

CHURCH OF IRELAND

DIOCESE OF DOWN AND DROMORE

*

Diocesan Regulations 2010

with

**Proceedings and Standing Orders of
The Diocesan Synod,
The Diocesan Glebes Regulations**

**PASSED BY THE DIOCESAN SYNOD ON
17th JUNE 2010**

**AMENDED BY THE DIOCESAN SYNOD ON
20th JUNE 2013, 19th JUNE 2014,
25th JUNE 2015, 20 OCTOBER 2016,
14th JUNE 2018, 24th June 2021 and 20th June
2024**

***(Including The Diocesan Financial Scheme 2014
passed by the Synod on 19th June 2014 and amended
on 25th June 2015 and 14th June 2018)***

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DIOCESE OF DOWN AND DROMORE

PROCEEDINGS OF THE SYNOD will include the following:

1. Celebration of Holy Communion.
2. At the Synod the President shall take the Chair.
3. Reading of Holy Scripture and Prayers
4. Nomination of Assessor.
5. The presence of a quorum shall be ascertained by the President.
6. The Minutes of the last Synod shall be confirmed.
7. Adoption of Standing Orders at first meeting of Triennial Synod.
8. The President's Address.
9. Communications from the General Synod to be laid on the table.
10. Report of the Diocesan Council and Notices of Motion directly connected therewith.
11. Reports of Boards and Committees appointed by the Synod.
12. Other Notices of Motion.

Subject to the above, any business not disposed of on the first day shall have precedence on any subsequent day's sitting in the order in which it was brought forward.

STANDING ORDERS OF THE SYNOD

1. The Synod shall meet during its session not earlier than 9.30 a.m. and may sit until 9.30 p.m. each day.
2. Persons who are not members of the Synod shall not be admitted to its meetings, except its officers and media when permitted, and such persons as may be expressly invited by the Bishop; such persons who are not members may be admitted on the authority of the Bishop only to the space reserved for them.
3. The Holy Bible and the Book of Common Prayer shall be on the table.
4. The presence of the President, as provided in Chapter II, Section 25 of the Constitution (2003), and of one-fourth of the clergy qualified to be members of the Synod, and of one-fourth of the lay synod members, shall constitute a meeting of the Synod.
5. The members of the Synod shall, by their respective orders, elect four members, two Clerical and two Lay, to be Honorary Secretaries of the Synod till its next triennial election, and also to be members of and Honorary Secretaries to the Diocesan Council while it continues in office.
6. When the President shall have taken the Chair, no member shall continue standing except when addressing the Chair.
7. Whenever the President rises during a debate, any member speaking, or offering to speak, shall sit down so that the President may be heard without interruption.
8. All questions of order shall be decided by the President.
9. When two or more members rise simultaneously to address the Chair, the President shall decide which of them shall speak.

10. The President shall confine each speaker to the subject matter of debate. It shall not be in order for any member to interrupt the speaker, except with the permission of the Chair.
11. No speech of more than **three minutes'** duration shall be permitted, except;
 - (1) The proposer of a motion or resolution may speak for not more than **five minutes**.
 - (2) The President, having regard to all the circumstances, including the gravity or complexity of the subject of the debate and the time available for the disposal of the business to be dealt with by the Synod, may decide that compliance with such restriction ought to be waived in regard to a particular speech.
12. No member shall be allowed to speak more than once on the same question in the same debate, unless in Committee of the whole Synod, or in explanation, or to order. However, the mover of any question (not being an amendment) shall be allowed the liberty of reply and the seconder of a motion, or an amendment, may reserve his speech to any period of the debate. Where the seconder of the motion, and of the amendment, both reserve their speeches, the seconder of the motion shall, if they wish to address the Synod, speak before the seconder of the amendment.
13. Notices of Motion, signed by the mover, shall be submitted in writing to the Secretaries not later than the rising of the house on the day before such notices are moved. Motions may be moved on the first day of the meeting of any Synod, or adjourned Synod, if notice of such motions have been given to the Secretaries not later than **twenty-one days** prior to the first day of meeting.
14. A resolution which does not propose that action be taken beyond its publication or transmission to certain persons, shall not be moved unless the permission of the Synod has been previously obtained. When such a resolution has been submitted, the President shall put the question that the member wishing to propose the resolution

should be permitted to do so, and a vote shall be taken on this motion by show of hands without debate.

15. No motion or amendment, except in Committee on a legislative measure, shall be taken into consideration unless it is seconded; if seconded, it shall not be withdrawn without the leave of the Synod.
16. No amendment on an amendment shall be in order, except when an amendment has become a substantive motion.
17. When a motion to appoint a Select Committee is carried, the mover shall then move the appointment of the members proposed to serve on the Committee. In all such cases the mover of the resolution for the Committee shall be a member of it.
18. No Select Committee may, without leave of the Synod, be comprised of more than fifteen members.
19. The Bishop or the Bishop's nominee, whichever is on the Committee, shall, ex-officio, be a member of any Select Committee and has the right to be or to nominate the chair.
20. Every report of a Committee requiring action shall be accompanied by a resolution or resolutions, for the consideration of the Synod.
21. No question upon which a division has been taken and a decision arrived at, shall be again introduced for discussion during the same session of the Synod, unless with the consent of three-quarters of the members present.
22. Any of the Standing Orders may be suspended for a particular purpose with the consent of three-quarters of the members present.

DIOCESAN REGULATIONS

REPRESENTATION ON THE GENERAL SYNOD

1.1 The Synod of the Diocese shall be divided into two Dioceses for the election of Representatives on the General Synod: Diocese of Down and Diocese of Dromore.

1.2 The representatives shall be apportioned as follows:

	Triennial 2024		Triennial 2027	
	Clerical	Lay	Clerical	Lay
Down	18	36	17	34
Dromore	10	20	9	18

1.3.1 The Diocesan representatives to the General Synod shall be elected by the members of the Diocesan Synod in accordance with the procedure as detailed in section 3 of these Regulations, the clergy voting for the clerical members and the laity for the lay. Electors may vote for any number of clergy or lay representatives as the case may be up to, and including, the total combined number of representatives and supplemental representatives as laid down for their respective Diocese.

1.3.2 The voting papers for such elections shall contain two columns which shall be headed "44 years and over" and "under 44 years" respectively. The name of the person who has been nominated, or who shall be deemed *'ipso facto'* to be nominated in accordance with Regulation 3.1, shall be placed in the column appropriate to their age on the date of election.

Of the numbers elected in accordance with Regulation 1.2, at least 3 clerical and 6 lay (Down) and 2 clerical and 4 lay (Dromore) shall be under 44 years of age and at least a similar number in the same apportionment shall be 44 years of age and over.

- 1.4 Supplemental Representatives to the General Synod may be elected for Dioceses, not exceeding:

	Clerical	Lay
Down	6	12
Dromore	3	6

- 1.5 The Scrutineers shall return a list of Supplemental Clerical and Lay Representatives for each Diocese, with the names which have received the greatest number of votes next after the elected Members, placed in order according to the number of votes received by each.

DIOCESAN SYNOD

ELECTION OF DIOCESAN SYNOD MEMBERS

- 2.1 General Diocesan elections of Synod members and Supplemental Synod members shall be held in the year 2011 and in every third subsequent year at the Easter General Vestry Meeting, or some adjournment thereof, or at some other meeting duly called for this purpose.
- 2.2 In accordance with Chapter 2, Part 1 Section 5 of the Constitution of the Church of Ireland, the number of lay Synod Members to be elected should be two for each member of the clergy normally officiating in each cure. In addition, the Easter General Vestry may elect for each cure one additional lay person to the Diocesan Synod, provided that such a person is under the age of thirty years on the first day of January in the year of their election.
- 2.3 The election of Synod members and Supplemental Synod members shall be conducted by open voting, or by means of voting papers, as the Vestry of each Parish shall determine.
- 2.4 If any person shall be elected a Synod member for two or more Parishes, the Diocesan Council shall give them notice and require them to elect which Parish they will represent.

- 2.5 The Diocesan Council shall prepare the Lists of the Clerical and Lay Synod members. In the year in which the triennial elections are held, the names of the Clergy of the Diocese and of the Lay Representatives on the Diocesan Synod shall be circulated with the summons to attend the Diocesan Synod.
- 2.6 **Six weeks'** notice of each annual meeting of the Synod shall be sent by post to the members, except in cases of emergency. This notice shall include a list of the elections to be held before the Synod, the relevant nomination papers and a copy of the proceedings of the previous annual meeting of the Synod.
- 2.7 The Diocesan Council shall receive notice of business intended to be submitted to the Synod, arrange the order of business and give to each Member of the Synod notice of the business intended to be submitted. The notice shall be posted **18 clear days** prior to the Synod with appropriate voting papers.

VOTING PROCEDURES

- 3.1 Members of the Diocesan Synod (or other qualified persons) who are to be elected to the General Synod, the Representative Church Body, the Diocesan Council (including the Honorary Secretaries), the Diocesan Court, the Committee of Patronage and as Episcopal Electoral Representatives and to any Supplemental Lists, to the Diocesan Board of Education or to the General Synod Board of Education, may be nominated in writing by two Members of the Diocesan Synod, on a form to be obtained at the Diocesan Office. Clergy should be nominated by Clerical Synod members and Lay by Lay Synod members.
- 3.2 The candidate is not required to sign the nomination form personally but the person nominating them must give an assurance that the candidate is willing to stand. The statement: "I have consulted xxxxxxxx and have obtained their consent to this nomination" should be included on the nomination paper.

- 3.3 All such Nomination Papers must be lodged with the Diocesan Office by being delivered by hand or post or sent electronically to a designated email address at least **one calendar month** before the meeting of the Diocesan Synod.
- 3.4 Nomination to any of the bodies listed in regulation 3.1 above shall not be automatic and compliance with the provisions of regulation 3.1, 3.2 and 3.3 shall be required prior to each election. Therefore, no name shall be placed on a voting paper unless a valid nomination paper has been received.
- 3.5 The voting papers for the Representative Members of the General Synod, the Representative Church Body, the Diocesan Council (including the Honorary Secretaries), the Diocesan Court, the Committee of Patronage and as Episcopal Electoral Representatives and to any Supplemental Lists, to the Diocesan Board of Education or to the General Synod Board of Education shall be sent to the members of the Synod with the Report of the Council. On all Voting Papers, the names of all persons who have been nominated shall be placed in alphabetical order.
- 3.6 Each voter must mark **X** upon it beside the names of the several candidates for whom they wish to vote, according to the number stated at the top of the Voting Paper. A Voting Paper must not be signed by any voter.
- 3.7 Each marked Voting Paper must be sealed in the security envelope provided for the purpose. This must be mailed to the Diocesan Office or delivered by hand to the Diocesan Office to be received by 5.00pm on the day preceding Synod or delivered to the venue where Diocesan Synod is held, at any time before the commencement of the business session of Synod proceedings. The precise time for closure of receipt of voting papers at Synod will be included with the Synod papers.

Each security envelope must contain only one set of voting papers. If any such envelope contains more than one set of

voting papers, all the papers in that envelope shall be deemed invalid.

3.8 The Diocesan Secretary shall arrange for the unopened envelopes to be held in safe custody until the date and time which has been prescribed by the Secretaries for scrutinising the Voting Papers.

3.9 At the time and date prescribed for scrutinising the Voting papers:

a) The Diocesan Secretary shall deliver to the Secretaries the unopened security envelopes, certifying also the number of envelopes returned before the closing time for the receipt of Voting Papers.

b) The Secretaries shall be assisted by one or more Clerical or Lay Synod Members and such members of the Diocesan Staff as are necessary to facilitate the counting of the votes cast.

c) After the numbers of security envelopes have been verified, those which have been delivered to the Diocesan Office should be mixed with those which were delivered to the Synod venue before all the envelopes are opened, voting papers counted and subsequently the votes cast counted and recorded.

3.10 In any election, if two or more names receive the same number of votes, the tie shall be decided by lot.

3.11 The Scrutineers at all elections for the General Synod, the Representative Church Body, the Diocesan Council (including the Honorary Secretaries), the Diocesan Court, the Committee of Patronage and as Episcopal Electoral Representatives and to any Supplemental Lists, to the Diocesan Board of Education or to the General Synod Board of Education shall make a return of the number of votes recorded for each elected member.

3.12 Details of those who have been elected shall be conveyed to the members of Diocesan Synod by post or by other electronic

means as authorised by Diocesan Synod. The lists of those elected to the various bodies shall be posted or conveyed from the Diocesan Office no later than **ten days** after the date of the Diocesan Synod.

- 3.13 An election appeal shall be, in the first instance, to the Diocesan Council and shall be lodged in writing with the Diocesan Secretaries within eight days of the declaration of the poll, stating the grounds of the appeal. Any such appeal must be lodged by a duly qualified elector and signed by them.

DIOCESAN COUNCIL

- 4.1 The election of members of Diocesan Synod to serve on the Diocesan Council along with supplemental members shall be held in the year 2017 and in every third subsequent year. Elections to fill vacancies for members or supplemental members may be held if required between triennial Council elections in accordance with the procedures and timetable detailed in section 3 of these Regulations.
- 4.2 The Diocesan Council shall consist of the Bishop, the Honorary Secretaries, fifteen Clerical and twenty-one Lay Members. The fifteen clerical members should include two curate assistants under the age of 30 years and the twenty-one lay members should include two lay members under the age of 30 years. The Council may also have up to two Clerical and up to two Lay co-opted members.
- 4.3 The Dioceses of Down and Dromore shall vote separately for the elected members of the Diocesan Council and the members shall be apportioned as follows:

	Clerical	Lay
Down	9	12
Dromore	6	9

(to include 1 in each category under the age of 30 years)

4.4 Other than stipulated by Standing Order No. 5 and by Regulation 4.7, the members of the Diocesan Council shall be elected by the Members of the Diocesan Synod voting by means of voting papers in accordance with the procedures detailed in Section 3 of these Regulations - the Clergy voting for the Clerical and the Laity for the Lay Members. Electors may vote for any number of Clerical or Lay Synod members, as the case may be up to and including the total combined number of Representatives and Supplemental Representatives to the Diocesan Council as permitted for their respective Dioceses.

4.5 Supplemental Representatives to the Diocesan Council shall be elected for the two Dioceses, not exceeding:

	Clerical	Lay
Down	4	6
Dromore	3	5

The Scrutineers shall return a list of Supplemental Clerical and Lay Representatives for each Diocese, with the names which have received the greatest number of votes next after the elected members to be placed in order according to the number of votes received.

4.6 Any clergy who shall have been elected to the Diocesan Council or the Diocesan Board of Education by the vote of the clergy of either the Diocese of Down or of Dromore and has then been transferred to a parish in the other Diocese or (while continuing to be a member of the Diocesan Synod) to some other post in the Church of Ireland, shall retain their seat on the Diocesan Council or the Diocesan Board of Education until the next election to the relevant body.

CO-OPTED MEMBERS

- 4.7 In addition to the elected members of the Diocesan Council, up to two clerical and up to two lay members may be appointed by co-option, the clergy to be appointed by the clerical members of the Council and the lay by the lay members of the Council. Such co-opted members may be appointed at any time and will remain in office until the date of the next annual election of elected members of the Council. A vacancy in the office of a co-opted member may be filled by the clerical or lay members of the Council as the case may be. Council members cannot be co-opted for more than two consecutive triennia.

HONORARY SECRETARIES

- 4.8 One clerical and one lay member of the Diocesan Synod representing the Diocese of Down and one clerical and one lay member of the Diocesan Synod representing the Diocese of Dromore shall be elected as Honorary Secretaries to the Diocesan Council. They shall take up office immediately after completion of the triennial election process (Regulations 3.5 - 3.12).

The current Honorary Secretaries, while overseeing, shall not count the votes in the Honorary Secretaries elections.

- 4.9 The election of the Honorary Secretaries to the Diocesan Council shall be carried out by ballot in accordance with the procedure detailed in Section 3 of these Regulations. Nominations for the office shall be submitted in the same way as for elections to the Diocesan Council. Only those eligible for nomination for membership of the Diocesan Council may be nominated for the position of Honorary Secretary to the Diocesan Council.
- 4.10 The counting of votes for the election of Honorary Secretaries shall take place prior to the counting of votes for the other members of the Diocesan Council, in order that the names of the persons elected as Honorary Secretaries can be removed from the Diocesan Council Voting Papers before that count commences.

DUTIES AND POWERS

- 4.11 The Diocesan Council shall meet at such times and places as the Council may direct: five Clerical and 10 Lay Members will constitute a quorum. The presence of a quorum at all meetings of the Diocesan Council shall, at the request of any Member, be ascertained by the Bishop or Chairperson; without such a request it shall be presumed.
- 4.12 Subject to the control of the Synod, the Diocesan Council shall exercise the powers conferred on the Synod in the following matters: Chapter 2, Sections 5, 31, 32, 38, 39, 42, Chapter 3, Sections 6, 7, 24, 27, 35, and Chapter 4, Sections 14 and 16 of the Constitution (2003), but the Council shall at the next Annual Meeting of the Synod report on all actions taken by it in connection with any of these matters. The Synod shall then have power to alter, repeal or supersede all or any such acts of the Council.
- 4.13 Where the Minister or Select Vestry of any Parish shall be dissatisfied with any proposed act of the Council, they may require, but only with the Bishop's assent, that the action of the Council be stayed until the matter is submitted to the Diocesan Synod. It shall determine whether the action of the Council should be suspended accordingly.
- 4.14 The Diocesan Council shall create a Finance & Governance Committee and an Appeals Committee and may create such other committees as it deems necessary for the ordering of the affairs of the Council.

COMMITTEES OF PATRONAGE

- 5 There shall be, for the purposes of Chapter IV, Section 1 of the Constitution of the Church of Ireland (2003), a separate Committee of Patronage for each of the Dioceses of Down and Dromore. The members of the Committees and supplemental

members shall be elected by means of voting papers issued in accordance with Diocesan Regulation 3. At any such election, subject to the provisions of Chapter 4, Section 1 of the Constitution (2003), each voter shall be entitled to vote for any number of clerical members not exceeding nine and any number of lay voters not exceeding four.

EPISCOPAL ELECTORAL REPRESENTATIVES

- 6 The Diocese of Down and Dromore shall vote jointly for the election of Episcopal Electoral Representatives and supplemental representatives, as defined in Chapter 6, Part 1, Section 4(c) of the Constitution, plus 5 Supplemental representatives each for clerical and lay.

The election of Representatives and supplemental Representatives shall be held each triennial year, and the voting shall be in accordance with procedure as detailed in section 3 of these Regulations.

PARISHES AND PAROCHIAL ORGANISATION

APPOINTMENT TO VACANT INCUMBENCIES

- 7.1.1 When a vacancy in an incumbency is announced, the Permanent Commission on Parochial Vacancies and Organisation will arrange for representatives to meet with the Select Vestry(ies) under the chairmanship of the Area Dean to discuss any problems or difficulties that might be of concern and to share the vision of the Select Vestry(ies) for the future development of the parish(es).
- 7.1.2 The Permanent Commission will advise the Diocesan Council whether or not a certificate should be issued to enable the Bishop or his Commissary to summon a Board of Nomination for the parish(es). In determining this, the Permanent Commission will require confirmation in writing from the Select Vestry(ies) of the

parish(es) that the approved stipend for the parish(es), the expenses of office allowance, the allowance for locomotory expenses, the required contribution to the Clergy Pension Fund and a suitable free residence will be available for the person nominated to the vacant cure.

7.1.3 In addition to providing the suitable free residence as required under Section 7.1.2 of these Regulations, the Select Vestry(ies) shall also provide in the residence good quality carpets and underlay or floor covering as appropriate in hall, staircase and landings, one reception room, study and kitchen together with curtains in the same areas. A cooker, a fridge and a freezer in good working order should also be provided.

7.1.4 In any case where a parish during the two years before the vacancy has not paid in full its assessment for stipend, the expenses of office allowance, locomotory allowance and the required contribution to the Clergy Pensions Fund, or has failed to provide a free residence or has failed to meet its liabilities in respect of a State social security scheme, the Diocesan Council may not issue the required certificate for the summoning of a Board of Nomination until the arrears have been paid and it is satisfied that adequate arrangements have been made for the future payment of such liabilities.

7.1.5 On receiving the certificate from the Diocesan Council as required by Chapter IV Section 13 of the Constitution, the Bishop or his Commissary shall summon a Board of Nomination, giving at least ten days' notice to each member of the Committee of Patronage and to each Parochial Nominator. If it is necessary to summon a supplementalist, they shall be given immediate notice, but the meeting shall not be postponed. Four members of the Board, of whom the Bishop may be one, shall form a quorum, provided that at least one Diocesan and one Parochial Nominator are present.

7.1.6 The meeting shall consider the names of Clergy suitable to fill the vacancy and shall proceed in accordance with Chapter 4, Section 19 of the Constitution. The Chairperson shall adjourn the meeting

for an agreed period if no nomination is made. At the reconvened meeting the Board shall again carry out the Nomination or choice as stipulated or may adjourn further.

REGISTRATION OF VESTRY MEMBERS

- 7.2.1 The Forms of Declaration for those who are qualified, in accordance with Chapter 3, Section 2 of the Constitution of the Church of Ireland, to be included in the register of Vestry members will be available on request from the incumbent and churchwardens for one calendar month before the date when the Select Vestry will carry out its annual review of the register of vestry members (the review meeting).

The Forms of Declaration must be:

- signed and completed by parishioners wishing to apply to register either for the first time or by those who wish to be replaced on the register;
- submitted to the incumbent or any of the churchwardens at any time before the annual review meeting where the revision of the Register will be undertaken.

During this month the current register of vestry members should be available for inspection.

- 7.2.2. Any person registered or claiming to be registered, either as a resident or accustomed member, must subscribe to the funds of the parish of which they wish to be a vestry member. The subscription may be paid through the parish financial system, either through regular giving or as a one-off donation and must not be in arrears at the date for the close of applications to the Register of Vestry members. It must be contributed in such a manner that a receipt could be demanded for it. General Sunday cash collections are not recordable and therefore are not considered as qualifying subscriptions.

In parishes where there is an envelope system or any system of payment by instalments, the annual amount contributed under such system shall be deemed to be a qualifying subscription. A “family subscription” shall entitle all the members of a household contributing to such subscription to be registered, provided that each one is in all other respects qualified to be registered and has signed the appropriate Form of Declaration.

7.2.3 a) In accordance with Chapter 3, Part 1, Section 5, of the Constitution only those Forms of Declaration which have been completed and received during the calendar month before the date of the revision can be considered for that year’s annual review of the Register of General Vestry Members. Notification of the Register being open for review and the final date for the receipt of completed Forms of Declaration (the date of the review meeting) may be given on parish notice sheets, verbally in church, in the parish magazine, on the parish website or any other way considered to be appropriate every Sunday during January and until the Sunday immediately prior to the closing date for receipt of the Forms of Declaration.

b) In accordance with Chapter 3, Part 1, Section 5, of the Constitution a Select Vestry may decide to review the Register of Vestry Members at other times during the year, provided public notice of such review is given in accordance with Chapter 3, Part 1, Section 4 of the Constitution, and such review does not take place less than 1 calendar month before the date of a meeting of the General Vestry, including the Easter General Vestry. At each revision the register of vestry members there shall be added to the register the name of any qualified person who has produced to the registering authority, the appropriate form of declaration signed by such person not more than one month before the date of revision and there shall be removed those who are no longer qualified.

7.2.4 The formal Revision of the Register of General Vestry Members should be conducted during the month of February each year.

This may be a special meeting or held before a regular meeting of the Select Vestry.

Public notice shall be given of the holding of such meeting and of the place and hour of the same, and such notice shall be authorised by the incumbent or other member of the clergy officiating in the parish, or, failing such person, by a churchwarden, and shall be widely communicated in advance and announced at all services in the Parish for at least the two Sundays next preceding the day appointed for the meeting of the vestry.

- 7.2.5 At the special review meeting in February, the Select Vestry will receive the Forms of Declaration i.e. all claims for registration and any objections to names previously registered or to any new claims. All those seeking registration are entitled to appear at the meeting to support any claim.

If there are no objections, the names of all qualified persons who have completed Forms of Declaration not more than one month before the date of the meeting shall be added to the Register, which is recorded in a book kept by the incumbent and churchwardens for that purpose. At the meeting the names of those who are no longer qualified (that is, those who have left the parish or died, or those who no longer subscribe in the proper manner) should be removed from the Register. Where appropriate, those persons should be informed that their names have been removed.

If a registration objection is raised at the review meeting, a notice must be sent immediately to the person concerned, stating the grounds of the objection and the action they may take to make an appeal. If any person already registered, or newly claiming to be registered, as a vestry member is dissatisfied with any decision of the Select Vestry with regard to themselves or any other person, they may lodge an appeal to the Diocesan Council within seven days of the Select Vestry decision.

REGISTRATION APPEALS

- 7.3.1 If any person who is registered or claims to be registered, as a Vestry member is dissatisfied with any decision of the Select Vestry with respect to the insertion of, or omission of the name of themselves or any other person from, the Register of Vestrypersons, they may, within seven days, appeal to the Diocesan Council concerning that decision.
- 7.3.2 Each registration appeal should be brought by lodging with the Minister of the Parish and forwarding by post to the Secretaries of the Council, a notice in writing of the appeal, signed by the Appellant, specifying concisely the decision appealed against and the grounds of the appeal.
- 7.3.3 Each appeal shall be heard and disposed of by the Appeal Committee of the Council with the least possible delay. If the Appeal Committee allows the appeal on the grounds of any informality in the summoning or constitution of the Select Vestry, it may direct a new revision at such time and place as it determines. The decision of the Appeal Committee may be appealed against and reviewed by the Council as in the case of other election appeals.

EASTER GENERAL VESTRY

- 7.4.1 A meeting of the General Vestry of each parish, to be known as the Easter General Vestry, shall be held each year **not earlier than twenty-seven days before and not later than twenty days after Easter Day**. This meeting may be adjourned from time to time to any day or days not later than the **sixth** Monday after Easter Day. However, the General Vestry meeting may not be held on, or adjourned to, a day within the period from the Sunday preceding Easter (Palm Sunday) to Easter Day (inclusive).

- 7.4.2 Public notice shall be given of the holding of such meeting and of the place and hour of the same, and such notice shall be authorised by the incumbent or other member of the clergy officiating in the Parish, or, failing such person, by a churchwarden, and shall be widely communicated in advance and announced at all services in the Parish for at least the two Sundays next preceding the day appointed for the meeting of the Vestry.
- 7.4.3 At its meeting the Easter General Vestry shall, in the following order:
- a) Receive the accounts of the parish as presented by the Select Vestry in accordance with Section 7.5.3 and 4 of these Regulations.
 - b) Make the annual and triennial appointments, as appropriate, in accordance with Chapter 3, Part 1, Sections 13 and 14 of the Constitution.
 - c) Comply with the requirements of the Church of Ireland policy for Adult Safeguarding and Safeguarding Trust: the Code of Good Practice for Ministry with Children
- 7.4.4 In addition to the duties entrusted to it by the Constitution of the Church of Ireland, the Easter General Vestry shall appoint an auditor for the parish accounts as required under the Charities Act (Northern Ireland) 2008 and 2013.
- 7.4.5 If an Extraordinary General Vestry meeting is required, notification of such shall be in accordance with the Constitution Chapter 3, Part 1, Section 11:
- “Public notice shall be given of the holding of such meeting and of the place and hour of the same, and such notice shall be authorised by the incumbent or other member of the clergy

officiating in the parish, or, failing such person, by a churchwarden, and shall be widely communicated in advance and announced at all services in the Parish for at least the two Sundays next preceding the day appointed for the meeting of the vestry.”

SELECT VESTRY

- 7.5.1 The Select Vestry shall appoint a parochial secretary and a parochial treasurer as soon as practicable after each Easter General Vestry.
- 7.5.2 It shall be the duty of the Select Vestry in each year to prepare accounts of the parochial funds in its control and charge. These accounts shall be certified as correct by the auditor as appointed by the Easter General Vestry in accordance with Diocesan Regulation 7.4.4.
- 7.5.3 The format of parochial accounts and their level of audit shall be in accordance with the requirements of the Charities Act (Northern Ireland) 2008 and 2013 and any subsequent related regulations.
- 7.5.4 The updated Office Bearers details, shall be inputted into the Contact Management System no later than two weeks after the meeting of the Easter General Vestry as directed by the Diocesan Office. One set of annual accounts shall be submitted as directed by the Diocesan Office. The Completed Financial Return Form and the Statistical Return Form shall be submitted online in the Parish Returns as directed by the Diocesan Office.
- 7.5.5 Two signatures, one of which shall be that of the treasurer, shall be required for all cheques drawn on the parochial bank accounts. Similarly, for online transactions two authorised individuals are required to authorise payments from the parochial bank accounts.

- 7.5.6 It is the responsibility of the Select Vestry of a Parish to comply at all times with the General Data Protection Regulation (GDPR) 2018.

INSPECTION OF BUILDINGS

- 7.6.1 Select Vestries are required to facilitate and conform with arrangements made by the Diocesan Council for the quinquennial and/or vacancy inspections by the Diocesan Architect/Chartered Building Surveyor of parish properties vested in the Representative Church Body as follows:

- a) Rectory – Quinquennially and during a vacancy in the Incumbency.
- b) Other clergy residences – Quinquennially.
- c) Church buildings – Quinquennially.
- d) Special inspections by arrangement with the Diocesan Council.

[A copy of the protocol for the conduct of the above inspections is available on request from the Diocesan Office.]

- 7.6.2 Responsibility for the regular inspection of properties not vested in the Representative Church Body rests with the Trustees who hold Title to the property. However, parishes may request in writing to the Diocesan Council that they wish to be included in the programme of inspections by the Diocesan Architect/Chartered Building Surveyor.

MANAGEMENT OF BURIAL GROUNDS

- 7.7.1 Where a parish has responsibility for a burial ground which is vested in the Representative Church Body, the care and management of that burial ground shall be conducted in accordance with Chapter 12 of the Constitution.

- 7.7.2 The care and management of burial grounds is the responsibility of the clergy and churchwardens of the parish in which the burial ground is situated.
- 7.7.3 The Select Vestry shall draw up regulations, which may be revised from time-to-time, for the management of the burial ground(s) in its parish(es). Where a Select Vestry wishes to use an area of its churchyard for the burial of cremated remains the Select Vestry shall include regulations for the management of this area. Guidelines to assist in the preparation of such regulations may be obtained from the Diocesan Office on request. All such parochial graveyard regulations shall be submitted to the Diocesan Council for approval. Only when such approval has been obtained, should the approved regulations form the basis for the management of the burial ground by the clergy and churchwardens.
- 7.7.4 Other than meeting its obligations as defined in Sections 1, 6, 7 and 8 of Chapter 12 of the Constitution and as indicated in Regulation 7.7.3, the Select Vestry has no other involvement in the management of the burial ground.

ELECTION APPEALS

- 8.1 Whenever any dispute or doubt shall arise as to the election of any churchwarden, any Select Vestry member or other official who shall be the subject of election by a General or Select Vestry, an appeal may be brought to the Diocesan Council by any qualified elector who feels aggrieved. Every such appeal shall be made within seven days after the date of the election, by serving a notice on
- the Honorary Secretaries of the Diocesan Council, and
 - the chairperson of the meeting at which the election took place.

This notice shall:

- (a) be signed by the appellant, and
- (b) contain their full name, address and qualification, and
- (c) set out the grounds of the appeal.

In each appeal, the chairperson of the meeting shall make a return of the election to the Diocesan Council attaching the notice or notices of appeal. If no such appeal is brought, the election shall be final.

- 8.2 The Diocesan Council, as soon as possible after its election, shall elect five of its members who, with its Honorary Secretaries, shall constitute a Committee of Appeal for the hearing of appeals and shall, from time to time, fill any vacancies arising in the Committee. The Council shall make such rules as are appropriate for the hearing of such appeals. Five members of the Committee of Appeal shall constitute a quorum.
- 8.3 Any appeal shall lie from the Committee of Appeal to the Diocesan Council, and it shall be made by the lodgement with the Honorary Secretaries of the Council of a notice of such appeal within one week after the Committee of Appeal has announced its decision. Where no such notice has been lodged within the time permitted, or within any extended time, the decision of the Committee of Appeal shall be final.
- 8.4 An appeal from the Committee of Appeal shall be heard and disposed of by the Diocesan Council in such manner as it shall think fit.
- 8.5 The Diocesan Council and the Committee of Appeal respectively, on hearing each appeal, shall have power to unseat the person whose election was disputed, and to declare any other person duly elected. Alternatively, they may order a fresh election, as the justice of the case shall require, and to give such direction as seems necessary. In each appeal the Diocesan Council or the Committee of Appeal may, at its discretion, extend the time for appealing.

THE REPRESENTATIVE CHURCH BODY

- 9.1 In accordance with Chapter 10 of the Constitution, the Diocese shall elect one clerical and two lay representatives to the membership of the Representative Church Body.
- 9.2 The Diocesan Synod shall elect annually by rotation one of its representatives to the membership of the Representative Church Body, clerical members voting only in the election of a clerical representative and lay members voting only in the election of a lay representative.
- 9.3 Voting in the election of representatives to the membership of the Representative Church Body shall be in accordance with the procedure detailed in Section 3 of these Regulations.

CANONRY OF ST. PATRICK'S DUBLIN

- 10 Whenever, under the provision of Section 22 of Chapter 7 of the Constitution, it shall fall to the turn of the Diocese of Down and Dromore to appoint to a Prebendal Stall in the Cathedral Church of St. Patrick, Dublin, the election and appointment shall be made by the Bishop of the Diocese.

WRITTEN RECORDS OF PROCEEDINGS

- 11.1 The Diocesan Synod shall record its proceedings and ensure the safe keeping of those records. Such records shall be in writing and signed by the president of the Synod.
- 11.2 The proceedings of Diocesan Council, general vestries, select vestries, boards of nomination and cathedral chapters in the dioceses shall be maintained in writing. The minutes of the proceedings of each body shall be signed as a correct record and retained as a paper copy in safe keeping.

DURATION OF REGULATIONS

- 12 The foregoing regulations shall continue in force, save in so far as they may be varied or revoked by any resolution of the Synod.

DIOCESE OF DOWN AND DROMORE

GLEBES-Diocesan Regulations

A. CONSTITUTION OF GLEBES COMMITTEES

1. Each of the Dioceses of Down and Dromore shall have its own separate Glebes Committee.
2. The Glebes Committees may be constituted as follows:

 DOWN: The Archdeacon, two clergy and three lay.
 DROMORE: The Archdeacon, two clergy and three lay.
3. The members of the Glebes Committees shall be appointed triennially by the Diocesan Council. Each Glebes Committee may recommend names for appointment by the Diocesan Council. Casual vacancies may be filled at any time by the Diocesan Council.
4. Three members shall constitute a quorum. One of the members shall be appointed Chairperson at the first meeting and shall hold office for three years. The minutes of the previous meeting, having been read and confirmed, shall be signed by the Chairperson.
5. Each Glebes Committee shall elect one of its members as its Secretary.
6. The Glebes Secretaries shall be paid travelling and other expenses incurred in the course of their duties at a rate to be determined from time to time by the Diocesan Council.
7. Each Glebes Committee shall have power to request other persons to attend its meetings and advise in its discussions by providing expert knowledge or local or particular information.

B. GENERAL

8. Each Glebes Committee shall meet at such times as may be deemed necessary, provided that one meeting at least shall be held each year. The Secretary shall summon meetings, and five clear days' notice shall be given to each member of the Committee.
9. All matters relating to the Glebes of each Diocese shall stand referred to its own Glebes Committee, which shall consider all reports of Commissions and Inspections, and also the report of the Area Deans and Glebewardens as to urgent repairs and shall be empowered to take such action in each case as is prescribed by Chapter XIII of the Constitution.
10. The Area Dean shall arrange with the Incumbents in his Area Deanery as to the annual inspections of their Glebes. Area Deans' expenses incurred in inspections of Glebes may be recommended by the Glebes Committee for payment.
11. As directed by Rule 21 of Chapter 13 of the Constitution it shall not be lawful to fell trees growing on a glebe or other property vested in the Representative Body without the permission of the Representative Body being obtained through the Diocesan Council. When permission to fell trees shall have been given, such permission shall remain in force for twelve months, reckoning from the date of such permission, and no longer.

Pursuant to such permission the Diocesan Council, having complied with the requirements of the civil authorities in such matters, shall take steps for the trees to be felled and sold or otherwise disposed of and, on the trees being sold, the proceeds shall be applied by the Select Vestry towards:

- “(a) As to trees felled on a glebe:
- (i) the cost of replanting if appropriate
 - (ii) repairs to the glebe house or
 - (iii) the reduction of outstanding purchase money or loans for repairs ...”

12. When repairs or works in respect of a Glebe are being considered, full details should be submitted for approval by the Diocesan Council which may seek the opinion of the Glebes Committee and/or the Diocesan Plans Committee before formulating a recommendation to the Representative Church Body. If the Incumbent of the parish so desires, they shall be entitled to appear before the Committee or forward in writing their views on the proposed repairs or works.
13. The secretary of each Glebes Committee shall present annually a statement of accounts to the Committee showing the income and expenditure and balance on any funds under its administration.
14. Each Parish in the Diocese having a Glebe vested in the Representative Body shall be required to forward, within a month after the Easter General Vestry, the names and addresses of its Glebewardens to the secretary of the Diocesan Council, who shall send them to the Secretaries of the Glebes Committees. Each Glebe warden shall, at the time of his appointment, be furnished with a leaflet describing the duties of Glebewardens as defined in Rule 10 of Chapter XIII of the Constitution.
15. No alteration shall be made in these Regulations except by the authority of the Diocesan Synod, and with the approval of the Representative Body as required by Rule 7 of Chapter 13 of the Constitution.
16. A copy of these Regulations shall be furnished to every Incumbent occupying a Glebe vested in the Representative Body.

C. GLEBE HOUSES

17. The report of every Quinquennial Commission on a Glebe House vested in the Representative Church Body shall be considered by the Glebes Committee, who shall decide whether such house is generally suitable (by reason of its size, structural repair, state of modernisation, etc.) for occupation by a clergy member of the Church of Ireland.

18. If the Commission has reported that the house cannot be made so suitable, or that any work is required to make the house so suitable and such works have not been carried out by the Select Vestry of the parish within six months after notice requiring the same to be done has been forwarded to the secretary of the Select Vestry, the Glebes Committee shall notify the Diocesan Council with its recommendation as to whether or not the house should be considered to be a suitable house for occupation by any future incumbent of the parish.

The Select Vestry shall have an immediate right of appeal to the Diocesan Council against any notice requiring work to be carried out in the Glebe House.

D. GLEBE LANDS

19. The Glebes Committee shall exercise a general supervision over the Glebe Lands of the Diocese and may appoint an Estate Agent to assist it with this responsibility.

The Glebes Committee, if appropriate through its Estate Agent, shall arrange for the letting of Glebelands by public auction or otherwise, as it shall consider most desirable.

The Glebes Committee shall decide whether any alteration or permanent improvements to the lands are desirable and what programme of cropping, manuring etc. should be followed so as to enable a maximum rent to be obtained over a period of years and shall advise the incumbent and Select Vestry accordingly.

20. In the case of the lettings of land, the proper contract forms shall be supplied by the Glebes Secretary on application and such forms, when completed, should be returned to the Secretary for sanction by the Glebes Committee. A copy of the contract forms shall, in all cases, be furnished to the Incumbent who may represent his views to the Glebes Secretary within 14 days of having received the copy document(s).

The contract forms shall be null and void until expressly sanctioned by the Glebes Committee. In the event of disagreement, the decision of the Glebes Committee shall be final.

21. The rent accruing from the letting of glebeland shall first be applied towards such purposes in connection with the Glebe as the Glebes Committee may determine and any surplus remaining shall be credited to the general funds of the parish.

CHURCH OF IRELAND

DIOCESE of
Down & Dromore



THE FINANCIAL SCHEME 2014

**PASSED BY THE DIOCESAN SYNOD ON
19TH JUNE 2014**

**AMENDED BY DIOCESAN SYNOD ON 25TH JUNE
2015 AND 14TH JUNE 2018**

DIOCESE OF DOWN AND DROMORE

THE FINANCIAL SCHEME

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CHAPTER I

DIOCESAN STIPEND FUND

1. The Capital shall consist of :
 - (1) The sum held by the Representative Body and Church of Ireland Trustees for the Diocesan Stipend Fund.
 - (2) Any Bequests, Contributions or Donations which are specifically for the Capital of the Fund.
 - (3) Any surplus on the Revenue Account which the Diocesan Council may add to Capital.
2. The Revenue shall consist of:
 - (1) Interest on Capital.
 - (2) Transfers from other Diocesan Funds authorised by this Scheme or by the Diocesan Synod.
 - (3) Any Bequests, Contributions or Donations which are specifically for the Revenue of the Fund.
 - (4) Contributions collected from Parishes for the Church of Ireland Clergy Pensions Fund in accordance with the provisions of Chapter XIV of the Constitution.
 - (5) Receipts from Parishes in respect of the Diocesan contribution towards Financing the Episcopacy as provided for under Chapter VI of the Constitution.
3. The Income of the Fund shall be liable for the following charges:-
 - (1) The distribution of income received from endowments, held by the Representative Church Body in accordance with Schedule I annexed to this scheme.
 - (2) The interest on Composition Balances as set forth in Schedule II annexed to this Scheme.
 - (3) Towards Stipends and other expenses of Diocesan Curates.
 - (4) Annual grant as agreed by the Diocesan Council to the Canon representing the Diocese in St. Patrick's Cathedral, Dublin.
 - (5) Payment of contributions to the Church of Ireland Clergy Pensions Fund in accordance with Chapter XIV of the Constitution.
 - (6) Payment of any duly authorised levies which may be required towards Financing of the Episcopacy under the provisions of Chapter VI of the Constitution.
 - (7)
 - (a) The payment of annuities under the former Long Service Annuities Scheme in respect of 'In-Service' annuities ceased as at 31st December 1980.
 - (b) Superannuated clergy in receipt of a Long Service Annuity as at 31st December, 1980 shall continue to receive the annuity to which they were entitled at the time of their retirement and will continue to receive payment thereof on 1st October annually.
4.
 - (a) The Diocesan Council may, at its discretion, make an advance to any beneficed clergyman or curate-assistant of the diocese towards the purchase of a motor car. An advance shall:-
 - (i) Be made from the Diocesan Stipend Fund and
 - (ii) Not exceed such amount as may from time to time be recommended by the Representative Church Body and
 - (iii) Be subject to such conditions as may from time to time be agreed between the Diocesan Council and the Representative Church Body.

- (b) Each clergyman receiving an advance under the provisions of this section shall repay capital and interest thereon in equal monthly instalments by Banker's Order in accordance with the conditioned agreed under section 4 (a) (iii) of this Chapter.

If any clergyman shall fail to make such repayments as and when due, the Diocesan Council may initiate proceedings for the recovery of the same.

- 5. The payments as set forth in Schedules I and II shall be paid annually to the select vestries of the respective parishes, to be transmitted by them to their incumbent or curate, as the case may be, as part of their stipends as determined in accordance with Section 6 of this Chapter. The payments shall be made by the Representative Church Body on requisition by the Diocesan Council.
- 6.
 - (a) Each month the Select Vestry of each parish shall pay by cheque or by Banker's Order to its incumbent, vicar, or curate(s) assistant such stipend and expenses allowance as may from time to time be determined by the Diocesan Council; provided that in default of such monthly payments and on the request of the incumbent that his stipend and expenses allowance be paid monthly through the Representative Church Body, the Diocesan Council may take all steps necessary to comply with such request and the Diocesan Council shall assess the parish for such sum as may be required to pay the said stipend and allowance.
 - (b) Such assessments shall be payable at such times as may be determined by the Diocesan Council, and an administration charge may be made on such payments at the rate of 10% per annum. Interest at the rate of 10% per annum may be charged on any arrears incurred.
 - (c) The assessments under this Section shall be paid through the Diocesan Office by cheque drawn in favour of the Diocese.
 - (d) The Diocesan Synod reserves the right to alter or delete any or all of the provisions at 6 (a), 6 (b) and 6 (c) above.
- 7. If any parish shall fail to provide the whole or any part of the stipend and expenses allowances due to its incumbent, and its annual assessment (if any) to the Diocesan Stipend Fund, the incumbent shall be paid in full from the Stipend Fund, the stipend and allowances to which he is entitled and the parish shall be assessed for such sum, or for such lesser amount as may be determined by the Diocesan Council; any arrears of such assessment shall be brought forward each year with interest as provided in Section 6(b) of this Chapter, and when such incumbency becomes vacant the Diocesan Council shall not make the report required by Section 13 of Chapter 4 of the Constitution until the arrears of assessment have been paid and it is satisfied that adequate provision has been made for the payment of stipend and expenses allowances and the provision of a free residence in future.

CHAPTER II

DIOCESAN SUPERANNUATION FUND

- 1. The Capital shall consist of:
 - (1) The sum held by the Representative Body and Church of Ireland Trustees for the Diocesan Superannuation Fund.

- (2) Any Bequests, Contributions or Donations which are specifically for the Capital of the Fund.
 - (3) Any surplus on the Revenue Account which the Council may add to Capital.
2. The Revenue shall consist of:
 - (1) Interest on Capital.
 - (2) Any Bequests, Contributions or Donations which are specifically for the Revenue of the Fund.
3. The Council may at its discretion allocate from the income of the Fund grants, in special circumstances, to Clergymen or retired Clergymen and towards such payments as may be due by the Diocese under Section 3(6) of Chapter I of this Scheme.

CHAPTER III

BELFAST ADDITIONAL CLERGY FUND

1. The Capital shall consist of:
 - (1) The sum held by the Representative Body and Church of Ireland Trustees for the Belfast Additional Clergy Fund.
 - (2) Any Bequests, Contributions or Donations which are specifically for the Capital of the Fund.
 - (3) Any surplus on the Revenue Account which the Council may add to Capital.
2. The Revenue shall consist of:
 - (1) Interest on Capital.
 - (2) Interest from Endowment impressed with a trust for the provision of extra Clergymen in such part of the City and neighbourhood of Belfast as is situated in the Diocese of Down.
 - (3) Any grant allocated by the General Synod or the Representative Body for the purposes of this Fund.
 - (4) Any Bequests, Contributions or Donations which are specifically for the Revenue of the Fund.
3. The income of the Fund shall be at the disposal of the Council for the payment in whole or in part of the stipends of extra Clergymen in such part of the City and neighbourhood of Belfast as is situated in the Diocese of Down.

CHAPTER IV

THE REVEREND J H SMYTHE BEQUEST AND THE REVEREND CANON J A STEWART BEQUEST

The income accruing to the Diocese from these Bequests shall be administered by the Council in accordance with the terms of the respective trusts.

CHAPTER V

PARISH SUPPORT FUND

(Also known as Diocesan Poor Parishes Fund)

1. The Capital shall consist of
 - (1) The sum held by the Representative Body and Church of Ireland Trustees for the Parish Support Fund or the former Diocesan Poor Parishes Fund.
 - (2) Any Bequests, Contributions or Donations which are specifically for the Capital of the Fund.
 - (3) Any surplus on the Revenue Account which the Council may add to Capital.
2. The revenue shall consist of:
 - (1) Interest on capital.
 - (2) The Interest from the Dunseath Bequest.
 - (3) Church Collections so designated.
 - (4) Any Bequests, Contributions or Donations which are specifically for the Revenue of the Fund.
3. The income of the Fund shall be allocated in payment of such grants to Poor Parishes as the Council may decide.

CHAPTER VI

DIOCESAN EXPENSES FUND

1. The Capital shall consist of:
 - (1) The sum held by the Representative Body and Church of Ireland Trustees for the Diocesan Expenses Fund.
 - (2) Any Bequests, Contributions or Donations which are specifically for the Capital of the Fund.
2. The Revenue shall consist of:
 - (1) Interest on Capital.
 - (2) An annual contribution from every fund under the control of the Council, with the exception of the General Fund, of such amount not exceeding 4% of the income of such fund as the Council may decide from time to time.
 - (3) A sum not exceeding 4% on any funds raised for special purposes.

- (4) Any Bequests, Contributions or Donations which are specifically for the Revenue of the Fund.
 - (5) Contributions from other organisations in return for the use of the Diocesan Office and for the services of the Diocesan Staff. If the Council so decides, such contributions shall be paid directly by the organisations concerned to the account maintained by the Down and Dromore and Connor Joint Committee.
3. The income of the Fund shall be regarded as revenue for the Diocesan General Fund.

CHAPTER VII

GLEBES REPAIR FUND

The Fund is to be administered in accordance with the Diocesan Glebes Regulations.

CHAPTER VIII

CLERICAL INCOME AUGMENTATION FUND

1. The Revenue shall consist of the interest on the Capital held by the Representative Body and the Church of Ireland Trustees.
2. The Income may be used for the payment of such grants towards clerical stipends as the Council may approve from time to time through the Parish Support Fund (see Chapter V).

CHAPTER IX

DIOCESAN ENDOWMENT FUND

1. The Capital shall consist of:
 - (1) The sum held by the Representative Body and Church of Ireland Trustees for the Diocesan Endowment Fund.
 - (2) Any Bequests, Contributions or Donations which are specifically for the Capital of the Fund.
 - (3) Any surplus on the Revenue Account which the Council may add to Capital.
2. The Revenue shall consist of:
 - (1) Interest on Capital.
 - (2) Any Bequests, Contributions or Donations which are specifically for the Revenue of the Fund.
3. Income of this Fund shall be at the disposal of the Council for any Diocesan purpose which is consistent with the Rules and Regulations of the Diocese and Trust limitations where they exist.

4. The Council may use any portion of the Capital of the Fund as collateral security for any loan obtained from the Representative Body for:
 - (1) Building Churches, or Parochial Halls, or the acquisition of sites therefor, or
 - (2) Any other Diocesan purpose which may be approved by the Diocesan Synod.

CHAPTER X

DIOCESAN LIBRARY FUND

1. The Capital shall consist of the Bequests of the late Reverend H R Taylor and the late Miss M J McManus, which are held respectively by the Representative Body and the Church of Ireland Trustees, so far as the said fund may be allocated to the Diocese of Down and Dromore by order of any Court, Commissioners, Ministry, or other body or person having jurisdiction to make such order.
2. The income shall be at the disposal of the Council to carry out the terms of the Trusts.

CHAPTER XI

DIOCESAN EPISCOPAL FUND

The income on the Capital shall be paid as Episcopal Stipend to the Bishop of the Diocese for the time being.

CHAPTER XII

DIOCESAN CHURCH EXTENSION FUND

1. The Fund shall consist of any bequests, contributions, donations, grants or transfers which shall be designated for it.
2. Payments from the Fund may be recommended by the Diocesan Finance Committee and authorised by the Council for the purpose of building, altering, reconstructing or repairing churches, church halls and parochial halls in the Diocese of Down and Dromore, the purchasing of sites, and buying out of ground or head rents and all other purposes ancillary to the promotion of Church extension therein and other incidental expenses in connection therewith.

CHAPTER XIII

DIOCESAN GENERAL FUND

1. The Fund shall consist of:
 - (1) Any bequests, contributions, donations, grants or transfers which shall be designated for it, together with any funds held by or designated to the former Diocesan Development Fund.
 - (2)
 - (a) An annual quota from each parish of a percentage of parochial income from all sources (excluding all “restricted” income such as that received specifically for charitable and missionary purposes or major construction and repair projects); such quota shall be paid by Direct Debit. The Diocesan Council shall rule in any dispute about what may or may not be considered assessable income under this scheme.
 - (b) In any year, the annual quota for each parish shall be determined on an average of its assessable income received in the three year period separated by one year from the year of assessment (for example the calculation for the year 2016 shall be determined on the average assessable income for the years 2012 – 2014). Where a parish fails to submit copies of its accounts to the Diocesan Council within three months of its Easter General Vestry or within seven months of the end of its financial year (whichever is the longer), the assessment shall be that calculated for the previous year plus 10%.
 - (c) Each year the quota will be determined by the Diocesan Synod for the succeeding year, taking account of the Diocesan budgeting requirements as identified by the Diocesan Council.
2. Payments from the Fund shall be made by the Diocesan Council for any object in furtherance of the work of the Church in the Diocese and to meet such commitment on behalf of the parishes to the Central Church Funds as the Diocesan Council may determine.

CHAPTER XIV

DIOCESAN ORDINANDS FUND

1. The Fund shall consist of any bequests, contributions, donations, grants or transfers which shall be designated for it.
2. Payments from the Fund shall be made to the Bishop’s Ordinands Fund towards the training and expenses of ordinands, and for bringing before the people of the Diocese the vocation and the recruitment of the clergy.

CHAPTER XV

GENERAL

1. This Financial Scheme shall take effect from 1st July 2014, and may be cited as “The Financial Scheme, 2014”. All previous Financial Schemes and Supplemental Schemes, including resolutions with respect to matters to which this Scheme relates, are hereby rescinded.
2. The Council shall present annually a report and duly audited statement of accounts to the Diocesan Synod.
3. Before a new Incumbent is appointed to a vacancy in any Parish, the Select Vestry of such Parish shall furnish for the approval of the Council particulars of the financial arrangements to be made in connection with such appointment.
4. In cases not provided for by this Scheme, or in which its application may appear to be doubtful, the Council shall decide on such matters, subject to the approval of the Diocesan Synod at its next meeting.
5. References in this Scheme to any Diocesan Fund shall be construed as references to that Fund as belonging to the Down and Connor and Dromore (Division of Diocese) Act, 1944.

SCHEDULE 1.

Diocese of Down

PARISH	RB Units
—	
Ardglass	1,986.49
Dunsford	1,986.49
Ardkeen	2,124.01
Ballyculter and Kilclief	3,697.92
Ballyphilip and Ardquin	3,697.92
Ballywalter	259.77
Bangor	3,101.98
Belfast - Ballymacarrett	2,979.73
“ Ballynafeigh	2,582.43
“ Cregagh	1,191.89
“ Dundela	2,124.01
“ Knockbreda	2,582.43
Bright	1,986.49
Ballee	1,986.49
Carrowdore	198.65
Comber	259.77
Donaghadee	2,582.43
Down Parish	3,636.80
Drumbeg	2,444.91
Drumbo	2,582.43
Dundonald	2,124.01
Groomspoint	259.77
Hillsborough	4,767.57
Holywood	61.12
Killaney	2,124.01
Killinchy and Kilmood	2,582.43
Killough	1,589.19
Killyleagh	2,582.43
Kilmore	2,124.01
Kilwarlin Upper	259.77
Loughinisland	2,582.43
Newtownards	2,124.01
Rathmullan	1,986.49
Tyrella	1,986.49
Saintfield	2,383.79
Saul	2,124.01
Inch	<u>2,383.79</u>
TOTAL	<u>78,038.43</u>

Diocese of Dromore

PARISH	RB Units
Aghaderg	1,986.49
Donaghmore	1,986.49
Aghalee	2,582.43
Annahilt	259.77
Annalong	2,124.01
Castlewellan	259.77
Clonallon	1,925.37
Warrenpoint	2,582.43
Donaghcloney	3,499.28
Dromara	3,101.98
Dromore Cathedral	4,553.64
Drumgath	2,903.33
Clonduff	1,054.37
Drumgooland	2,521.31
Kilcoo	1,986.49
Gilford	2,842.21
Kilbroney	3,636.80
Kilkeel	4,232.75
Kilmegan	2,124.01
Knocknamuckley	2,124.01
Magheradroll	2,124.01
Magherahamlet	30.56
Magherally	259.77
Magheralin	3,499.28
Moira	2,582.43
Newcastle	2,124.01
Newry - St Mary's	259.77
Newry - St Patrick's	259.77
Scarva	2,124.01
Seapatrck	4,553.64
Shankill	4,553.64
Tullylish	2,124.01
TOTAL	<u>72,781.88</u>

SUMMARY

DIOCESE	RB Units
DOWN	78,038.43
DROMORE	<u>72,781.88</u>
TOTAL	<u>150,820.31</u>

SCHEDULE II.

INTEREST ON COMPOSITION BALANCES PAYABLE TO PARISHES FOR CLERICAL STIPEND

	£
Ballyhalbert	519.54
Greyabbey	<u>1,466.95</u>
	<u>1,986.49</u>