

## Constitutions of the Committees of the Archbishops' Council

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# **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, for the purposes of Standing Order 119 of the General Synod, a body answerable to the Synod through the Archbishops' Council.

## **2 Authority**

- (a) The Audit Committee is authorised by the Archbishops' Council to investigate any activity within the scope of its functions as described in 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 its Boards, Councils and Committees, who shall co-operate fully with any request made by the Audit Committee in pursuance of its duties and 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 the scope of its functions as described in 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 if it does so the reasonable 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 relating to the form, content and audit of its annual report and financial statements (as set out in the appropriate statements of auditing and accounting standards), its governance, its risk management and internal control systems and its internal audit and to 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 recommendations and the management response;
    - (ii) to review internal audit reports and the management response; and
    - (iii) to review the risk management process.
  - (f) To monitor the internal audit function and in 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-National Church Institution 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' Council from amongst its membership. Members of the Archbishops' Council's Boards, Councils or Committees, or of the Church Commissioners or any of their Committees or the Church of England Pensions Board or any of its Committees 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, who need not be members of the Archbishops' Council or the General Synod, appointed by the Appointments Committee.
  - (ii) One person appointed by the Archbishops' Council from amongst the membership of the Archbishops' Council.
  - (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 amongst its number.

## **5 Term of office**

- (a) The Chair of the Audit Committee shall hold office for a term determined by the Archbishops' Council not exceeding five years, provided that the Archbishops' Council may, on the expiry of such term, determine that the Chair may serve for one further term not exceeding five years.
- (b) The persons appointed under clause 4(b)(i) shall serve for a term to be determined by the Archbishops' Council after consultation with the Audit Committee. Such term shall not exceed five years.
- (c) The person appointed under clause 4(b)(ii) shall serve for a term not exceeding five years.
- (d) The persons appointed under clause 4(b)(iii):
  - (i) shall hold office until the appointment or election of their successors;
  - (ii) if required under the terms of this Constitution to be a member of the General Synod when appointed, shall cease to hold office on ceasing to be a member of the Synod, save that:
    - (1) such a member of the Audit Committee may continue to act as such notwithstanding the dissolution of the Synod; but
    - (2) if he or she is an elected member of the General Synod, he or she shall cease to be a member of the Audit Committee if he or she does not stand for re-election or is not re-elected, with effect from the date on which the election of his or her successor is announced by the presiding officer;
  - (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, 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 any vacancies in its membership.
- (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) Decisions shall be made by majority vote of those present at a physical meeting or participating in simultaneous discussion by means of a video conference, an internet video facility (or similar electronic method allowing simultaneous visual and audio participation) or telephone conferencing. Voting shall take place without discrimination in respect of Houses.

## **8 Code of Conduct**

Members of the Audit Committee must comply with the Archbishops' Council's Code of Conduct.

# **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 committee of the Archbishops’ Council and, for the purposes of Standing Order 119 of the General Synod, a body answerable to the Synod through the Archbishops’ Council.

## **2 Functions**

The functions of the Board shall be:

- (a) To advise the Archbishops’ Council, the General Synod, the Lords Spiritual 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 Faith and Order Commission, on issues and proposals concerning education.
- (d) In conjunction with the Archbishops’ Council to promote education concerns in the work of its divisions and its Boards, Councils and Committees.
- (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 eleven 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) Two General Synod members elected by the General Synod.
  - (ii) Two General Synod members appointed by the Appointments Committee.
  - (iii) One National Society member nominated by the National Society subject to confirmation by the Appointments Committee.
  - (iv) Four persons appointed by the Appointments Committee after consultation with the Chair.
  - (v) Up to two persons co-opted by the Board.
- (c) Any co-option made under clause 3(b)(v) of this constitution shall be reported to the Appointments Committee.

#### **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 one 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 required under the terms of this Constitution to be a member of the General Synod when appointed, shall cease to hold office on ceasing to be a member of the Synod, save that:
    - (1) such a member of the Board may continue to act as such notwithstanding the dissolution of the Synod; but
    - (2) if he or she is an elected member of the General Synod, he or she shall cease to be a member of the Board if he or she does not stand for re-election or is not re-elected, with effect from the date on which the election of his or her successor is announced by the presiding officer;
  - (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 any vacancies in its membership.
- (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.

## **7 Code of Conduct**

Members of the Board must comply with the Archbishops' Council's Code of Conduct.

# **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, for the purposes of Standing Order 119 of the General Synod, a body answerable to the Synod through the Archbishops' Council.

## **2 Functions**

The functions of CMEAC shall be:

- (a) To monitor issues arising in the context of the work of the Archbishops' Council, its divisions and its Boards, Councils and Committees, and of the General Synod itself, as far as they have policy implications for minority ethnic groups within the Church and the wider community.
- (b) To consider the membership, programmes, budgets and structures of the Archbishops' Council and its Boards, Councils and Committees and to provide advice and guidance with a view to supporting efforts for racial justice.
- (c) To act as a support and resource group for minority ethnic members of the General Synod and of the Archbishops' Council and its Boards, Councils and Committees.
- (d) To act as a stimulus, support and resource point for similar work in diocesan synods and in their Boards, Councils and Committees and to monitor such work.
- (e) 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.
- (f) 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.
- (g) 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.
- (h) To liaise with ecumenical and other agencies concerned with the elimination of racial injustice.

CMEAC will pursue 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.

### **3 Membership**

CMEAC shall consist of a Chair and up to seven 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) Three General Synod members elected by the General Synod to include one member from each House.
  - (ii) One person appointed by the Appointments Committee after consultation with the Chair of CMEAC.
  - (iii) Up to three persons co-opted by CMEAC.
- (c) Any co-option made under clause 3(b)(iii) of this constitution shall be reported to the Appointments Committee.

### **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 one 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 required under the terms of this Constitution to be a member of the General Synod when appointed, shall cease to hold office on ceasing to be a member of the Synod, save that:
    - (1) such a member of CMEAC may continue to act as such notwithstanding the dissolution of the Synod; but
    - (2) if he or she is an elected member of the General Synod, he or she shall cease to be a member of CMEAC if he or she does not stand for re-election or is not re-elected, with effect from the date on which the election of his or her successor is announced by the presiding officer;
  - (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 any vacancies in its membership.
- (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.

## **7 Code of Conduct**

Members of CMEAC must comply with the Archbishops' Council's Code of Conduct.

# **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 committee of the Archbishops' Council and, for the purposes of Standing Order 119 of the General Synod, a body answerable to the Synod through the Archbishops' Council.

## **2 Functions**

The functions of the CCU shall be:

- (a) In consultation with the Faith and Order Commission, to stimulate and encourage theological reflection 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 its divisions and its Boards, Councils and Committees.
- (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 eight 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) Two members of the House of Clergy of the General Synod elected by that House.
  - (ii) Two members of the House of Laity of the General Synod elected by that House.
  - (iii) Four persons, at least two of whom shall be members of the General Synod, appointed by the Appointments Committee.
- (c) The CCU shall have no power of co-option to 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 one 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 required under the terms of this Constitution to be a member of the General Synod when appointed, shall cease to hold office on ceasing to be a member of the Synod, save that:
    - (1) such a member of the CCU may continue to act as such notwithstanding the dissolution of the Synod; but
    - (2) if he or she is an elected member of the General Synod, he or she shall cease to be a member of the CCU if he or she does not stand for re-election or is not re-elected, with effect from the date on which the election of his or her successor is announced by the presiding officer;
  - (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 any vacancies in its membership.
- (b) 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.

- (c) 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.
- (d) 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.
- (e) Subject as aforesaid, the CCU 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.

## **7 Code of Conduct**

Members of the CCU must comply with the Archbishops' Council's Code of Conduct.

## **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, for the purposes of Standing Order 119 of the General Synod, a body answerable to the Synod through the Archbishops' Council.

### **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, stewardship and trustee responsibilities, on the effects of public financial policy 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 carry out such other work as may be entrusted to it by the Archbishops' Council.

### **3 Membership**

The Finance Committee shall consist of a Chair and nine 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 Finance Committee shall consist of:
  - (i) Three 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.
  - (ii) Three persons elected by and from the duly appointed membership of the Inter-diocesan Finance Forum.
  - (iii) Three persons appointed by the Archbishops' Council on the recommendation of the Appointments Committee after consultation with the Finance Committee.
- (c) The Finance Committee shall have no power of co-option to 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 one further term not exceeding five years.
- (b) Members of the Finance Committee elected by the Inter-diocesan Finance Forum under clause 3(b)(ii) 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 until the appointment or election of their successors;
  - (ii) if required under the terms of this Constitution to be a member of the General Synod when appointed, shall cease to hold office on ceasing to be a member of the Synod, save that:
    - (1) such a member of the Finance Committee may continue to act as such notwithstanding the dissolution of the Synod; but
    - (2) if he or she is an elected member of the General Synod, he or she shall cease to be a member of the Finance Committee if he or she does not stand for re-election or is not re-elected, with effect from the date on which the election of his or her successor is announced by the presiding officer;
  - (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 any vacancies in its membership.
- (b) Unless the Archbishops' Council determines otherwise, the Finance Committee shall appoint a Church and Community Fund Committee, a Stewardship Committee and an Investment Committee.
- (c) The Finance 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 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.

## **7 Code of Conduct**

Members of the Finance Committee must comply with the Archbishops' Council's Code of Conduct.

# **THE COUNCIL OF THE ARCHBISHOPS' COUNCIL'S MINISTRY DIVISION**

## **1 Title and status**

- (a) The name of the Council shall be the 'Council of the Archbishops' Council's Ministry Division.'
- (b) The short title shall be 'the Ministry Council'.
- (c) The Ministry Council shall be a committee of the Archbishops' Council and, for the purposes of Standing Order 119 of the General Synod, a body answerable to the Synod through the Archbishops' Council.

## **2 Functions**

The functions of the Ministry Council shall be:

- (a) To advise the Archbishops' Council and the House of Bishops on a strategy for the development of vocation to ministry and on a strategy for theological education and training.
- (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 scrutinise and validate programmes for those training under Bishops' Regulations, and to keep under review all forms of training for authorised ministry, ordained and lay, including Reader training.
- (h) To advise the Archbishops' Council and the House of Bishops on policy concerning theological colleges and courses.
- (i) To advise the Archbishops' Council and the House of Bishops on the financial aspects of theological education and training.
- (j) 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.
- (k) To work in collaboration with ecumenical partners on matters within the Committee's terms of reference.

### **3 Membership**

The Ministry Council shall consist of a Chair and up to ten other members:

- (a) The Chair of the Ministry Division shall be appointed by the Archbishops from amongst the bishops serving on the Archbishops' Council.
- (b) The other members of the Ministry Council shall consist of:
  - (i) Three bishops appointed by the Archbishops on the advice of the House of Bishops' Standing Committee.
  - (ii) The Chair of the Archbishops' Council's Finance Committee.
  - (iii) A theologian not on the staff of a theological college or course appointed by the Appointments Committee.
  - (iv) Two persons appointed by the Appointments Committee with significant experience in at least one of the following: selection, professional development or leadership development.
  - (v) Two members elected by the General Synod, one of whom shall be a member of the House of Clergy of the General Synod and one a member of the House of Laity of the General Synod.
  - (vi) Up to one person co-opted by the Ministry Council.
- (c) Any co-option made under clause 3(b)(vi) of this constitution shall be reported to the Appointments Committee.

### **4 Term of office**

- (a) The chair of the Ministry 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 one further term not exceeding five years.
- (b) Other members of the Ministry Council
  - (i) shall hold office for a term ending on 31 May next following the dissolution of the General Synod;
  - (ii) if required under the terms of this Constitution to be a member of the General Synod when appointed, shall cease to hold office on ceasing to be a member of the Synod, save that:
    - (1) such a member of the Ministry Council may continue to act as such notwithstanding the dissolution of the Synod; but
    - (2) if he or she is an elected member of the General Synod, he or she shall cease to be a member of the Ministry Council if he or she does not stand for re-election or is not re-elected, with effect from the date on which the election of his or her successor is announced by the presiding officer;
  - (iii) shall not serve for more than two full successive terms.

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

The Ministry Council 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 Ministry Council for the time being and no business shall be transacted in the absence of a quorum. Subject thereto the Ministry Council may transact business notwithstanding any vacancies in its membership.
- (b) The Ministry 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 Ministry Council.
- (c) The Ministry 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 Ministry 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 Ministry 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.

## **7 Code of Conduct**

Members of the Ministry Council must comply with the Archbishops' Council's Code of Conduct.

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

## **1 Title and status**

- (a) The name of the Committee shall be 'The Archbishops' Council's Committee for Ministry of and among Deaf and Disabled People', 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, for the purposes of Standing Order 119 of the General Synod, a body answerable to the Synod through the Archbishops' Council.

## **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 ten 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) subject to confirmation by the Appointments Committee.
  - (ii) Three persons nominated by the National Deaf Church Conference subject to confirmation by the Appointments Committee.
  - (iii) Two General Synod members elected by the General Synod.
  - (iv) Three other persons appointed by the Appointments Committee after consultation with the Chair of the CMDDP.
- (c) The CMDDP shall have no power of co-option to 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 one 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 required under the terms of this Constitution to be a member of the General Synod when appointed, shall cease to hold office on ceasing to be a member of the Synod, save that:
    - (1) such a member of the CMDPP may continue to act as such notwithstanding the dissolution of the Synod; but
    - (2) if he or she is an elected member of the General Synod, he or she shall cease to be a member of the CMDPP if he or she does not stand for re-election or is not re-elected, with effect from the date on which the election of his or her successor is announced by the presiding officer;
  - (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 any vacancies in its membership.
- (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.

## **7 Code of Conduct**

Members of the CMDDP must comply with the Archbishops' Council's Code of Conduct.



# REMUNERATION AND CONDITIONS OF SERVICE COMMITTEE OF THE ARCHBISHOPS' COUNCIL

## 1 Title and status

- (a) The name of the Committee shall be 'The Remuneration and Conditions of Service Committee of the Archbishops' Council', hereinafter referred to in this constitution as 'the RACSC'.
- (b) The short title of the RACSC shall be 'The Remuneration and Conditions of Service Committee'.
- (c) The RACSC shall be a committee of the Archbishops' Council and, for the purposes of Standing Order 119 of the General Synod, a body answerable to the Synod through the Archbishops' Council.

## 2 Functions

The functions of the RACSC shall be:

- (a) To advise the Archbishops' Council and the House of Bishops on a strategy for ministry, with particular reference to the 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 develop policy relating to pensions in collaboration with the Church of England Pensions Board and, where appropriate, the Church Commissioners.
- (d) To promote, in partnership with dioceses, clear conditions of work for all licensed ministers.
- (e) To make recommendations about the scope, structure and level of parochial fees.
- (f) To monitor and advise in consultation with interested parties on sector and chaplaincy ministries within the total ministry of the Church.
- (g) 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.
- (h) To report regularly to the Archbishops' Council on its work.

## 3 Membership

The RACSC shall consist of a Chair and nine 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 RACSC.
- (b) The other members of the RACSC shall consist of:

- (i) Four members appointed by the Appointments Committee, two of whom shall be members of the clergy (at least one to be in parochial ministry) and two shall be lay persons and including amongst their number one member of the Finance Committee of the Archbishops' Council and one member nominated by the Central Readers' Council.
  - (ii) Two General Synod members elected by the General Synod, one of whom shall be a member of the House of Clergy and one a member of the House of Laity.
  - (iii) Two persons elected by and from the 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.
- (c) The RACSC shall have no power of co-option to the RACSC.

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

- (a) The Chair of the RACSC 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 one further term not exceeding five years.
- (b) Members of the RACSC 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 RACSC:
  - (i) shall hold office for a term ending on 31 May next following the dissolution of the General Synod;
  - (ii) if required under the terms of this Constitution to be a member of the General Synod when appointed, shall cease to hold office on ceasing to be a member of the Synod, save that:
    - (1) such a member of the RACSC may continue to act as such notwithstanding the dissolution of the Synod; but
    - (2) if he or she is an elected member of the General Synod, he or she shall cease to be a member of the RACSC if he or she does not stand for re-election or is not re-elected, with effect from the date on which the election of his or her successor is announced by the presiding officer;
  - (iii) shall not serve for more than two full successive terms.

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

The RACSC 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 RACSC for the time being and no business shall be transacted in the absence of a quorum. Subject thereto the RACSC may transact business notwithstanding any vacancies in its membership.
- (b) The RACSC 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 RACSC.
- (c) The RACSC 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 RACSC 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 RACSC 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.

## **7 Code of Conduct**

Members of the RACSC must comply with the Archbishops' Council's Code of Conduct.

# **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 committee of the Archbishops' Council and, for the purposes of Standing Order 119 of the General Synod, a body answerable to the Synod through the Archbishops' Council.

## **2 Function**

The function of the MPA Council is to assist the Archbishops' Council and the other National Church Institutions in discharging their responsibility to support, promote and extend the mission, ministry and witness of the Church of England to the nation, and in particular:

- (a) to ensure that the concerns and interests of the Church at national level, especially concerning moral and ethical issues, are represented authoritatively to national institutions including the Government;
- (b) to support the mission of the Church of England in its dioceses and parishes through creative initiatives, building strategic links and theological resources; and
- (c) to be an advocate for, and to offer support to, areas of the Church of England's ministry, mission and witness which are at risk of being marginalised or which have not yet achieved their full potential.

In discharging this function, the particular responsibilities of the MPA Council shall include:

- (i) the Church of England's engagement with social, political and environmental issues; community life and civil society; and its work for justice, peace and integrity of creation at local, national and international levels;
- (ii) mission and evangelism; the Church of England's responsibilities for world mission and development; inter religious affairs; and theological and missiological reflection on these topics;
- (iii) the Church of England's responsibility to confront the reality of racism in its own life and in society;
- (iv) the support of minority ethnic Christians in the Church of England and their contribution to its life and witness within and beyond the Church of England;

- (v) support for Church of England chaplains in the public sector and elsewhere, especially in the field of spiritual, mental and physical health and healthcare.

### **3 Key relationships**

The MPA Council shall:

- (a) advise the Archbishops' Council, the General Synod and the House of Bishops on matters within the MPA Council's remit;
- (b) work in partnerships with dioceses, Church of England networks and voluntary societies on matters within its remit;
- (c) relate to the ecumenical instruments (Churches Together in England, Churches Together in Britain and Ireland), appropriate bodies in other Churches and denominations and the member Churches and structures of the Anglican Communion on issues relating to the Church of England's mission and role in public life;
- (d) relate to Parliament, Government departments and voluntary bodies relevant to its work.

### **4 Membership**

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

- (a) The Chair shall be a member of the Archbishops' Council appointed by the Archbishops after consultation with the Archbishops' Council and the Appointments Committee.
- (b) The other members of the MPA Council shall consist of:
  - (i) Two Vice-Chairs, at least one of whom shall be a member of the House of Bishops of the General Synod, appointed by the Archbishops after consultation with the Chair of the MPA Council and the Appointments Committee.
  - (ii) Three members of the House of Clergy of the General Synod elected by that House.
  - (iii) Three members of the House of Laity of the General Synod elected by that House.
  - (iv) Two persons nominated by the MPA Council subject to confirmation by the Appointments Committee.
  - (v) Up to two persons co-opted by the MPA Council.
- (c) Any co-option made under clause 4(b)(v) of this constitution shall be reported to the Appointments Committee.

### **5 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 one 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 required under the terms of this Constitution to be a member of the General Synod when appointed, shall cease to hold office on ceasing to be a member of the Synod, save that:
  - (1) such a member of the MPA Council may continue to act as such notwithstanding the dissolution of the Synod; but
  - (2) if he or she is an elected member of the General Synod, he or she shall cease to be a member of the MPA Council if he or she does not stand for re-election or is not re-elected, with effect from the date on which the election of his or her successor is announced by the presiding officer;
- (iii) shall not serve for more than two full successive terms.

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

The MPA Council 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 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 any vacancies in its membership.
- (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.

## **8 Code of Conduct**

Members of the MPA Council must comply with the Archbishops' Council's Code of Conduct.