

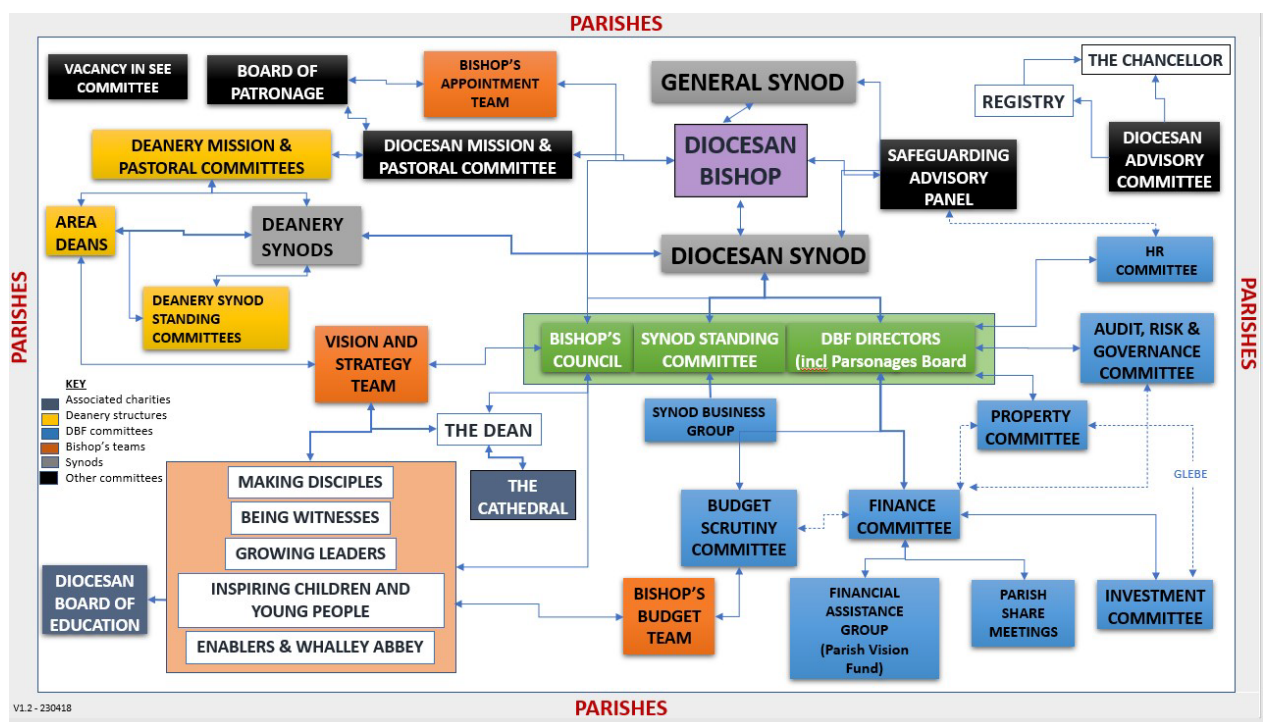
## Blackburn Diocesan Synod

### Summary of Diocesan Board and Committee Functions

Below is a summary of the functions of our diocesan boards and committees.

Each of the committees seeks to undertake the work set out in the description and seeks to build membership both complies with the terms of reference and also reflects the diversity of the diocese in tradition, gender and ethnicity.

The diagram below sets out the relationship between boards and committees in the diocese and how they relate.



## **Bishop's Council and Standing Committee (BC) and Directors of the Diocesan Board of Finance Ltd (DBF)**

The membership of Bishop's Council and Directors of the Board of Finance is coterminous. The two bodies are appointed through the same election process and with the same membership but the two bodies have different functions.

<b>Membership:</b> Ex officio	Diocesan Bishop Bishops of Burnley and Lancaster Archdeacons of Blackburn and Lancaster Dean of Blackburn Chairs and Vice Chairs of the Houses of Clergy and Laity Chair and Vice Chair of the DBF Chair of the Diocesan Property Committee
Elected	2 clergy and 4 lay members from Blackburn Archdeaconry 2 clergy and 4 lay members from Lancaster Archdeaconry
Appointed	Up to 2 lay appointments from Diocesan Synod (appointed by the Bishop and DBF Chair)

### **(a) Bishop's Council and Standing Committee**

This is a statutory committee of the Diocesan Synod and its president is the Diocesan Bishop.

Bishop's Council carries out advisory and consultative functions of the Synod and advises the Bishop on any matters which (s)he may place before the Council.

Acting as the Standing Committee, its functions in relation to Diocesan Synod are as follows:

1. to plan Synod business, prepare the agenda and to circulate to members information about matters for discussion
2. to initiate proposals for action by Synod and to advise it on matters of policy
3. to transact the business of Synod when it is not in session
4. to constitute such committees as are desirable and may delegate to a committee such functions of the Synod as it thinks fit
5. subject to any statutory provision, determine the number of members of a committee and whether they are appointed or elected. The Bishop, or a member nominated by the Bishop, being either a suffragan bishop or archdeacon, shall be a member of every committee. The Standing Committee may, subject to standing orders and Synod resolution, dissolve a committee, alter the number or composition of its members and determine the term of office of its members. The Bishop's Council is essentially a standing committee of Synod and therefore its powers are delegated by Synod

### **(b) Directors of the Diocesan Board of Finance Ltd**

The Directors of the DBF act as directors (for the purposes of company law) and trustees (for the purposes of charity law) of the charitable company, the DBF.

When meeting as the directors, the meeting is chaired by the Chair of the DBF, currently a lay person appointed by Synod on the recommendation of the Bishop.

The directors are responsible for overall development and implementation of DBF policy, company governance and strategy and all other matters relating to the Companies Act 2006.

Diocesan Synod has delegated the following functions to the Directors of the DBF:

1. transacting the business of Synod when not in session
2. managing the funds and property of the Diocese
3. preparing the annual Parish Share budget
4. advising on action needed to raise the income necessary to finance expenditure
5. oversight of expenditure by bodies in receipt of Diocesan Synod's funds against estimates of expenditure approved by Diocesan Synod
6. advising Diocesan Synod of the financial aspects of its policy and on any other matters referred to it
7. carrying out any other functions delegated by Diocesan Synod
8. to act as the Diocesan Parsonages Board

---

### Property Committee

<b>Membership:</b> Ex officio	Diocesan Bishop Archdeacons of Blackburn and Lancaster
Appointed	Chair of the Property Committee (appointed by the Diocesan Bishop) 4 DBF lay appointments (1 must be a clergy spouse)
Elected	3 clergy from each archdeaconry 2 laity
Co-opted	Up to 2 co-options (1 must be a clergy spouse)

Within a delegated budget this committee is responsible for major decisions concerning the management of parsonages and other houses owned by the DBF, including setting policy for their purchase, sale, repair and maintenance. The committee has delegated authority in relation to repairs and the purchase, sale and lease of property and land vested in the DBF for diocesan purposes. An executive group of the committee (Chair, Vice Chair and Archdeacons) manages the day-to-day decision making and the staff in Clayton House manage direct enquiries from those resident in parsonage or DBF houses.

---

### Diocesan Mission and Pastoral Committee

<b>Membership:</b> Ex officio	Diocesan Bishop Archdeacons of Blackburn and Lancaster
Appointed	Chair of the Committee (appointed by the Diocesan Bishop if (s)he does not wish to be the Chair)
Elected:	5 clergy members 8 lay members

This is a statutory committee which is responsible for the task of approving pastoral reorganisation, taking account of available clergy numbers and making use of new patterns of ministry. It is also responsible for finding appropriate alternative uses for churches which are closed for public worship. The agendas cover Archdeacon reports on clergy moves, pastoral concerns and any suspensions of parishes along with a Pastoral Secretary report which summarises what potential pastoral schemes may come forward and seeking the views of the committee on those schemes.

---

### **Vacancy in See Committee**

<b>Membership:</b> Ex Officio	Bishops of Burnley and Lancaster Dean of Blackburn Archdeacons of Blackburn and Lancaster Chairs of the Houses of Clergy and Laity Diocesan clergy and lay representatives of General Synod
Elected	*clergy members from Blackburn Archdeaconry *clergy members from Lancaster Archdeaconry *lay members from Blackburn Archdeaconry *lay members from Lancaster Archdeaconry  *adjusted to ensure an equal split in membership
Appointed	Up to 4 member nominated by Bishop's Council

This Committee only meets when there is a vacancy in the See when it is responsible for preparing a description of the Diocese and a Statement of Needs which sets out the desired profile of the new Bishop. It is elected in each triennium. It elects the six diocesan representatives to the Crown Nominations Commission (CNC). The function of the CNC is to consider vacancies in diocesan bishoprics and candidates for appointment to them.

---

### **Board of Patronage**

<b>Membership:</b> Ex officio:	Diocesan Bishop Archdeacons of the relevant archdeaconry
Elected	3 clergy members 5 lay members

This Board acts as a corporate patron in any posts where the Diocese of Blackburn is the patron. Members are consulted on suspensions of presentation where an incumbency is not filled for a particular reason and pastoral schemes that might change parish boundaries or any closures of church buildings and sit as patron representatives in appointment processes for incumbents.

---

## Committees for which no election is required – for information only

### Finance Committee

<b>Membership:</b> Ex officio	Archdeacons of Blackburn and Lancaster Chair of the DBF Chair of the HR Committee Chair or Vice Chair of the House of Clergy Chair or Vice Chair of the House of Laity
Appointed	Chair (a director appointed by the DBF Board) 5 additional members (2 to be DBF directors)

Within delegated limits the committee can approve grants and other support and makes recommendations to the Directors above delegated limits. It also reviews the implementation of policy.

---

### Audit, Governance and Risk Committee

<b>Membership:</b> Ex officio:	Chair of the Finance Committee
Appointed:	A minimum of 2 and a maximum of 4 directors A maximum of 2 independent members (one who will act as Chair)

This committee supports the directors in the discharge of their responsibilities for accounting policies, risk management, health and safety, internal control and financial reporting and meets with the auditors on behalf of the directors. There is a balance of directors and non-directors on this committee to allow a level of independent scrutiny.

---

### Budget Scrutiny Committee

<b>Membership:</b> Ex officio	Chair of the Board of Finance (Committee Chair) Vice Chair of the Board of Finance (Committee Vice-Chair) Diocesan Secretary Head of Finance
Appointed	Up to 4 parish clergy members Up to 4 lay members with financial experience at a parish level.

The Budget Scrutiny Committee will assist in the process of producing an annual Diocesan Board of Finance Budget, and any forecasts, for agreement by the Finance Committee, the Board and presentation to Diocesan Synod. The committee will review the draft budget and underlying assumptions before presentation to the Finance Committee.

It has a key role in considering and if necessary, challenging these assumptions before the budget is finalised and offering advice regarding communication to parishes, future forecasts and parish share deliberations against strategic objectives.

Members are appointed by the DBF and Bishop's Council and church leaders are encouraged to highlight parishioners that may be able and willing to serve on this committee to the Board.

---

### **Diocesan Advisory Committee**

<b>Membership:</b> Ex officio	Archdeacons of Blackburn and Lancaster
Appointed	Chair of the DAC appointed by the Bishop of Blackburn Secretary appointed by the Bishop of Blackburn Two members appointed by Bishop's Council from elected members of Diocesan Synod At least ten other members appointed by Bishop's Council in accordance with the DAC constitution Any number of suitably qualified advisers can be appointed by the Diocesan Bishop

This committee acts as an advisory body on matters affecting places of worship such as faculties, architecture, archaeology art, conservation and history. It also advises on the use and care of places of worship, churchyards and burial grounds.

---

### **Synod Business Group**

<b>Membership:</b> Ex officio	Secretary to Synod (Diocesan Secretary/Deputy Diocesan Secretary) Chair of the House of Clergy Vice Chair of the House of Clergy Chair of the House of Laity Vice Chair of the House of Laity
Appointed	Chair (appointed by the Bishop for the triennium) Up to 3 members appointed by Bishop's Council

This group exists to ensure that synod business is planned and transacted efficiently ensuring equal voice to all synod members on the matters discussed. The group has delegated authority from the Bishop's Council which is the standing committee of Synod and seeks to have a group representative of tradition, gender and ethnicity.

## Investment Committee

<b>Membership:</b> Ex Officio	The Chair of the Finance Committee ( <b>Chair</b> ) The Chair of the Board of Finance Head of Finance Diocesan Secretary
Co-opted	3 co-opted members*

*\*Co-opted members are approved by the Finance Committee and are co-opted from the wider diocese for the skills and professional knowledge they bring*

This committee monitors the performance of diocesan investments and makes decisions to adjust the portfolio within parameters agreed by the directors and makes recommendations to the directors. Anyone interested in becoming a member of this committee should contact [diocesan.secretary@blackburn.anglican.org](mailto:diocesan.secretary@blackburn.anglican.org).

---

## HR Committee

Members are appointed on the basis of their expertise and experience in this field. The committee deals with sensitive matters in relation to employed staff, voluntary workers and volunteers of the DBF which cannot be considered by the full board, partly because of their confidential nature and also because of time pressures. Anyone interested in becoming a member of this committee should contact [diocesan.secretary@blackburn.anglican.org](mailto:diocesan.secretary@blackburn.anglican.org).

---