

## ***ACT TWENTY-FIVE***

### ***Of The Diocesan Synod***

#### Constitution of Synod

- 1** The Diocesan Synod shall consist of the Bishop, the Bishops Suffragan, the Clergy of the Diocese, those being considered Clergy of the Diocese who are not in retirement and who are licensed by the Bishop at the time when the notice of the Session of the Diocesan Synod is given, and Lay Representatives as elected, together with the Diocesan Registrar, or a deputy, the Diocesan Secretary, or his/her deputy, the full-time stipendiary Field Workers, the Diocesan President of the Anglican Women's Fellowship or her deputy, the Diocesan President of the Mothers' Union or her deputy and the Chancellor, or the Deputy Chancellor, who are *ex officio* members.

#### Meetings and Summons of Synod

- 2** The Diocesan Synod shall be held annually, unless the Bishop in consultation with the Chapter shall decide otherwise, at a suitable time and place within the Diocese (such time and place to be determined by the Bishop in consultation with the Chapter), and shall be summoned by the Bishop at least three calendar months before the date on which Synod is to be assembled by a notice which he/she shall require to be published in all Churches and Chapels in the Diocese on some convenient Sunday during Divine Service. The Bishop, may summon Synod at any other time should the need arise and the period of notice shall be as is reasonable under the circumstance.

#### Functions of Synod - Majorities and Quorum

- 3** The functions of the Diocesan Synod shall be to promulgate from time to time the Constitution and Canons of the Provincial Synod, and to make such Acts, Rules and Regulations as may be required for carrying out the same, and for the well ordering of the Diocese; and nothing shall be held to have been determined by the Synod except it has been concurred in by the Bishop, the majority of the members present, or if voting by Orders be required, by the majority of the Clergy members of Synod present, the majority of the Bishops present and being members of Synod and the majority of the Lay Members of the Synod present; provided that for the transaction of business the presence of at least one-third of the Clergy and of the Lay Representatives upon the Roll shall be necessary if a count be demanded.

#### Daily Sessions

- 4** The Synod shall sit daily, until all matters that can be lawfully brought before it have been concluded and determined. The Holy Eucharist shall be celebrated daily during its Session.

### Synod Representation

- 5** The following people shall be entitled to attend Synod.
- i 2 Lay Representatives from each parish elected at the Annual Vestry Meeting.
  - ii All licensed clerics.
  - iii 1 Parish-based self-supporting cleric from each Archdeaconry elected from among themselves at a meeting chaired by the Archdeacon of the Archdeaconry
  - iv 1 Youth Representative from each archdeaconry elected at the Annual General Meeting of Archdeaconry Council
  - v Those who have a voice but no vote
    - 3 Lay members of the Board of Trustees elected by the Board of Trustees
    - The Diocesan Chancellor
    - The Deputy Diocesan Chancellor
    - The Diocesan Registrar
    - The Deputy Diocesan Registrar
    - The Diocesan Secretary
    - Diocesan Fieldworkers
  - vi The Bishop may invite others with observer status.

### Alternate Lay Representation

- 6** Every Pastoral Charge, and Development District shall elect for each Lay Representative an Alternate Lay Representative to the Diocesan Synod, who shall hold office in the same manner as do the Alternate Lay Representatives to the Provincial Synod.

### Qualifications of Lay Representatives

- 7** Every Lay Representative or Alternate Lay Representative shall be of the age of eighteen years or upwards, shall be a Communicant and shall be a member of the Vestry of the Pastoral Charge or Development District of which he/she is to be elected as a representative.

### Election of Lay Representatives

- 8** In all Pastoral Charges, lay representatives to Synod shall be elected annually, either at the annual Vestry, or at a meeting of Communicants held not later than

the 1st July, provided that there are at least three Communicants present qualified to vote at such a meeting. If the minimum number is not present the meeting shall adjourn to another day. If no election takes place, the Pastoral Charge shall lose its rights for that Session of the Synod. The place of such meeting shall be determined by the Rector, or if there be no Rector, then by the Archdeacon. Notice of such meeting shall be given in every Church and Chapel in the Pastoral Charge not less than seven days before the meeting is held.

Casual Vacancies among Lay Representatives

- 9** Every Lay Representative shall continue in office until the next annual election. In the case of a vacancy occurring by reason of the death of any such officer, or his/her removal from the Diocese, or for any other cause deemed sufficient by the Bishop, the vacancy shall be filled by the first available alternative at the time of such vacancy occurring. If there be no available alternative representative to fill the vacancy, a meeting of communicants may be summoned to appoint a successor to such office, who shall remain in office until the next annual election. No Layperson shall represent more than one Parish.

Return of Elections

- 10** The Chairperson of every meeting of Communicants at which a Lay Representative or Alternate Lay Representative is elected shall forthwith forward the name in full, and the address of such Lay Representative or Alternate Lay Representative to the Secretary of the Synod care of the Diocesan Secretary, with a certificate that they are duly qualified.

Compilation of Synod Roll

- 11** The Synod Secretary shall inscribe on the Synod Roll the names of the Primary representatives of each Parish, unless the Rector of any Parish shall have handed in to him/her a written certificate that the Bishop has authorised the substitution of an Alternate Representative before calling of the Roll.

Form of Return

- 12** Form of Return to be made to the Secretary of the Synod of the Election of Lay Representatives to the Diocesan Synod:

I, "AB", do hereby certify that "CD" and "EF", being communicants in this Pastoral Charge/Development District, were duly elected Lay Representatives/ Alternate Representatives to the Diocesan Synod for this Pastoral Charge of ..... in the Diocese of Natal, at a meeting of Communicants held on the ..... day of ..... 20 .....

(Signed) A \_\_\_\_\_ B \_\_\_\_\_  
Chairperson of Meeting

Dated: .....

### Synod Agenda Paper

- 13** An Agenda paper shall be prepared under the direction of the Bishop, which shall be circulated to the members of Synod at least twenty-one days before the meeting of Synod. It shall contain all notices required in terms of the Constitution and Canons of the ACSA, all other draft resolutions, of which six weeks notice shall have been given to the Bishop, the customary reports, the estimates of Diocesan Revenue and Expenditure for the ensuing year, and such other matters as the Bishop desires to lay before Synod. Resolutions, of which notice has not been given as aforesaid, shall only be moved with the consent of Synod.

### Order of Proceedings

- 14** The Synod shall be opened with a celebration of the Holy Communion. After the Nicene Creed a Synod Roll, previously prepared by the Synod Secretary under the direction of the Bishop, shall be called, and if one third of the members answer to their names, the Bishop shall declare the Synod duly constituted, and shall at that time or any later time during the Session of Synod, if he/she thinks fit, deliver an address or charge to the Synod, or preach or cause to be preached a sermon.

### Prolocutor

- 15** If there be no Dean, the members present shall then elect a Priest to be Prolocutor, who shall take the chair of the Synod in the absence of the Bishop.

### Synod Secretaries

- 16** Synod shall from time to time, as occasion may require, elect a Synod Secretary and an Assistant Secretary, who shall hold office at the pleasure of Synod. When Synod is not in session, the functions of the Synod Secretariat shall be performed by the Diocesan Secretary and his/her staff.

### Houses of Synod

- 17** The three Orders or Houses of which the Synod consists, viz. the Laity, Clergy and Bishops, shall usually sit, debate and vote together, but at any time a vote by Orders may be demanded by any member and the vote of each Order shall then be taken separately in the sequence of Laity, Clergy and Bishops.