.

### **3 Membership**

The MPA Council shall consist of a Chair and up to 22 other members:

- (a) The Chair shall be a member of the General Synod appointed by the Archbishops after consultation with the Appointments Committee.
- (b) The other members of the MPA Council shall consist of:
  - (i) Three Vice-Chairs who have the role of lead Bishops for mission, social responsibility and hospital chaplaincy respectively. The Vice-Chairs shall be appointed by the Archbishops after consultation with the Chair and the Appointments Committee.
  - (ii) Eleven General Synod members elected by the General Synod of which a minimum of two shall be elected from each House.
  - (iii) The Chair of the Committee for Minority Ethnic Anglican Concerns.
  - (iv) The Chair of the Partnership for World Mission.
  - (v) Up to four persons chosen for their relevant expertise within the remit of the MPA Council, appointed by the

Appointments Committee on the nomination of the MPA Council.

- (vi) Up to two persons co-opted by the MPA Council.
- (c) Any co-option made under clause 3(b)(vi) of this constitution shall be reported to the Appointments Committee.
- (d) The provisions in Annex A of this constitution concerning membership of more than one body answerable to the Synod through the Archbishops' Council shall apply to membership of the MPA Council.

#### **4 Term of office**

- (a) The Chair of the MPA Council shall hold office for a term determined by the Archbishops not exceeding five years, provided that the Archbishops may, on the expiry of such term, determine that the Chair may serve for a further term not exceeding five years.
- (b) Other members of the MPA Council:
  - (i) shall hold office for a term ending on 31 May next following the dissolution of the General Synod;
  - (ii) if a member of the General Synod when appointed, shall, subject to Article 3(4) of the Constitution of the Synod, cease to hold office on ceasing to be a member of the Synod;
  - (iii) shall not serve for more than two full successive terms.

#### **5 Observers, consultants and assessors**

The MPA Council may invite such other observers, consultants or assessors as it considers appropriate to its business from time to time. Such persons shall have the right to speak at meetings of the Council but not to vote.

#### **6 Business and procedure**

- (a) The quorum shall be not less than one-third of the number of the members of the MPA Council for the time being and no business shall be transacted in the absence of a quorum. Subject thereto the MPA Council may transact business notwithstanding vacancies.
- (b) The MPA Council may appoint:

- (i) such decision-making committees as the Archbishops' Council may from time to time authorise (on such terms as to membership, appointment, functions and reporting back or otherwise as the Archbishops' Council may determine);
- (ii) such other committees as it shall from time to time determine.

Any such committee may include persons who are not members of the MPA Council.

- (c) The MPA Council shall report to the Archbishops' Council such details of its business, procedure and activities as the Archbishops' Council or the Secretary General on its behalf may from time to time direct.
- (d) No meetings of the MPA Council shall be held during any group of sessions of the General Synod except with the agreement of the Clerk to the Synod.
- (e) Subject as aforesaid, the MPA Council shall have power to regulate its own business and procedure. In the absence of such regulation, paragraphs (f) and (g) below shall apply.
- (f) The Chair shall determine all questions of order and procedure. He or she may move motions or amendments and, in the case of an equality of votes, shall have a second or casting vote.
- (g) All decisions shall be made by a majority of members present and voting without discrimination in respect of Houses; and voting shall be by show of hands.

**Limitations on cross-membership of bodies answerable to the Synod through the Archbishops' Council**

1. Standing Order 119(d) provides that 'no member shall serve concurrently on or stand for election to more than one of the bodies referred to in paragraph (a) save with the consent of the Business Committee'.
2. The Business Committee has decided in consultation with the Archbishops' Council that the limitations on membership of more than one body answerable to the Synod through the Archbishops' Council set out in Standing Order 119(a) should apply equally to all of those bodies, except where the constitutions of individual bodies, as agreed by the Archbishops' Council under Standing Order 119(a), provide otherwise. The Business Committee will not normally give its consent to membership of more than one of those bodies.
3. The bodies subject to Standing Order 119 are:
  - the Audit Committee\*
  - the Board of Education
  - the Committee for Minority Ethnic Anglican Concerns
  - the Council for Christian Unity
  - the Council for the Care of Churches
  - the Finance Committee
  - Ministry Division: the Deployment, Remuneration and Conditions of Service Committee\*
  - Ministry Division: the Committee for Ministry among Deaf People
  - Ministry Division: the Theological Education and Training Committee
  - Ministry Division: the Vocation, Recruitment and Selection Committee
  - the Mission and Public Affairs Council
4. The constitutions of the bodies marked with an asterisk require limited cross-membership.