The Diocese of Southwark

The Role of Deaneries and the Rules and Constitution of Deanery Synods

2026-2029

Christ Centred

Outward Focused

THE CHURCH OF ENGLAND

This document was commended for approval by the Diocesan Council of Trustees on 21 May 2026 and approved by Southwark Diocesan Synod at its meeting on 8 July 2026

The rules for the conduct of the business of Deanery Synods in the Diocese are authorized by the Diocesan Synod under Rule 26 of the Church Representation Rules 2025.

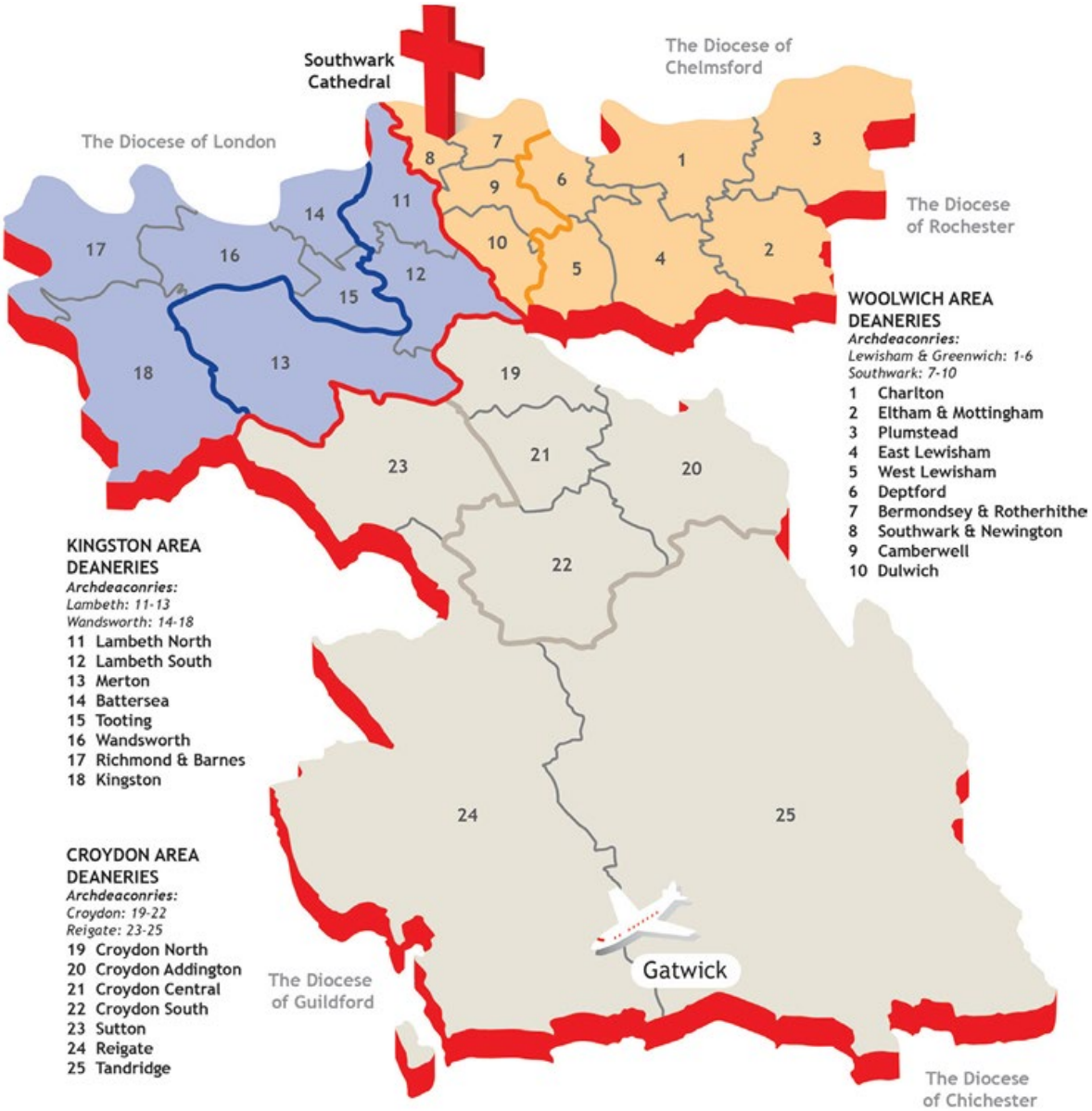
Southwark Vision 2024-2035

Southwark Vision is Christ Centred | Outward Focused, as we continue to walk together, discerning God's wisdom and guidance in our shared pilgrimage of faith. Keeping Christ as our centre and the focus of unity, we will continue to turn outwards - seeking to support, encourage, resource and learn from one another as we serve our parishes and God's world.

Church is formed when people gather around the person of Jesus Christ, drawn to worship him and join in his work as he meets human hurts and hopes. Jesus walks with us and is also waiting for us in places of mission, healing, reconciliation, learning and worship.

To be Christ Centred means to be aware that we always need to be discerning Christ's presence in our context, seeking to be attentive to his work and his calling, trusting him to be present with us. We are called to be attentive and genuinely open to the new mission and future to which God beckons us. We are called to listen to God in Holy Scripture, as well as to the movement of the Holy Spirit, to those outside and within the Church to guide us. When Christ is at the heart of our life together, our hope is continually renewed, our vision restored and we find ourselves re-orientated towards the people and the world that God loves.

The full Vision document can be found here.


Southwark Cathedral
The Diocese of Chelmsford
The Diocese of London
The Diocese of Rochester
The Diocese of Guildford
The Diocese of Chichester
Gatwick
WOOLWICH AREA DEANERIES
Archdeaconries:
Lewisham & Greenwich: 1-6
Southwark: 7-10
1 Charlton
2 Eltham & Mottingham
3 Plumstead
4 East Lewisham
5 West Lewisham
6 Deptford
7 Bermondsey & Rotherhithe
8 Southwark & Newington
9 Camberwell
10 Dulwich
KINGSTON AREA DEANERIES
Archdeaconries:
Lambeth: 11-13
Wandsworth: 14-18
11 Lambeth North
12 Lambeth South
13 Merton
14 Battersea
15 Tooting
16 Wandsworth
17 Richmond & Barnes
18 Kingston
CROYDON AREA DEANERIES
Archdeaconries:
Croydon: 19-22
Reigate: 23-25
19 Croydon North
20 Croydon Addington
21 Croydon Central
22 Croydon South
23 Sutton
24 Reigate
25 Tandridge

Contents

Contents **4**

1. Introduction to this document **6**

2. Deaneries **7**

I. What is a Deanery? 7

II. The Vision for Deaneries in the Diocese of Southwark 7

III. Deanery Leadership Teams 8

3. Safeguarding in Deaneries and Deanery Synods **9**

IV. Training 9

V. DBS Checks & Safer Recruitment 9

VI. Contacts 9

VII. Other Resources 10

4. Deanery Synods **11**

VIII. What is a Deanery Synod? 11

IX. How is a Deanery Synod Constituted? 11

X. The Governance of Deanery Synods 12

General Principles Governing the Conduct of Deanery Synod Meetings 12

General guidance on Deanery Synods 12

5. Essential Rules (or Standing Orders) for Deanery Synods in the Diocese of Southwark **14**

Roll of Members 14

Membership 14

Participation by Non-Members 14

Attendance of General Synod Members 14

Term of Office 15

Joint Chairs 15

Officers of Synod 17

Standing Committee 17
Meetings of Synod 18

6. Appendices 20

Appendix A - Vision for Deaneries –to become viable centres of Mission & Ministry 'Partners in the Gospel' 20

Appendix B – Safeguarding Training Requirements 21
Basic Awareness and Foundation Training 21
Core and additional Training 21

Appendix C - The Constitution 22
Section 5 Synodical Government Measure 1969 22

Appendix D - Membership of Deanery Synod 23
Composition 23

Appendix E – Elections of lay representatives to Deanery Synod 25

Appendix F - Additional Rules for DeaneryS ynods 26
1. Business of Synod 26
2. Meetings of Synod 27

Appendix G – Templates 29
1. Example Agenda 29
1. Example Minutes 30

1. Introduction to this document

This document falls into two parts firstly covering Deaneries in general and then specifically Deanery Synods. While every Deanery has a Deanery Synod, and although the two terms are often used interchangeably, they are two distinct things. Both are necessary in the Church of England and serve an ongoing need to demonstrate more vitality and purpose, the characteristics of a vibrant Deanery, in the mission and ministry that is largely a matter for local initiatives.

This document sets out the characteristics of a vibrant Deanery and outlines the model rules for Deanery Synods, which are a necessary part of synodical governance. This document should be read alongside the Joint Handbook for Area Deans and Deanery Lay Chairs and the Toolkit for Deaneries.
https://southwark.anglican.org/deaneries/

Rules are required to be made by the Diocesan Synod by virtue of Rule 26(2) of the Church Representation Rules 2025. Sub paragraphs (a) - (g) specify what must be included in the Rules.

In compiling this document, the aim is that these rules for Deanery Synods shall be:

- user friendly - written in simple, accessible language;
- mission focused – to facilitate the mission of the Deanery;
- as flexible as possible – allowing the Deanery Synod to determine its own procedures where practical.

Signed by:



Rebecca Chapman
Chair of the House of Laity



The Revd Capt Nicholas Lebey CA
Chair of the House of Clergy



Nicola Thomas
Diocesan Secretary



Rt Revd Christopher Chessun
Bishop of Southwark

2. Deaneries

I. What is a Deanery?

Deaneries are designated groups of Parishes within an Archdeaconry who have the opportunity and encouragement to work in partnership with each other to celebrate and to share the Good News of Jesus Christ with the people entrusted to their care.

Deaneries form an important bridge between Parishes and the wider church, including the Diocese. Working together, churches within a Deanery support each other and share resources as well as information on Mission Action Plans (MAPs) and Parish Support Fund pledges. To underline this interconnectedness, it may help to consider using the strapline "Rooted in my Parish, connected in my Deanery, growing in our Diocese."

In Southwark Diocese there are 25 Deaneries. Each Deanery is jointly led by the Lay Chair, who is elected by the lay members of the Deanery Synod, and the Area Dean who is appointed by the Bishop after consultation with the local Clergy and the Lay Chair[1].

One of Bishop Christopher's three episcopal priorities in the Charge given to him at the confirmation of his election in 2011 was to breathe new life into Deaneries. In addition, a key issue for our Diocese identified by the second Strategy for Ministry report (2015) was to ensure that Deaneries become viable centres of mission and ministry. This document aims to support Deaneries as they move towards achieving this goal.

II. The Vision for Deaneries in the Diocese of Southwark

A vision for Deaneries in the Diocese of Southwark, as recommended by the Deaneries Advisory Group, was endorsed by the Diocesan Council of Trustees at its meeting on 15 October 2016.This vision is shown on Appendix A.

The Diocesan Council of Trustees (DCT) is the statutory committee of the Diocesan Synod and the DCT is composed of trustees and directors who together hold, through its four constituent bodies, responsibility for the policy, financial and pastoral decisions necessary to implement the vision and strategy of Diocesan Synod. The four constituent bodies of the DCT are; the Bishop's Council, the Diocesan Board of Finance, the Diocesan Mission & Pastoral Committee and the Diocesan Parsonages Board.

[1] *The Area Dean and Lay Chair may be assisted by an Assistant Area Dean and/or a Deputy Lay Chair.*

III. Deanery Leadership Teams

In July 2018, Diocesan Synod approved the main recommendation of the Deaneries Advisory Group that every Deanery should have a Deanery Leadership Team (DLT). The purpose of the DLT is to

- Work together to lead the Deanery in fulfilling the Southwark Vision for mission and growth
- Take on the functions of the Standing Committee – the members of the Standing Committee comprising the 3 officers should be members of the DLT

The DLT is accountable to the Synod and should report to the Synod at each meeting. Membership of the DLT is confirmed by the Synod – members should comprise a range of people who are committed to delivering the objectives of Southwark Vision within the Deanery. Membership of the DLT should be reviewed at the start of each triennium and kept under review.

3. Safeguarding in Deaneries and Deanery Synods

The Diocese of Southwark is committed to the safeguarding of children, young people and vulnerable adults. Making safeguarding fundamental means ensuring that every part of church life — worship, ministry, leadership, community engagement, and governance — is shaped by respect, safety, and care.

IV. Training

As ex-officio members of their PCCs, all Deanery Synod members need to undertake Safeguarding training. This includes, Basic, Foundation and Raising awareness of domestic abuse. Safeguarding training should be completed at a three-yearly interval to keep knowledge and skills up to date. Refresher training should be undertaken at the highest required level. For example, a leader of youth work activities who would have been initially required to complete Basic Awareness (C0), Foundation (C1) and then Leadership (C2) training, should refresh only the Leadership module (C2) every three years.

You can find further information, including on how to book onto courses here and at Appendix B.

V. DBS Checks & Safer Recruitment

DBS checks are mandated for certain roles. Eligibility for different levels of DBS check can be found here if further advice is required please contact your Parish Safeguarding Officer or the Diocesan Safeguarding Team on safeguardingadmin@southwark.anglican.org.

The Church of England Safer Recruitment guidance helps to reinforce the safeguarding and wellbeing of children and vulnerable adults throughout the recruitment process and beyond. Helping to maintain a safe and positive environment that inspires trust. Detailed Guidance on Safer Recruitment can be found on the Church of England's Safeguarding E-Manual.

VI. Contacts

Our Safeguarding team can be contacted for advice and support via the following routes:

Safeguarding referrals / general enquiries:

- Email: safeguarding@southwark.anglican.org
- Telephone: 02079399441 (Mon-Fri 9am-5pm, with the last call being taken at 4:30pm)

Safeguarding training enquiries:

- Email: safeguardingtraining@southwark.anglican.org
- Telephone: 02079399476

Admin and DBS Enquiries:

- Email: safeguardingadmin@southwark.anglican.org

- Telephone: 020 7939 9478

Emergencies: If you suspect you or someone is at risk of immediate harm, phone 999.

VII. Other Resources

These resources highlight the House of Bishops Safeguarding Policy for children, young people & adults. They can be printed and put up around your parish. These and other helpful resources can be found here on the National Churches website.

Promoting a Safer Church Poster

Safe Space poster tear off – male

Safe Space poster tear off – female

Safeguarding in your Parish – who's who?

Safeguarding E-Manual

4. Deanery Synods

VIII. What is a Deanery Synod?

A Deanery Synod is a body which is representative and deliberative, a body which appoints and elects, which may pass motions to its Diocesan Synod, which may receive actions from Diocesan Synod or General Synod and may provide a forum for its members and others to act. It is meant to be sufficiently representative so as to command confidence and sufficiently skilled as to be competent in its business. A Deanery Synod is therefore part of the national synodical structure.

Although Deanery Synods are not part of Diocese of Southwark governance structures, a Deanery Synod is a legal entity and as such it is regulated. The Church Representation Rules 2025 state that 'the Diocesan Synod shall make rules for Deanery Synods'. These include relevant provisions of the Church Representation Rules. Section 5 of the Synodical Government Measure 1969 (see Appendix C) is also applicable to the business of the Deanery Synod, as it sets out the functions and constitution of a Deanery Synod.

However, under English law, a Deanery Synod does not enjoy charitable status and is an unincorporated body. This means a Deanery Synod cannot hold property, may not enter into contracts and should not seek to employ staff directly. This is a factor to be taken into account in intra-Deanery endeavours. Briefing on establishing joint enterprises at Deanery level can be found in the Toolkit for Deaneries on the Diocesan website.

https://southwark.anglican.org/deaneries/

If a Deanery or Deanery Synod wishes to explore establishing a charitable or corporate body or trust, it should seek advice from an Archdeacon as a first step and consult the Diocesan Secretary and Diocesan Registrar in due course.

IX. How is a Deanery Synod Constituted?

Every three years the Annual Parochial Church Meeting (APCM) of each Parish within the Deanery should elect lay representatives to be members of the Deanery Synod. Each clerk in Holy Orders beneficed or licensed to any Parish in the Deanery is also a member of the Deanery Synod. There is also provision for PTO clergy to be represented – CRR 2025 Rule 15 (1) (f).

Lay representatives elected by parishes and BMOs to Deanery Synods play an important role within a Deanery and at Deanery Synod meetings. They should be fully committed to work for the mission of the wider Church and so to take strategic decisions to advance the mission and ministry in their Deanery as well as to influence Diocesan mission. A leaflet outlining the skills to look for in potential lay representative is available on the Diocesan website.

The members of the Deanery Synod form the electorate for the Diocesan Synod and the General Synod of the Church of England. Membership is set out in more detail in the Rules enacted for Deanery Synods.

X. The Governance of Deanery Synods

General Principles Governing the Conduct of Deanery Synod Meetings

a) That all meetings must be conducted in a transparent, robust and fair manner in a spirit of Christian Grace.

b) That we are the body of Christ and will seek to work in a collaborative and inclusive way at all times.

c) Members should be committed to upholding synodical government as instituted by the Church of England.

d) The Chair is responsible for the conduct of a meeting but is accountable to the meeting and should endeavour to be flexible where possible.

e) The Chair should strive to ensure a balanced debate and manage the business of the meeting and speakers to time.

f) The Deanery Synod Standing Committee and Officers are accountable to the Deanery Synod for ensuring the business of the Synod reflects the constitution of the Synod, the context of the Deanery and the mission and ministry of our Diocese.

General guidance on Deanery Synods

Some simple guidance in planning and running the meetings of a Deanery Synod is outlined below together with recommendations and guidance on terms of office.

a) A mission statement or Mission Action Plan for a Deanery, agreed by the Deanery Synod, can help ensure a sense of common purpose as well as to foster a sense of community as churches take forward the ministry and mission of the whole church.

b) Successive reviews of Deanery Synods speak of positive outcomes being tied to valuing diversity in the Deanery and being outward looking for mission. Deaneries should try and ensure that, as far as possible, representation on Deanery Synods reflects the diversity of churches in the Deanery.

c) The constitutional remit for Deanery Synods set out in the Synodical Government Measure is very wide indeed and allows for speakers on an enormous range of topics and an extensive range of activity.

d) A Deanery Synod will not normally make a financial commitment without a recommendation from the Standing Committee.

e) Given the twin aims of ‘breathing new life into Deaneries’ and ‘ensuring Deaneries become viable centres of mission and ministry’, PCCs are encouraged to give considered thought to who can best act as their Parish Representatives on Deanery Synods. Factors PCCs and APCMs may wish to bear in mind when electing Deanery Synod members include: attendance record; level of commitment to the mission of the Deanery; expected quality of their reporting back to PCCs and APCMs and any potential role on the Deanery Leadership Team. New talent should be encouraged and supported wherever practical.

f) In line with the Handbook of Governance report[2], it is recommended that Deanery Synod members should be prepared to serve a minimum of one three-year term of office and normally up to a maximum of three three-year terms[3]. PCCs and APCMs are encouraged to demonstrate good practice by reviewing the position of anyone who has served for nine years consecutively.

[2] *Handbook of Governance*

[3] *For information: Elected members of the DCT normally serve one or two terms of three years and a maximum of three terms, as endorsed by Diocesan Synod in July 2015.*

5. Essential Rules (or Standing Orders) for Deanery Synods in the Diocese of Southwark

1. Subject to the Rules outlined below, the Deanery Synod shall have power to determine its own procedure.

Roll of Members

2. The Secretary shall keep a roll of the members of the Deanery Synod constantly up to date, including the name, address and parish of any person notified by the Secretary of the Diocesan Synod and thereby qualified as an ex-officio member.

Membership

3. Membership of the Deanery Synod is determined by the Church Representation Rules 2025, Part 3 Rules 14-24. For ease of reference, these are reproduced in Appendix D.

4. The co-option of additional members is permissible and shall be by resolution of the respective house.[4]

5. The number of parochial representatives to be elected from each parish is determined by a resolution of Diocesan Synod and can be found at Appendix E.

Participation by Non-Members

6. The following persons may attend meetings of Deanery Synod and shall, subject to the same obligations as members, have the right to address Synod, to speak on any motion or amendment, make a personal explanation or answer questions:

   a) the Diocesan Bishop or a duly appointed commissary

   b) the Archdeacon

   c) the Registrar of the Diocese

   d) the Diocesan Secretary

   e) visitors invited by either of the joint Chairs or the Standing Committee

   f) any reader licensed to a parish in the Deanery who is not an elected parochial representative

   g) any person appointed or invited being a member of the General Synod

   h) an officer of Synod who is not a member of Synod.

Attendance of General Synod Members

7. The Deanery Synod or its Standing Committee may invite, and the Bishop's Council may appoint, a member or members of the General Synod who represent the Diocese but are not themselves ex officio members of the Deanery Synod to attend any or all of its meetings. They shall be entitled to receive copies of all documents and notices circulated to members of Synod

[4] Church Representation Rules 2025 Rule 20

for all meetings for which their invitation or appointment relates.

Term of Office

8. a) The parochial representatives of the laity elected by annual meetings shall be elected every three years, and shall hold office for a term of three years beginning with the 1 July next following their election[5].

   b) Casual vacancies may be filled by the election by the PCC of a person qualified to be so elected and must be confirmed at the next APCM.

   c) Unless the house concerned fixes a shorter period of office, co-opted members shall retire on the 30 June in the year of triennial elections.

Joint Chairs

General

9. There shall be joint Chairs of the Deanery Synod, being the Area Dean and a member of the House of Laity elected triennially by that House; provided that, during the absence or incapacity of one, the functions exercisable jointly may be performed by the other alone. The Lay Chair unless s/he resigns or ceases to be qualified shall continue in office until the commencement of the meeting at which his/her successor is elected.

Election of Lay Chair

10. Immediately prior to the first meeting of the Synod after any triennial election or in the event of a vacancy in the office immediately prior to the next meeting of Synod, the House of Laity shall meet to elect a Lay Chair. A member of the House of Laity appointed by the Area Dean shall act as Chair for such meeting. Whoever so presides shall have a vote but no casting vote in the election and in the case of an equality of votes the decision shall be taken by lot[6]. Under Rule 26(5) the Lay Chair may hold office until their successor is elected.

Meetings of the Synod

11. The joint Chairs shall agree between them who shall chair each meeting of the Deanery Synod or particular items of business in the agenda of the Synod. If either is absent, the other shall preside. If both are absent, the Deputy Lay Chair or Assistant Area Dean (where such exist) take the chair; otherwise members present shall elect a Chair for that meeting.

12. The joint Chairs shall preside over any separate meetings of their respective houses, but if either is absent a member of the house chosen by the members present shall take the chair.

Powers of Chair presiding

13. Subject to these Rules, the proceedings at any meeting of the Synod shall be regulated by the Chair presiding at that time and those of the proceedings of either House by the Chair of that House or in their absence a member of that

[5] *As required by the Church Representation Rules 2025*

[6] *Proverbs 18:18: "The lot settles disputes, and keeps strong ones apart".*

House chosen by the members present.

Officers of Synod

14. The Officers of the Deanery Synod are the Area Dean, the Lay Chair and the Secretary.

15. At the first meeting after each triennial election the Synod shall appoint:
    a) A Secretary, not necessarily from amongst its own members
    b) The appointment of a Secretary from without the membership at a) above does not confer membership (unless co-opted) but does entitle the office holder to attend meetings of Synod and of its Standing Committee
    c) The person so appointed under a) above, unless they resign or cease to be qualified, shall serve until the conclusion of the meeting at which their successors are appointed
    d) The Synod may appoint a Deputy Secretary, Treasurer or Deputy Lay Chair who are not Officers of the Synod
    e) Other than the Area Dean, with effect from June 2017, Officers of the Synod on the Standing Committee (i.e. Lay Chair and Secretary) serve for three years and then normally serve a second term of three years in any one office. They may then serve for a further three-year term but must then stand down for at least one term from that office.

Standing Committee

Membership of the Standing Committee

16. There shall be a Standing Committee of the Synod consisting of the Officers, who are the Lay Chair, Area Dean, Secretary and other such numbers of people elected by the Synod as the Synod shall decide. (The Diocesan Synod *recommends* that the Standing Committee consist of only the three officers.) The Deanery Synod may, from such persons elected, appoint officers additional to those listed in 13 above or allow the Standing Committee to allocate tasks at its discretion.
17. Members of the Standing Committee, who are not Officers of Synod, serve for three years and then normally serve a second term of three years. They may then serve for a further three-year term but must then stand down for at least one term.

Elections to the Standing Committee

18. Elections shall be triennial at the first meeting of each new Synod following the election of parochial representatives of the laity.
    a) Elected members shall retire on the election of their successor or on ceasing to be qualified.
    b) Casual vacancies will be filled by election at the next meeting of the Synod.
    c) The outgoing Standing Committee will make no nominations.

d) Elections shall be by simple majority unless, not later than the said 30 June, the Synod shall have determined that the method of the single transferable vote under the regulations as from time to time in force shall apply.

Functions of the Standing Committee

19. The functions of the Standing Committee shall be to initiate and advise on proposals; to ensure that members of Synod are adequately informed on questions raised and other matters of importance to the Deanery; to prepare the agenda for and organize meetings of the Synod; to transact the business of the Synod between meetings; and to make such appointments and do such other things as the Synod may delegate to it.

Deanery Leadership Teams & Other Committees of the Deanery Synod

20. The Deanery Synod may appoint other committees, working groups or individuals to undertake business in conformity with its constitution and against such timelines and with any such rules, constitutions, membership and resources as it sees fit and considers helpful. One such group will be the Deanery Leadership Team.

Financial business

21. The Treasurer, if appointed or, if not, some other designated person, shall no later than 31 July each year present to the Synod for the agreement of the Synod:
    a) A report on the accounts for the preceding financial year
    b) A statement showing the estimated expenditure of the Synod during the next financial year
    c) Proposals for raising the income required to meet such expenditure.

Meetings of Synod

22. The following rules apply to the meeting of the Synod:
    a) The date, time and place of ordinary[7] meetings of the Synod shall be notified to members at least six weeks before each meeting
    b) The agenda for an ordinary meeting along with any relevant papers and detailing any motions to be considered at the meeting shall be delivered to every member of the Deanery Synod not less than two weeks prior to the meeting
    c) The Synod shall hold not less than two ordinary meetings in each year at such times and places as the joint chairs shall decide after consulting with the Standing Committee
    d) If necessary, Synod business may be conducted by e-mail.

[7] *In this context, ordinary means planned, regular meetings.*

Agenda preparation and content

23. Every agenda of an Ordinary Meeting[8] shall include, for approval as a correct record, the minutes of the last Ordinary Meeting and of any subsequent meetings, also of any other reports of proceedings:
    a) A matter referred to the Deanery Synod by the General Synod or by the Diocesan Synod
    b) A report on the business of Diocesan Synod, the Diocesan Council of Trustees and any other Diocesan committee, as appropriate
    c) Subject to these rules and any resolution of the Synod, and without prejudice to the rights of individual members to a reasonable opportunity within the time available of bringing matters before that Synod, the Standing Committee shall settle the agenda for each Synod meeting and shall determine the order in which the business so included shall be considered subject only to any resolution of Synod.

Apologies for absence and recording attendance

24. Apologies for absence should be sent to the Secretary in advance of the meeting.
25. The attendance of Parish Representatives, clergy and lay, will be recorded by the Secretary. Each year, before 31 March, the Secretary will inform the Area Dean and Lay Chair of the attendance records. At the same time, the Secretary will inform the PCC Secretary of the attendance records of their Parish or BMO Representatives.

Declaration of interest

26. Anyone with a particular interest in any matter of business must first declare the nature and extent of that interest when speaking.

Additional Rules for Deanery Synods can be found at Appendix F and templates for agendas and minutes can be found at Appendix G.

6. Appendices

Appendix A - Vision for Deaneries –to become viable centres of Mission & Ministry 'Partners in the Gospel'

Strategy for Ministry 2 challenged us to **'ensure that Deaneries become viable centres of mission and ministry'**. Deaneries are geographical groups of parishes whose congregations work in partnership with each other to celebrate the Good News of Jesus Christ and share the Gospel with all people. Deaneries are places where Anglican Christians relate to each other; pray and worship with each other; meet and decide with each other; and work, serve and witness with each other.

Working collaboratively with the structures of the Diocese as well as with Bishop's Mission Order (BMOs), Church Schools, other chaplaincies, mission agencies and ecumenical partners, Deaneries will:

1. actively promote the growth of the Church of overall numbers attending, in the number of congregations and fresh expressions, in the depth of discipleship and the equipping and releasing of lay people for mission, in the growth of vocations to ordained, licensed and authorised ministries and in the expansion in the range of lay ministries

2. encourage churches to reflect in their leadership and culture the diversity of the Deanery, including ethnicity, age, socio-economic circumstances and tradition

3. support parishes in holding each other to account to become transparent, accountable, generous and robust in pledges and contributions for the Parish Support Fund

4. encourage and challenge one another in the development and continuing implementation of Mission Action Plans and the use of mission statistics

5. develop collaborative working for mission and ministry purposes amongst ordained, licensed and authorised ministers

6. provide regular, vibrant and engaging opportunities for meeting, prayer, dialogue and training across church traditions, including Synods

7. be creative, imaginative, risk-taking and strategic in making recommendations for deployment, including Deanery-wide or cross parish appointments, through their Deanery Leadership Team (DLT)

8. be one of the key communication hubs within the Diocese.

Appendix B – Safeguarding Training Requirements

Basic Awareness and Foundation Training

We recommend everyone completes Basic Awareness and Raising Awareness of Domestic Abuse to raise awareness and encourage vigilance on these important societal issues. However, it is mandated that Church Officers, staff, some volunteers and anyone who is required to complete leadership training complete these courses.

When using the National Church learning portal to complete the courses it is important that on registration you choose the correct Diocese and add your role (if a member of the congregation please state this).

Core and additional Training

The following table outlines the core training requirements for different roles within the parish:

Role	Basic	Foundation	Leadership
Incumbents and clergy including PTO	Y	Y	Y
Licensed Lay Ministers, e.g. Readers	Y	Y	Y
Staff or volunteers of work with children/vulnerable adults	Y	Y	N
Leaders/Supervisors of work with children/vulnerable adults	Y	Y	Y
Parish Safeguarding Officers	Y	Y	Y
Operation Managers	Y	Y	N
Churchwardens	Y	Y	Y
PCC Members	Y	Y	N

Please register and sign into the Safeguarding Training Portal here.

Further information regarding additional training pathways can be found here. This covers role specific pathways, issue based pathways and toolkits.

Appendix C - The Constitution

A Deanery Synod is governed by the provisions of section 5 of the Synodical Government Measure 1969. For convenience, this is referred to as the constitution and copied below.

Section 5 Synodical Government Measure 1969

5 Constitution and functions of Deanery Synods.

(1) Deanery Synods shall be constituted for all Deaneries in accordance with Part 3 of the Church Representation Rules contained in Schedule 3 to this Measure and the transitional provisions contained in Schedule 4.

(2) Deanery Synods shall, as soon as they are constituted, take the place of ruri-decanal conferences where they exist, and those conferences shall thereupon be dissolved, and any references in any Measure to ruri-decanal conferences shall be construed as references to Deanery Synods.

(3) The functions of a Deanery Synod shall be:

(a) to consider matters concerning the Church of England and to make provision for such matters in relation to their Deanery, and to consider and express their opinion on any other matters of religious or public interest

(b) to bring together the views of the parishes of the Deanery on common problems, to discuss and formulate common policies on those problems, to foster a sense of community and interdependence among those parishes, and generally to promote in the Deanery the whole mission of the Church, pastoral, evangelistic, social and ecumenical

(c) to make known and so far as appropriate put into effect any provision made by the Diocesan Synod

(d) to consider the business of the Diocesan Synod, and particularly any matters referred to that Synod by the General Synod, and to sound parochial opinion whenever they are required or consider it appropriate to do so

(e) to raise such matters as the Deanery Synod consider appropriate with the Diocesan Synod:

Provided that the functions referred to in paragraph (a) hereof shall not include the issue of any statement purporting to declare the doctrine of the Church on any question.

(4) If the Diocesan Synod delegate to Deanery Synods functions in relation to the parishes of their Deaneries, and in particular the determination of parochial shares in quotas allocated to the Deaneries, the Deanery Synod shall exercise those functions.

In this subsection “quota” means an amount to be subscribed to the expenditure authorised by Diocesan Synods.

(5) The General Synod may by Canon or Regulation extend, amend or further define the functions of Deanery Synods.

Appendix D - Membership of Deanery Synod

The membership of Deanery Synods is governed by the Part 3 of the Church Representation Rules 2025. For convenience, Rules 14-16 are set out below.

Composition

14 A deanery synod consists of –

a) a house of clergy, and

b) a house of laity.

House of clergy

15 (1) The members of the house of clergy of a deanery synod are every clerk in Holy Orders –

a) who is beneficed in or licensed to a parish in the deanery,

b) who is licensed under section 2 of the Extra-Parochial Ministry Measure 1967 in respect of an institution in the deanery,

c) who is a clerical member of the General Synod or a diocesan synod and is resident in the deanery,

d) who is resident in the deanery and licensed by the bishop to work throughout the diocese or in more than one deanery and is not subject to a direction under Rule 17 to be a member of another deanery synod,

e) who is not resident in the deanery but is subject to a direction under Rule 17 to be a member of the deanery synod,

f) who holds permission to officiate, is resident in the deanery or has habitually attended public worship in the deanery during the preceding six months, and is elected or chosen as mentioned in paragraph (2),

g) who is co-opted under Rule 18, or

h) who is made a member by virtue of a scheme under Rule 23 or 24 (cathedrals, royal peculiars, mission initiatives).

(2) One clerk who is eligible for membership under paragraph (1)(f) is to be elected or chosen –

a) for every ten clerks of that description, and

b) where the number of such clerks is not divisible by ten without fraction or remainder, for the fraction or remainder.

(3) The election or choice under paragraph (2) is made by and from the clerks who are eligible for membership under paragraph (1)(f) in such manner as the bishop may approve.

(4) As soon as possible after 31 December in the year before an election of the

parochial representatives of the laity to the deanery synod, the rural dean of the deanery must inform the bishop of the number of clerks in Holy Orders who are eligible for membership under paragraph (1)(f).

(5) A member of a deanery synod under paragraph (1)(f) –

a) is elected or chosen every three years, and

b) holds office for a term of three years beginning with the next 1 July following the date when the election or choice takes place.

House of laity

16 (1) The members of the house of laity of a deanery synod are –

a) each parochial representative elected to the deanery synod by the annual parochial church meeting of each parish in the deanery,

b) any lay member of the General Synod or a diocesan synod whose name is on the roll of a parish in the deanery,

c) each deaconess or lay worker who is licensed by the bishop to work in the whole or part of the deanery,

d) any deaconess or lay worker who is resident in the deanery and licensed by the bishop to work throughout the diocese or in more than one deanery and is not subject to a direction under Rule 17 to be a member of another deanery synod,

e) any deaconess or lay worker who is not resident in the deanery but is subject to a direction under Rule 17 to be a member of the deanery synod,

f) if the bishop considers that a community in the deanery which is in the spiritual care of a chaplain licensed by the bishop should be represented in the house of laity, one lay person chosen by and from the members of the community in such manner as the bishop approves,

g) any lay person who is co-opted under Rule 18, and

h) any lay person who is made a member by virtue of a scheme under Rule 23 or 24 (cathedrals, royal peculiars, mission initiatives).

(2) Where a person's name is on the roll of more than one parish, the person must choose one of the parishes concerned for the purposes of paragraph (1)(a) or (b).

(3) A person is eligible for membership of a deanery synod under paragraph (1)(f) only if the person is an actual communicant and is aged 16 or over.

(4) The person who is the member of a deanery synod under paragraph (1)(f) –

a) is chosen every three years, and

b) holds office for a term of three years beginning with the next 1 July following the date when the choice is made.

Appendix E – Elections of lay representatives to Deanery Synod

1. The Church Representation Rules 2025 19(1) state
'The parochial representatives of the laity on a deanery synod –

(a) are elected every three years beginning with 2020 by the annual parochial church meeting of each parish in the deanery, and

(b) hold office for a term of three years beginning with the next 1 July following the date of their election.'

2. At its meeting on 10 November 2007, the Diocesan Synod adopted an approach that recognised both the existence of multi-church parishes and the practice where often the maintenance of the electoral roll is in several sections, one for each of the churches and congregations of the parish.

3. On 13 December 2025, the Diocesan Synod approved the number of lay representatives per parish / church as shown in the table below. The numbers of lay representatives from each church or multi-church parish are determined the year before the triennial elections of Deanery Synod members. Such details are then communicated to PCC Secretaries, Team Secretaries and Incumbents with instructions and guidance on how to proceed.

Total Electoral Roll Numbers for a Parish or individual church/ congregation electoral roll numbers for multi-church parish	**Number of Lay Representatives to Deanery Synod**
25 and less	1
26 – 75	2
76 – 125	3
126 – 200	4
201 – 300	5
301 – 400	6
401 – 600	7
601 upwards	8

Appendix F - Additional Rules for Deanery Synods

1. Business of Synod

Permitted Business

27. No business shall be considered by Synod other than:
    a) Business specified on the agenda or any paper relating thereto or arising therefrom
    b) Urgent and other specially important business added by the joint chairs and matters arising therefrom
    c) Matters raised or questions asked under "Any other business".
28. Either of the joint Chairs or, with the consent of the Standing Committee, any other member, may give notice for the agenda of a subject for an address, paper or general discussion without the moving of a formal motion. An address or paper may be given by the member signing the notice or by a visiting speaker, and then be followed by a general discussion, if the Standing Committee so decides.
29. The order of business may be varied by the Chair presiding at their discretion or by a resolution of the Synod to be put without debate.

Notice of Business

30. Form and length of notice for business for Synod
    a) Notice of any business for an Ordinary Meeting of the Synod shall be in writing, signed and delivered to the Secretary by hand, post or e-mail not later than the period before the meeting which is specified hereunder:

New business for the agenda	**28 days**
Motions and amendments arising from the agenda	**7 days**

    b) Motions and amendments thereto, arising from a debate on an item specified on the agenda or any paper relating thereto (known as "following motions") may, be in order without any prior notice if, in the opinion of the Chair presiding:
        i. due notice could not reasonably have been given prior to that debate
        and
        ii. it would be the wish of Synod to debate such motions or amendments
        and
        iii. time is available to debate them.

        A copy of such motion or amendment shall be delivered to the Secretary unless the Chair presiding dispenses with this requirement.

c) Questions arising after a motion has been moved or resulting from a debate may be asked and answered without notice.

Special meetings of Deanery Synod

31. The joint Chairs may summon a special meeting of the Synod at any time. If they refuse or neglect to do so within 28 days after a requisition for that purpose signed by not less than 20 members of the Synod, such members may forthwith summon a meeting.

32. The minimum notice for summoning a special meeting shall be 7 days and the quorum for the transaction of business shall be a majority of the members of each house. The notice must include the date, time, place and agenda of the meeting and only business specified therein may be transacted.

Separate meetings of houses of Deanery Synod

33. Each house shall meet separately when and where it is required to do so under these Standing Orders and for the purposes stated. Additional meetings may be held when either:
    a) The Chair of the house has so directed
    or
    b) Synod has so directed.

34. Subject to any directions by Synod or Standing Committee the date, time and place of separate meetings will be fixed by the Chair of each house allowing members at least fourteen days' notice in writing. Unless specifically directed otherwise by Synod, separate meetings of houses shall not involve formulating motions or amendments for consideration by Synod or voting thereon. No business, except as authorised in these Standing Orders, conducted by a single house of Synod has authority over the whole Synod.

2. Meetings of Synod

35. The following additional rules apply to the meeting of the Synod:
    a) In the case of sudden emergency or other special circumstances the joint Chairs may summon a special meeting at not less than one week's notice but the quorum shall be a majority of the members of each house and only the business on the agenda may be transacted
    b) Unless rule a) above applies, a quorum of each house of clergy and laity is one third of the respective total membership. Unless a quorum is present no business shall be considered at a meeting except a motion to adjourn a debate or the meeting
    c) If a quorum is not present the Chair presiding shall, if requested by any member, take a count of the members present and shall adjourn the meeting if a quorum is wanting. In the absence of such request no decision of the Synod shall be invalidated by the absence of a quorum unless the attention of the presiding Chair is called thereto immediately upon the vote having been taken

d) Each house may vote separately if the Synod passes a resolution to this effect on any matter. In doing so, each house must act consistently with these rules.

Appendix G – Templates

1. Example Agenda

Anytown Deanery Synod Agenda

There will be a meeting of the Anytown Deanery Synod on Wednesday 18 March 18, 2026 at 7pm at the Parish of St Ambrose, Anytown

Area Dean: The Revd John Smith
Deanery Lay Chair: Mrs Jane Doe

AGENDA
Items with an * will have a paper and ∞ are recurring items

Time	Item	Description	Action
7pm	1/26∞	Welcome and Prayers	
	2/26∞	Apologies	
	3/26∞	Declarations of interest	
	4/26*∞	Minutes of the Previous Meeting	To approve
	5/26∞	Matters Arising	To update
7.15pm	6/26∞	Safeguarding Item	To note
7.30pm	7/26	General & Diocesan Synod Updates	To note
7.45pm	8/26	Vacancy in See Consultation	To note
8.00pm	9/26	Administrative Items - Electoral Roll Update - Deanery Synod Lay Elections 2026 - Diocesan Training, support & other events	To note
8.20pm	10/26∞	AOB – Please notify the Area Dean, Deanery Lay Chair or Deanery Secretary in advance of the meeting.	To note
8.30pm	Finish and the Grace		

Notes
If a guest is attending for one or a limited number of items, it is helpful to place the item(s) near the beginning of the agenda so that the guest need not remain for items for which he/she is not required. Any other urgent business - any item requiring an answer should be notified to the Chair at least forty-eight hours before the meeting. Major items of business should NOT be raised under this heading, except in an emergency. They should be included as separate items on the next agenda.

1. Example Minutes

Minutes
Anytown Deanery Synod

Minutes of the Meeting held at 7pm on Wednesday 18 March 2026 in the church hall of St Ambrose, Anytown

The Revd John Smith (Area Dean)	Attending
Jane Doe (Deanery Lay Chair)	Attending
Henry Howells (Deanery Synod Secretary)	Attending
Joanna Bloggs	Attending
The Revd Paul Bloggs	Attending
Tom Cobley	Apologies

1/26	**Welcome & Prayers** The Area Dean welcomed the members and opened the meeting in prayer.
2/26	**Apologies** Apologies were noted from Tom Cobley
3/26	**Declarations of Interest** There were no declarations of interest.
4/26	**Minutes (previously circulated)** The minutes of the previous meeting were approved and signed as an accurate record.
5/26	**Matters Arising from the Minutes** There were no matters arising
6/26	**Safeguarding Update** The recurring Safeguarding update was noted by members. Members discussed and submitted their thoughts on the INEQ Audit. Actions: All members would inform their parishes about the audit and encourage engagement.
7/26	**General & Diocesan Synod Updates** Joanna Bloggs gave an update on the most recent General and Diocesan Synods. Informing members about motions that had been passed. Members discussed putting forward a motion regarding Fair Trade tea & Coffee in churches.

8/26	**Vacancy in See Consultation** Members discussed and submitted their thoughts on the vacancy in See Consultation. Action: All members would inform their parishes about the consultation and encourage engagement.
9/26	**Administrative Items** - **Electoral Roll update:** It was noted that 6/10 parish had sent in the ER number - **Deanery Synod Lay Elections 2026:** Deanery Synod Elections were going well with 4 of the 6 returns having filled all of their available positions. Actions: Members were asked to encourage others standing for Deanery Synod especially if they were stepping down. - **Diocesan Training, support & Other events:** It was noted that the annual PCC Secretaries conference was taking place at the end of May.
10/26	**Any Other Business** There wasn't any other business, the meeting closed with the Grace.

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